



FINGAL WEST LOCAL COMMUNITY SAFETY PARTNERSHIP

TERMS OF REFERENCE

Version No.	Date	Status	Signed by Chairperson
1	27th January 2026		Philip Jennings

Background

1. The purpose of these Terms of Reference (ToRs) is to set out in the composition, functions, and operation of the **Fingal WEST Local Community Safety Partnership (FWLCSP)**
2. The Fingal West Local Community Safety Partnership (FWLCSP) is established in accordance with the Policing Security and Community Safety Act 2024. The functions and purpose of the Safety Partnerships 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 the National Office for Community Safety.
3. These Terms of Reference may be revised at any stage by the Safety Partnership and the Chairperson, in consultation with the National Office or should revised regulations or guidelines be issued.

Location of the Fingal West Local Community Safety Partnership

4. The FWLCSP administrative area will match that of the local electoral areas of
 - Blanchardstown
 - Mulhuddart
 - Castleknock
 - Ongar

Guiding Principles of the Local Community Safety Partnership

- 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/Recognition of Experience and Contribution of All Members

Further details of these principles are available in the National Office Guidance for the Operation of Local Community Safety Partnerships.

Functions of the Local Community Safety Partnership

5. 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) 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 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
- j. **Reporting:** to prepare and submit an annual report, and any other such reports as required, to the National Office for Community Safety

Objectives of the Local Community Safety Partnership

- 6. 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

Membership

- 7 The local authority shall establish the Local Community Safety Partnership and shall secure 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 community.
- 8 Membership, of **Fingal West Local Community Safety Partnership** will include the following representatives, insofar as possible, to a maximum of 30 members :
 - a. Not less than seven elected members from the area covered by the FNLCSPP
 - b. 1 Local Authority representative
 - c. 1 member(s) of An Garda Síochána
 - d. 1 member of staff of the Health Service Executive
 - e. 1 member of staff of the Child and Family Agency
 - f. *A Minimum of 4 Local Resident representatives, in addition to at least:*
 - g. 1 youth representative
 - h. 1 minority/new communities' representative
 - i. 1 Social inclusion sector representative from the community & voluntary sector
 - j. 1 Education Representative
 - k. 1 Business representative
 - l. *Additional Members (As per Guidelines for the Operating of the Local Community Safety Partnerships for further information on including additional members).*

Please include any other Members for FWLCSP

- 9 The proceedings of the Local Community Safety Partnership shall not be invalidated by any vacancy or vacancies among its members.
- 10 Members will be appointed for a term of **three** years.
- 11 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
- 12 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.
- 13 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.
- 14 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.

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

16 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. 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.

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

18 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

Chairperson and Vice-chairperson of the Local Community Safety Partnership

19. The key responsibilities of the Chair and Vice Chair are as laid out in the Guidance for the Operation of Local Community Safety Partnerships issued by the National Office for Community Safety.

Election of the Chairperson and Vice-chairperson

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

21. Members may nominate themselves or be nominated by other members.

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

23. Nomination(s) must be submitted in writing to the Safety Partnership Coordinator not later than one week in advance of the election taking place. Nomination(s) must include details as to why the member is being nominated and should be submitted on a nomination form supplied by the Safety Partnership Coordinator.

24. Nomination(s) will be circulated to the membership not less than 2 days prior to the election taking place by the Safety Partnership Coordinator.

25. Nominees may present their vision and goals for the Safety Partnership to the full membership.

26. All members of the Safety Partnership will participate in the vote, which will be held by secret ballot, managed by the Chief Executive of the local authority and Coordinator of the Local Community Safety Partnership, casting their vote for one of the nominated candidates.

27. The candidates with the majority of votes will be declared and appointed the Chair and/or Vice Chair. Each Safety Partnership has the power to determine what should happen in the event

of a tie vote. Suggested mechanisms include second round of voting, drawing lots, and withdrawal of candidacy.

28. The Partnership shall notify the National Office of the results of an election for the role of chair and/or vice chair within one week of members being elected.

Term of office for chair and vice chair

29. The Chair and Vice Chair shall serve in these positions for a period of three years after their date of appointment.

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

Removal of the chair

31. 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.

Chair/Vice-Chair Vacancy

32. 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.

Scheduling and Notification of Meetings

33. Standing Orders for meetings will be agreed by the Local Community Safety Partnership.

34. 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 place of the meeting, and giving no less than 7 days' notice of the meeting.

35. 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

Number and frequency of meetings

36. There should be regular meetings of the Safety Partnership to include no fewer than:

- a. Four quarterly partnership meetings.
- b. One public meeting.
- c. One closed meeting for elected representatives for the relevant area.

37. The frequency, location, and timing of ordinary meetings of the Safety Partnership are matters for determination by the Safety Partnership.

38. The Chair should keep the National Office informed about scheduled meetings.

39. The Safety Partnership shall hold such and so many meetings as may be necessary for the performance of its functions.

Minutes

40. 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.

Business of the Local Community Safety Partnership

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

42. 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.

43. 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.

44. 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 to the widest degree possible, unless it would not be possible for legal or confidentiality reasons or would not be in the public interest to make such information or documents available.

Reporting obligations of Local Community Safety Partnerships

45. 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.

46. The Local Community Safety Partnership shall issue a public update every 3 months, providing an overview of partnership activities.

47. 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 may also consider other reporting mechanisms that reflect their local landscape. For example providing regular updates for inclusion in the management report presented to monthly plenary council meetings.

48. 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.

49. 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

Oversight of Local Community Safety Partnerships

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

51. 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

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

53. 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.

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

Limitation of Local Community Safety Partnership

In addition 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.

Review

56. This Terms of Reference will be reviewed by the FWLCSP and Chair on an Annual Basis