

## KNARESBOROUGH POLICE AND COMMUNITY LIAISON COMMITTEE

### TERMS OF REFERENCE

#### 1. AIMS AND OBJECTIVES

The Crime and Disorder Act 1998 (amended by the Police Reform Act 2002) places a responsibility on police, local authorities, fire authorities and Primary Care Trusts to tackle crime and anti social behaviour in their local areas. The bringing together of a small committee comprising local councillors, local community groups and schools with the police in Knaresborough is an important first step at grass roots level to support this wider objective. The group will meet at least 3 times a year to agree on actions that:

- Reduce crime and disorder including anti social and other behaviour adversely affecting the community and the local environment
- Increase incident reporting and the take up and use of the Community Messaging system
- Raise awareness in the community of crime prevention measures
- Reduce fear of crime and anti social behaviour amongst residents
- Improve the image of the town
- Increase public confidence and user satisfaction with the local police service

#### 2. MEMBERSHIP

The committee will normally be made up of not more than 12 members from the following groups:

- Knaresborough Town Councillors - 3
- Harrogate outer Police – 3 - District Inspector, Sergeant, and other police personnel as appropriate
- Community centre/Hub representatives – 2
- Youth workers and local school representatives – 2
- Community or school representatives to be invited as required – 2

#### 3. MEETING PROCEDURE

The Police and Community Liaison Committee will operate as a closed meeting but there may be value in hearing evidence or information from victims or other residents where an open session at the beginning of the meeting can take place subject to strict time limits. Attendees will be invited by the chair and will remain only for the duration of their relevant input.

#### 4. PREPARATION FOR MEETINGS

A timetable of meeting dates for a period of 12 months will be agreed at the first meeting of each calendar year.

Any issues for inclusion in agendas for meetings are to be sent to the chair at least 5 days before the meeting date.

Agendas to be agreed between the chair and police district inspector before being issued at least two days in advance of each meeting.

#### 5. STANDING AGENDA ITEMS

- Agreement of the minutes of the last meeting and updates on action points
- Police report on recent activities and ongoing areas of concern
- Local issues arising since the last meeting or any ongoing areas of concern

#### 6. MEETING RECORDS

All meetings will be minuted with a list of action points arising and who will take each action point forward. Minutes of the meetings to be placed for public information on Knaresborough Town Council's website.