



# Terms of Reference for the Keeping Communities Safe Board

November 2025

## Version Control

Version	Date	Reviewer	Change Made
V1	23.11.22	KBSP BU BM OK	Draft TORs
V2	03.05.23	KBSP PO JB	Finalised TORs
V3	04.06.2025	Emily Wren	Changes made to ensure compliance with Working Together 2023
V3.1	18.11.2025	KBSP Business Unit	Changes made to reflect co chairing arrangements up to March 2026

## Keeping Communities Safe Terms of Reference

The Keeping Communities Safe Board is a multi-agency group accountable to the Keeping Bristol Safe Partnership (KBSP) Steering Group. The purpose of the group is, but not limited to, the duties and responsibilities as defined by the Crime and Disorder Act (1998), Crime & Disorder Formation & Implementation of Strategies Regulations 2007 and subsequent legislation pertaining to community safety. The Board will work in conjunction with the other KBSP Boards as appropriate to deliver shared priorities. This Board will be known as KBSP Keeping Communities Safe Boards and holds the strategic responsibility for Bristol's Community Safety Partnership (CSP).

### Objectives

The Keeping Communities Safe Board aims to reduce crime and the fear of crime, address risk, threat and harm to victims and local communities and facilitate the strengthening of Bristol's communities in the delivery of local initiatives. It delivers statutory duties under the Crime and Disorder Act 1998, Crime & Disorder Formation & Implementation of Strategies Regulations 2007 and subsequently legislation which pertains to Community Safety Partnerships.

Keeping Communities Safe Board holds the following key objectives:

- The preparation and submission of crime and disorder Strategic Assessment
- The preparation and implementation of a Community Safety Plan and have due regard to the Police and Crime Plan.
- To consult with local communities and key stakeholders on the development of community safety plans and undertake targeted engagement activities in line with the community safety plan and priorities.
- Ensures the Board has an effective information sharing protocol in place and reviews KBSP policies, procedures and guidance documents which direct the work of community safety and safeguarding when these are presented to the Board.
- Ensure there is oversight and mechanisms for reporting data and information pertaining to community safety and safeguarding including the population of a quarterly data dashboard.
- Drive continuous improvement in outcomes to reduce risk of harm to communities in Bristol through improved quality and performance across the partnership and engage with quality and assurance activities.
- To oversee the commissioning of a Domestic Homicide Review (DHR) when a domestic homicide/suicide occur.
- To identify and implement multi-agency lessons from domestic homicides/suicides to improve responses to domestic abuse, prevent future deaths, and enhance community safety.

## Roles and Responsibilities

### Domestic Homicide Reviews (DHRs)

- The Keeping Communities Safe Board holds the responsibility for final quality assurance and acceptance of Domestic Homicide Reviews (DHR) prior to the report being submitted to the Home Office.

When quality assuring a DHR the following agencies are required to be present to ensure quorate

- Local Authority
  - Police
  - Health
  - Probation
  - Fire & Rescue
- Ensure that the attendance and distribution list include all relevant partners at senior positions for agencies to approve DHR reports and subsequent actions.
  - With regards to DHR recommendations, Keeping Communities Safe is ultimately responsible for the management of these. However, the Board can choose to delegate this responsibility to the most relevant subgroup for them to complete.

Following the recommendation from the Safeguarding Adult Review (SAR) and Domestic Homicide Review (DHR) subgroup, in line with KBSP process the Superintendent for Neighbourhoods & Partnerships as Co-Chair of the Keeping Communities Safe Board makes the decision whether to commission a Statutory Review. In the absence of the Superintendent for Neighbourhoods & Partnerships the decision will be made by the Head of Service for Communities.

- Provide assurance to the KBSP Steering Group in relation to issues relating to the quality of local safeguarding provision by adhering to local assurance processes (including the engagement of audit and consideration of evidence) as required by the Steering Group.
- Develop and deliver against the appropriate actions from national and local reviews work with other Boards.
- Promote best practice across the KBSP and more widely across Avon & Somerset safeguarding Boards and actively seek ways to share learning, including engaging in local and regional campaigns. Maintain focus and deliver against the Community Safety Plan, KBSP Strategic Plan and operational Business Plan.

- Have due regard to the Office for the Police Commissioner Crime Plan aligning priorities and responding to identified actions as required by the KBSP.
- The oversight of the local implementation and delivery of the Avon & Somerset Reducing Reoffending Strategy will be held with the Board
- Ensure the delivery of the themes in the Bristol Community Safety Plan 2023-2026.
- Supply a Community Safety annual report setting out progress in relation to the work of the Keeping Communities Safe group against the Community Safety Plan, KBSP Strategic Plan and operational Business Plan.
- Provide assurance in relation to issues relating to the quality of local community safety initiatives and provision by adhering to local assurance processes (including the population of a data dashboard, engagement of audit and consideration of evidence).
- Members agree to review and suggest amendments in relation to KBSP policies, procedures and guidance documents which direct the work of community safety and safeguarding when these are presented to KBSP Keeping Communities Safe Board.
- In the event of establishing task and finish groups for specific pieces of work the members of this group commit to providing members and or organisational resources to the task and finish groups to deliver the KBSP priorities.

## Task and Finish Groups

- Task and Finish Groups are short-life groups set up to deliver a certain project or piece of work, for example undertake a multi-agency audit or commission a new training programme. To support a dynamic approach to prompt delivery of output from these tasks and finish groups the aim will be to keep numbers low. The membership and timings of these meetings will be established by the KBSP Keeping Communities Safe Board representatives.

## Sector Specific Representation

- Where appropriate, sector specific subject matter experts will be invited to the Keeping Communities Safe meetings, to take part in task and finish groups, or to produce output on behalf of the Board. This work will be coordinated by a nominated member on behalf of Keeping Communities Safe, or the KBSP Business Unit.
- Representatives of Sector specific groups are responsible for ensuring dissemination (sharing relevant papers before the meeting), engagement and resourcing across the sector.

## Accountability and Reporting

- It is the responsibility of the Board's members to report into and out of other relevant Board's within their agency to ensure information sharing, shared ownership of performance indicators, actively challenge silo working and to support the Board to identify synergies across the partnership.
- Keeping Communities Safe Board has 6 subgroups which hold the priorities for the Board. The Chair of each subgroup will report into Keeping Communities Safe twice yearly to update on progress, raise concerns, discuss emerging issues and celebrate good practice. The priority for Child Exploitation is still held with Keeping Communities Safe, but the work is being delivered through the Preventing Serious Violence Board which sits under Keeping Children Safe Board which holds the responsibility under the Multi Agency Safeguarding Arrangements (MASA). The Chair of this Board will still report into Keeping Communities Safe twice a year.
- The Prevent Board to provide the Keeping Communities Safe Board updates as required

## Administration and Membership

- Meetings will take place bi-monthly; 2 hours in duration.
- Papers will be issued 1 weeks prior to the meeting following an Agenda setting meeting between the Co-Chairs, BCC's Safer Communities Team and KBSP Business Unit.
- Requests for items to be placed on the agenda should be forwarded to the [KBSP@bristol.gov.uk](mailto:KBSP@bristol.gov.uk), at least 3 weeks before the meeting is due to take place.
- Additional extra-ordinary meetings may also be scheduled to undertake specific pieces of work.
- The Chair will attend the KBSP Steering Group meetings to report on the progress against the action plan and any other work that has been designated to the Board.
- Business support will be provided by the Keeping Bristol Safe Partnership Business Unit (KBSP BU). Enquiries regarding the group should be sent to [KBSP@bristol.gov.uk](mailto:KBSP@bristol.gov.uk).
- A meeting must be attended by representatives from at least three of the statutory agencies (not including the KBSP BU) to be considered quorate. The five statutory agencies being Avon and Somerset Police, BNSSG ICB, Bristol City Council, Probation Service and Avon Fire & Rescue.
- Members are representatives of their organisation who have strategic roles in relation to safeguarding, promoting the welfare of communities and crime reduction within their organisation.

- If a member is not able to attend, then they will arrange for a deputy to attend in their absence and they should have the ability to contribute to the decisions made by the group.
- A statutory partners meeting (Police, Local Authority, Health, Probation, Fire & Rescue & the KBSP) is to take place twice a year

Current membership of the Board (last update: Apr 2025) is as follows:

<b>Role</b>	<b>Agency</b>
Superintendent Neighbourhoods & Partnerships, Deepak Kenth (Co-Chair)	Avon & Somerset Police
Head of Service Communities, Penny Germon (Co-Chair)	Bristol City Council
Head of BSG Probation	Probation Service
Designated Professional Safeguarding Adults	BNSSG ICB
Vulnerable Adults Lead	Avon Fire & Rescue Service
Service Director Children and Families	Bristol City Council
Safer Communities Manager &/or Deputy Manager	Bristol City Council
Director Public Health & Communities	Public Health
Public Health Drug & Alcohol Lead	Public Health
Public Health DASVG Lead	Public Health
KBSP Business & Partnership Manager	Keeping Bristol Safe Partnership
KBSP Co Ordinator	Keeping Bristol Safe Partnership
Head of Service – Youth Justice Service & Extra Familial Harm	Bristol City Council
Senior Manager, Adult Services	Bristol City Council
Head of Safeguarding	AWP
Senior Housing Manager	Bristol City Council
Representative from Local Housing Associations	Local Housing Associations

Director/Senior Manager Drugs and Alcohol Commissioned Services	Horizons
Director/Senior Manager Victims of Crime Services	VCS (currently SARI)
Information Analyst	Bristol City Council
Policy & Partnership Manager	Office for Police & Crime Commissioner
Regional Manager South-West	Crime Stoppers
Statutory Review Officer	Keeping Bristol Safe Partnership
Chief Executive	Next Link

Members are expected to:

- Have sufficient authority within their organisation to make decisions in relation to the work of the group. This is of particular importance where reviews are quality assured as they may contain findings of relevance to the member's agency.
- Attend extra-ordinary meetings which may be set at short notice and should be prioritised as far as possible.
- Act as an information conduit between the Board and to the senior management teams in their own agencies, ensuring that areas of concern are brought to immediate attention. Members should also be aware of the highly sensitive nature of the subjects discussed within the delivery group and ensure their communications and data storage is secure.
- Undertake attributed work/actions as appropriate to their roles on behalf of the Board.
- Prioritise attendance to all in-person and online meetings. Where this is not possible, send an appropriate delegate who has been briefed on the role. Persistent non-attendance will be escalated to the Steering Group.
- Read all papers shared in advance of the meeting and have sought clarification where required
- Members should also be aware of the highly sensitive nature of the subjects discussed within the Board and ensure their communications and data storage is secure.

## Decision Making

- Except for DHRs (see above), decision making will be arrived at by consensus of the members with a casting vote by the Co-Chairs
- The current Co-Chairs of the Keeping Communities Safe Board are the Police Superintendent Neighbourhood & Partnerships & Head of Service for Communities at Bristol City Council

## Review Schedule

Terms of Reference will be reviewed annually.

These TOR were formally adopted in July 2025 and are scheduled for formal review in **July 2026**

## Declaration

I have read the above Terms of Reference and understand my role as a member of the Bristol Keeping Communities Safe Board.

Name:

Role:

Agency:

Date: