

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

INQUIRY INTO INTELLIGENCE GATHERING AND SHARING

DRAFT TERMS OF REFERENCE

1.0 Introduction

- 1.1 In January 2011 the Scrutiny Board (Environment and Neighbourhoods) agreed to conduct a piece of Scrutiny work in line with its new statutory role to scrutinise crime and disorder functions (as set out within the provisions of the Police and Justice Act 2006).
- 1.2 In the Safer Leeds Executive meeting, 20th January 2011 it was proposed that a theme regarding the collation and production of intelligence data that drives strategic planning be the subject of review.
- 1.3 This followed a presentation that highlighted several key issues in this crucial function. When producing profiles and reports at a partnership level, it is apparent that there are some concerns over duplication of process, potential gaps in data and variances in practice on information sharing.
- 1.5 The Community Safety Partnership has a statutory duty to produce an annual Joint Strategic Assessment, there is also a duty on responsible authorities to effectively share information.
- 1.4 It is recommended that the work of the Scrutiny Board focuses on these important areas to ensure that processes and agreements are in place to enable the development of intelligence products that not only inform strategic decision making, but also allow for effective tasking and action plan development.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the current arrangements in place and opportunities for development and effective working.

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member *will be* sought and incorporated where appropriate into these Terms of Reference.

4.0 Timetable for the inquiry

- 4.1 The Inquiry will take place over a number of sessions. These sessions will involve working group meetings and site visits which will provide

flexibility for the Board to gather and consider evidence that will aid the discussions during the public Board meetings.

4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Dates for the working group meetings are to be arranged.

6.0 Witnesses

6.1 The following witnesses have been identified as possible contributors to the Inquiry (not exhaustive):

Chief Officer Leeds Community Safety
Lead Officers for data management from:

- Community Safety LCC
- Children's Social Care LCC
- Adult Social Care LCC
- Children's Services (education) LCC
- Youth Offending Services LCC
- WY Police
- Probation
- ALMO
- NHS Leeds

7.0 Site visits

- As part of the inquiry, site visits will be agreed as required.

8.0 Post inquiry report monitoring arrangements

7.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

7.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

9.0 Measures of success

8.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.