

# 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.

## 2. Former Structure

~~2.1 The former structure was the Enfield Community Police Partnership (ECP). The ECP was an independent group formed in 1993 to encourage consultation between Enfield's communities and the local Police Authority. The partnership reorganised in October 2005 to fit in with the Police's Safer Neighbourhood initiative and to assist in consultations between the ward (CAPE) chairs.~~

~~2.2 The ECP maintained membership of the Enfield Independent Advisory Group, the Safer and Stronger Communities Board, and the Crime Scrutiny Panel.~~

~~2.3 The purpose of ECP was to:~~

- ~~Oversee priorities as identified by Chairs of the CAPEs;~~
- ~~Review activities undertaken by the Police to ensure effective outcomes;~~
- ~~Bring issues of local concern to the attention of the Police;~~
- ~~Create practical opportunities for the community to gain a better understanding of the Police Service and for the Police Officers in the area to get to know the particular communities they serve;~~
- ~~Promote joint efforts in crime prevention through practical community action to discourage and prevent crimes, such as vandalism and racial attack, in light of local circumstances;~~
- ~~Explore ways in which young people can contribute to crime prevention in their areas;~~

- Discuss the possible focus of the local crime prevention campaigns and their effectiveness;
- Promote better community understanding of the problems facing the Police and of the limits of what the Police can do in response;
- Explain how Police procedures operate, in relation to law enforcement;
- Maintain links with local Police Officers and look at ways of improving the accessibility to the Police by the community;
- Discuss policing responses to crime problems, in particular responses which may affect relations with the community;
- Discuss the implications of any general complaints about Police responses to the public locally and provide practical advice and assistance to members of the community in their dealings with the Police.

### **3. New Structure for Enfield**

#### Safer Neighbourhood Board

3.1 Within the structure, the role of the Safer Neighbourhood Board (SNB) is to:

- Address local priorities;
- Monitor complaints;
- Monitor Police performance (this will include the locally agreed priorities and information provided by MOPAC on performance in Enfield);
- Involve the community in problem solving and crime prevention;
- Feedback to the Community Safety Partnership Safer And Stronger Communities Board where appropriate;
- Provide greater police accountability;
- Scrutinise the CAPEs.

Each of the above points is expanded in section 4 below.

3.2 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:

- 3 CAPE Chairs from each of the three Neighbourhoods, giving a total of 9 CAPE Chairs attending;
- 2 Councillors (appointed by the majority and opposition parties);
- 1 representative of the ICV Panel;
- 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);
- ~~Up to 2 representatives drawn from volunteers that have not previously been involved with police matters;~~
- ~~1 business representative;~~
- 1 representative each from FERAA (the Federation of Enfield Residents' and Allied Associations) and FECA (the Federation of Enfield Community Associations);
- 1 representative from ~~the GLA~~ **MOPAC**

SNB meetings will also be attended by 1-2 Senior Metropolitan Police Officers and (when appropriate and invited to do so) ~~by a practising Justice of the Peace who will provide an expert perspective and advice on criminal justice matters.~~ The Cabinet Member for Community Safety may also be invited to meetings if he or she is not an appointed member.

- 3.3 ~~Although only 9 CAPE chairs will be elected to the Safer Neighbourhood Board, all~~ **All** Board meetings will be open meetings, ~~thus other~~ **all** CAPE chairs ~~would be~~ **are** welcome and encouraged to attend and speak ~~(but would have no voting rights).~~
- 3.4 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).
- 3.5 **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

- 3.5 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.
- 3.6 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.
- 3.7 ~~CAPEs will be open for the public to attend.~~ As is presently the case, meetings will be advertised via the Metropolitan Police Service's website.

- 3.8 Scrutiny of the CAPEs will fall to the Safer Neighbourhood Board.
- 3.9 All CAPE members are actively encouraged to promote the work of the CAPE and encourage new members.
- 3.10 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.

#### 4. Local engagement and accountability

##### ~~Establish Local Priorities for Police~~

##### Neighbourhood Panels

- ~~4.1 Currently, three Neighbourhood Panels meet quarterly and are attended by the chairman (or a deputy) from each CAPE in the Neighbourhood. They are closed meetings supported by the Neighbourhood Inspector. The CAPE representatives set three Neighbourhood Priorities to be adopted for the next quarter. These are longer term issues, affecting more than one ward and needing greater resources to tackle. Recommendations for the Neighbourhood Priorities may come from the CAPEs and/or be informed by crime data.~~

~~The Neighbourhood Panels and the wards they contain are as follows:~~

~~**Southgate & West Neighbourhood:** Cockfosters, Highlands, Southgate, Winchmore Hill, Bush Hill Park, Southgate Green, Palmers Green, Bowes~~

~~**Enfield & North Neighbourhood:** Enfield Chase, Enfield Town, Southbury, Grange, Turkey Street, Enfield Lock, Enfield Highway~~

~~**Edmonton & South Neighbourhood:** Ponders End, Jubilee, Lower Edmonton, Haselbury, Edmonton Green, Upper Edmonton~~

- ~~4.3 The role of the SNB would be to approve and ensure that these priorities draw in the wider partnership and to monitor progress.~~

##### **Monitor Crime Performance and Community Confidence**

- 4.1 The SNB will provide a community focus when monitoring police performance. ~~It will seek not to duplicate existing monitoring, but focus on the promises and priorities agreed with community.~~ 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 will **may** report its monitoring results to MOPAC, and ~~will draw the attention of~~ **may refer matters**

~~to the Safer Stronger Communities Board (SSCB) and/or the Crime Scrutiny Panel to any concerns.~~

### ~~Monitor Complaints Against Borough Officers~~

~~4.5 The SNB will monitor complaints by identifying broad issues and trends and will not deal with individual complaints against police officers.~~

### ~~Listen to and Monitor Complaints from Victims of Crime~~

~~4.6 The SNB will seek to improve victim access to the complaints system and treatment within the local justice process by:~~

- ~~(i) monitoring data identifying the frequency and types of complaints received, how they've been discharged and the time taken to reach resolution;~~
- ~~(ii) promoting and publicising access to the system; and~~
- ~~(iii) including a representative from Victim Support on the Board to provide specific insights and knowledge.~~

~~The role of the Board will not be to deal with specific, individual victim complaints but they may decide to offer victims the opportunity to address them directly in order to inform their monitoring responsibility.~~

### ~~Independent Custody Visitors~~

~~4.7 The SNB will receive regular reports on the work of the local Independent Custody Visiting Panel and local custody matters. A representative from the ICV panel will become a member of the SNB.~~

### ~~Community Payback~~

~~4.8 The SNB will identify and nominate local projects and problems as community-nominated payback projects.~~

~~Note any member of the public can nominate projects for Community Payback. It will be important for the Board to have good links into its communities to gather information and views about what areas and problems might be nominated to the Community Payback coordinator (or through the online portal). The SNB will seek to raise awareness of Community Payback in Enfield.~~

### ~~Independent Advisory Group~~

~~4.9 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~~

- 4.10 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**

- 4.11 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**

- 4.12 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.

### **5. Appointment of Board Members**

- 5.1 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, ~~ICV~~, 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.

~~Volunteer representatives – to be arranged through EVA.~~

~~Business representative – to be arranged through EBRA~~

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

CAPE Chairs – CAPE Chairs are elected annually by the CAPE. ~~Each Neighbourhood Panel will nominate three CAPE Chairs to sit on the Safer Neighbourhood Board.~~

- 5.2 **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.

The maximum term of office for these roles Board members will be as follows. The Board will arrange for a rolling tenure programme to allow for a level of continuity and to ensure minimal loss of learning:

Position	Tenure
Chair	3 years
Vice-Chairs	3 years
Treasurer	3 years
Secretary	3 years
Councillors	1 year
ICV	3 years
IAG	3 years
Victim Support	3 years
CAPE Members	3 years
Business Representative	3 years
FERRA/ FECA representative	3 years
Youth representative	3 years
Volunteer Representative	3 years
Wider Community representative	3 years
Stop & Search Community Monitoring	3 years
GLA	3 years

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

## 6. Administrative Support

- 6.1 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).

## 7. Enfield Safer Neighbourhood Board Standard Operating Procedures.

### Election of SNB Officers:

- 7.1 The positions of Chair, up to two Vice Chairs, Secretary and Treasurer are elected positions.
- 7.2 These positions may not be held by a Police officer, Councillor, Council officer in a politically restricted post. ~~or a representative of organisations scrutinised by the SNB (including, Victim Support, Independent Advisory Group, Stop & Search, CCTV Scrutiny Group).~~
- 7.3 The position of Chair can be nominated from ~~anyone in the community actively involved with CAPEs, the VCS or policing in general~~ any CAPE Chair in the borough of Enfield.
- 7.4 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.

~~In the SNB's first year all posts will be elected reverting to the above procedure on following years.~~

### Procedure:

#### 7.5 Chair

Any **CAPE Chair** ~~from person in the community~~ of the borough of Enfield ~~actively involved with CAPEs~~, 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.

## **7.6 Vice-Chairs, Treasurer and Secretary**

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 seconders 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
<b>Purpose of Group:</b>	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.
<b>Frequency:</b>	4 times per annum, all meetings will be open to the public to attend
<b>Chair:</b>	The Chair will be a CAPE Chair <del>not be a Police officer, a Councillor or a Council officer,</del> but will be a member of the community to be elected by the Board
<b>Voting Process:</b>	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
<b>Members:</b>	<del>Borough Commander, Two nominated Councillors, CAPE Chairs elected representatives from Neighbourhoods (3 chairs from each),</del> representatives from the Borough including BME, IAG, LGBT, Youth Forum, Faith Forum, FERAA, FECA. Member of GLA. (This is not exhaustive, to be scoped and developed).
<b>Appointment of Board Members</b>	See 5.1 above.
<b>Tenure</b>	See 5.2 above.
<b>Board Member Code of Conduct</b>	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.
<b>Support Officers:</b>	Governance & Scrutiny Team/Enfield Council. See also 6 above.
<b>Advisors:</b>	As required
<b>Input to meeting:</b>	Police performance report <del>Reports from Neighbourhoods on neighbourhood priorities and a</del> Local performance report supplied by the police. <del>Independent Custody Visitor feedback</del> 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
<b>Output from meeting:</b>	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
<b>Linked meetings:</b>	CAPE meetings Neighbourhood Panels Safer & Stronger Communities Board (SSCB) <del>Independent Custody Visitor sub-group meetings</del> Independent Advisory Group Stop and Search sub-group meetings Crime Scrutiny Panel
<del>Critical Success Factors:</del>	<del>Improved Public Engagement</del> <del>Improved accountability of Local Policing</del> <del>Improved community understanding of the work of the Community Safety Partnership and SSCB</del> <del>Improved community understanding of the local promises and priorities for policing in Enfield</del> <del>Improved public engagement in setting the local community promises and priorities for the Police.</del>
<b>Responsible Body</b>	The London Borough of Enfield
<b>Equalities Statement</b>	See below.
<b>Sub-Groups</b>	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.
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## 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, ~~sexual~~ 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.**