

Havering Safer Neighbourhood Board

Draft Terms of Reference

1. Introduction

The purpose of this item is for the members of the Shadow Safer Neighbourhood Board (SNB) to agree the Terms of Reference that the SNB will operate within once it becomes formally established on 1st April 2014. In particular the Board are asked to consider:

- The detail of the suggested Terms of Reference, which has been prepared by Council officers on behalf of the Board, and approved in principle by MOPAC
- A suggestion by the London Borough of Havering's Crime and Disorder Committee that the Safer Neighbourhood Board should hold its quarterly meetings in public
- The proposed criteria and process for the selection of the Safer Neighbourhood Board Chair, including the decision of whether to attach a small payment to the role in recognition of the time commitment required.

2. Items for Decision

2.1 Terms of Reference

The draft Terms of Reference are attached to this report as Appendix A.

Members of the shadow SNB are asked to consider and agree the proposed terms of reference, or suggest amendments. Any amendments must be agreed by a majority of the Board.

Recommendation: that the Board agree the Terms of Reference

2.2 Whether to hold future meetings in Public

The shadow SNB are asked to consider a suggestion by the London Borough of Havering's Crime and Disorder Committee that the Safer Neighbourhood Board should hold its quarterly meetings in public.

Members should be aware that the decision to hold meetings in public will mean that all agendas and minutes must be published. There will also be cost implications in advertising meetings to the public, and finding suitable venues. These costs will need to be met out of any funding the Board is awarded by MOPAC.

Recommendation: Due to the strategic nature and often confidential topics discussed at the Safer Neighbourhood Boards, as well as the cost and potential duplication involved in setting up a new public forum, it is recommended that the Board's meetings are not open to the general public. Instead the public will be encouraged to get involved in their local ward panels. This is to be reviewed after one year.

2.3 Selection of an Independent Chair

2.3.1 The draft Terms of Reference make reference to the selection of an Independent Chair. The criteria for the Chair is proposed to be as follows:

- The Chair must not be a serving senior officer of the Police, local authority or any other public agency.
- The Chair must not hold political office, or be affiliated to any political parties, including standing for Election in local or national elections, or be existing local Councillors, Assembly Members or Members of Parliament.
- The Chair must be able to demonstrate through the selection process that they have a good knowledge of Havering, the crime and disorder agenda, be capable of representing Havering at a London level and have experience of chairing meetings.

2.3.2 The process for selecting a Chair is yet to be determined. However it is envisaged that the SNB will need to advertise locally for a Chair, and a short application form will be produced. It is envisaged that an interview panel will be set up including MOPAC and LBH representation, and that shortlisted candidates will be interviewed.

2.3.3 After 1st April 2014, the SNB will be able to bid for a small pot of funding to cover administration costs (approx. £5,000 per annum). These costs will include the hiring of rooms, the expenses associated with the annual public conference, refreshments, etc. The Chair of the Board will be required to attend four quarterly meetings, as well as at least five annual meetings with Council officers to agree each agenda and the annual public conference. The Chair will also be expected to represent Havering SNB at London-wide events and other MOPAC meetings.

Recommendation: That the Board agree the criteria for the independent chair set out above, and for a small payment, in the region of £2000 per annum, to be made in recognition of the time commitments required of the post.

Appendix A

Havering Safer Neighbourhood Board Terms of Reference

1.Purpose

Safer Neighbourhood Boards (SNBs) will be the means by which the Mayor of London (through the Deputy Mayor and the Mayor's Office for Policing and Crime) holds Borough Police Command Units to account for performance, giving Havering Residents and victims a greater voice in setting policing priorities.

It is intended that Havering's Safer Neighbourhood Board will:

- Have a broad remit to reflect the Mayor's Office for Policing and Crime's responsibilities, respecting the view that local people will know best what is needed at the local level
- Ensure communities are more closely involved in problem solving and crime prevention
- Have greater reach and ensures a more frequent refresh of ideas and views;
- Achieve greater coherence between different engagement mechanisms, e.g. Independent Advisory Groups and Stop and Search Community Monitoring Groups, so as to provide greater public accountability in policing and crime reduction
- Make more efficient use of resources to deliver value for money and target funds at tackling issues of local concern and crime prevention.

2. Membership

Member representation	Number
Independent Chair	1
Cabinet Member for Community Safety	1
Ward Panel member representing each of the three Local policing Areas – Central , North and South .	3
Havering Over Fifties Forum	1
Victim Support	1
Youth parliament	1
Havering Interfaith Forum	1
Havering BME Forum	1
SERCO (Community Payback)	1

Independent Advisory Group	1
Independent Custody Visitors	1
Stop & Search representative	1
Neighbourhood Watch	1
To attend in a support / advisory capacity	
MOPAC	1
Borough Commander	1
Head of Community Safety / Community Safety Team Leader	1
LBH Community Safety Team Member (Administration)	1

2.1 SNB Members will:

- Be representative of Haverings' communities and participate fully in listening to community concerns and assisting the police and other statutory agencies in tackling crime and disorder, whilst improving confidence and providing reassurance.
- Be capable of engagement with a wider group of stakeholder forums in the Borough in order to focus on Borough-wide issues whilst leaving local neighbourhood concerns to be addressed through direct dialogue with Neighbourhood Policing Teams.

2.2 Tenure

- The Mayor of London has suggested that there should be a three year maximum tenure for board members. However, to avoid all the board members ending their term at the same time, it is proposed that initial appointments will be made for one, two or three years.

3. Role of the Chair

- Chair and direct quarterly meetings of the Safer Neighbourhood Board
- Motivate and challenge the Board and achieve a commitment at all levels to the delivery of the objectives of the Board
- Act as spokesperson for the Board and present the work of the Board to the Havering Community Safety Partnership and others as required.
- Develop action plans and allocate responsibilities between Board members.
- Monitor the progress of the Board and to take any remedial action necessary to ensure the successful achievement of the Board's Aims and Objectives.
- Overall responsibility for ensuring the Board completes its tasks within defined timescales.

4. Selection of Independent Chair

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- 7.1 The selection of the independent chair will be decided by members of the Safer Neighbourhood Board.
- 7.2 Havering are at the moment considering this as a Non-Executive Director role with a small payment attached.

5. Meetings of the Havering Safer Neighbourhood Board

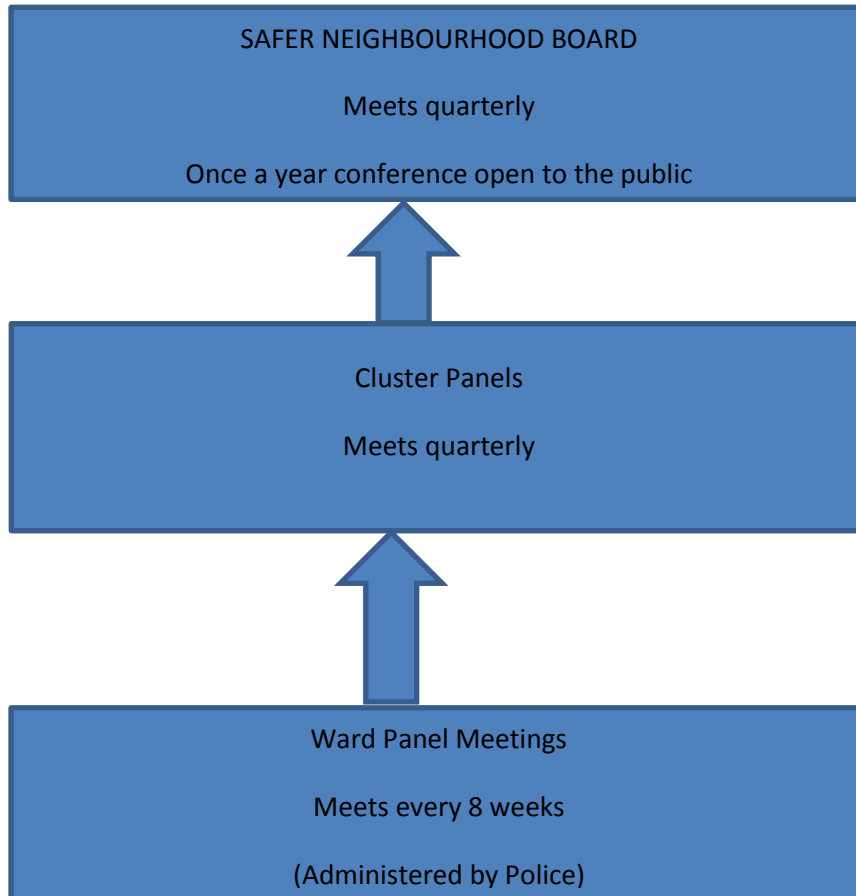
- a) The Board will meet quarterly
- b) The Board will generally not be open to the public because of the confidentiality and sensitivity of the matters that will be discussed. There will however be one public facing conference per year that will be heavily advertised through local media to ensure as large an attendance as possible.
- c) The standing items for each Safer Neighbourhood Board meeting will receive reports regarding the following items, from this a set agenda that will contain the following.

- Review of policing priorities for each cluster (currently Burglary and Motor Vehicle Crime).
- Monitoring volumes, trends and types of complaints relevant to Havering Borough from victims of crime and complaints from members of the public against police officers
- Monitoring crime performance and community confidence
- Increasing the use of Community Payback in Havering
- Ensuring all wards have a ward panel of residents
- Overseeing the Independent Advisory Group
- Overseeing the Custody Visitors Panel and ensuring the system of custody visiting is delivered
- Supporting the further development of Neighbourhood Watch
- Overseeing the work of the local stop and search monitoring group
- Informing policing priorities in the borough
- Supporting the development of bids for funds from a crime prevention fund.

- d) The Independent Chair will decide on a report by report basis reports or requests to attend by non-members and will report back to the board the reason for the decision.

6. Sub-Structure of Safer Neighbourhood Board

The Safer Neighbourhood Board will be the overarching community accountability mechanism for policing issues in the borough. There already exists within Havering a network of 18 police-led ward panels. These ward panels will have a direct reporting link into the Safer Neighbourhood Board through three existing cluster panels. The delivery structure is set out in the flow chart below



Role of the Ward Panels

1. Each of the 18 wards in Havering will hold a ward panel meeting every 8 weeks
2. Will provide up to date data on crime and disorder within the ward
3. Identify policing priorities for the ward
4. Provide the public with information of police activity within the ward since the previous meeting
5. Chairs of the ward panels will meet quarterly in cluster meetings chaired by the SN Inspectors to discuss progress against ward priorities
6. Ward panels will be coordinated and facilitated by SN Sergeants. Minutes will be produced and made available on the SNT webpage.
7. Ward Councillors can be members of the ward panel but will not have voting rights.
8. Various public forums /committees/ panels are held around Havering and these will be encouraged to participate in ward panels to make them as representative as possible. There will be publicity around the borough to get the public involved.

Role of the Cluster Panels

1. Each cluster will be made up of the six panel ward chairs, the cluster inspector and a representative of the community safety team (if required).

2. Will meet quarterly
3. Key issues that resonate with a majority of the ward panels will be discussed
4. Each Cluster to nominate one ward panel chair to represent them at the Safer Neighbourhood Board; so there will be three ward panel chairs at Board level
5. These will be chaired by cluster inspectors

7. Secretariat support for the Havering Safer Neighbourhood Board

- a) The London Borough of Havering will provide the secretarial support to the Havering Safer Neighbourhood Board;
- b) The support is provided, by a cross-charged service delivered by the Local Authority
- c) The remit and responsibilities of the local authority will be as follows:
 - Managing meetings and diarising with the chair
 - Preparing and agreeing the agenda for Safer Neighbourhood Board meetings with the Chair
 - Preparing and distributing papers and reports for meetings
 - Taking minutes
 - Acting as the interface between the SNB and MOPAC
 - Maintaining records
 - Responding to queries from Members of the Board and the public
 - Organising the annual public conference on behalf of the SNB
 - Preparing funding bids on behalf of, and as instructed by, the SNB

A Service Level Agreement will be developed and agreed by the SNB.

8. Code of conduct for members of the Havering Safer Neighbourhood Board

Safer Neighbourhood Board Members (referred to as members in this code of conduct from there on) must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence in their representation. If you have any private and/or personal interest in a matter to be considered they have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

Members should not accept gifts or hospitality that may be seen to influence or be intended to influence opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to and noted by the Secretary of the Havering Safer Neighbourhood Board

Members have a duty to take decisions solely in terms of the interest of the Safer Neighbourhood Board. Members must not use their position to gain financial, material, political or other personal benefit for yourself, family or friends.

Members must respect fellow members of the Havering Safer Neighbourhood Board treating them with courtesy, respect and in a non-discriminatory manner at all times.

This should extend to any person, regardless of their position that they have dealings with in your capacity as a Havering Safer Neighbourhood Board member.

Recognition should be given to the contribution of everyone participating in the work of the Havering Safer Neighbourhood Board. Members must comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

Members must ensure that confidential material, including details about Individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes.