
**East Riding of Yorkshire
Community Safety
Partnership

Constitution**

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Version 0.6

Any questions regarding the content of this document should in the first instance be addressed to the below officer. (See Article 2).

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Signatories.

The undersigned agree to be bound by the terms of this constitution:

Signature: _____

Name: **Paul Abbott**

On behalf of East Riding of Yorkshire Council

Signature: _____

Name: **Kevin Hall**

On behalf of the East Riding Safeguarding Childrens Board

Signature: _____

Name: **Marie Chappell**

On behalf of the East Riding Safeguarding Adults Board

Signature: _____

Name: **Chief Superintendent Ward**

On behalf of Humberside Police

Signature: _____

Name: **Tony Margetts**

On behalf of East Riding of Yorkshire Council, Public Health Team

Signature: _____

Name: **Allen Cunningham**

On behalf of Humberside Fire and Rescue Service

Signature: _____

Name: **Kate Munson**

On behalf of the National Probation Service

Signature: _____

Name: **Amy Gilbert**

On behalf of the Humberside, Lincolnshire and North Yorkshire Community Rehabilitation Company

Signature: _____

Name: **Neil Griffiths**

On behalf of Clinical Commissioning Groups in the East Riding

Signature: _____

Name: **Brian Coffey**

On behalf of HMP Humber

Signature: _____

Name: **Sian Gilbert**

On behalf of the East Riding Voluntary Action Service

Signature: _____

Name: **Robbie Walker-Brown**

On behalf of the office of the Humberside Police and Crime Commissioner

INTRODUCTION

1.1 Purpose of this Constitution.

The purpose of the constitution is to provide a framework that will outline the East Riding of Yorkshire Community Safety Partnership's expectations in relation to; governance, decision making, finances; performance; and risk management arrangements.

The framework will enable the Community Safety Partnership to operate in a structured, transparent and accountable manner by:

- Identifying who is to take decisions, when such decisions should be made, on what basis decisions will be taken and such decisions being recorded appropriately.
- Demonstrating transparency, integrity and accountability for process, decision making and record keeping relating to the activities of the Community Safety Partnership.
- Promoting equality of membership, regardless of race, colour, creed, religion, sex, sexual orientation, or any other unfounded grounds that would be likely to unlawfully discriminate.
- Outlining the responsibilities of the Community Safety Partnership and individual members.

These principles will underpin all activity and facilitate the achievement of the Community Safety Partnership outcomes and objectives as stated in the Community Safety Partnership Strategy.

1.2 Reviewing and Amending this Constitution.

The arrangements for reviewing and amending this Constitution are outlined in Article 8 of this Constitution.

ARTICLE 1

RESPONSIBILITIES

1.1 Responsibilities.

The responsibilities of the Community Safety Partnership for East Yorkshire are identified as follows:

- (1) In accordance with the Crime and Disorder Act 1998 as amended by the Police and Justice Act 2006, the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 the Policing and Crime Act 2009, the Crime & Disorder (Formulation & Implementation of Strategy) (Amendment) regulations 2011 to fulfil the duties of the Community Safety Partnership for the East Riding of Yorkshire.
- (2) It will undertake the required audit of crime and disorder, reoffending and drugs misuse annually – The Joint Strategic Intelligence Assessment (JSIA) and publish a strategic Community Safety Partnership Plan to address the agreed priority issues identified in the JSIA
- (3) It will be a statutory responsibility of the Community Safety Partnership to publish the results of the JSIA of East Riding of Yorkshire area and the impacts of crime, disorder, levels of re-offending and substance misuse within East Yorkshire.
- (4) The legal basis for the existence of the Partnership, and the requirements to publish an audit and strategy, is founded within the Crime and Disorder Act 1998, as amended by the Police and Justice Act 2006 and Policing and Crime Act 2009 the Crime & Disorder (Formulation & Implementation of Strategy) (Amendment) regulations 2011.
- (5) The Community Safety Partnership will have responsibility for the delivery of the Community Safety Partnership Strategy within the boundaries of East Riding of Yorkshire.
- (6) Areas of responsibility of the Community Safety Partnership will include but, not be limited to:
 - (a) Assessment of need.
 - (b) Strategy and Planning.
 - (c) Establishment of performance targets.

- (d) Performance Monitoring & Management.
- (e) Resource management.
- (f) Delivery of the Safer and Stronger Communities priorities of the 20/20 Board.
- (g) Compliance with National guidance relating to crime, disorder, reducing reoffending and substance misuse.
- (i) Executive management of the Drugs and Alcohol Joint Commissioning Group via the Drug & Alcohol Strategy Group.
- (j) Executive management of the Integrated Offender Management Board via the Reducing Reoffending Action Group.
- (k) Executive management of the East Yorkshire Domestic Abuse Multi Agency Risk Assessment Conference (MARAC).
- (l) Fulfil the role of governing body in respect of Domestic Homicide reviews as required by the Domestic Violence, Crime & Victims Act 2004 (as amended 2012).
- (m) Take on the role of co-ordination of partnership effort to implement the strategic requirements arising from the passing of the Counter Terrorism and Security Act 2015. Operational activity is directed by officers of the Council and Police depending on the organisational/planning requirements.
- (n) All partnerships have a role to play in disrupting and preventing child abuse & improving safeguarding co-ordination but only the police can lead on enforcement against perpetrators. The East Riding CSP defers to the East Riding Safeguarding Children's Board in terms of overall direction on safeguarding. The key joint role is carried out by the Director of Children, Families and Schools Services.

1.2 Accountability.

- a. The Community Safety Partnership will be accountable to:
 - (1) The Home Secretary for all areas of planning and performance in relation to community safety including having due regard for preventing Crime & Disorder, Anti-Social Behaviour, Substance Misuse and Reduction of Re-Offending.

- (2) East Riding of Yorkshire 20/20 Board for the delivery of key aspects of the community safety strategy.
- (3) The Partnership will be accountable to the Local Community of East Yorkshire, through the Local Authority Overview and Scrutiny Committee.
- (4) The CSP has a key role in supportive challenge of partner agencies insofar as it is practicable given the involvement of other reporting arrangements and Boards back “down the reporting line” when specific operational issues arise, eg a need to co-ordinate or align resources to deal with a particular emerging issue – followed by implementation plans and focus on holding operational managers accountable in “real time”

1.3 Functions.

The Community Safety Partnership will exercise the following functions:

- a. Adoption and changes or amendments to this Constitution.
- b. The election of the Partnership Chair and Vice-Chair.
- c. Approval and adoption of policies.
- d. Approval of partnership budget expenditure of any funds that from time to time may be allocated to the partnership including the payment of grants to be administered by the Accountable Body.
- e. Approval and adoption of the strategies and statutorily required plans associated with the work of the CSP.
- f. Establish, manage and support Task & Action Groups, Project Teams and other partnership groups as required including agreeing/approving the membership of the groups (including the appointment of Chair)
- g. Delegation of any functions for which it has responsibility to any other body it considers appropriate to assist in the achievement of the Community Safety Partnership Strategy.
- h. Monitor service delivery and identify deficits in both outcomes and performance of those engaged to deliver the strategic and operational objectives of the partnership. This will include action to remedy poor performance, inappropriate outcomes or failure to achieve value for money.
- i. To influence action by partnership agencies to contribute to the strategic objectives of the partnership and ensure that action taken by other partnership groups remains complementary to the Community Safety Partnership strategic framework.
- j. To communicate with the media and with the public in accordance with agreed principles with partnership organisations.
- k. Provide a channel of communication between the Community Safety Partnership and a members host organisation.
- l. Following a Domestic Homicide determine whether a Domestic Homicide review should take place.
- m. Determining motions of confidence in the Chair or other members of the CSP.
- n. To consider and determine whether grants should be made for community safety projects and if so, the amount of grant which should be issued

- o Following presentation of a project evaluation determine whether a grant should be re-paid to the Accountable Body and if so, the percentage of grant to be re-paid.

ARTICLE 2

BOARD MEMBERSHIP

2.1 Membership Categories.

Membership of the Community Safety Partnership will be in one of three categories:

- (1) **Responsible Authority Member.**
 - (a) The Crime and Disorder Act 1998 (as amended by the Police and Justice Act 2006, the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 and the Policing & Crime Act 2009) places a statutory duty on 6 organisations known as 'Responsible Authorities'
 - (b) In recognition of this responsibility, the Community Safety Partnership will comprise one representative from each of the following organisations:
 - (1) Humberside Police.
 - (2) East Riding of Yorkshire Council.
 - (3) Clinical Commissioning Groups in the East Riding
 - (4) Humberside Fire & Rescue Authority.
 - (5) National Probation Service/ Community Rehabilitation Company
 - (c) It will be for these organisations to determine appropriate representation in line with national good practice.
- (2) **Invited Members.**
 - (a) The Community Safety Partnership can invite representatives of organisations or bodies to become part of the Community Safety Partnership on the basis that they can assist in the delivery of the goals of the Partnership.
 - (b) These representatives will be required to agree to be bound by this Constitution in the same manner as the Responsible Authority Members.
 - (c) Invited Members will have full voting rights.
 - (d) The elected member who has portfolio responsibility for the crime element of the Housing, Transportation & Public

Protection area will be invited onto the board and deemed to be an 'Invited Member'.

- (e) The number of invited members shall not equal or exceed the number of 'Responsible Authority' members.

(3) **Co-opted Members.**

- (a) The Community Safety Partnership shall have the power to co-opt people to the Partnership where they consider that such persons have a special contribution to make to the work of the partnership.
- (b) These representatives will be required to agree to be bound by this Constitution in the same manner as the Responsible Authority Members.
- (c) Co-opted Members shall not be allowed to vote.
- (d). Staff undertaking work on behalf of the partnership will be invited to attend the Partnership meeting as agreed by the Chair.

(4). **Substitutions**

- (a) Whilst Responsible Authority and Invited/Co-opted members will be expected to attend all meetings of the partnership it is acknowledged that from time to time this will not be possible. On these occasions members should whenever possible identify a suitable substitute who has the necessary delegated authority to make decisions on behalf of the members host organisation, such substitutes will have the same rights and responsibilities as the full member.

(5) **Policy Advisers**

- (a) The Community Safety Partnership will be assisted in its work by nominated officers who will attend the meeting in the role of Policy Advisers.
- (b) Policy Advisers shall not be allowed to vote.

2.1 Duration of Membership.

- a. Responsible Authority Members, Invited Members and Co-Opted Members will represent their organisations as long as the relevance of their role within their organisation dictates, or until otherwise replaced by their organisation.
- b. Invited Membership will be reviewed annually at the Annual Meeting. At this time the Responsible Authority Members will review the overall membership and identify members who no longer have a role, or gaps in membership that require recruitment of additional members.
- c. Co-opted membership may be offered for a limited period as determined by the Partnership. In any event, the Responsible Authority Members will review Co-opted Membership annually at the Boards Annual General Meeting.

2.2 Election and Term of Chair and Vice Chair.

- a. The Chair for the Community Safety Partnership may be a Responsible Authority Member, or an Invited Member.
- b. The Chair should be identified, nominated and seconded by the Responsible Authority members and Invited members and will hold the position for the period of 12 months from the date of selection.
- c. The selection process for the identification of a Chair will be conducted at the Annual General Meeting by Responsible Authority and Invited Members of the Partnership who will initially have equal rights in the selection process. In cases where an impasse is created by an equal number of votes being cast for 2 or more candidates, the Responsible Authority Members will be asked to determine the outcome.
- d. The selection process will take place at the meeting arranged prior to the commencement of each new financial year (normally March).
- e. In the case where the Chair elects to stand-down, the identified Vice-Chair will adopt the role of Chair until such time as the normal process would require the selection of a new Chair.
- f. The same process will take place in relation to the identification, nomination and selection of a Vice-Chair.
- g. The role and function of the Chair and Vice Chair are set out within Article 4 of this Constitution.

2.3 Role of Members.

- a. **Primary Roles.**
Each member will be in attendance to represent their organisation, body or sector as part of the Community Safety Partnership to assist the Partnership Board in its functions and in achieving its goals in line with the East Riding Community Safety Partnership Strategic Plan.
- b. **Secondary Roles.**
Members may be identified and requested by the Chair, either as individuals (for expertise or knowledge) or as representatives of their organisation or body, to undertake work on behalf of the Community Safety Partnership.

2.4 Membership Rights and Responsibilities.

- a. Members shall have rights of access to such documents, information and meetings as are necessary and appropriate to fulfil their role on the Community Safety Partnership.
- b. It will be the responsibility of each member to ensure that the relevant information is available, as appropriate, within their organisation, wherever necessary, to support the work of the Community Safety Partnership.
- c. Members will not make public any information to which they have access due solely to their membership of the Community Safety Partnership, which is confidential or sensitive, without giving due regard to the advice given by an appropriate Officer/Adviser. Members will not divulge any information, provided in confidence, to any other person other than another member of the Partnership, or a third party with entitlement to access of that information.
- d. Members will not make any public comment on the work of the Community Safety Partnership without due regard to agreed principles and/or protocols.
- e. Members shall comply fully with the Community Safety Partnership Code of Conduct detailed at Article 7 of this document.

2.5 Current Membership List.

- a. A list detailing membership status and voting rights of current members of the Community Safety Partnership will be maintained.
- b. The original copy of the updated list will be signed by the Chair or Vice Chair of the Partnership as amendments to membership are made.
- c. A current list can be found at Appendix 1.

ARTICLE 3

PARTNERSHIP MEETINGS

3.1 Types of Meeting.

- a. There are three types of Community Safety Partnership meetings:
 - (1) **The Annual General Meeting.**

This will be held usually as the first meeting of each financial year and will facilitate the selection of the Chair, Vice-Chair and members.
 - (2) **Ordinary Meetings.**

These will be held quarterly and will be scheduled 12 months in advance as agreed by the Community Safety Partnership. Ordinary meetings will be the opportunity for the Partnership to fulfil its responsibilities and functions as outlined in Article 1
 - (3) **Extraordinary Meetings.**

These will be called to facilitate the business of the Community Safety Partnership that falls outside the remit of those meetings at (a) and (b) above).

3.2 Quorum.

- a. A Community Safety Partnership Meeting will be deemed quorate when both:
 - (1) Four or more members with voting rights are present.
 - (2) At least two Responsible Authority members are present.

3.3 Conduct of Meetings.

- a. All meetings will be conducted in line with an agreed agenda. Agenda items may be added up to 7 days in advance of the meeting through the Chair or Partnership staff. No items will be added to the agenda at meetings without the permission of the Chair.
- b. Meetings will be conducted in line with normal good practice for debate, which includes:- remarks being directed through the Chair; members of the Partnership making efforts to ensure that views of other members are heard; comments should relate to issues not persons.
- c. All decision making will be in accordance with Article 5 of this Constitution.
- d. To ensure a robust process of management and accountability issues for consideration by the board will be by written report, only in exceptional

circumstances will the board be asked to make decisions on issues submitted verbally and only then with the prior permission of the chair.

- e. From time to time the board will call for formal performance updates on particular projects or themes, to assist formal performance management and evaluation these will be provided in writing. This will not prevent a less formal process of verbal updates on topical issues.

ARTICLE 4

CHAIR & VICE CHAIR

4.1 Role and Functions of the Chair and Vice Chair.

- a. The Chair of the Community Safety Partnership will have the following roles and functions:
 - (1) Chairing Community Safety Partnership meetings.
 - (2) Representing and promoting the work of the Community Safety Partnership.
 - (3) Approval of all items to be included on the agenda of all Community Safety Partnership meetings, this process will be facilitated by officers of the Partnership.
 - (4) To preside over meetings of the Partnership Board, so that its business can be performed efficiently and with regards to
 - (a) The rights of members.
 - (b) The fulfilment of statutory responsibilities.
 - (c) The achievement of the Partnership goals.
 - (5) To provide representation at the Local Strategic Partnership as required or nominate an appropriate representative.
 - (6) To uphold and promote the purposes of this Constitution, and to interpret the Constitution whenever necessary.
 - (7) To hold fellow Partnership Members and Partnership Sub-Groups to account for performance and conduct relating to the business of the Community Safety Partnership
- b. It shall be the responsibility of the Vice-Chair to adopt the roles and responsibilities of the Chair in their absence or when delegated the responsibility.

ARTICLE 5

Decision Making

5.1 Principles for Decision Making.

- a. All decisions made by, or on behalf of, the Community Safety Partnership shall be in accordance the following principles:
 - (1) Achieving the aims of the Community Safety Partnership Strategy to reduce the incidence and impact of Crime, Disorder, Reoffending and Substance Misuse within East Yorkshire and to promote the development of Strong Communities.
 - (2) Compliance with financial regulations and/or conditions imposed by any funding body or organisation.
 - (3) Proportionate and reasonable decision making based upon the information available at the time any decisions are made, having due consideration for ethical and legal responsibilities of the members of the Partnership Board.
 - (4) The promotion of equality and the addressing of issues of diversity.
 - (5) The enhancement of the quality of life for the residents of, and visitors to East Yorkshire.
- b. All decisions made by the Community Safety Partnership shall, in accordance with the provisions of this Constitution, be arrived at in a fair, democratic and transparent manner.

5.2 The Decision Making Process.

- a. Decisions will normally be made through consensus between members, however, where there is a need for a vote to be taken to reach a decision, each member allocated a vote in accordance with this Constitution will have equal rights.
- b. A quorum of members will be required to facilitate this process (See Article 3.2).
- c. Where a vote has been taken, if the vote is balanced, the Chair will have the casting vote, regardless of having voted already or not.
- d. Where the board is asked to make a decision on a particular issue detail of the matter will be circulated in writing to all members prior to the meeting, (see 3.3 (d) (e) above).

- e. Decisions must be recorded appropriately and circulated to all Board Members.
- f. Decisions will routinely be recorded within the minutes of the meeting however where decisions also relate to an action for an individual or body these will also be recorded within an action schedule which will form part of the agenda for subsequent meetings. Items will not be removed from the action schedule as complete without the permission of the chair.
- g. The decision making process for the review and amendment of this Constitution is detailed at Article 8.2.

5.3 Information Sharing.

- a. When working in partnership with other agencies. Information sharing is fundamental to good decision making. It is the cornerstone of delivering a shared understanding of the issues and arriving at a shared solution. The right information enables partners to carry out evidence-based, targeted community safety interventions and to evaluate their impact.
- b. Effective information sharing is therefore fundamental to supporting the development of CSP intelligence and providing an evidence base on which partners can make decisions to:
 - Prevent and reduce crime, disorder and anti-social behaviour.
 - Apprehend and prosecute offenders; reduce re-offending
 - Address issues associated with the misuse of drugs and alcohol
 - Enhance public reassurance and confidence in the services that are in place to improve community safety.
- c. All information sharing between partners will follow the agreed 'General Protocol for sharing information between agencies in Kingston upon Hull and The East Riding of Yorkshire' to which all partner agencies involved in the CSP have signed.

ARTICLE 6

Financial Management

6.1 Introduction

- a. Each organisation will retain ownership of its own budget and whilst from time to time organisations may be asked to contribute financial resources to a particular project this will be by agreement only with clearly documented financial accountability processes in place. Financial resources have not routinely been allocated to or distributed by the Community Safety Partnership however there may be occasions when such situations do occur and at that time the framework guidance within this constitution should be followed.

6.2 Financial Decisions.

- a. All decisions taken by the Community Safety Partnership, or any body to whom responsibility is delegated by the Partnership Board, will be made in compliance with the financial regulations and guidelines of the accountable body.
- b. Expenditure of any funding provided to the Community Safety Partnership requires the approval of the Partnership Board, although this responsibility may be formally delegated to the most appropriate level within the partnership for expediency.
- c. Even with shared spending decisions a Lead Partner must be nominated, and will be responsible for the day-to-day accounting functions, including production of the appropriate financial statements. A Lead Partner is not necessarily the Accountable Body (but this will usually be the case if one partner is acting as Accountable Body) as referred to below; such status is a requirement of certain grant funding bodies.

6.3 Accountable Bodies.

- a. The East Riding of Yorkshire Council will act as the accountable body.
- b. The accountable body has responsibility for ensuring that the appropriate financial procedures are in place for the proper management of any financial resources allocated to the Community Safety Partnership.
- c. All organisations must adhere to the policies and procedures of the accountable body when undertaking the Partnership's work.

- c. The accountable body also has responsibility for ensuring that the grant allocated is spent according to the agreed plan; and establishing and maintaining effective systems for audit and monitoring spend.
- d. Contracts agreed on behalf of the Partnership Board are in fact between the accountable body and the contracting body or organisation.

6.4 Audit.

- a. Any allocation of funds to the Community Safety Partnership will be subject to audit as part of the external funding arrangements of the appropriate accountable body.
- b. All organisations must allow access to all records and provide necessary explanations at all times to allow such audits to be completed.
- c. The internal audit team of the accountable body will be entitled to access to all records and necessary explanations to enable them to provide assurance that a robust control environment is in place if required. Reasonable notice will be given by the internal audit team for such access. In addition to access to provide assurance the accountable body's internal audit team will also require access to investigation any allegations of fraud or wrong doing if the need arises..

6.4 Insurance.

- a, All liabilities in respect of the work of the Partnership Board and or work undertaken on its behalf will be held by the members' home organisation.

ARTICLE 7

Code of Conduct

7.1 General Principles.

- a. The Community Safety Partnership members are expected to uphold the law and act responsibly on behalf of their stakeholders. Partnership Board members must not use their position to gain for themselves, their families or friends, any financial benefits, preferential treatment or other unfair advantage.
- b. Community Safety Partnership members must not put themselves in a position where their integrity is called into question by any financial or other obligation. As well as avoiding actual impropriety, Partnership Board members should avoid any appearance of impropriety. All gifts and/or hospitality, which might be intended to influence the judgement of Community Safety Partnership members, should be refused and the members home organisation procedures followed. If considered necessary the matter can also be brought to the attention of the Community Safety Partnership
- c. In carrying out the business of the Partnership Board, including awarding contracts or recommending grants, Partnership Board members should make decisions on merit.
- d. Confidential material, including material about individuals, should be handled in a sensitive and appropriate manner, consistent with Data Protection principles and the General Information Sharing Protocol
- e. Partnership Board members have a responsibility to play their part in ensuring that the Partnership uses its resources prudently and in the best interests of stakeholders and should not commit resources, including any allocated funding, on behalf of the Partnership without the full knowledge and support of the Partnership Board.
- f. Partnership Board members have a duty to declare any private interests relating to their Partnership Board membership and to take steps to resolve any conflicts arising in a way that protects the interests of stakeholders. Similarly to 7.1b above Partnership Board members may consider using their home organisation procedures in the first instance and then alerting the Partnership Board as appropriate
- g. Partnership Board members are accountable to the organisation which elected or nominated them, and should act accordingly.

- h. Community Safety Partnership members will no doubt have equality policies within their home organisations and these should form the basis of acceptable standards of behaviour. In addition partners will seek to eliminate discrimination and promote equality of opportunity and good relations between all groups. Partners will also act in accordance with the East Riding of Yorkshire Council's Equality Policy Statement, namely that they will, as/where applicable, through the use of appropriate policies and procedures, be equal opportunity employers and, through the provision of their goods and services, ensure that residents of the East Riding enjoy full equality of opportunity irrespective of their colour, culture or ethnic origin, nationality, religion or belief, gender, disability, age, sexuality, geographic location or any other status.
- i. The Chair will have the authority to have any person behaving in a manner that is considered a breach of the Equality Policy to be removed from the meeting.

7.2 Dealing with Conflicts of Interest.

- a. A Community Safety Partnership member should not participate in the discussion or decision making when:
 - (1) They have a direct financial interest, (i.e. they or their spouses or partners would stand to benefit or lose financially from the decision).
 - (2) Their personal interest in the subject creates a real danger of bias by putting private considerations above stakeholders' interests.
 - (3) They could be seen to be using their position as a Community Safety Partnership member to secure preferential treatment or advantage for themselves or those with whom they are connected (friend or family).
 - (4) When an application for financial assistance is made from the organisation they represent or where that organisation may make any gain from the outcome of the decision.
- b. Where a Community Safety Partnership member has an interest in a matter arising at a meeting, it should always be disclosed and the Chair should decide whether that member should withdraw from the meeting whilst the matter is being considered. The minutes of the meeting should record the declaration of interest and the action taken.

7.3 Dealing with Lapses (or Alleged Lapses) in Personal Conduct.

- a. If, in the view of the Chair of the Partnership, a Partnership Board member's conduct falls below the standard expected or a formal allegation has been made to a statutory body which, if substantiated would amount to such a condition, the Chair reserves the right to:

- (1) Notify that Community Safety Partnership member's organisation or 'constituency' from where he/she was elected/selected and ask for that organisation or constituency to consider a replacement representative.
 - (2) Temporarily suspend a member from the Partnership Board and its constituent bodies/working groups, if it is considered in the best interests of the Partnership.
- b. In cases where the conduct of the Community Safety Partnership Chair falls below the standard expected, the Vice Chair is empowered to carry out the actions in Article 7.2a provided he has the support of all remaining Responsible Authority Members.
- c. All such actions taken under Article 7.2a or 7.2b will be reported at the next meeting of the Community Safety Partnership at which time, the Community Safety Partnership may consider further suspension of the individual(s) concerned or permanent exclusion. Such decisions will be made in accordance with Article 5.2 except that, although the individual(s) concerned will be given the opportunity to state their case, they will be precluded from taking part in deliberations or voting.

ARTICLE 8

Constitution Review

8.1 Routine Review.

- a. This Constitution, or parts thereof will be reviewed three yearly, or sooner at the direction of the Community Safety Partnership.

8.2 Review and Amendment Process.

- a. Before being adopted, any proposed amendment to this Constitution must:
 - (1) Be circulated to all Partnership Board Members for consultation and comment at least 7 days prior to consideration at a Community Safety Partnership meeting.
 - (2) Be formally proposed and seconded at a Community Safety Partnership meeting.
 - (3) Secure both:
 - (a) The approval of the majority of those present at a quorate Partnership Board Meeting.
 - (b) The approval of at least three Responsible Authority Members.
 - (4) Have the acceptance decision formally documented.

Appendix 1**Membership List 2017/18**

<u>Name</u>	<u>Organisation</u>	<u>Membership</u>
Paul Abbott	East Riding of Yorkshire Council.	Responsible Authority
Chief Superintendent Ward	Humberside Police	Responsible Authority
Tony Margetts	East Riding of Yorkshire Council - Public Health	Invited Member
Neil Griffiths	Clinical Commissioning Groups	Responsible Authority
Allen Cunningham	Humberside Fire Authority	Responsible Authority
Kate Munson	National Probation Service	Responsible Authority
Amy Gilbert	Humberside, Lincolnshire and North Yorkshire Community Rehabilitation Company	Responsible Authority
Cllr Shaun Horton	Elected Member Portfolio Holder	Invited Member
Kevin Hall	ERYC representing Children Safeguarding Board	Invited Member
Marie Chappell	ERYC representing Adult Safeguarding Board	Invited Member
Brian Coffey	HMP Humber	Invited Member
Sian Broughton	East Riding Voluntary Action Service	Invited Member
Robbie Walker-Brown	Office of the Police and Crime Commissioner	Invited Member

Signed _____

Name _____

Chair Community Safety Partnership

