

Wales Data and Analysis Innovation and Improvement Network

Terms of Reference

BACKGROUND

The Wales Data and Analysis Innovation and Improvement Network (WDAIIN) was set up in 2020 as a partner network to support the Safer Communities Board for Wales. WDAIIN has been supported through the Wales Safer Communities Network Team since 2021 and chaired by Dafydd Llywelyn the Police and Crime Commissioner of Dyfed Powys.

In March 2023, PCC Llywelyn and Welsh Government hosted a conference to look at how data is currently used to inform the work of community safety in Wales; and reflect on the role of the network and the support it currently provides to the Safer Communities Board for Wales to enhance their evidence-led approach to address community safety issues. Feedback from the conference has informed a refresh of these terms of reference.

PURPOSE

The purpose of the group is to assist in the sharing of best practice as a Professional Reference Group of the analytical community of Wales.

As a partner Network this forum will look to support the Community Safety partnership landscape in Wales and will be supported by a member driven workplan.

FUNCTIONS OF THE GROUP– *what we do.*

To fulfil our purpose the group is focus on delivering the following objectives:

- **Effective Partnership working on common issues**
 - The WDAIIN will identify common challenges being faced by member organisations which can be fed into WDAIIN via the Wales Safer Communities Network.
 - Information will be shared with the Safer Communities for Wales and other boards that members will attend to advise, inform and influence collaboration on shared issues across devolved and non-devolved partners, with a view to encouraging all-Wales approaches.
- **Oversight of Emerging issues / Horizon scanning**
 - WDAIIN members will keep each other updated about current and emerging issues that could have an impact on the delivery of community safety working, especially in regard to data analysis across Wales.
 - It is the responsibility of members to disseminate information from WDAIIN meetings and any email circulations within their wider organisations/ networks, as appropriate.
- **Identify and share good practice**
 - WDAIIN will identify, celebrate and promote effective practice and encourage the adoption, upscaling and mainstreaming of initiatives that are proven to be 'what works'.
 - To identify and develop opportunities with various agencies and organisations across Wales in relation to developing the sharing and use

of further and wider data sets (e.g. Substance misuse services data, HMPPS data, Youth Justice data, Education data and Sexual Assault Referral Centre (SARC)).

Roles and Responsibilities

All members of WDAIIN have signed up to the purpose and function of the group. Therefore, organisational representatives are asked to perform the following function as members of the group:

- attending scheduled meetings and, if necessary, nominating a proxy.
- engage in providing feedback to drive the priorities and focus of the WDAIIN workplan.
- championing the group within and outside of work areas.
- share communications and information with group members and where appropriate cascade information shared with them within their own organisation.
- making timely decisions and taking action so as to not hold up the group priorities.
- notifying members of the WDAIIN, as soon as practical, if any matter arises which may be deemed to affect the development of group or other associated work through the Wales Safer Communities Network.
- declare any conflicts of interest that may arise during the operation of WDAIIN and its work programme.

Members of the group will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner.
- to be given reasonable time to make key decisions.
- to be alerted to potential risks and issues that could impact the projects and work programme, as they arise.
- open and honest discussions, without resort to any misleading assertions.
- Timely review of these terms of reference to ensure the Network remains fit for purpose.

The Chair of WDAIIN will:

- agree the agenda so it and any papers can be circulated 7 days in advance of the meetings.
- represent WDAIIN at external meetings and events as required.

The Safer Communities Network Team will:

- provide secretariat support to WDAIIN. Including setting the dates for the meetings in discussion with the Chair and Vice Chair.
- share the agenda and papers 7 days ahead of a meeting.
- maintain the membership list and a list of those attending.

Membership:

The membership list will be held by the Wales Safer Communities Network Team as secretariat.

The following are a list of organisations who are already members or have been invited to join. This is not exhaustive, and the Network encourages growth:

- Wales Safer Communities Network
- Office of Police & Crime Commissioners
- Dyfed Powys Police
- Gwent Police
- North Wales Police
- South Wales Police
- TARIAN
- Counter Terrorism Policing (CTP) Wales
- HM Prison and Probation Services
- Integrated Offender Management (IOM)
- Youth Justice Board
- Violence Prevention Unit
- Data Cymru
- Fire and Rescue Services
- Councils
- Health
- Public Health Wales
- Welsh Ambulance Service Trust
- Universities
- Welsh Government
- Wales Safer Communities Network
- Third Sector
- Home Office

Other members can be invited by agreement, including for specific meetings or agenda items.

Frequency and secretariat

- The group will meet quarterly.
- The secretariat will be provided by the Wales Safer Communities Network Team.
- The group will submit progress reports to the Safer Communities Board for Wales. The Safer Communities Board for Wales may then update the Policing Partnership Board for Wales, Policing in Wales, and Criminal Justice Board for Wales.

Chairing arrangements

- The group will review and nominate a Chair and vice-Chair from within its membership on an bi-annual basis.

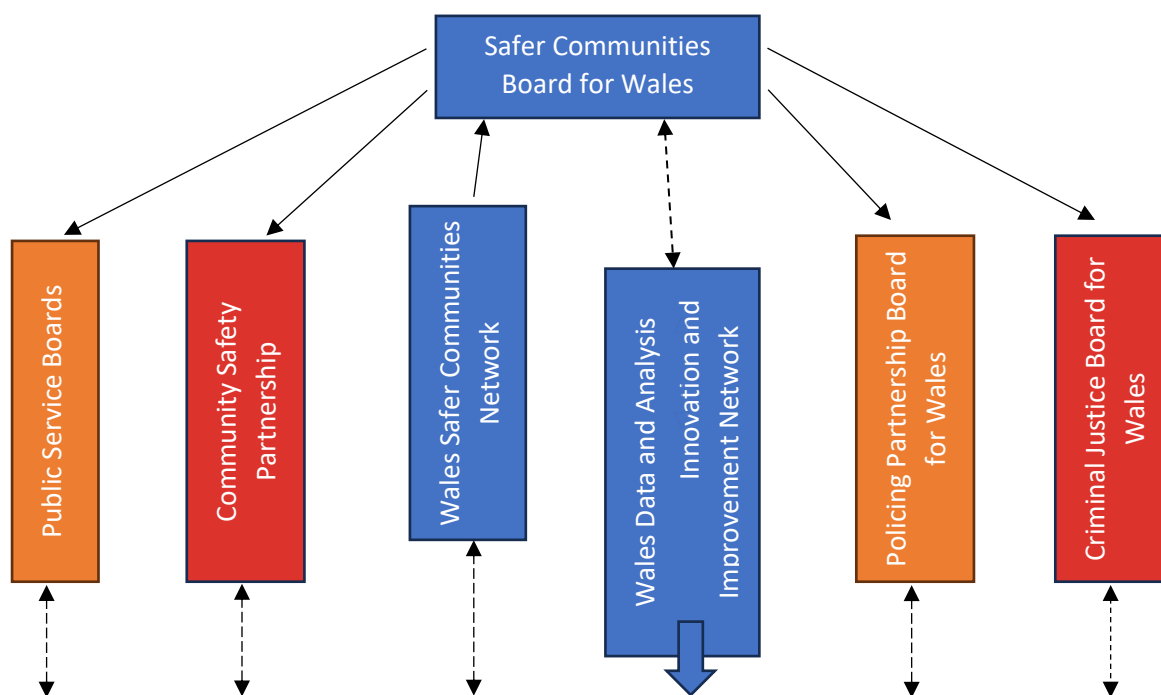
Operational principles

- Decisions can be made between meetings via electronic means and document within the action log.
- Members are responsible for delivering the WDAIIN actions and priorities.
- The Wales Safer Communities Network Team can contact individual members of the group for advice and assistance between meetings.

Governance Structure

The below diagram aims to illustrate the information flows around the Professional Reference Group. Whilst this is not a tasking group, opportunities or data and evidenced based problems can be shared with WDAIIN for guidance from any forum in Wales. In the same way that if it was felt appropriate WDAIIN could highlight opportunities or patterns of relevance to other forums.

Where there is a need to escalate areas of concern or opportunity pan Wales then the Chair of WDAIIN should look to raise this to the Safer Communities Board for Wales.



Version Control

| Version | Amendments made | By Who | Circulation |
|---------|--|----------------|--------------------|
| 1 | Draft of new ToR by Safer Communities Network team | SC/ ER | WDAIIN |
| 2 | Revised version following feedback from WDAIIN | SC | WDAIIN |
| 3 | Agreed version as at WDAIIN meeting 08/09/21 | HH | WDAIIN |
| 4 | Draft of revised ToR. Taken to WDAIIN meeting 24/04/2023 | RA/ CB/ HH/ SC | WDAIIN |
| 5 | Further draft following WDAIIN meeting 24/04/2023 and leads meeting 19/06/2023 | HH | WDAIIN |
| 6 | Draft revised for further review following meeting 19/06/2023 | HH | WDAIIN leads group |
| 7 | Revised ToR for sign off | HH | WDAIIN |