



# Terms of Reference

September 2025

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# 1.0 Introduction and Role of LCSP

## 1.1 Terms of Reference

The purpose of these Terms of Reference (ToRs) is to set out the composition, functions, and operation of the Wexford Local Community Safety Partnership in accordance with guidance issued by the National Office for Community Safety, Department of Justice, Home Affairs and Migration.

The Wexford Local Community Safety Partnership (LCSP) is established in accordance with the Policing Security and Community Safety Act 2024. The functions and purpose of the Safety Partnership are as outlined in Section 116 of the Act and in the Guidelines for the Operating of the Local Community Safety Partnerships as issued by National Office for Community Safety.

These Terms of Reference may be revised at any stage by the Safety Partnership in consultation with the National Office.

## 1.2 The Location of LCSP

The Wexford Local Community Safety Partnership administrative area will be the same administrative area of Wexford local authority.

## 1.3 Guiding Principles of the LCSP

- (a) A Whole-of-Government Approach
- (b) Collaboration and Partnership
- (c) Harm Prevention
- (d) Targeted Support for Disadvantaged Communities
- (e) A Participative Approach
- (f) Social Inclusion
- (g) Accountability
- (h) Evidence Based Approach
- (i) Respect of the opinions of members

## 1.4 Functions of the LCSP

The functions of Safety Partnerships, as outlined in [Section 116](#) of the Policing, Security, and Community Safety Act 2024 are as follows:

- a. **Act as a forum for discussion:** to serve as a platform for discussing community safety concerns and developing coordinated approaches to improving community safety at the local level.
- b. **Develop local community safety plans every three years:** develop and adopt a local community safety plan on a three yearly basis. The plans must take into account the National Strategy for Community Safety (when available<sup>1</sup>) and any guidance from the National Office.
- c. **Public consultation process for Local Community Safety Plans:** carry out public consultations to identify Local Community Safety priorities and objectives in the development of the Local Community Safety Plan.
- d. **Implement Local Community Safety Plans:** monitor and review the implementation of Community Safety Plans on an ongoing basis against appropriate benchmarks or indicators.
- e. **Monitor and review plan implementation:** undertake a review of the Community Safety Plan at least once in its lifetime, and after such a review, amend the plan as appropriate.
- f. **Collaborate with stakeholders:** collaborate and coordinate with relevant stakeholders in relation to actions under a Local Community Safety Plan, a Local Economic and Community Plan made pursuant to section 66B of the

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<sup>1</sup> The National Strategy is expected to be published by the National Office end of Q3 2026

Local Government Act 2001 and any other plans relevant to its functional area.

- g. **Provide views on local policing plans:** where a local policing plan relevant to the functional area of the Safety Partnership is being, or has been, prepared, to provide views on such preparation or on the progress of the implementation of any such plan to the relevant divisional officer for the Garda Síochána division or part thereof to which the plan relates.
- h. **Host public meetings:** to host public meetings concerning matters relating to community safety in its functional area.
- i. **Local Community Safety Fora:** to coordinate and support area-based local neighbourhood community safety fora in the Safety Partnership functional area, where appropriate in accordance with future guidelines to be issued by the National Office.
- j. **Reporting:** to prepare and submit an annual report, and any other such reports as required, to the National Office for Community Safety

## 1.5 Objectives of the Local Community Safety Partnership

The Objectives and intended Outcomes of Local Community Safety Partnerships will be to:

- a) Prioritise issues identified by the community as safety concerns.
- b) Ensure community engagement and representation on Safety Partnerships.
- c) Develop a Local Community Safety Plan which will reflect priorities identified by the community.
- d) Improve multi-agency collaboration in the Safety Partnership area.
- e) Increase community confidence in service providers.
- f) Service providers will be accountable to the community in fulfilling the agreed actions identified in the Local Community Safety Plan

## 2.0 Membership

The local authority shall establish and secure the relevant membership of the Local Community Safety Partnership. It is important that the Local Community Safety Partnership will have active and representative community voices. Membership, where possible, should therefore be weighted in favour of the community. Membership, of Wexford Local Community Safety Partnership will include the following representatives, insofar as possible, to a maximum of 30 members:

- a) 7 elected members of Wexford local authority
- b) 1 Local Authority representative
- c) 2 senior members of An Garda Síochána
- d) 1 senior member of staff of the Health Service Executive
- e) 1 senior member of staff of the Child and Family Agency TUSLA
- f) 5 Local Resident/Community representatives
- g) 1 youth representative
- h) 1 minority/LGBTQ+ representative
- i) 1 Social Inclusion sector representative from the community & voluntary sector
- j) 1 Education representative
- k) 1 Business representative

And additional members as listed below.

- l) 1 senior member of staff of the Probation Service
- m) 1 Youth Services representative
- n) 1 representative from Domestic Sexual Gender Based Violence Support Services
- o) 1 Farming Sector representative
- p) 1 Rural Sector representative
- q) 1 Older Person Representative
- r) 1 representative Wexford Local Development
- s) 1 representative with relevant experience or expertise

## **2.1 Proceedings**

The proceedings of the Local Community Safety Partnership shall not be invalidated by any vacancy or vacancy amongst its members.

## **2.2 Members**

Members will be appointed for a term of three years

A member who is appointed due to holding a specific position, and who ceases to hold that position, will cease being a member of the Local Community Safety Partnership.

A nominating body may de-select their representative member by giving written notice in writing to the Chair. This will take effect from the date specified on the notification.

A member may resign their membership at any time. Resignation must be notified to the Chair and will take effect from the date specified on or on receipt of notification by the Safety Partnership Coordinator, whichever is the later.

If a member is absent from three consecutive meetings without adequate reason, the Chairperson may request:

- that member to resign as a member of the Local Community Safety Partnership, and
- the member's nominating body to provide a replacement nominee to the Local Community Safety Partnership.

A member of the Safety Partnership shall resign upon the request of the Chair.

Membership of the Safety Partnership should be managed proactively to ensure compliance with requirements, but also to ensure a broad representation and the effective operation of the Safety Partnership.

## **2.3 Review of Partnership and Membership**

The Chair, in partnership with the other members, should review the membership of the Safety Partnership not less than every three years to ensure it remains reflective of local demographics and community safety needs.

The Minister may remove a member of a Safety Partnership for stated reasons, as set out in a written explanation by the Minister.

The Chair shall inform the National Office of any changes in membership of the Local Community Safety Partnership for onward nomination to the Minister for appointment

## **2.4 Chairperson and Vice-chairperson**

Roles and responsibilities of the chair include:

- Providing leadership and strategic thinking to the Local Community Safety Partnership.
- Leading the partnership in making informed decisions and providing tailored solutions to specific community needs.
- Implementing the local community safety plan in partnership with the community and public services.
- Acting as an advocate and representative for the partnership to the public, media and other stakeholders as appropriate.
- Facilitating open discussion and full participation by members on all matters coming before the LCSP.

- Ensuring responsibilities are delegated to members, sub-committees and working groups as appropriate; and
- Managing meetings of the LCSP efficiently and effectively, ensuring that meetings are held and that the partnership's functions are discharged, in accordance with its guiding principles.

The role of the vice-chairperson is to assist the chairperson in fulfilling their duties and to stand in for the chair in their absence. The vice chair will also be elected from amongst the members of the LCSP.

## **2.5 Nomination of Chairperson and Vice-chairperson**

At the first meeting of the Local Community Safety Partnership, members will elect a Chair and Vice Chair from amongst their membership.

Members may nominate themselves or be nominated by other members.

Where a member has not nominated themselves, the nomination will be subject to that member's agreement.

Nomination(s) must be submitted in writing or by email to the Safety Partnership Coordinator not later than **10 working days** in advance of the election taking place. Nomination must be submitted on a nomination form supplied by the Safety Partnership Coordinator and a passport size photograph attached..

Nomination(s) will be circulated to the membership not less than **5** working days prior to the election taking place by the Safety Partnership Coordinator.

**Nominees may present their vision and goals for the Safety Partnership to the full membership on their nomination form.**

## **2.6 Election of Chairperson and Vice-chairperson**

All members of the Safety Partnership present will participate in the vote, managed by the Chief Executive of the local authority and Coordinator of the Local Community Safety Partnership. The casting of members votes for the nominated candidates will be held by secret ballot. See appendix 1 for voting protocols

The candidates with most votes will be elected and appointed the Chairperson and/or Vice Chairperson.

The election of the Chairperson and Vice-chairperson is outlined below:

- (a) In the event no nominations are received on the day of the election through the nomination process, a candidate can be proposed and seconded by the members.
- (b) Where there is only one candidate, that candidate shall be elected.
- (c) Where there are more than 2 candidates a poll shall be taken.
- (d) If at such poll the candidate with the most votes will be elected.
- (e) If at such a poll there is an equality of votes (or a draw) of candidates with the most votes, the candidate receiving the least number of votes shall be excluded from the election, and, subject to paragraph (g), one or more further polls (according as may be necessary) shall be taken.
- (f) paragraphs (d) and (e) shall apply in relation to such further poll or polls.
- (g) Where there is still an equality of votes or draw of 2 or more candidates with the most votes, and there is no other candidate to exclude with the least votes the question as to which of such candidates shall be elected

shall be put to the members present and whichever of such candidates receives the most votes cast shall be elected.

- (h) If from an equality of votes given to 2 or more candidates any question arises as to which of such candidates is to be elected shall be decided by lot in accordance with paragraph (i)
- (i) in deciding any such question by lot, the names of the candidates concerned shall be written on similar slips of paper, the slips shall be folded so as to prevent identification and mixed and drawn at random, and the candidate whose name is first drawn shall be—  
**the candidate who shall be elected.**

## **2.7 Terms of Office Chairperson and Vice-chairperson**

The Chairperson and Vice-chairperson shall serve in these positions for a period of three years after their date of appointment.

The Chairperson and/or Vice Chairperson may, subject to a majority vote by other members, be appointed to serve for one further consecutive three-year term **in that role**.

A Chair or Vice-Chair who has served 2 terms of office is not eligible for re-election in that role.

## **2.8 Removal of the Chair**

The Minister may remove a Chairperson or Vice-Chairperson from their position for stated reasons, as set out in a written explanation by the Minister.

## **2.9 Chair/Vice-Chair Vacancy**

If the positions of Chair and Vice-Chair are vacant, or for any reason they are temporarily unable to fulfil their position, a member of the Safety Partnership can be elected by the members to fulfil their duties until such a time as:

- (a) A new Chair or Vice-Chair is elected or
- (b) The Chair or Vice-chair is able to resume their duties

## 3.0 Meetings

There should be at least

- (a) 4 partnership meetings
- (b) 1 Public Meeting
- (c) 1 Closed meeting for elected representatives for the relevant area
- (d) The frequency, timing and location of ordinary meetings of the Safety Partnership are a matter for the Partnership to determine.
- (e) The Safety Partnership shall hold such and so many meetings as may be necessary for the performance of its functions.
- (f) The media are not mandated to attend Partnership meetings. Attendance at specific meetings on request can be decided by the partnership.<sup>2</sup>

### 3.1 Scheduling and Notification of Meetings

The Local Community Safety Partnership shall agree the Terms of Reference and Standing Orders for the conduct of meetings which shall include provision for a quorum.

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<sup>2</sup> The National Office recommends only allowing the media to attend public meetings in the first year to allow the partnership to develop its workplan. Any future attendance can be decided by the partnership.

Notifications of meetings of the Local Community Safety Partnership shall be sent to each Partnership member by electronic means or otherwise, specifying the date, time, and location of the meeting and giving notice as agreed by Standing Orders.

The Chairperson should keep the National Office informed about scheduled meetings.

### **3.2 Restrictions of Local Community Safety Partnership.**

The Safety Partnership will not consider a matter if:

- a. it would endanger the security of one or more individuals.
- b. it relates to an individual – individuals shall not be discussed or named. an individual's right to privacy and the provisions of the European Convention on Human Rights Act 2003 must be adhered to.
- c. it involves information received by the Garda Síochána or the local authority in confidence.
- d. it would, or would be likely to, prejudice the prevention or detection of crime or the apprehension or prosecution of offenders; or
- e. it is deemed prejudicial to a Garda operational matter, such as the deployment or composition of specialist units, or involves material of a sensitive nature.

### **3.3 Minutes of Meetings**

The Local Community Safety Partnership shall approve arrangements in respect of the minutes of the proceedings of meetings, including recording decisions made and action to be taken, and procedures in respect of the approval and publication of minutes which will be agreed in Standing Orders.

### **3.4 Business of the Local Community Safety Partnership**

A member shall not receive any remuneration for acting as a member of the Local Community Safety Partnership

A person shall not, without the consent of the Local Community Safety Partnership, disclose any information deemed by the Partnership to be commercially sensitive or confidential in nature, obtained by that person while performing, or as a result of having performed, their duties as a member of the Partnership.

Where meetings of the Local Community Safety Partnership are open to the public, appropriate provision should be made for notifying the public of the meeting. Particular provision should be made to ensure that marginalised and those most distanced from decision making sections of the community are made aware of and are supported to attend and participate meaningfully in the meeting.

Where the Local Community Safety Partnership holds meetings in private, a report of the meeting should be made publicly available. The Local Community Safety Partnership should endeavour to make its reports and documents publicly available such as the Councils website.

### **3.5 Reporting Obligations**

The Local Community Safety Partnership shall provide updates and reports, as required, to the National Office for Community Safety on the performance of the functions of the Safety Partnership.

The Local Community Safety Partnership shall issue a public update every **12 months**, providing an overview of partnership activities.

The Local Community Safety Partnership shall issue an annual public report, which should reflect the work done to engage the community and achieve the objectives in the Local Community Safety Plan.

The Local Community Safety Partnership will monitor and review, on an ongoing basis, the implementation of a Local Community Safety Plan, including its performance against any benchmarks or indicators of performance set out in the plan or other relevant indicators and will undertake a review of a Local Community Safety Plan at least once within the lifecycle of the plan and, after any such review, amend the plan as appropriate.

The Local Community Safety Partnership shall, at least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness and implement any changes it considers necessary

### **3.6    Oversight of Local Community Safety Partnerships**

Oversight of the Local Community Safety Partnership will be led the National Office for Community Safety.

The National Office will engage primarily through the Chairperson, Coordinator and Administrator of the Local Community Safety Partnership in order to receive updates on:

- a. Activities of the Local Community Safety Partnership
- b. Engagement by the service providers and community representatives on the Partnership
- c. Collaboration between public service bodies and other stakeholders in the provision of services to improve community safety
- d. Community safety activities and engagement with the wider community

The National Office for Community Safety will monitor and evaluate the implementation of the Local Community Safety Plan

The National Office will provide support, training and guidance to Local Community Safety Partnerships, including through removing barriers to the delivery of Safety Partnerships functions by highlighting thematic and common challenges experienced by Safety Partnerships to the National Community Safety Steering Group.

The National Office may conduct or commission research and evaluations relating to the operation of Safety Partnerships.

The Policing and Community Safety Authority (PCSA) can attend and evaluate a Partnership meeting in accordance with the Policing Security and Community Safety Act 2024

A safety partnership may cooperate with –

- (a) other safety partnerships,
- (b) public service bodies,
- (c) Local Community Development Committees established pursuant to section 49A of the Local Government Act 2001,
- (d) the Policing Community Safety Authority,
- (e) any other public body, or
- (f) any committee or other group established by a body referred to in subparagraph (a) to (e) or by a Minister of the Government.

The Policing Community Safety Authority may, where it would assist the Authority in the performance of its functions, convene such meetings of the

chairpersons and vice-chairpersons of Safety Partnerships as it considers appropriate.

## **4.0 Review of Terms of Reference**

These Terms of Reference will be kept under review by the Safety Partnership and Chair.

## **5.0 Appendix 1 Election Chair/Vice-chairperson**

### **5.1 Casting of Vote.**

1. The election of Chair and Vice-chairperson is by secret ballot.
2. The election process will be presided over by the Chief Executive and the Community Safety Coordinator.
3. Members will receive 2 ballot papers, purple for the election of Chairperson, yellow for the election of Vice-chairperson or whatever colour is decided on the day.
4. Each member will enter a room on their own and fill out the ballot papers for their preferred candidate.
5. Instructions on the ballot paper must be followed.
6. Once completed, the ballot paper must be folded, and the member will leave the room and place the purple ballot paper in the purple ballot box and yellow ballot paper in the yellow ballot box.
7. A record will be kept of the member who voted.
8. If a member accidentally marks damages or defaces a ballot paper before casting their vote, they can return their ballot paper for another.
9. Once a vote is placed in the ballot box it is deemed cast.

### **5.2 Spoiled Votes**

1. Placing more than one X
2. Placing an X over 2 boxes
3. Placing an X where it's uncertain who is voted for
4. Placing an X outside of the box
5. Defacing the ballot paper
6. Writing your name or any other person's name on the ballot paper.
7. Leaving the ballot paper blank
8. Writing anything other than an X

9. Making the ballot paper uncertain as to who is voted for.
10. Voting for more than one candidate on the ballot paper.
11. Decision of Presiding Officers final.

### **5.3 Counting of Votes**

1. Counting will be transparent and in view of members.
2. A record will be made of the number of votes of each candidate.
3. The Chief Executive or Community Safety Coordinator will announce the candidate who is deemed elected i.e. the candidate with the most votes elected in accordance with the election process.
4. The minutes of the meeting will record the result of the election.
5. The result of the election will be forwarded to the National Office for Community Safety within 5 working days