Agenda Item 4a

SAFER COMMUNITIES PARTNERSHIP

Keeping Barnet Safe

Reducing Re-offending Delivery Group

Terms of Reference

The Reducing Re-offending Delivery Group (RRDG) will be responsible for the oversight and delivery of the strategic objectives and the performance of the integrated offender management (IOM) scheme in Barnet.

The RRDG will be accountable to Barnet Safer Communities Partnership Board.

The RRDG will meet on a bi-monthly basis.

Terms of reference

1. Aim

1.1 Barnet Reducing Re-offending Delivery Group is responsible for the development and oversight of the IOM scheme in Barnet.

1.2 The RRDG will aim to reduce re-offending and contribute towards reducing crime, reducing the number of victims of crime and protecting the public at large through a co-ordinated, multi-agency and risk based approach.

2. Objectives

2.1 To oversee all aspects of the partnership approach to Reducing re-offending in the borough on behalf of the Safer Communities Partnership. This includes producing, implementing and monitoring the Reducing Re-Offending Strategy.

2.2 To ensure the Pan London IOM scheme is effectively translated at local level by ensuring the implementation of the framework is tailored to local needs and local priorities.

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2.3 To bring together partner agencies with a remit in offender management to share information, streamline management of offenders as part of a multiagency framework and improve outcomes in relation to key local and national KPIs.

2.4 To allocate tasks, oversee delivery and hold agencies accountable for delivering their contribution to effective offender management.

3. Members

3.1 The membership of the RRDG will include the following organisations and posts:

Organisation	Post
Community Safety Team	Head of Community Safety Community Safety Manager
National Probation Service (NPS)	Assistant Chief Officer
Community Rehabilitation Company (CRC)	Assistant Chief Officer Senior Probation Officer
Barnet Police	Superintendent Detective Chief Inspector
Barnet Homes	Housing Services Manager
Public Health	Commissioning Manager – Substance Misuse
Youth Offending Team Family Focus Team	Head of Service
Department for Work and Pensions	TBC

4. Meeting Arrangements

4.1 The RRDG will meet bi-monthly initially then move to quarterly meetings.

4.2 The RRDG will be chaired by Barnet Community Safety Team. In the absence of the Chair the meeting will be chaired by the Vice-Chair, a senior police representative.

4.3 Administrative support will be provided initially by Barnet Community Safety Team.

4.4 The RRDG members are expected to attend meetings personally, however, if they are unable to attend they should nominate and brief an appropriate colleague to attend in their place.

4.5 A Quorum will be achieved when representatives from a minimum of 4 or more organisations/agencies are present.

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4.6 Voting on any matter will be by a simple majority, with the Chair or Acting-Chair having a casting vote if required.

4.7 The agenda should be circulated to RRDG members by 5 working days before the meeting. Supporting papers should also be sent out 5 working days before whenever possible.

4.8 Minutes including action points will usually be circulated by secure e-mail (if required) 10 working days after the meeting was held.

5. Individual Member Responsibilities

5.1 Each member will be responsible for any actions allocated to them at the meeting.

5.2 To provide strategic leadership and guidance on the management of offenders within own organisation.

5.3 To represent the views of their own organisation.

5.4 Maintain oversight of the contribution their organisation makes towards the effective management of offenders.

5.5 Provide information where appropriate of best practice which can further enhance and develop the approach to offender management in Barnet.

5.6 Help to facilitate the necessary organisational support from within own organisation.

6. The RRDG will be hold to account the Integrated Offender Management (IOM) Case Work Panel. The terms of reference for the IOM panel are attached as appendix 1 of these terms of reference.

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Appendix 1: Terms of reference for the IOM Panel

The IOM Panel will consider referrals and manage cases for individuals who have been identified as repeat offenders meeting the criteria for the Barnet IOM scheme.

1 Aim

1.1 The IOM Panel will be responsible for providing a multi-agency group for assessing referrals and identifying action plans and interventions for reducing or stopping reoffending.

2. Objectives

2.1 To ensure all appropriate individuals, as assessed by the criteria, and who are not engaged by the MAPPA, DV MARAC or the Gangs and High Risk panels are engaged through the IOM Panel.

3. IOM Panel Membership

3.1 The membership of the Integrated Offender Management Panel will Include the following organisations and posts (TBC)

3.2

Organisation	Position
National Probation Service (NPS)	TBC
Community Rehabilitation Company (CRC)	TBC
Barnet Police	Detective Inspector
Youth Offending Team	TBC
Community Safety Team	Community Safety Project Officer
Barnet Homes	Head of Housing
Social Services	TBC
Substance Misuse	TBC
Mental Health	TBC
Prison Service	TBC
Jobcentre Plus	TBC
Victim Support	TBC

4. Meeting Arrangements

4.1 The IOM Panel meetings will be held once a month

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4.2 The IOM Panel will be chaired by Probation. In the absence of the Chair the meeting will be chaired by the Vice-Chair or the senior police or council representative present at the meeting.

4.3 Any member of the IOM Panel can nominate another organisation/agency to join the panel. All requests should be sent to the IOM Co-ordinator.

4.4 IOM Panel members are expected to attend meetings personally, however, if they are unable to attend they should nominate and brief an appropriate colleague to attend in their place.

4.5 A Quorum will be achieved when representatives from a minimum of 4 or more organisations/agencies are present.

4.6 Voting on any matter will be by a simple majority, with the Chair or Acting-Chair having a casting vote if required.

4.7 The agenda and referral paperwork should be circulated to IOM Panel members by secure e-mail 5 working days before the meeting.

4.8 When a referral is made for consideration to the IOM Panel the nominating officer or a representative of their organisation/agency will be invited to attend to provide any additional information or answer questions.

4.9 Minutes and individual acknowledgement response forms for each referral will be produced to provide a record of the decisions made at the meeting and will usually be circulated by secure e-mail 5 working days after the meeting was held.

5. Panel Functions

5.1 To consider and agree the selection and de-selection of all IOM referrals

5.2 To ensure the effective sharing of information to reduce the risk of reoffending and associated harm to those who have been identified as IOM referrals or their victims.

5.3 Identify actions and ensure their timely implementation as part of any identified IOM action plan.

6. Individual Member Responsibilities

6.1 Each member will be responsible for any actions allocated to them at the meeting.

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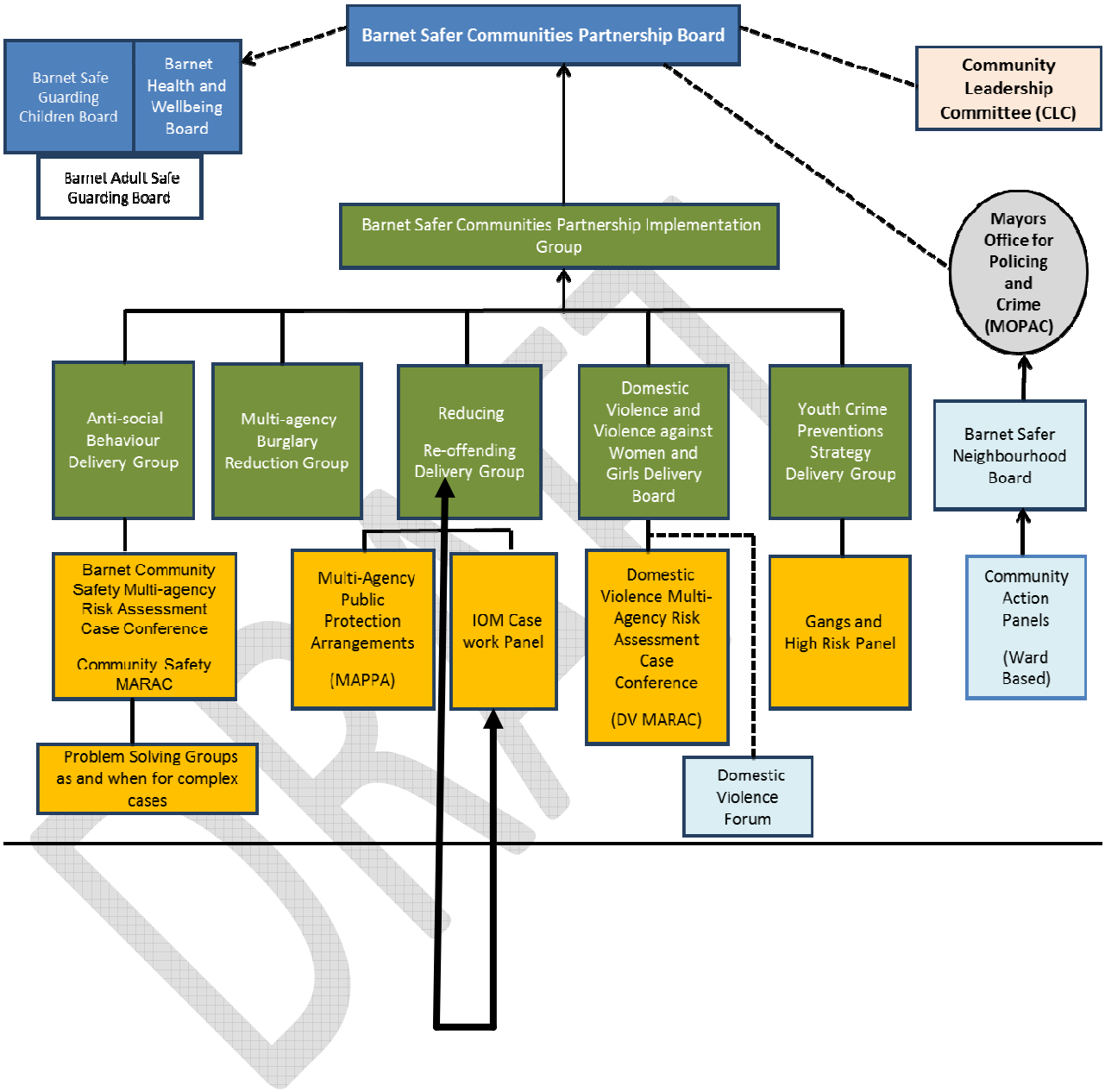
Appendix 2: Governance Structure



Appendix 3: Current Officers & Organisation 2014

Organisation	Name	Title
Local Authority	Kiran Vagarwal	Head of Community Safety
Community Safety	Peter Clifton	Community Safety Manager
Community Safety	Diane Russell	Senior Probation Officer
Housing	Ian Helcke	Housing Service Manager
Outreach	Paul Chelvatheebam	Housing Manger
Youth Offending & Intensive Family Focus Services	Kate Malleson	Interim Head of Youth Offending and Intensive Family Focus Services
Police	Steve Wallace	Superintendant
Police	Andy Mariner	Detective Constable Inspector
National Probation Service	Sam Denman	Assistant Chief Officer
London Community Rehabilitation Company	Marcia Whyte	Assistant Chief Officer
Public Health	Bridget O'Dwyer	Senior Commissioning Manager Substance Misuse Service
Courts	TBC	
Prisons	TBC	
Voluntary Sector	TBC	

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