

# LEWISHAM COMMUNITY POLICE CONSULTATIVE GROUP

## Proposed Changes to LCPCG CONSTITUTION

KEY TO PROPOSED CHANGES – AGM 26 MARCH 2013

~~Yellow and Scored through~~ = old text to be replaced

**Bold and Underlined** = new proposed text

Numbering is also changed from paragraph 8 onwards, as paragraphs 6 and 7 (using numbering as below) have been inserted to replace a subsection of the previous paragraph 5

See Paragraphs 5, 6, 7, 12, 14 and 16 for detail of proposed changes

1. The Group shall be called the “Lewisham Community Police Consultative Group” (hereafter referred to as “the Group”).
2. The aim of the Group is to provide an arrangement for local consultation between the Police and the community within the Borough of Lewisham in accordance with the agreed terms of reference. Regard shall be paid to requirements of Section 106 of the Police and Criminal Evidence Act 1984, as amended by Section 96 of the Police Act 1996, and the related Statutory Guidance.
3. The composition of the Group will be:
  - (I) The Members of Parliament for the Borough.
  - (II) Police Officers to include the Borough Commander and the Borough Liaison Officer (not to exceed five).
  - (III) Borough Councillors (not to exceed five).
  - (IV) Representatives, being one from each, of bona fide, formally constituted community groups which represent a number of local people. Exceptionally the Group may decide that an organisation which represents a number of community groups may be allowed more than one member. Each representative should nominate a Deputy who may vote in their place.
4. In addition, the Chair may authorise the attendance of any individual or representative of any agency or organisation at meetings when the agenda indicates that their attendance would assist in the conduct of the business.
5. At an Annual General Meeting in March the Group shall elect a Chair, Vice-Chair, Treasurer, and two Community Group representatives to the LCPCG Strategy Group from amongst its members. The Community Group members will have a three year term of office. The Police members of the Group do not wish to be considered for these positions. A member appointed to fill a casual vacancy in these offices will serve until the date when the member originally elected to the office would have ceased to hold such office.

There should be 21 days notice for the AGM or Emergency General Meetings (EGMs) if needed. All amendments to the Constitution, Nominations forms and personal supporting statements and must be received by the co-ordinator 28 days before the meeting. Nomination forms will be sent to members 7 weeks before the AGM.

6. **Nomination forms will be sent to members 7 weeks before the AGM. Nominations forms and personal supporting statements and must be received by the co-ordinator 28 days before the meeting. Notice and papers for the AGM will be sent out 21 days before the meeting.**
7. **If an Emergency General Meeting (EGM) is needed members will receive the same notice as for the AGM. If the EGM is to fill a casual Strategy Group vacancy the date for the return of nomination papers and personal statements will be at the discretion of the Chair.**
8. The Group will hold not less than five meetings throughout each year. Special meetings may be called to discuss matters of pressing concern, at the request of the Police, the Strategy Group or any eight or more members of the Group in writing.
9. The Strategy Group will develop the strategic direction of the LCPCG, its key operating principles and will be responsible for the Work Plan. LCPCG officers (Chair, Vice Chair and Treasurer) together with the Chair of the Stop & Search Sub-Committee and the LCPCG Co-ordinator will form a Planning Group to advise the Strategy Group on work planning and administration issues. To this purpose it will meet separately and bring its recommendations to the Strategy Group for their approval.
10. The Group or executive sub-group (Strategy Group) may establish such committees or working parties as may be deemed necessary to further the work of the Group. The Strategy Group shall determine their terms of reference, powers, duration and composition and review their existence after a year. Once established the Chair and Vice Chair of any such committee will be elected by its members at their first meeting after the LCPCG AGM. All committees and working parties, will have the power to make co-options. These can be both open ended and time limited dependent on the reason for the co-option.
11. The LCPCG recognises that it has a special relationship with the Safer Lewisham Partnership (SLP) and therefore the Head of the Crime Reduction Service, as the Primary Adviser to the SLP, will attend Strategy Group Meetings, and Sub Committee meetings when invited in an advisory capacity.
12. The Group will make suitable arrangements for administrative support, accommodation and publicity for meetings, the cost being met, to the extent approved by the Home Secretary, by the **Mayor's Office for Policing And Crime (MOPAC)** ~~Metropolitan Police Authority~~.
13. The LCPCG will work within boundaries of the Service Level Agreement with the local authority. The local authority will receive the funding and employ the co-ordinator.
14. The Group will send notes of the main points raised and the conclusions of the discussions on a regular basis to the London Communities Policing Partnership (LCP2), **MOPAC** ~~the MPA~~ via their Link **Officer** ~~Member~~ and through the Area Assistant Commissioner to the Commissioner of Police. An annual report of the Group will also be submitted each year.

15. Issues which emerge have implications for a wider area or are beyond the jurisdiction of the Police members may be raised by the Chair with the Commissioner via LCP2 or directly with **MOPAC** ~~the MPA~~ and the Home Office.
16. The meetings of the Group will be advertised and will be open to both the public and the press. The members of the public present will be invited to raise any topics they wish at the discretion of the Chair.
17. The minutes, agendas, membership applications and written reports of the Group should be circulated to all members 7 days in advance of each meeting, and they should pass on these documents to the organisations they represent. The documents will be available to members of the public and press at meetings and public access to agenda, reports and minutes in advance of meetings will be arranged.
18. Consensus, rather than formal voting, should normally determine the conclusions of the Group. In the event that voting is resorted to each member shall have one vote with the Chair having the casting vote, except in the case of elections. All elections shall be by secret ballot. If a vote by show of hands is required those eligible to vote must vote by holding up their Voter Identity Cards.
19. The position of Treasurer will have responsibility for overseeing the accounts, which are managed by the local authority, together with the Chair.
20. The LCPCG Strategy Group will consist of 15 members who will be the Chair, Vice Chair, Treasurer, Chair of the Stop and Search & Recommendation 61 Group, Chair of Ward Panel Forum, Police Borough Commander, Head of Lewisham Police's Partnership Team, Head of Lewisham Council's Crime Reduction Service and Supporting People, a member of Safer Lewisham Partnership and six members elected from community organisations.
21. Any organisation whose representative fails to attend three successive meetings (other than special meetings called at short notice) without adequate reason will be deemed to have resigned from the Group and will be removed from the membership but may make application for re-admittance.
22. The quorum at a meeting of the Group or any committee thereof shall be whichever is the lesser of 12 members or one quarter of the voting membership.
23. Any alteration to this constitution shall require the assent of not less than two-thirds of the voting membership present and voting at any meeting of the Group provided that at least twenty-one days notice of the proposed change given to all members.
24. The Group shall work within the LCPCG Equal Opportunities Statement.

Please also see appendices on:

1. Terms of Reference
2. Conduct at meetings
3. Police Reports
4. General Principles of Operating
5. Equal Opportunities Policy Statement
6. LCPCG Communication Strategy
7. LCPCG Safeguarding Vulnerable Peoples Policy