

SAFER NEIGHBOURHOOD CAPE CONSTITUTION

1. Purpose

The purpose of the [Name] Safer Neighbourhood Ward Cape is to act as a focus group for the community engagement process undertaken by its Safer Neighbourhood Team and to agree upon and set the policing priorities for that Team for the period until the following meeting.

2. Terms of reference

- i. To represent the community and to identify policing issues of local concern where this may impact on the quality of life in an area or contribute to an overall fear of crime and its effects
- ii. To assist police in the promotion of community engagement
- iii. Assist police in problem solving and crime prevention activity
- iv. Assist in Environmental audits
- v. Review local policing priorities on a regular basis
- vi. Provide information to the community on progress of priorities and the work of the police and panel
- vii. Members must be prepared to work towards reducing crime across the ward not just their area/street.

3. Membership, Attendance and Voting Rights

- i. All Cape members will be either residents of [name] Ward or work or study within the ward
- ii. There will always be SNT representation on the Cape and other interested parties – such as partnership agency representatives, councillors, etc. will be invited at the discretion of the Chair with the agreement of the Cape.
- iii. There will be no minimum attendance however any member who fails to attend THREE consecutive meetings without sending apologies or explanation will be deemed to no longer wish to be a member and will receive no further communications. The Chair may exercise discretion on this matter.
- iv. The panel will regularly seek to attract new members to ensure that its membership reflects the social make-up of the ward and pays attention to the six strands of diversity.
- v. Membership of the panel will be reviewed on an annual basis and members should commit to a period of no less than one year.
- vi. All cape members have one vote; the Chair will have the casting vote if required.
- vii. Nominations for potential new members should be submitted to the chair who will contact the nominee to inform them of the responsibilities of membership and assess their suitability.
- viii. EXCEPTION - Voting rights are not extended to police officers, ward councillors or any ad hoc member.

The maximum number of members should not exceed 20 and should aim to include only those who are representatives of the local community or responsible to the local community. The following is not an exhaustive list but an indication:

Residents Associations

Police
Young People
Registered Social Landlords
Business Community
Lesbian, Gay, Bi-sexual, Transgender community
Black Minority Ethnic Communities
Faith
Disability
Elderly
Voluntary Sector
Ward Councillors
Local Authority

4. Elections

The Cape will hold a yearly AGM at which it will elect a Chair, Vice Chair and Secretary.

To prevent any conflict of interest or allegations of bias, it is advisable that the Chair, Vice Chair or Secretary should not be either a police officer nor ward councillor.

5. Meetings

- i. Meetings will be held approximately every 5 weeks, with special meetings being scheduled as and when the Cape thinks necessary.
- ii. The minutes of each meeting will be circulated to the Cape as soon as practicable and agendas at least seven days before each meeting and this will be the responsibility of the Secretary.
- iii. Meetings will last for between one and two hours and will NOT be extended over that time period.
- iv. Meetings are to be moderated by the Chair (Vice Chair in their absence) and minutes to be taken by the Secretary. Meetings WILL NOT to be moderated by SNT.
- v. SNT to have a slot to discuss crime figures and to provide expert opinion on priorities. Capes will follow the attached agenda and may add additional items relevant to their ward.
- vi. The Cape is to decide upon three priorities (Promises) for the Safer Neighbourhood Team to address and review progress of existing priorities.

6. Sub-committees/Working Parties

If necessary, a Standing Committee composed of the Chair, Vice Chair, Secretary and SNT Sergeant will meet between Cape meetings to further the work of the Cape.

7. Member responsibilities

It is the responsibility of the member to participate voluntarily in the Cape process: their identity should not be secret, as the panel is part of an open and transparent consultation process that may be open to scrutiny by outside parties. Members should promote inclusion, confidentiality and a commitment to equality in the Cape process.

8. Code of Conduct

Members must agree to a code of conduct and treat other members with respect during the meetings. There will be no use of bad language or threatening behaviour during the meeting. There will be no use of abusive language towards another member of the Cape or in reference to any other matter on the basis of race, gender, sexual orientation, disability, age, religion or any other grounds.

9. Alterations to the constitution

This Constitution's 'Terms of Reference' may be altered at any meeting of the Ward/Neighborhood Panel if two thirds or more of those attending agree to amend it.



**XXXX Cape Agenda
(Community Action Police in Enfield)**

Date & Time

Location

- 1) Welcome and apologies
- 2) Minutes of last meeting
- 3) Matters arising and action points
- 4) Reports/updates:
 - (i) Police – statistics, progress on promises, operations
 - (ii) Chair
 - (iii) Councillors
 - (iv) Members
 - (v) Council Officers/Enfield Council Homes
- 5) Promises
- 6) Community Payback Suggestions
- 7) AOB
- 8) Date of next meeting –

Dates of future meetings -