

TERMS OF REFERENCE / CONSTITUTION

General

The group will consist of Anti-social Behaviour (ASB) Practitioners from each of the twenty Community Safety Partnerships (and their variations) in Wales.

The secretariat will be provided by the Wales Safer Communities Network, supporting the Chair and Executive Group.

Purpose

The Home Office, Welsh Government, Local Authorities, Police and Police & Crime Commissioners and third sector (for example Registered Social Landlords) are committed to tackling ASB in communities. The group will provide a forum for those responsible for tackling ASB to share good practice, problem solve, as well as being recognised as an independent body in this specialist field. The group shall encourage and maintain the principles of combating ASB.

Terms of Reference

The group will:

- meet twice a year enabling ASB practitioners to network and support their counterparts throughout Wales;
- identify and share good practice;
- identify and share issues of concern, and consider possible solutions;
- have access to the All Wales ASB practitioner's e-network where good practice, issues of concern and possible solutions can be shared via the Chair.
- seek advice from Welsh Government and the Home Office to address issues of concern;
- provide updates to the Wales Safer Communities Board;
- participate and promote in ASB Awareness Week and other relevant awareness days, weeks or months;
- ensure any lobbying is done in a structured fashion.

Meetings will:

- take place twice a year and this shall include the Annual General Meeting (AGM).
- include sessions to address any training requirements;
- include relevant regular updates in legislation.

Principles

The group will ensure:

- Victims are supported, know how to report and feel listened to.
- Organisations will work across boundaries to problem solve.
- Best practice will be shared through this network.
- Safeguarding of children and adults at risk will be considered.
- ASB is taken into consideration in Strategic Assessments.
- The Community Trigger will be available and effectively used.

Membership

CORE MEMBERS

- The ASB practitioners from the twenty two Community Safety Partnerships (and their variations) shall constitute the core members;
- Each core member shall contribute £75.00 per annum towards financing meetings and seminars etc.;
- Each partnership shall have one vote (if there is more than one representative from a partnership only one vote will be accepted);
- If a core member cannot attend a meeting / seminar they can be deputised for by another representative from their partnership and the deputy shall have the same voting status as the core member.

ASSOCIATE MEMBERS

- Associate members shall be nominated by core members;
- Associate members shall contribute £75.00 per annum towards financing meetings and seminars etc.;
- A representative of the Home Office and Welsh Government's Community Safety Team shall be invited to be associate members;
- The chair of the Registered Social Landlords (RSLs) Forum shall be invited to be an associate member;
- The chair of WACSO shall be invited to be an associate member;
- The ASB lead officer for each Police force area shall be invited to be an associate member;
- Additional associate members may be invited to join the group at the discretion of the chairperson.

SECRETARIAT

- The secretariat will be provided by the Wales Safer Communities Network.

Executive Group

The group shall elect an executive group that will serve for a period of two years and consist of:

- Chair;
- Vice-Chair;
- Treasurer;
- Three support officers

The executive group will meet quarterly and may consult any individual or organisation if it is considered to be beneficial. The executive group will be supported with secretariat support by the Wales Safer Communities Network.

Decision Making

The group shall not make any decisions unless a quorum of four members is present (to include two members of the executive group).

Finance

The Treasurer will provide a report to the group at the AGM.

The Treasurer reserves the right to review the membership fee on an annual basis. Should the Treasurer feel there is a need for the cost of membership to increase, they will discuss this with the Chair and all members will be informed.

The groups account will be audited independently on an annual basis if funds exceed £100,000.

Miscellaneous

The chairperson can call ad-hoc meetings at any time should an urgent matter arise.

Guests and observers can be invited to the group's meetings at the discretion of the chairperson.

Version Control

Version	Amendments made	By Who	Circulation
1	Draft of new ToR by Safer Communities Network team- November 2021	SC	ASB Practitioners
2	Draft revised version following feedback- December 2021	SC	ASB Practitioners
3	Agreed version as at ASB Practitioners meeting 15/12/2022	SC/HH	ASB Practitioners
4	Amended version, as agreed at ASB Practitioner meeting 21/09/2022	HH	ASB Practitioners