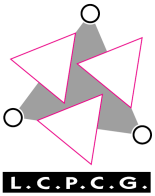
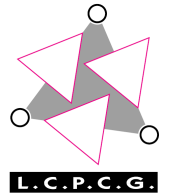


Public Document Pack



LEWISHAM COMMUNITY POLICE CONSULTATIVE GROUP

Working for a safer Lewisham for all



DOCUMENT PACK

**Important documents relating to the Lewisham Safer Neighbourhood Board
which will be launched in 2014/15**

If you need to get in touch with the LCPCG before mid March 2014 please contact the LCPCG coordinator. Daisy Cairns, 2nd Floor, Civic Suite, Catford Road, London, SE6 4RU Tel: 020 8314 8975 Email: cpcg@lewisham.gov.uk

For any matters arising after mid March 2014 you can contact the Strategy Group volunteers via LewishamCPCG@gmail.com

Please note that this document pack is not provided to accompany an actual meeting of the LCPCG. We are publishing them here for use by the public as an online resource.

Item No	CONTENTS OF DOCUMENT PACK	Page No.s
1.	LCPCG and the preparation for a Lewisham Safer Neighbourhood Board These online meeting pages are being published so that LCPCG can ensure online access to some important documents relating to the proposed Lewisham Safer Neighbourhood Board. This new Board is due to launch in 2014/15, which is after the LCPCG funding comes to an end. THIS DOCUMENT PACK IS NOT FOR AN ACTUAL MEETING OF THE LCPCG	1
2.	What does a S N Board "Member" need to do?	2 - 3
3.	SNB Draft Terms of Reference	4 - 8
4.	SNB Draft Code of Conduct	9
5.	Self-Nomination Form (for Community Board Member positions) The deadline for Self Nominations was on Tues 18 th Feb 2014 at noon.	10

The LCPCG held (will hold) its final public meeting on Tuesday 4th March 2014.

Over the previous 18 months the Chair, Jackie Addison, and Vice Chair, Royston John, have been working together with other members of the LCPCG Strategy Group and local partners to set up a new organisation called the Lewisham Safer Neighbourhood Board. To ensure that Lewisham had a Safer Neighbourhood Board at all, they have

- had many meetings and negotiations with officers and politicians from MOPAC (the London Mayor's Office for Policing and Crime)
- also had many meetings and negotiations with local council and local police, who have given us their backing
- guaranteed that LCPCG's 3 sub-groups, the Preventing Hate Crime Group, the [Stop and Search Scrutiny Group](#) and the Ward Panel Forum will all be given professional support from our local partners from April 2014 after we are gone, and be represented on the new Board
- jointly campaigned about the changes with our sister CPEGs from other boroughs (under the [umbrella group LCP2](#))
- have been a witness for the [London Assembly Police and Crime Committee](#) investigation into the changes
- are working with local organisations to agree how the administration of the new Board will work,
- have produced a set of draft governing documents
- ensured that the Board will have a local community element who are democratically elected
- held an election for those six Community Board Members
- held a [Shadow Board meeting](#) to test the system (the first in London)
- were the (joint) first borough to have their Safer Neighbourhood Board proposal approved by MOPAC
- and much more...

After the LCPCG funding comes to a close at the end of March 2014 there will no longer be a paid LCPCG Coordinator. You will be able to contact the volunteers on the Strategy Group via email LewishamCPCG@gmail.com. The LCPCG's main webpages at www.lewisham.gov.uk/LCPCG will be kept for a while, but may not be available once the new Board webpages are developed.

These online meeting pages are being published simply to ensure online access to some of these important documents.

LEWISHAM SAFER NEIGHBOURHOOD BOARD Role Description for Board Members (final draft January 2014)

About the Board Meetings

The Lewisham Safer Neighbourhood Board will meet at least four times each year, plus a Special Election Meeting each year for the positions of Community Board Member.

At the next Board Meeting after the Election the Board will select two members to be Chair and Vice Chair for the year. ^A

The Board Meetings will be held in public, in Lewisham Council's Civic Suite, Catford, unless otherwise advertised.

At each meeting there will be a section for the public to question Board Members and witnesses, including the Police Borough Commander.

During the first part of each Board Meeting, the Board Members will look at reports and question the invited witnesses, including the Borough Commander.

The reports and questioning of witnesses should relate to policing and community safety in the borough of Lewisham, and be based on the following areas.

- Crime,
- Anti-Social Behaviour
- Police performance on complaints, satisfaction and confidence
- Use of Stop and Search by Police
- Independent Custody Visitors (ICV)
- Safer Neighbourhood Ward Panels
- Lewisham Police Independent Advisory Group (IAG)
- Stop and Search Scrutiny Group
- Neighbourhood Watch
- Community Payback
- Local police TASER usage
- Policing changes and significant initiatives

Role and Responsibilities of Board Members

All Board Members will be required to

1. Contribute to questioning of the witnesses at the meetings
2. Commit the time required to
 - a. attend the scheduled Board Meetings, minimum four per year, and the Special Election Meeting ^B
 - b. read papers in advance of the meeting,
 - c. follow up on actions generated from the meetings.
 - d. keep themselves informed with regards to policing and community safety issues and policy developments, community concerns and
 - e. support the Board between the public meetings
3. Work as a member of a team and abide by the convention of collective responsibility
4. Be prepared to represent the Board at other meetings or events, including those outside Lewisham, attend seminars, workshops and training at different times of the day, as far as possible
5. Act as an advocate on behalf of others when necessary
6. Not behave in a way that would bring the board into disrepute.

7. Work within the SNB's Terms of Reference, Equal Opportunity Statement and Code of Conduct
8. Actively contribute towards the Board achieving its Aims and Objectives

Footnotes:

- A The draft Terms of Reference ^C contains details of the Chair's responsibilities, who will be eligible for the Chair position, as well as the Aims and Objectives for the Board.
- B Under the Board's draft Terms of Reference, a Board Member who does not attend '*any three consecutive meetings*' will lose their position.
- C Draft versions of the Terms of Reference, the Code of Conduct, and this Role Description will be made publically available. They will also be circulated to those who are eligible to stand as Community Board Members and to the organisations who will appoint Board Members. The Board will be recommended to adopt the documents at their first public Board Meeting, to be held in 2014, and expected to develop an Equal Opportunity Statement within 6 months.

Version No:	0.4 (draft for consideration at the first SNB meeting).
Dated:	16 th January 2014.
Authors:	Florence Emakpose; David Michael, Jackie Addison and Daisy Cairns of the Lewisham Community Police Consultative Group.
Review date:	After adoption by the Lewisham Safer Neighbourhood Board, this document should be reviewed annually, at the meeting after the Community Board Member elections.

Agenda Item 3

LEWISHAM SAFER NEIGHBOURHOOD BOARD

Terms of Reference

(draft 0.4 - January 2014 for presentation at the first Board Meeting)

Aims

- 1 The Lewisham Safer Neighbourhood Board will:
 - 1.1 Act as an independent and representative voice for issues of concern to the public in relation to the police.
 - 1.2 Facilitate a process of ongoing dialogue that increases confidence and trust in the relationship between the community and police in Lewisham.
 - 1.3 Enable the Public to gain insight into the way the Police work and the context within which they operate, so they have an increased understanding of police procedures and practices and realistic expectations of the Police and the service they provide.

Objectives

- 2 The Lewisham Safer Neighbourhood Board Meetings will provide a live and public platform where Board Members will
 - 2.1 Monitor and scrutinise the performance of Lewisham Police, including public confidence, and help establish local policing and crime priorities
 - 2.2 Provide a critical overview of local policing issues.
 - 2.3 Increase the public accountability of Lewisham Police by reflecting the interest and concerns of community and voluntary groups that operate within Lewisham
 - 2.4 Provide an environment to share views and give the public of Lewisham a greater voice with regards to policing, crime and community safety

Board Membership

- 3 The Lewisham Safer Neighbourhood Board's membership will consist of representatives from named voluntary and statutory organisations and elected community representatives as follows:
 - 3.1 Six Community Board Members - elected by Register of Affiliated Groups
 - 3.2 Chair of the Stop and Search Group – **must be a community member.**
 - 3.3 Chair of Ward Panel Chairs and/or a panel member from each of the 3 cluster groups if appropriate
 - 3.4 Chair of Lewisham Police Advisory Group
 - 3.5 Chair of Lewisham Independent Custody Visitors
 - 3.6 A Lewisham Councillor
 - 3.7 Two young people – one appointed by Lewisham's Young Mayor and – a Lewisham Pupil Ambassador.
 - 3.8 Chair of the Hate Crime Working Group – **must be a community member.**
 - 3.9 A representative from Victim Support
 - 3.10 A representative from Equaliteam – Lewisham's Equalities Organisation
 - 3.11 A representative from the Business Community
 - 3.12 A representative from the Education Sector
4. Appointed Board Members and prospective Community Board Members will be expected to understand and be willing to undertake the duties as set out in the 'Role Description for Board Members'.

- 5 The Board will, as appropriate, have the power to co-opt additional members for a designated period of time of up to 3 years and to deselect any Board Member who fails to attend any three consecutive meetings.
- 6 If a Community Board Member is deselected this will be treated as a casual vacancy (see section 16), and if a representative on the Board from a named organisation is deselected, the organisation will be asked to provide a different representative for future Board Meetings.
- 7 The Chair will authorise the attendance of any individual and representative or officers from any organisation or statutory agencies as appropriate or when the agenda indicates that their attendance would assist in the conduct of business.
- 8 Once established the Board will make suitable arrangements for administrative support, accommodation and publicity with the cost being met by the London Mayor's Office for Policing and Crime (MOPAC).

Register of Affiliated Groups

- 9 A Register of Affiliated Groups will be kept for the purposes of maintaining a dialogue between the Board and the public, as will a mailing list of interested individual members of the public.
- 10 The Register will be open to any voluntary or community group, including Neighbourhood Watch groups, which operate in Lewisham.
- 11 Each group will have a named representative, who will elect the SNB Community Representatives at a meeting to be held prior to the Board's AGM.
- 12 The named representative from each Affiliated Group will be responsible for keeping the person maintaining the Register informed of any changes to their contact details or representative name, and whether they will be sending a deputy to vote in their place.
- 13 The Safer Neighbourhood Board will be responsible for managing the Register of Affiliated Groups and so may from time to time review the Register e.g. by inviting organisations to re-confirm their position.

Election of Community Board Members

- 14 Each year two Community Board Members will be elected for a three year term of office at a special election meeting for representatives of Affiliated Groups which will be convened for the purpose by the SNB Administrator in the month prior to the Safer Neighbourhood Board AGM.
- 15 Notice of the Special Election meeting and Self Nomination forms will be sent by the SNB Administrator to the named representatives on the Register of Affiliated Groups, no less than 4 weeks before the proposed meeting date. These must be returned, along with personal statements of no more than 200 words, 2 weeks before the meeting. The Register will be frozen to new members from the date of sending out the Election Notice until after the Election. Agenda and papers for the meeting will be sent out no later than 7 days before the meeting.
- 16 At the first Election (before the first Safer Neighbourhood Board Meeting) all six Community Board Members will be elected with the two people receiving the lowest number of votes standing for one year, the next two highest serving for two years and the two with the highest votes for the full three years.

- 17 A deputy can be nominated for any meeting of the Affiliated Groups where voting is taking place, but the name must be submitted to the SNB Administrator (by the named representative) at least 24 hours before the planned start time of the meeting.
- 18 In the event of a casual vacancy the Board may co-opt someone from the Register of Affiliated Groups, who shall serve until the next AGM. The member then elected to fill this position will serve until the date when the member originally elected to that position would have ceased to hold office.

The Chair and Vice Chair

- 19 The Board will elect its Chair and Vice-Chair annually at the first Board Meeting after the election of Community Representatives.
- 20 The Chair will not be any Board Member who receives a salary/wage from the organisation they represent. If employees of organisations, or elected officials who are paid an allowance, are appointed to the Safer Neighbourhood Board by their organisations, they should not be able to stand for Chair. If organisations appoint their Chair or member of their governing body or equivalent, they should be able to stand, but not otherwise
- 21 If the term of office of a Board Member who is on the Board as Chair of a group ends, and that person is also Board Chair, they will serve out their full year as Board Chair.
- 22 The role of the Chair will be to:
- 22.1 Agree the agenda and chair each Board Meeting.
 - 22.2 Act as a point of contact for the Borough Police with regard to policing issues of interest to the local communities.
 - 22.3 Maintain an on-going dialogue with the Borough Police Commander, the Police Senior Leadership Team, the Partnership Superintendent and the Borough Partnership Chief Inspector.
 - 22.4 Be visible in the Borough and be approachable and accessible to all borough communities.
 - 22.5 Represent the Safer Neighbourhood Board at the quarterly meetings of the Safer Lewisham Partnership (SLP) and report back to the Board Meetings.
 - 22.6 Set the strategic direction for the Board, while encouraging the participation and contribution of other Board Members.
 - 22.7 Notify the Board of any Board Member who fails to attend three consecutive Board Meetings and make recommendations as to the appropriate action to take.
- 23 All press and media matters will be routed through the Chair, who will act as key spokesperson for the Board.

Board Administration

- 24 The Board will set up a service level agreement with the organisation or person appointed to deliver the board administration in accordance with the requirements laid down in the MOPAC Funding Guidance/Pro-forma
- 25 The organisation / person charged with administration shall:
- 25.1 Following consultation with the Board Chair, send out notices, agendas and all necessary paperwork for SNB meetings.
 - 25.2 Take minutes at the Board Meetings
 - 25.3 Keep and update the Register of Affiliated Groups and the mailing list of interested persons

- 25.4 Organise annually a meeting of representatives of the Affiliated Groups to elect two Community Board Members to serve on the SNB.
- 25.5 Send out notices of all SNB meetings to the mailing lists of affiliated groups and interested persons, and post them to web/social media.
- 25.6 Update the Board's website and social media as appropriate, once established.
- 25.7 Monitor board attendance and notify the Chair of any Board Member who fails to attend three consecutive Board Meetings.

Board Meetings

- 26 The Board will meet a minimum of 4 times a year, after each quarterly SLP Board Meeting, with the Spring meeting acting as an AGM and Annual Report-back to the meeting with regards to the work that has been carried out over the year and provide an opportunity to consult and engage with the public on plans for the coming year.
- 27 All meetings of the Board will be advertised and open to both the public and the press. The meetings will be held in the Council's Civic Suite in Catford (unless otherwise advertised) where Lewisham Council has agreed to provide a suitable room free of charge to the Board.
- 28 There will be an item on the agenda of every meeting that gives members of the public the opportunity to ask questions of the Borough Commander, who will also update the meeting on any policing changes and significant initiatives and operations in the borough and report on TASER and any firearms usage since the last Board Meeting.
- 29 The quorum for the Board shall be whichever is the lesser of 10 members or half of the membership.
- 30 The Board will work within its Terms of Reference, Code of Conduct and Equal Opportunity Statement which will be agreed at the first meeting and reviewed annually at each subsequent AGM
- 31 Reports on MPS data will be provided centrally from MOPAC and will initially include:
 - 31.1 Crime Statistics
 - 31.2 ASB as reported to police
 - 31.3 Public Confidence and Victim Satisfaction figures
 - 31.4 Statistics on Complaints against police
 - 31.5 Statistics on Complaints from victims of crime
 - 31.6 Stop and Search statistics
- 32 Written summary reports will be expected at each meeting from the following six groups and organisations:
 - 32.1 Independent Custody Visitors (ICV) – MOPAC to provide
 - 32.2 Stop and Search Group – S&S Group to provide
 - 32.3 Ward Panel Forum – Lewisham Police or the Ward Panel Forum to provide
 - 32.4 Neighbourhood Watch – Lewisham Police to provide
 - 32.5 Independent Advisory Group (IAG) – Lewisham Police or the IAG to provide
 - 32.6 Community Payback – to be provided by SERCO or any future contracted provider – to aid the board's identification and nomination of local projects and problems to the borough Community Payback coordinator.
 - 32.7 Update on recent TASER or any firearms use – from Lewisham Police

- 33 All these reports must be delivered to the SNB Administrator eight days in advance so that Board Members will have a full week to consider the data.
- 34 Initially the six non-MOPAC reports will be discussed at every meeting, but the Chair may decide to consider them on a rotational basis, or as information items, i.e. only to be discussed if Chair receives a specific request in advance.

35 **Suggested Core Agenda for Safer Neighbourhood Board Meetings**

First Session – for questions from Board Members only

1. Chair's Welcome
2. Apologies and Note of Absences
3. Minutes and Matters Arising that are not on the agenda
4. Quarterly MOPAC/MPS reports – including
 - Crime Statistics
 - ASB as reported to police
 - Confidence and satisfaction figures
 - Statistics on Complaints against police
 - Statistics on Complaints from victims of crime
5. Discussion of other reports
 - ICV
 - Stop and Search group – including statistics on Stop and Search
 - Ward Panel Forum
 - Neighbourhood Watch
 - IAG
 - Community Payback
6. Safer Neighbourhood Board Fund- proposals and review of local projects
7. Update from Borough Commander on significant policing changes or initiatives in the borough – including TASER and any firearms usage since the last Board Meeting

Second Session – for questions from Audience

8. Questions to the Borough Commander, Board Members or other Guest Speakers

Version No:	0.4 (draft for consideration at the first SNB meeting).
Dated:	20 January 2014
Authors:	Jackie Addison, Royston John, Phil Turner and Daisy Cairns of the Lewisham Community Police Consultative Group.
Review date:	After adoption by the Lewisham Safer Neighbourhood Board, this document should be reviewed annually, at the first Board Meeting after the Community Board Member elections.

Agenda Item 4

LEWISHAM SAFER NEIGHBOURHOOD BOARD Code of Conduct (draft November 2013)

Lewisham Safer Neighbourhood Board Members will

1. Take an active interest in the work of the Board, upholding its values and policies, and by their actions enhance the Board's reputation and good standing and refrain from conduct that brings it into disrepute
2. Members should familiarise themselves with the 'Nolan Principles' ^a, and act in accordance with them. They will behave ethically and pursue activities with honesty, integrity and competence, as well as treat everyone with respect on the basis of principles of diversity and inclusion;
3. Commit to being open and accountable to those with a stake or interest in the Board and maintain good relationships with other board members, volunteers, advisors and other people and groups connected to the Board.
4. Avoid situations where personal interests conflict with their duty to the Board, disclose any personal interest to the Board which might be seen to influence decisions and not make improper use nor seek personal advantage from information acquired through Board membership.
5. Be clear about when they are authorised to speak on behalf of the Board and recognise that any information of a confidential nature must remain so outside the confines of the board's meeting
6. Actively contribute to the work of the board by regularly attending meetings and preparing and participating in discussion and decision-making and, if requiring assistance and advice in order to be able to make the most appropriate decision, will seek it from an appropriate source and consider it carefully.
7. Inform the Board should they feel they require further guidance or training in their role and liaison with the Chair to develop opportunities for new training on an individual or group basis.
8. Members are jointly liable for their decisions, therefore decisions should be taken together, as a team, recorded accurately, and communicated to volunteers, members, beneficiaries and funders in a unified manner.

- a** Further information about the Nolan Principles of Public Life are widely available on the internet e.g. the government's Official Document Archive which is online at <http://www.archive.official-documents.co.uk/document/parlment/nolan/nolan.htm>

Version No:	0.1 (draft for consideration at the first SNB meeting)
Dated:	27 November 2013
Authors:	Phil Turner, Royston John and Jackie Addison of the Lewisham Community Police Consultative Group.
Review date:	After adoption this document should be reviewed annually by the Board.

COMMUNITY BOARD MEMBER SELF NOMINATION FORM: FOR THE LEWISHAM SAFER NEIGHBOURHOOD BOARD

CANDIDATE DETAILS:

Name

Organisation

Email address
(or postal if you don't use email)

Phone number

Signature

PERSONAL STATEMENT:

*This Statement must be **no more than 200 words in total**, which includes your name, and any lists or tables you wish to include. It should explain to voters why they should vote for you. Think about what skills, experience or interests you will bring to the Board, or what aspects you plan to develop if elected.*

-
- To ensure the success of the new Board, we ask that Members to fully consider the commitment and only self-nominate if they are willing to attend meetings and contribute fully to the work of the group.
 - If you are elected, but do not subsequently attend Board Meetings, your position will be forfeit. The Board will then have to co-opt a replacement, and then elect a full replacement at the next election meeting.
 - There are 6 positions which will be elected of different lengths of term between 1 and 3 years. Allocation of length of term will be determined by the number of votes.
 - Only groups/people on the Register of Affiliated Groups may stand in or vote in this election.
 - Please see draft Terms of Reference for full details of the elections.
 - Signed nomination forms must be submitted either to cpcg@lewisham.gov.uk or to Lewisham Civic Suite Reception, Catford SE6, 4RU by 12 noon on Tuesday 18th February 2013 and must include the supporting statement of no more than 200 words
 - Please mark the email or envelope "LCPCG elections"