

<i>REF:</i>	<i>ISSUE:</i>	<i>AUTHOR::</i>	<i>ORIGINAL:</i>	<i>PAGE:</i>
<i>Contest ToR</i>	<i>Oct 14</i>	<i>JD</i>	<i>Aug 2013</i>	<i>1 of 2</i>

# REGIONAL CONTEST BOARD

**for the Authorities of Bridgend, Neath Port Talbot and Swansea**

## Terms of Reference 2014-15

**Aim:** The CONTEST Board's primary role is to progress the delivery of the Wales CONTEST Strategy by ensuring effective multi-agency partnership working

**Objectives:**

- Ensure that local PREVENT action plans are developed and delivered across the partnership area and, where possible, mainstreaming into everyday service delivery;
- Establish local partnership governance arrangements that identify officers within partner agencies leading on PREVENT and their roles and responsibilities;
- Establish a process for the formal evaluation of the outputs, outcomes and benefits of relevant local PREVENT projects;
- Ensure that local PROTECT and PREPARE action plans are developed and delivered across the partnership area and, where possible, mainstreaming into everyday service delivery;
- Establish local partnership governance arrangements that identify officers within partner agencies leading on PROTECT and PREPARE and their roles and responsibilities;
- Establish a process for the formal evaluation of the outputs, outcomes and benefits of relevant local PROTECT and PREPARE projects;
- Ensure information sharing protocols enable the sensitive and confidential sharing of intelligence and/or sensitive information between Police and other partners, particularly with regard to individuals/institutions vulnerable to radicalisation and the exchange of information on risk levels, threats and mitigating actions.
- To be responsible for providing an annual report to the Wales CONTEST Board on progress, developments and emerging best practice.

<i>REF:</i>	<i>ISSUE:</i>	<i>AUTHOR::</i>	<i>ORIGINAL:</i>	<i>PAGE:</i>
<i>Contest ToR</i>	<i>Oct 14</i>	<i>JD</i>	<i>Aug 2013</i>	<i>2 of 2</i>

## **Administration:**

- CONTEST Board meetings will take place quarterly and more frequently if required.
- The Chair and Vice Chair will be nominated on an annual basis, rotated between the 3 Local Authority representatives. The Vice Chair will become the Chair the following year.
- Board members will nominate a deputy with voting rights, to attend in their absence.
- The times, dates and venues of CONTEST Board meetings will be agreed between the chair and the wider membership.
- Board meetings to be held before the All Wales Contest Board meetings.
- Agendas will be agreed in advance of the meetings between the Chair and the wider membership.
- Members will be given a minimum of 10 working days notice of meeting times, dates and venues.
- Agendas, written reports and minutes of the previous meeting, will be circulated at least five working days prior to the meeting.
- In the spirit of partnership, decisions should be reached through the mutual consent of all members present. Where this is not possible, decisions can be reached through a simple majority vote. Where it is not possible to achieve a simple majority, the Chair retains the right to use a casting vote.
- Members must not disclose information of a confidential nature divulged at meetings to any third party without the consent of a person authorised to give such consent. Members should be mindful of the 'restricted'/'classified' nature of the board papers.
- Meetings are to be conducted in a spirit of mutual respect and the equality of all partners will be recognised and promoted at all times. Discrimination on grounds of race, sex, disability, creed, sexual orientation, age, ethnic or cultural background will not be tolerated.