

Connecting Three Rivers

(LSP and RAG)

Terms of Reference

1. Purpose of the Group

Connecting Three Rivers merges the Local Strategic Partnership (LSP) and Responsible Authorities Group (RAG). The group works to improve the quality of life for the people of Three Rivers by working in partnership to create a district:

- ... that is inclusive and where people feel they are welcome and belong
- ... where local infrastructure supports healthy lifestyles and addresses health inequalities
- ... where our residents are supported and feel safe.
- ... that takes action to mitigate and adapt to the climate emergency
- ... where our local businesses are beneficial to and benefit from local people.

Connecting Three Rivers works in partnership to formulate and implement a vision for the district through the Community Strategy.

Connecting Three Rivers works in partnership to formulate and implement a Community Safety Action Plan on an annual basis.

Connecting Three Rivers encompasses the Community Safety Partnership, including the Community Safety Coordinating Group (Joint Action Group), Anti Social Behaviour Action Group (ASBAG), South West Herts Youth Action Panel (SWHYAP).

Additional sub-partnerships of Connecting Three Rivers includes Three Rivers Information Partnership (TRIP), Families First Partnership, Youth Strategy Partnership and pre-determined Task Groups.

2. Objectives

In order to achieve the above Connecting Three Rivers will:

- Be an inclusive body of organisations / groups, representative of all sectors which have a focus in Three Rivers.
- To have a statutory function in addressing community safety issues.
- Review information sharing protocols between partners.
- Provide sponsorship for CSP members recommending CCTV deployment.
- Hold meetings that invite partner organisations beyond the membership of the Board.
- Identify and agree outputs and outcomes that reflect local needs and service priorities and focus on those that require a partnership approach.
- Review the annual Strategic Assessment to determine Community Safety Priorities.
- Work in partnership to ensure local people are offered and able to access services.

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- Provide leadership and act as a voice for the people and communities of Three Rivers.
- Consult and engage with communities in a meaningful and inclusive manner.
- Work with existing partnerships, to improve collaboration, add value and avoid duplication.
- Identify and secure resources to progress the priorities
- Respond collectively to new and emerging needs within the community
- Ensure compliance with national legislation and statutory requirements.
- Agree the Community Safety Plan annually, as proposed by the Community Safety Coordinating Group.
- Develop a Community Strategy every 5 years. The current strategy will expire in 2028.

3. Membership

There will be a maximum of 25 Board members, with an attempted balance in terms of partner representation between Private, Public and Voluntary sectors.

Members of Connecting Three Rivers are expected to attend meetings on a regular basis. Membership is set at Senior politician, Chair of Board, Director or Senior Officer level.

Only specific partners will be permitted to remain for and vote on issues relating to confidential community safety issues (Part II) in the meeting. These individuals are identified below (*).

All Part II members will be signed up to the Community Safety Partnership Information Sharing Agreement.

The following partners will be represented on the group.

Organisation	Role / job title
Hertfordshire County Council	Head of Corporate Performance & Business Insight
Hertfordshire County Council (*)	County Community Safety Unit Programme Manager
Herts and West Essex Integrated Care Board	Senior Primary Care Manager for Transformation, Integration and Delivery – South West
South West Herts Health and Care Partnership (*)	Development Director
Thrive Homes (*)	Chief Executive Officer
Watford Community Housing (*)	Director of Customer Services
Homegroup	Operations Manager
Three Rivers District Council	Leader of Three Rivers District Council (Substituted by Deputy Leader)
Three Rivers District Council (*)	Lead Member of Community Safety and Partnerships

Three Rivers District Council (*)	Associate Director of Corporate, Customer and Community
Watford and Three Rivers Trust	Chief Executive Officer
Citizens Advice Service Three Rivers (*)	Chief Executive Officer
DWP – Watford Job Centre Plus	Partnerships Manager
Herts Mind Network (*)	Director of Complex Needs and Community
School Pastoral Lead (on behalf of all secondary schools)	Chair of Pastoral Leads
Hertfordshire Constabulary (*)	Chief Inspector
Herts Fire and Rescue Service (*)	Group Commander
One Vision	Chief Executive Officer
Watford FC Community Sports and Education Trust	Head of Health and Wellbeing
National Probation Service (*)	Operations Manager
Office of the Police and Crime Commissioner (*)	Policy Officer

4. Roles within Connecting Three Rivers

The Chair and Vice-Chair of Connecting Three Rivers will be voted in every 2 years, in the first meeting of that financial year.

Members of the Board must have the appropriate authority to speak for the organisations they represent; to sign up to the vision and outcomes agreed for district of Three Rivers; and more importantly, be able to commit resources in principle and according to the normal decision-making processes of their organisation, in order to achieve the outcomes and vision.

All members will have equal rights and representation. To ensure this, partners may send substitutes from their organisation. All decisions will be made by consensus. Substitutes must be fully briefed before meetings and Three Rivers Committee Services informed of their attendance.

Board members only are allowed to vote. Their substitutes may vote if they have provided notice in advance to Three Rivers Committee Section.

The Board may invite other partners to be in attendance at the Board so that they can participate in the discussions of the board.

Board members will contribute to the work of the partnership and its development by participating in the decision-making process, contributing to debate and attending training / seminars etc which will help to develop the Partnership.

Board members will maintain knowledge of emerging policy and best practice in their area of responsibility, which has a bearing on the work of the LSP and share this with other members of the Board.

Board members will represent the Board at other meetings when required (district, county, and regional).

Board members will identify resources which can be granted from their respective organisations into the “Connecting Three Rivers” donations pot or to support specific projects, including deployment of CCTV cameras.

Board members will communicate and promote the work of the Board within their organisations and networks.

Part II specific Board members will provide sponsorship for applications of CCTV camera deployment from Community Safety Partnership members that they deem appropriate.

5. Meetings and minutes

Connecting Three Rivers will meet 4 times a year. Any matters arising in between the meeting dates will be brought to the attention of the chair and communicated via email.

The public meeting minutes and actions will be shared with the Board following a meeting, published on the Three Rivers District Council website and will be kept as records of development and progress that may inform future decisions.

Part II minutes will be circulated and not published online

Meetings of the Connecting Three Rivers are public but are not live streamed. Members of the public local organisations and businesses are able to attend Part I in order to observe.

6. Community Strategy

A Community Strategy will be developed and published every 5 years. This will be reviewed in 2027-28 for publication in 2028.

Board members will develop the subsequent action plan for the Strategy.

The Board will determine which Task and Finish groups require development in order to deliver the Community Strategy or identified need.

Board members will propose organisations to be involved with Taks and Finish Groups and ensure involvement from their organisation within these groups as required.

Task and Finish groups will have their own terms of reference.

Administrative support and Chairing of Task and Finish Groups will be provided by Three Rivers District Council.

The Three Rivers Information Partnership and the Community Safety Coordinating Group (JAG) are sub-partnerships of the Connecting Three Rivers. Both will have their own terms of reference.

7. Responsible Authorities Group

Community Safety legislation places a statutory duty on the responsible authorities (local authorities, police, fire and rescue service, probation and health) to work together to tackle issues of crime and disorder, Connecting Three Rivers will take responsibility to ensure these duties are fulfilled.

Statutory functions held by the Board include:

- Domestic Homicide Reviews (DHR). The Board will confirm whether a DHR notification meets the DHR guidelines and will participate in appointing an appropriate DHR Chair. The Chair of the Board has several additional responsibilities:
 - o Signing letter to the victim's family.
 - o Attend introductory meeting with the DHR Chair ahead of the first panel.
 - o Point of contact for the DHR is signed by the Chair
- Set the Community Safety priorities, priority projects and targets in response to Community Safety Strategic Assessment.
- Agree the Community Safety Action Plan as proposed by the Community Safety Coordinating Group
- Review and monitor progress of the Action Plan as escalated by the Community Safety Coordinating Group

8. Financial Procedures

Three Rivers District Council is the accountable body for Connecting Three Rivers and its Community Safety Action Plan and Community Strategy.

Partner agencies represented on the Board will collaborate to co-ordinate the joint funding of initiatives to further the Community Strategy or Community Safety Action Plan. Three Rivers District Council's Finance Team will provide support to hold funding on behalf of the Board and account for its expenditure.

Joint grants made by partners of the Board, or secured by the Board, will be managed within Three Rivers Financial Standing Orders and Procedures. Any monies allocated will be done so in the form of a grant, and the recipient of the grant will need to meet stated reporting requirements as agreed by the Board as well as financial and other governance requirements in line with the Council's procedures.

Any assets purchased with any grant from the Board will be the property of the grant receiving body who will maintain liability and responsibility for their use and maintenance.

8a. Connecting Three Rivers

Watford and Three Rivers Trust will manage and be responsible for funds raised through the "Connecting Three Rivers" donation platform, and funds allocated to local organisation through the grants awarded from this platform.

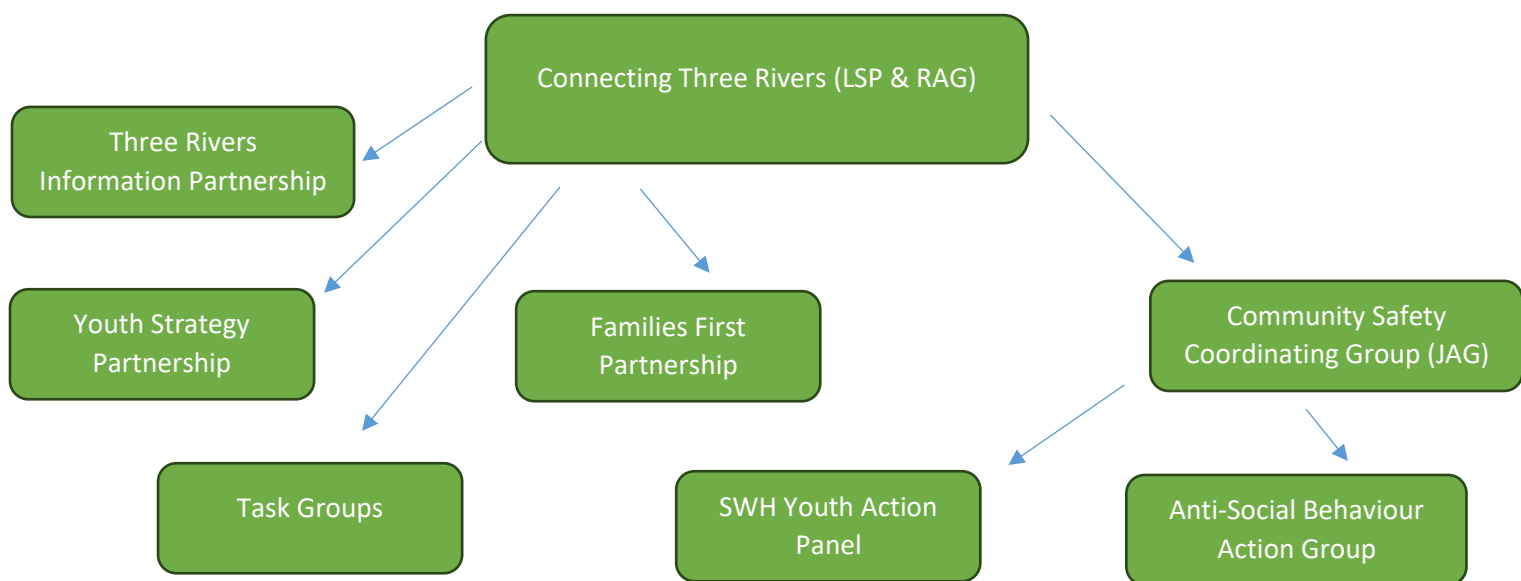
Grant monitoring will be the responsibility of Watford and Three Rivers Trust and this will be reported to the Board annually.

Priorities for grant applications will be voted on by an “Advisory Panel”.

An “Advisory Panel” will be developed to review and discuss applications. The panel will be made up of 5 members, from the following organisations:

- Watford and Three Rivers Trust
- Connecting Three Rivers Chair
- Three Rivers District Council (Officer)
- Citizens Advice Service Three Rivers
- Hertfordshire County Council

9. Structure Chart



10. Review

The Terms of Reference and Board membership will be reviewed every two years.

Next review in November 2026.