



## TERMS OF REFERENCE

### PURPOSE

The overall aim of the Joint Action Group (JAG) is to create **STRONG, RESILIENT COMMUNITIES and IMPROVE PUBLIC CONFIDENCE** by bringing together agencies and local organisations to work together in identifying community based problems and reducing crime and nuisance behaviour.

### OBJECTIVES

The Joint Action Group encourages a co-ordinated multi-agency approach to:-

- Identify emerging crime and behavioural trends and hotspot locations within our communities.
- Proactively develop joint activities to reduce crime and anti-social behaviour and the associated negative impact on communities.
- Agree specific action plans in response to identified place based concerns, holding agencies accountable.
- Provide feedback to affected communities on agreed plans and actions.
- Agree publicity campaigns and community engagement initiatives with a focus on seasonal trends.
- Regularly evaluate initiatives to ensure they are effective.
- Actively implement joint problem solving profiles based on available membership resources.

### ACCOUNTABILITY

JAG is accountable to the Safer Arun Partnership (SAP). It is required to provide quarterly updates detailing agreed actions and outcomes. In this way, performance of JAG's effectiveness in addressing community concerns can be evaluated.

On occasion, the Safer Arun Partnership may direct the JAG to undertake specific pieces of work. These would be in support of SAP's own strategic priorities.

In the event that JAG deems it appropriate to establish a dedicated project or task/finish group to tackle a specific issue, a lead officer will be agreed upon. They will be responsible for providing feedback to JAG on actions and outcomes.

### MEMBERSHIP & ARRANGEMENTS

JAG membership will comprise of officers from a range of statutory and non-statutory agencies, voluntary and community organisations, to represent the needs and concerns of residents within the Arun district. The group is co-chaired by Sussex Police (Neighbourhood Policing Team) and Arun District Council (Community Safety).

JAG meetings will be held six-weekly.

Members will be asked to submit a summary of concerns ahead of each meeting and should be able to

demonstrate the wide impact that the issue is having on the community, as well as helping to identify any potential risks around the escalation of the problematic behaviour involved. The relevant form can be found here: [Safer Arun Partnership and Joint Action Group | Arun District Council](#). Organisations submitting issues for discussion will be expected to participate in the meeting, to be part of the problem solving actions, and to provide feedback to their communities.

This approach will ensure that meetings are purposeful and that actions taken by JAG are measurable.

It is important to note that this forum will not discuss individuals or one-off instances. Its focus is on addressing more extensive nuisance behaviour and crime that is ongoing and negatively impacting widespread areas or communities.

It may be necessary to form sub-groups and project initiatives in response to specific geographical or subject issues. A lead officer will be appointed to be responsible for the delivery of the project or initiative and will be asked to provide updates at each JAG meeting. Such sub-groups will be subject to their own terms of reference:-

<b>JAG sub-group terms of reference</b>	
Purpose	<ul style="list-style-type: none"> <li>▪ To deliver actions against specific community disorder issues related to the overall aim of the Joint Action Group.</li> <li>▪ All initiatives must be time bound with the length being agreed by JAG.</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>▪ Responsible to JAG.</li> <li>▪ To provide regular updates to JAG via the appointed lead officer so that progress and effectiveness can be monitored.</li> </ul>
Structure	<ul style="list-style-type: none"> <li>▪ The lead officer will be a JAG member.</li> <li>▪ The lead officer will be responsible for arranging the right participation to achieve the agreed outcomes and objectives. Participants can be as diverse as required, to include statutory and non-statutory agencies, voluntary, 3<sup>rd</sup> sector organisations and, critically, representatives of the affected local communities.</li> </ul>

## **CONFIDENTIALITY & INFORMATION SHARING**

All information shared in JAG meetings should be de-personalised but must still remain confidential and must be stored in accordance with the General Data Protection Regulation. Information sharing is done in accordance with Section 115 of the Crime and Disorder Act 1988 which states:-

### ***Section 115 Disclosure of information***

- (1) Any person who, apart from this subsection, would not have power to disclose information-*
- (a) to a relevant authority; or*
- (b) to a person acting on behalf of such an authority,*
- Shall have power to do so in any case where the disclosure is necessary or expedient for the purposes of any provision of this Act.*

All meeting attendees will be required to sign up to a data sharing / confidentiality agreement which will be included with the attendance sheet at all meetings.

### MEMBERSHIP

Organisation	Relevant team
Sussex Police	Arun & Chichester Neighbourhood Policing team
Arun District Council	Community Safety team Anti-social Behaviour team Cleaving Parks & Greenspaces Housing
Town Councils	
Parish Councils	
West Sussex Fire & Rescue	Local station/watch managers
West Sussex County Council	Community safety and wellbeing team
Neighbourhood Watch	
Crimestoppers	
Business and trade partnerships	
Registered social landlords	
University of Chichester students union	

All of the above groups/agencies have a part to play in identifying and tackling place based nuisance. As such, all are invited to report widespread community concerns to the Joint Action Group where a partnership approach to reducing these issues will be discussed and actions agreed. This will raise awareness of issues at an early stage and allow effective intervention work to take place.

Additional parties may be invited to meetings where a specific problem is identified and where their involvement in discussions will benefit outcomes.