



# **Safer Neighbourhood Briefing**

**Terms of Reference**

**January 2009  
Edition 1**

## **1. Purpose**

The purpose of the Safer Neighbourhood (SN) Briefing is as follows:

- Share new/emerging information and intelligence
- Review activity against previous agreed actions.
- Review activity against NAG priorities
- Identify new/emerging hotspots.
- Acknowledge customer feedback and consultation.
- Agree new actions.
- Identify Good News Stories to 'Spread the Word'.

## **2. Philosophy**

- Allows for daily business to still go on.
- Autonomy for ground level practitioners
- Driven from bottom up
- Give public confidence.
- More efficient use of resources
- Problem solving attitude adopted by all agencies.
- Links to the NAG priorities

## **3. Occurrence**

There will be a weekly SN Briefing which will take place at either the Safer Neighbourhood Team base or another agreed location within that local Neighbourhood.

The time and day of the week is to be locally agreed by the relevant Area Partnership Manager and SNT Police Sergeant. It is suggested that a mid week meeting (Wed) at 2.00pm to accommodate shift changes would be a suitable time.

These dates are to be circulated to all the below attendees at least 6 months in advance.

## **4. Attendees**

The following are required to attend the weekly briefing:

- Area Partnership Manager
- South Yorkshire Police – SNT Personnel
- Rotherham Wardens
- Environmental Crime Officers
- Environmental Health Officers
- Enforcement officers
- ASB Officer
- Trading standards representatives
- 2010 Housing Champions

- Other Housing providers
- Street-pride representative
- Localities Team representative
- Youth Services Representative

If officers can not attend the meeting, apologies must be given and a suitable representative sent to the briefing. Where services are not represented the APM will make absences aware to the absentee's line manager and to the Neighbourhood Partnership Manager.

## **5. Duration**

The briefing should not take longer than 1 hour.

## **6. Briefing Delivery and content.**

The briefing is to be Chaired by either the Area Partnership Manager (APM) and deputised by the Police Sergeant. Where the Sergeant and APM cannot attend, which may happen, when NAG's and Co-ordinating groups are meeting. The Community Protection Manager will chair the meetings.

The meeting will be opened by the chair who will remind the group of the following:

- Arriving on time for briefings
- Respecting any housekeeping issues (i.e if in a public building, noise levels etc.)
- Switching mobile phones on to silent or vibrate.
- Not to interrupting colleagues
- Respecting other people's contributions
- Only having one conversation at a time in the forum
- Respecting confidentiality

And any other put forward by the group.

The content of the briefing will be as follows:

1. Review of Previous Actions
2. Review of activity against NAG priorities
3. New/emerging Intelligence/Hotspots
4. Agreed new Actions/Tasking
5. Good News stories for 'Spread the Word'

(Any stories/communication will be sent to  
elaine.hedge@rotherham.gov.uk)

6. AOB

## **7. Recording of Attendees/Actions**

A record is to be kept of persons attending the briefing. A signing in sheet will be sent around the group.

It is essential that any agreed actions are recorded and the allocated action owner held to account. (SMART principle)

It will be the responsibility of the APM to ensure actions are recorded and owners held to account. Some Chairs may wish to do their own recording others may be supported by the Community Support Officer, or another partner organisation may be used. (a member of the meeting.)

This is to be distributed by Email within 24 hours of the briefing concluding.

It is essential the relevant CPU Manager, Principle Environmental Health Officer, Warden Supervisor, Localities manager, SNA Inspector, Neighbourhood Partnership manager and 2010 Neighbourhood Involvement Manager are also copied into the Email circulation.

It is the responsibility of the Area Partnership Manager to fully brief the elected members after every Safer Neighbourhood briefing. This will inform elected members of any issues that are affecting their ward.

**Appendix A** highlights the format of the required action schedule. This or similar must be used.

**APPENDIX A**

**(Name of SNT) Safer Neighbourhood Briefing**

**Action Schedule – Dated ...(To be included)..**

**Attendees (To be listed – include apologies)**

No	Date	Action	Owner	Update	Comments