

Enfield Safer Neighbourhood Board Constitution

1. Introduction

This paper sets out how the Safer Neighbourhood Board will work in Enfield, in line with the key aims set out in the MOPAC guidance, which are:

- enable local engagement with the Police;
- enable local accountability of the Police;
- focus on the Police and Crime Plan key principles and priorities - putting victims first and reducing inequalities; keeping children and young people safe; tackling violence against women and girls and tackling hate crime and intolerance. monitor crime performance and public perceptions (community confidence);
- inform the development of policing priorities in the borough;
- monitor MPS support for the delivery of Cape's (ward panels) and community contact sessions; and:
- engage with Borough Independent Advisory Groups and other local mechanisms (e.g. neighbourhood watch, stop and search community monitoring groups and CCTV monitoring group) to support and inform their work across the borough.

1.1 For the SNB to maintain an effective level of scrutiny as well as being truly representative of the community of Enfield, membership of the SNB will consist of:

- CAPE Chairs attending;
- 2 Councillors (appointed by the majority and opposition parties);
- 1 representative of Victim Support;
- 1 youth representative (this should be a member of the Youth Parliament, or another appropriately qualified person; it was also recognised that there will need to be some outreach work to engage young people);
- 1 representative of the Stop and Search Community Monitoring Group;
- 1 representative of the IAG;
- Up to 3 representatives of the wider community/parents/equalities strands (disability, race, sexuality, faith);
- 1 representative each from FERAA (the Federation of Enfield Residents' and Allied Associations) and FECA (the Federation of Enfield Community Associations);
- 1 representative from MOPAC

1.2 SNB meetings will also be attended by 1-2 Senior Metropolitan Police Officers and (when appropriate and invited to do so). The Cabinet Member for Community Safety may also be invited to meetings if he or she is not an appointed member.

- 1.3 All Board meetings will be open meetings; all CAPE chairs are welcome and encouraged to attend and speak.
- 1.4 Terms of Reference for SNB representatives have been drafted to ensure that there are clear guidelines for those involved, which includes an equalities statement and outline member code of conduct (attached at Appendix 1).
- 1.5 Under exceptional circumstances and only with the agreement of Police, Council and Chair the SNB may host its meeting virtually utilising whichever platform deemed most appropriate at the time.

CAPEs

- 1.6 CAPEs will continue as at present in each Enfield ward. They will meet at intervals which reflect the five-week Police shift pattern or as locally arranged with their Safer Neighbourhood Team. The CAPEs will set three promises for their ward. These will be ward specific, short-term issues needing low resources.
- 1.7 CAPE meetings are currently attended by community representatives, ward councillors, a dedicated ward Police officer/s and a dedicated ward PCSO. Other attendees (where appropriate) may be a council EnviroCrime officer, town centre manager, school representative, faith representative(s), business representative, and others as required. The Ward Sergeant should attend at least 2 meetings per year.
- 1.8 As is presently the case, meetings will be advertised via the Metropolitan Police Service's website.
- 1.9 Scrutiny of the CAPEs will fall to the Safer Neighbourhood Board.
- 1.10 All CAPE members are actively encouraged to promote the work of the CAPE and encourage new members.
- 1.11 Under exceptional circumstances and only with the agreement of Police and Chair the CAPE may host its meeting virtually utilising whichever platform deemed most appropriate at the time.

2. Local engagement and accountability

Monitor Crime Performance and Community Confidence

- 2.1 The SNB will provide a community focus when monitoring police performance. In monitoring performance, the SNB will also consider the views of community and not just hard data. Wherever possible the SNB will seek to make use of existing performance data, with bespoke performance information being the exception. The SNB may report its monitoring results to MOPAC, and may refer matters to the Safer Stronger Communities Board (SSCB).

Independent Advisory Group

- 2.2 The SNB will engage the IAG through ensuring IAG membership on the Board. The Board will also develop a reporting relationship in consultation with the IAG and stakeholders.

Neighbourhood Watch

- 2.3 The SNB will determine the means and methods of supporting Neighbourhood Watch. The Board will decide whether it wants to explicitly support and monitor Neighbourhood Watch via membership of the Board, or explore other ways to support the function.

Stop and search community monitoring

- 2.4 The SNB will ensure accountability and engagement through direct representation and the receipt of regular reports on the work of the local Stop and Search Community Monitoring Group.

CCTV Monitoring Station Scrutiny Group

- 2.5 The SNB will ensure accountability and engagement through direct representation and the receipt of regular reports on the work of the CCTV Monitoring Station Scrutiny Group.

3. Appointment of Board Members

- 3.1 Appointment of Board Members will be as follows:

Chair – election by Board members.

Councillors/GLA – the Councillors will be nominated by the majority and opposition parties. The GLA Member currently appointed will have membership of the Board.

IAG, Victim Support, Stop & Search Community Monitoring Group, CCTV monitoring group, FERAA, FECA – the organisation/group concerned will nominate a suitable representative to the Board.

Wider community representatives – members of the community will be encouraged to submit a short application. Other Board members will then appoint accordingly.

Youth representative – to be arranged through the Head of Governance & Scrutiny

CAPE Chairs – CAPE Chairs are elected annually by the CAPE.

- 3.2 **Tenure**

The SNB will hold an AGM each year at which the following officers will be elected: SNB Chair, 2 x SNB Vice-Chairs, Secretary and Treasurer as required when their tenure ends. These 5 elected positions will make up the Executive Board of the SNB.

Failure of these Executive Members to attend two SNB meetings in succession without giving apologies will constitute resigning from the Executive.

4. Administrative Support

- 4.1 The London Borough of Enfield (Council), as the Responsible Body given in the Terms of Reference, will act as the Responsible Body for the ring-fenced administration fund and assist the SNB in accessing other sources of funding as appropriate. In turn, administrative support will be provided to the SNB by the Council (see Support Officers in Terms of Reference).

5. Enfield Safer Neighbourhood Board Standard Operating Procedures.

Election of SNB Officers:

- 5.1 The positions of Chair, up to two Vice Chairs, Secretary and Treasurer are elected positions.
- 5.2 These positions may not be held by a Police officer, Councillor, Council officer in a politically restricted post.
- 5.3 The position of Chair can be nominated any CAPE Chair in the borough of Enfield.
- 5.4 The positions of Vice-Chairs, Treasurer and Secretary are elected from within the Safer Neighbourhood board membership.

All posts are for three years–To ensure continuity the posts will be elected on different years as follows:

Year 1 – Chair and one Vice-Chair

Year 2 – Treasurer one Vice-Chair

Year 3 – Secretary

In the event of a resignation the post will be filled for the remainder of the term.

Procedure:

Chair

- 5.5 Any CAPE Chair from the borough of Enfield may nominate themselves for the position of chair; they must submit their name and the name of their seconder

(who must also fit the above criteria) to the Board's administrator no later than five working days prior to the AGM.

Vice-Chairs, Treasurer and Secretary

- 5.6 These positions are open to members of the Safer Neighbourhood Board. Any member may submit their name and the name of their seconder (who must also be a SNB member) to the Board's administrator at least five working days prior to the AGM.

The names of all nominees and their seconds will be circulated by email prior to the AGM. At the AGM nominees may be asked to say a few words supporting their candidacy.

Where there are multiple candidates for the same role, elections will be by secret ballot at the AGM and will be decided by a simple majority vote of those present.

Appendix 1

Enfield Safer Neighbourhood Board Terms of Reference

Terms of Reference	Safer Neighbourhood Board
Purpose of Group:	enable local engagement with the Police; enable local accountability of the Police; focus on the Police and Crime Plan key principles and priorities - putting victims first and reducing inequalities; keeping children and young people safe; tackling violence against women and girls and tackling hate crime and intolerance. monitor crime performance and public perceptions (community confidence); inform the development of policing priorities in the borough; monitor MPS support for the delivery of Cape's (ward panels) and community contact sessions; and: engage with Borough Independent Advisory Groups and other local mechanisms (e.g. neighbourhood watch, stop and search community monitoring groups and CCTV monitoring group) to support and inform their work across the borough.
Frequency:	4 times per annum, all meetings will be open to the public to attend
Chair:	The Chair will be a CAPE Chair to be elected by the Board
Voting Process:	Each member will have one vote. In the advent of a tied vote, the Chair will hold the final decision. Support officers and advisors do not hold voting rights
Members:	Two nominated Councillors, CAPE Chairs, representatives from the Borough including BME, IAG, LGBT, Youth Forum, Faith Forum, FERA, FECA. Member of GLA. (This is not exhaustive, to be scoped and developed).
Appointment of Board Members	See 5.1 above.
Tenure	See 5.2 above.
Board Member Code of Conduct	The Chair and all other Members of the Board will be expected to abide by the Equalities Statement and Outline Member Code of Conduct as set out below.
Support Officers:	Governance & Scrutiny Team/Enfield Council. See also 6 above.

Advisors:	As required
Input to meeting:	Police performance report Local performance report supplied by the police. Victim Support feedback Stop and Search data and information CCTV monitoring group Reports from the Community Safety Partnership (Safer & Stronger Communities Board, SSCB), Community Safety Unit & the Crime Scrutiny Panel Ad hoc issues via group members
Output from meeting:	Improving public confidence in policing and the Community Safety Partnership To feedback to the Community Safety Partnership and feedback to Neighbourhoods. To inform the SSCB and the Crime Scrutiny Panel
Linked meetings:	CAPE meetings Neighbourhood Panels Safer & Stronger Communities Board (SSCB) Independent Advisory Group Stop and Search sub-group meetings Crime Scrutiny Panel
Responsible Body	The London Borough of Enfield
Equalities Statement	See below.
Sub-Groups	The Board will have the ability to appoint such sub-group as it may deem necessary and will determine their terms of reference, powers, duration and composition. It is envisaged that such sub-groups will be short-term and/or task-orientated in nature.

EQUALITIES STATEMENT

1. GENERAL

- 1.1 The Safer Neighbourhood Board ('the Board') is committed to a policy of treating all its volunteers fairly. No volunteer, or potential volunteer shall receive less favourable treatment or consideration on the grounds of disability, race, colour, religion, nationality, ethnic origin, gender, age, sexual orientation, gender identity, pregnancy or maternity, or marital/partnership status, or will be disadvantaged by any conditions or requirements of the Board that cannot be justified as necessary on operational grounds.
- 1.2 The Board has a role in ensuring that service providers meet the aims of the Public Sector Equality Duty that requires public bodies to consider, and have due regard to, the needs of diverse groups when designing, evaluating and delivering services in order to –
- eliminate discrimination
 - advance equality of opportunity and access
 - foster good relations between different groups in the community

2. POLICY

- 2.1 Each volunteer is instructed that:
- (a) there should be no discrimination or harassment on account of disability, race, colour, religion, nationality, ethnic origin, gender, age, sexual orientation, gender identity, pregnancy or maternity, or marital/partnership status;
 - (b) the Board will appoint, train, develop and promote volunteers on the basis of merit and ability;
 - (c) all volunteers have personal responsibility for the practical application of the Board's equal opportunity policy, which extends to the treatment of volunteers and any visitors to Board premises;
 - (d) any volunteer who believes that he or she may have been unfairly discriminated against or harassed should report this information to a member of the Board;
 - (e) sanctions, in consultation with MOPAC, will be applied to any volunteer who is found to have committed an act of unlawful discrimination or harassment. Discriminatory conduct and harassment will be treated as grounds for removal in the case of volunteers;
 - (f) in the case of any doubt or concern about the application of the policy in any particular instance, any volunteer should consult a member of the Board.

- (g) In exceptional circumstances, either at the instigation of the Chair or of its own volition, the Board may conduct an investigation into alleged breaches of its equal opportunity policy.

3. MOPAC RACE EQUALITY SCHEME

The Board shall undertake all work in accordance with the Equality Act 2010 as set out in the MOPAC Race Equality Scheme.

The General Duty applies to all public authorities including the MOPAC and MPS and voluntary organisations such as the SNB. The aim of the duty is to make the promotion of equality central to the work of the Board.

OUTLINE MEMBER CODE OF CONDUCT (NOLAN PRINCIPLES)

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their duties.

Objectivity

In carrying out public business including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

These principles apply to all aspects of public life.