**Application to merge Community Safety Partnership areas**

**Appendix A**

**Pro forma**

1. **Introduction**

1.1 This proforma includes the necessary information on the procedure to merge Community Safety Partnership (CSP) areas.

1. **Background**

2.1 Changes implemented through the Police & Social Responsibility Act (2011), passed the responsibility to approve Community Safety Partnership area mergers from the Home Office to the Police & Crime Commissioners.  The Home Office would only be involved if a proposed merged Community Safety Partnership area would cover all or parts of more than one police force area.

2.2 For a Community Safety Partnership merger to be formally approved, all responsible authorities must agree and submit their request to merge to the Police and Crime Commissioner via this pro forma.

**3. Merger Process**

3.1 Timetable for Community Safety Partnership areas merger:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Activity** | **Start Date** | **End Date** |
| **Stage 1** | OPCC to release application for merger of Community Safety Partnership areas pro forma | -- | 31st July 2014 |
| All responsible authorities agree to move towards a merger | -- | 31st August 2014 |
| Application for merger of Community Safety Partnership areas pro forma completed and submitted to OPCC | 31st July 2014 | 31st August 2014 |
| **Stage 2** | Police and Crime Commissioner to consider and if appropriate, approve application to merge Community Safety Partnership areas pro forma at formal Executive Board | 9th September 2014 | 9th September 2014 |
| **Stage 3** | OPCC to release decision to the nominated representative of the merged Community Safety Partnership | 9th September 2014 | 9th September 2014 |
| All responsible authorities to be informed directly of Police and Crime Commissioner’s decision on merged Community Safety Partnership area | 9th September 2014 | -- |
| Extend communications on new merged Community Safety Partnership to communities if approved by the Police and Crime Commissioner | 9th September  | -- |
| **Stage 4** | If merger approved by the Police and Crime Commissioner, new merged Community Safety Partnership area ‘Go Live’ | 1st October 2014 | Ongoing |

**4. Application to merge Community Safety Partnership areas**

Please complete the below form, providing as much detail as possible. Any significant documentation can be attached to the form as supporting information.

|  |  |  |
| --- | --- | --- |
| 4.1  | Date of application: | 31 August 2014 |
| 4.2  | Name of Community Safety Partnership’s applying for formal merger: | Craven |
| Hambleton and Richmondshire |
| Harrogate |
| Ryedale |
| Scarborough |
| Selby |
| 4.3 | Please list all of the responsible authorities in each of the areas concerned that have agreed to the merged Community Safety Partnership: | * Airedale, Wharfedale and Craven Clinical Commissioning Group
* Craven District Council
* Hambleton District Council
* Hambleton, Richmondshire and Whitby Clinical Commissioning Group
* Harrogate and Rural District Clinical Commissioning Group
* Harrogate Borough Council
* Humberside, Lincolnshire, and North Yorkshire Community Rehabilitation Company
* National Probation Service
* North Yorkshire County Council
* North Yorkshire Fire and Rescue Authority
* North Yorkshire Police
* Richmondshire District Council
* Ryedale District Council
* Selby District Council
* Scarborough and Ryedale Clinical Commissioning Group
* Scarborough Borough Council
* Vale of York Clinical Commissioning Group
 |
| 4.4 | Name of proposed merged Community Safety Partnership area: | North YorkshireCommunity Safety Partnership (NY CSP) |
| 4.5 | Please describe how all of the responsible authorities reached the decision to merge the Community Safety Partnership areas. Please include any significant dates when meetings and decisions have been made: | All responsible authorities considered and agreed the proposal in accordance with their own governance structures:* Airedale, Wharfedale and Craven Clinical Commissioning Group – Executive Group on 11th July 2014
* Craven District Council – Full Council 5th August 2014
* Hambleton District Council – Full Council 22nd July 2014
* Hambleton, Richmondshire and Whitby Clinical Commissioning Group – Governing Body on 24th July 2014
* Harrogate and Rural District Clinical Commissioning Group –Clinical Executive meeting of the CCG held on 26th August 2014.
* Harrogate Borough Council – Tuesday, 5 August 2014  by Councillor Margaret Atkinson, Cabinet Member Safer Communities
* Humberside, Lincolnshire, and North Yorkshire Community Rehabilitation Company – CEO support this via email on 7th August
* National Probation Service – supported via email 4th August 2014, Louise Johnson - Head of North Yorkshire NPS
* North Yorkshire County Council - Executive on 8 July 2014
* North Yorkshire Fire and Rescue Authority - Authority on 25 June 2014
* North Yorkshire Police – Delivery Board on 9th July 2014
* Richmondshire District Council - Corporate Board Committee on 10 June 2014
* Ryedale District Council - Policy and Resources Committee on 19 June 2014
* Selby District Council - Executive on 3 July 2014
* Scarborough and Ryedale Clinical Commissioning Group– fully supported by Richard Mellor on behalf of Simon Cox , Chief Officer
* Scarborough Borough Council – Safer & Stronger Scrutiny Committee on 21st July 2014
* Vale of York Clinical Commissioning Group – CCG SMT on 5th August 2014
 |
| 4.6 | Please describe the proposed Community Safety Partnership structure for this area (this can be provided in text and/ or diagram format): | * The Community Safety Partnership (CSP) - made up of a representative from each of the responsible authorities (as voting members) plus a representative from a number of other partners (as non-voting members).
* A Local Delivery Team (LDT) for each of the districts in North Yorkshire - made up of an operational manager from each of the responsible authorities plus representatives from other partners.
 |
| 4.7 | Please provide details of how Community Safety will be delivered locally (i.e., how will the merged Community Safety Partnership retain local sensitivity, consult with, and be accountable to local people?):  | A Local Delivery Team (LDT) will exist for each of the districts in North Yorkshire. One LDT may work across more than one district by mutual agreement between the responsible authorities in those districts. The purpose of the LDT is to bring together the operational managers of the responsible authorities, supported by other relevant organisations, to coordinate and ensure the delivery of the North Yorkshire Community Safety Partnership Plan in the district, in particular to:* Protect their local communities from crime and disorder, and help people feel safer;
* Deal with local issues like antisocial behaviour, drug or alcohol misuse, re-offending and crime prevention; and
* Assess local crime and disorder priorities and consult partners and the local community about how to deal with them.
 |
| 4.8 | Please provide a summary of the merged Community Safety Partnership governance structure (i.e., how will this group be held to account for its performance, and to which groups will it be accountable?)  | A copy of the draft constitution is attached at Appendix 1.  |
| 4.9 | Please detail the identified benefits for the merged Community Safety Partnership: | The responsible authorities in the county of North Yorkshire have agreed to establish a single CSPIn the interests of efficiency and economy, replacing the existing six CSPs and the county strategy group. The CSP should enable a more streamlined and strategic approach to community safety partnerships across North Yorkshire, whilst maintaining local delivery through the LDTs. |
| 4.10 | Please detail any potential risks identified from a merged Community Safety Partnership and action that will be taken to mitigate these risks: | * Risk 1: The CSP fails to function and/or partners become disengaged. Mitigating actions: The proposal for merger, including the draftconstitution, has been agreed by all the responsible authorities. The Chair, Deputy Chair and secretariat support for the meetings of the CSP will provide a basic structure to enable the functioning of the CSP. The constitution will be reviewed and amended as required, at least every two years.
* Risk 2: The CSP does not have local sensitivity and/or consult with and be accountable to local people. Mitigating actions: The creation of LDTs and structured two way communication between the CSP and the LDTs (as embedded in the draft constitution).
 |
| 4.11 | Please describe the roles and business support that will be provided to enable the merged Community Safety Partnership to set up meetings and fulfil its statutory functions: | * Chair - from one of the responsible authorities, elected annually by the representatives of the responsible authorities, working to a role description agreed by the representatives of the responsible authorities.
* Deputy Chair - from one of the responsible authorities, elected annually by the representatives of the responsible authorities, working to a role description agreed by the representatives of the responsible authorities.
* Secretariat support for the meetings of the CSP - provided by North Yorkshire County Council.
* Each LDT will agree its own arrangements with regard to these matters.
 |
| 4.12 | Please provide a brief timetable of key dates and milestones for the merged Community Safety Partnership (i.e., appointment of Chair/ Deputy Chair, statutory delivery of a Community Safety Plan, meeting dates etc): | * October 2014 (exact date to be determined) – first meeting of the CSP – to include appointment of Chair and Deputy Chair.
* The CSP shall meet at least three times a year on dates agreed by the CSP. Additional meetings may be called by the Chair and shall be called upon the request of representatives of at least four responsible authorities.
* By 1 April 2015 – the CSP to agree Community Safety Partnership Plan (until then the CSP will work within the Community Safety Partnership Plans / Delivery Plans agreed by the existing six CSPs).
 |
| 4.13 | Please certify that this application for merger is supported by all appropriate responsible authorities by listing each officer by name, role and provide evidence of agreement. Please note, return of email as confirmation of agreement is adequate evidence from all relevant responsible authorities at Chief Executive, Chair and Chief Officer level: | Attached at Appendix 2, are emails from senior representatives of each responsible authority confirming that the authority has supported the merger. |

**Please submit this pro forma, together with any supporting information on or before 31st August 2014, to the Chief Executive Officer for North Yorkshire Police and Crime Commissioner at:**

Joanna.Carter@northyorkshire.pnn.police.co.uk