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Our Ref: AL
Your Ref:

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SAFER HARTLEPOOL PARTNERSHIP

Responsible Authority Members:

Councillor Napper, Elected Member, Hartlepool Borough Council
Councillor Darby, Elected Member, Hartlepool Borough Council
Matt Wilton, Chief Executive, Hartlepool Borough Council
Kieran Bostock, Director Neighbourhoods and Regulatory Services, Hartlepool Borough Council
Sylvia Pinkney, Assistant Director, Regulatory Services, Hartlepool Borough Council
Helen Wilson, Hartlepool District Commander, Cleveland Police
Emma Rutherford, Chair of Youth Offending Board
Jen Moore, North East and North Cumbria Integrated Care Board (NENC ICB)
Ann Powell, Head of Stockton and Hartlepool Probation Delivery Unit
Sean Smith, Cleveland Fire Authority

Other Members:

Jonathan Brash, MP for Hartlepool
Chris Woodcock, Director of Public Health, Hartlepool Borough Council
Matt Storey, Office of Police and Crime Commissioner for Cleveland
Michelle Hill, Hartlepool Voluntary and Community Sector Representative, Safer Communities
Angela Corner, Head of Community Resilience, Thirteen Group
Alison Sutherland, Executive Director of Children's Services, Hartlepool Borough Council
Jill Harrison, Executive Director of Adult Services and Public Health, Hartlepool Borough Council

Dear Councillor

SAFER HARTLEPOOL PARTNERSHIP – 23RD JULY 2026

Please find attached Appendix A relating to item 5.4 - Safer Hartlepool Partnership Terms of reference which was marked to follow in the report of the Director of Neighbourhood and Regulatory Services for the above meeting.

Yours faithfully

Angela Lucas
PRINCIPAL DEMOCRATIC SERVICES
AND LEGAL SUPPORT OFFICER



Safer Hartlepool Partnership Terms of Reference

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1. Purpose and functions of the Safer Hartlepool

Partnership

The Safer Hartlepool Partnership must adhere to the statutory requirements set out in the Crime and Disorder Act 1998 (as amended) and associated Crime and Disorder regulations. The Partnership has the following responsibilities and functions as set out in the constitution of Hartlepool Borough Council:

- reducing crime and disorder
- reducing the misuse of drugs, alcohol and other substances
- reducing re-offending
- And reducing cases of serious violence and reoffending in Hartlepool.
- The Partnership has a responsibility to undertake an annual community assessment and a further requirement to produce a Community Safety Plan.

The Partnership has adopted an intelligence led business model, based on the principles of the Policing National Intelligence Model, to ensure that its activity is evidence led.

The expertise of individual partner organisations will be utilised by the Partnership in order to deliver actions based on good and best practice. The Partnership will conduct evaluations and share the results.

The Partnership will carry out Domestic Homicide Reviews as required by section 9 of the Domestic Violence, Crime and Victims Act, 2004.

2. Roles and Responsibilities of Safer Hartlepool

Partnership Members

The main role of all members of the Safer Hartlepool Partnership will be to take a Borough wide perspective and develop consensus in the best interests of residents of Hartlepool. Members will bring their own perspectives and also represent their organisation, interest group or area. They will be recognised for their valuable contribution bringing ideas, knowledge and expertise to the process.

Where practicable members should have the authority to take decisions and make commitments. Individual partners will remain responsible and accountable for decisions on their services and use of their resources. The Partnership recognises that each partner has different mechanisms for their own decision making. In some cases decisions may be endorsed by the bodies or organisations from which members are drawn.

2.1 Standards of behaviour

As a member of the Safer Hartlepool Partnership, whether in meetings or working on behalf of the Partnership, the following guidelines outline what is expected of members:

Accountability: to work openly and honestly and to report back their work on the Partnership to their organisation or sector.

Commitment: to attend Partnership meetings, participate in occasional task group meetings and one-off events. To be properly prepared for meetings by reading the paperwork beforehand. To be prepared to learn from others and from good practice elsewhere and to further develop the breadth of their knowledge of their sector's role within the borough.

High Quality Debate: to remain focussed and strategic and to contribute positively to discussions and work with other members to achieve consensus and take important decisions regarding the strategic development of the borough.

Honesty and Integrity: to act with honesty, objectivity and integrity in achieving consensus through debate. To respect the confidentiality of the information provided.

Objectivity: to consider what is in the best interests for the common good of Hartlepool and to weigh this along with the interests of their organisation, their sector and themselves when making decisions.

Representative: to effectively reflect the interests of their sector, to raise areas of concern and contribute their experience and expertise to discussions and decisions to achieve good workable solutions.

Respect for others: to respect and to take into account the views of other members regardless of their gender, race, age, ethnicity, disability, religion, sexual orientation or any other status.

3.0 Membership

Membership of the Partnership reflects the statutory requirements and consists of senior representatives from the five responsible authorities¹ plus additional stakeholders as follows:

Responsible Authorities
• Hartlepool Borough Council - Elected Member • Hartlepool Borough Council - Chair of Neighbourhoods and Regulatory Services Committee • Hartlepool Borough Council – Chief Executive • Hartlepool Borough Council - Director of Neighbourhoods and Regulatory Services • Hartlepool Borough Council - Assistant Director, Regulatory Services • Cleveland Police - Hartlepool District Commander • Cleveland Fire Brigade – District Manager • Durham Tees Valley Probation Trust - Director of Offender Management • Representative of North East and North Cumbria Integrated Care Board • Hartlepool Youth Justice Board - Chair
Other Members
• Hartlepool Borough Council – Director of Public Health • Office of Police and Crime Commissioner for Cleveland • Hartlepool Borough Council – Head of Youth Services • Representative of Hartlepool Voluntary & Community Sector – Chief Executive, Safer Communities • Thirteen Group – Director of Housing Services • Teesside Magistrates Board – Chair of the Bench • Member of Parliament for Hartlepool

This group is the ‘strategy group’ for the purposes of the Statutory Regulations. New members may be added to the Partnership by agreement of existing members.

¹ Responsible Authorities – Police, Local Authority, Fire and Rescue Authority, North East and North Cumbria Integrated Care Board, Probation trust

There is also the potential for co-opting members onto the Partnership to undertake specific pieces of work or for specialist knowledge and skills as and when required.

3.1 Chairing of the Safer Hartlepool Partnership

The Chair is appointed annually by the SHP and can be selected from the 'Responsible Authority' and 'Other Member' representatives on the Partnership. The Vice Chair of the Partnership will be appointed annually from the responsible authorities. The Chair and Vice Chair will not be from the same organisation.

The Chair will provide leadership to the Safer Hartlepool Partnership and act as the responsible officer for the development and progress of the Partnership.

The Chair will:

- Ensure that the views of the Partnership are communicated effectively
- Ensure the efficient and effective operation of the Partnership.
- Promote effective partnership working between members of the Partnership and if necessary resolve conflict and help foster an environment of mutual interest.
- Approve the formation of working groups to deliver specific items of work on behalf of the Partnership.
- With the support of the Secretariat agree the agenda, associated papers and minutes of previous meetings.

The Vice-Chair will:

- Deputise for the Chair as required.
- Support the Chair to ensure the work of the Partnership is effectively deployed.

4. Principles

All members of the Partnership will strive to apply the following principles:

- Effective decision making and communication
- Effective partnership working
- Efficient partnership working
- Acting with integrity

- Ensure widest possible involvement and inclusion
- Demonstrating leadership and influence
- Effective performance management
- adopt a focussed, problem solving approach based upon a careful and systematic analysis of relevant information;
- respect the autonomy, accountability and responsibilities of partner organisations;
- be open and transparent and share information within the legal framework.
- Developing skills and knowledge
- Contributing to sustainable development

5. Performance management

The Partnership is responsible for developing and managing the delivery of the Community Safety Plan. The Partnership will agree priorities, setting out how the plan will be delivered. The Partnership will monitor progress through performance reports and seek to maximise resources and secure new resources into the Borough.

In addition, the Partnership will support relevant strategies, developed by partner members that influence the Community Safety Plan.

The Partnership continues to support the priorities of The Police and Crime commissioner and in particular the following objectives:

- A better deal for victims and witnesses
- Tackling re-offending
- Working together to make Cleveland safer
- Securing the future of our communities

5.1 Information, advice and support

All information, advice and support will be fit for purpose and tailored to the functions of the Partnership. The Partnership will ensure that all information is directly relevant to the decisions being taken and is:

- relevant
- accurate
- timely
- objective
- clear and concise
- reliable

The Partnership will call on professional advice and support when deemed necessary, particularly when the outcome of decision has a significant legal or financial implication.

6. Engaging with stakeholders

The Partnership will take the lead in forming and maintaining relationships and representation with other partnerships and stakeholders on a local, regional and sub regional level, which will directly affect and/or influence its success.

The Partnership will update the public on the work of the Partnership on an annual basis.

7. Operation of the Safer Hartlepool Partnership

7.1 Attendance at meetings

Members will endeavour to attend all meetings however if they are unable to attend any meeting then they should submit their apologies in advance of the meeting. As flexibility and continuity is essential to partnership working, each member may name a substitute who may attend on their behalf when necessary. Substitutes should be suitable senior representatives who are able to speak on behalf of their organisation.

7.2 Declaration of Interests

Each member of the Partnership is required to declare any personal or pecuniary interest (direct or indirect) in any agenda items and shall take no part in the discussion or decision making about that item. All such declarations must be included in the minutes of the meeting.

7.3 Decision making and voting

The Partnership will continue to develop consensus, commitment and common decision making processes. Where practicable, members should have the authority to take decisions and make commitments on behalf of their organisation. However members will remain responsible and accountable for decisions of their own organisations and the use of their resources.

In exceptional circumstances, where no consensus prevails, the decision will be taken by the Responsible Authorities (defined in Crime and Disorder Act 1998 as amended) and in the event of a tied vote; the Chair will have the casting vote.

The quorum for the Safer Hartlepool Partnership is 3 members from different Authorities, with at least 2 being Responsible Authorities members.

The Partnership will call on professional advice and support when deemed necessary, particularly when the outcome of any decision has a significant legal or financial implication.

7.4 Risk management

Individual Partnership members will take a planned and systematic approach to identifying, evaluating and responding to and managing risks.

7.5 Meeting Procedures

The Partnership will meet at least twice per year (or additionally if and when required). This will include an annual review of performance and proactively plan for the forthcoming year to address issues of concern or emerging risks or trends. This may take the shape of an agenda item at a meeting or a Partnership development event.

7.6 Freedom of Information Act

The Freedom of Information Act gives everyone the right to access information that is held by public authorities. Hartlepool Borough Council has developed guidance to

help staff comply with the Act. The Partnership will work within this policy when giving out information to partners and the public.

For the purposes of data protection – Hartlepool Borough Council will be the data controller as facilitator of the meetings.

7.7 Public access to the Safer Hartlepool Partnership

Meetings of the Safer Hartlepool Partnership will be open to the public and press however, on occasion closed sessions will be required in accordance with the Access to Information Rules in Part 4 of the Hartlepool Borough Council Constitution;

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

For example, when the Partnership must carry out Domestic Homicide Reviews as required by section 9 of the Domestic Violence, Crime and Victims Act, 2004.

Members of the Public may also be excluded in accordance with Rule 22 of the constitution (Disturbance by the Public)

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If that person continues to interrupt, the Chair will order his/her removal from the meeting room.

7.8 Secretarial Support arrangements

The Partnership will receive secretarial support through Hartlepool Borough Council's Democratic Services Team.

7.9 Sub Groups and Task Groups

The responsibility for delivery of Safer Hartlepool Partnership priorities will be allocated to dedicated theme groups.

Occasionally a 'task and finish group' of the Partnership may need to be established to expedite a particular matter, which requires focussed activity or where a more specialist membership is required. The membership of these task groups would be

decided by the Partnership and the group would normally have a specific remit and period of operation to oversee or undertake a specific task, reporting directly to the Partnership.

7.10 Working with other theme groups

The Partnership will work alongside the other theme groups to improve outcomes for Hartlepool residents. Joint meetings may be arranged on matters of shared interest.

7.11 Updating the Terms of Reference

This Terms of Reference can be amended or updated by obtaining a two thirds majority agreement by the Safer Hartlepool Partnership. The proposed change should be set out in a report as a published agenda item.

8. Engaging with other bodies

8.1 Police and Crime Commissioner

The Police and Crime Commissioner and the Safer Hartlepool Partnership have a duty to regard each others priorities. The Police and Crime Commissioner has the power to call the SHP Chair to a meeting to discuss force wide issues and also the power to request a report. The Safer Hartlepool Partnership can request merger of the regional Community Safety Partnership and the Police and Crime Commissioner has the power to approve. The Police and Crime Commissioner also has grant making powers.

8.2 Police and Crime Panel

The Police and Crime Panel examine the actions and decisions of the Police and Crime Commissioner. In order to fulfil its scrutiny role of the Police and Crime Commissioner the panel will need to work with bodies that deal with police and crime matters locally; this includes Community Safety Partnerships.

8.3 Statutory Scrutiny

The Police and Justice Act 2006 requires that the decisions made, or actions taken, by the Safer Hartlepool Partnership in connection with the discharge of crime and disorder functions are reviewed and scrutinised at least once in every twelve month period.

Within Hartlepool, scrutiny of the Partnership and its partners is undertaken through the Audit and Governance Committee. The responsibilities of the Committee being to scrutinise, and review:-

- i) The work of the partners, insofar as their activities relate to the partnership itself; and
- ii) Decisions made or other action taken in connection with the discharge of crime and disorder functions, by responsible Authorities (i.e. the Council, the local policing body, the Fire Authority and the Health Bodies).

The Partnership and Audit and Governance Committee work together to fulfil these statutory responsibilities. In doing so, the Partnership is responsible for the provision of relevant information / evidence, including performance management data and information necessary to facilitate involvement in the development / review of policies and strategies.

8.4 North East and North Cumbria Integrated Care Board

The North East and North Cumbria Integrated Care Board have a statutory responsibility to work in partnership with other responsible authorities and co-operating bodies to tackle crime and disorder, substance misuse and reoffending locally. They must participate in the crime and disorder strategic assessment and the formulation and delivery of the strategy within the local authority area.