

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

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