

**Constitution
of the
Community-Police
Consultative Group
for Lambeth**

1. NAME

The name of the organisation shall be the Community-Police Consultative Group for Lambeth ('the Group')

2. OBJECTS

The objects of the Group, which is constituted by virtue of section 106 of the Police & Criminal Evidence Act 1984, shall be:

- (i) to improve understanding between police and the whole community of the London Borough of Lambeth
- (ii) to assist and encourage agencies involved in crime prevention and community safety

3. POWERS

In furtherance of the objects (but without prejudice to the generality thereof) but not otherwise the Group shall have the following powers at its discretion:

- (a) to encourage collaboration between all those interested and concerned with relations between police and the community, primarily through the holding of a regular public meeting at which issues of concern may be identified, reviewed and commented on
- (b) in addition to the holding of regular public meetings, to take such steps as it may deem necessary to attain those objects, including arranging lectures, producing reports, issuing press releases and by any other form of instruction, publicity or research.
- (c) to make representations, whether by way of support, concern or objection, concerning any action or proposed action by the Metropolitan Police, the Home Office, or any other authority, organisation or person in respect of issues falling within the objects of the Group.
- (d) to send representatives to other bodies to inform them about the work of the Group, liaise with relevant organisations to receive information useful to the effective functioning of the Group, and be represented on a regional or national body established to link groups similarly established.
- (e) in connection with the promotion of its objects, to raise or receive funds and hold property but not to undertake any permanent trading activities or make any charge in respect of membership or for admittance to regular public meetings.
- (f) to employ staff to assist in the promotion of its objects but only in accordance with the terms and conditions agreed in advance with the funding authority. Additional staff may be employed not subject to funding on such terms and conditions as determined by the Group.
- (g) through its members or staff, assist persons wishing to comment on or complain about their alleged treatment by police but specific complaints about police misconduct will be subject to the established Complaints Procedures for dealing with complaints against police; but the Group may discuss the pattern of complaints.
- (h) to appoint, regulate and dissolve sub-committees or working groups
- (i) subject to any consents required by law, sell, lease or dispose of all or part of the property of the Group
- (j) to establish or support any charitable trust, association or institution formed for all or any of the objects

- (k) to do all such other lawful things as are necessary for the achievements of the objects but to be aware at all times of the Group's independent status and subject to all members taking care to protect its independence and non-party standing and doing nothing by way of action or association to undermine confidence in the Group.

4. **EQUAL OPPORTUNITIES**

The Group shall be committed to ensuring that equal opportunities are attained in its objects and organisation and will develop and approve policies to:

- (a) oppose all forms of racism and strive to foster attitudes of positive concern for people of all races and cultural and social backgrounds, those with physical and mental disabilities....
- (b) ensure equality of opportunity for all persons

5. **MEMBERSHIP**

Membership of the Group shall comprise the following categories:

Permanent Representatives

- (a) the agencies, organisations and statutory authorities, which are wholly or in part associated with or have an interest in the criminal justice system within the London Borough of Lambeth and are specified in Appendix 1 to this Constitution shall be deemed to have **PERMANENT REPRESENTATIVE** membership and will:
 - (i) be entitled to send a voting representative or representatives (in accordance with the number shown in Appendix 1) to each public meeting of the Group and to receive all papers
 - (ii) be subject to annual confirmation by the Group at its Annual General Meeting but the Group shall otherwise have no power to remove a Permanent Representative other than in accordance with the circumstances described in sub-sections (iii) and (iv) below
 - (iii) cease to have permanent representative status if the organisation is wound-up, dissolved or otherwise closed
 - (iv) remain members unless and until the Group is notified in writing by an appropriate officer that the organisation no longer wishes to have the status of Permanent Representative
 - (v) be admitted as new Permanent Representatives at an Annual General Meeting subject to the provision of appropriate particulars to the Administrator at least 28 days in advance and confirmation of the Group (not to be unreasonably withheld)

Affiliate Members

- (b) Organisations that qualify as **AFFILIATE** Members shall appoint one member as a representative who shall be entitled to a single vote and shall also appoint a deputy representative to act in place of the representative, if absent. Affiliate Membership shall be open to groups, organisations or public bodies which are active within the London Borough of Lambeth with aims that are civic, humane, philanthropic or similar in purpose and providing benefit to the Lambeth community, in whole or in part, and can demonstrate that the organisation:
 - (i) has a membership of at least 50 people who are either residents of or regularly work in the London Borough of Lambeth

- (ii) has a constitution or governing instrument with aims consistent with those described above
- (iii) holds an Annual General Meeting of its members
- (iv) has Officers that are elected or appointed by its members

and that membership shall be achieved by:

- (v) submitting an application on the approved form to the Administrator and accompanied by a copy of the organisation's constitution or governing instrument, last Annual Report (or AGM Minutes) and names of approved representative and deputy representative
- (vi) approval of the Group at its next meeting

subject always to:

- (vii) written notice being provided to the Administrator of changes in representation
- (viii) attendance by the representative or deputy representative at the Group's monthly meetings on the express understanding that membership will automatically cease if the representative or deputy representative fails to attend four consecutive meetings without good reason
- (ix) it being a condition of membership that the Administrator shall receive a copy of the Affiliate member organisation's Annual Report. Failure to observe this condition will render the member liable to expulsion from the Group following a vote at an ordinary meeting of the Group.

Individual Members

- (c) a maximum of fifteen¹ persons who either reside or work in the London Borough of Lambeth may be elected as **INDIVIDUAL** members of the Group and shall be entitled to a single vote subject to election at an Annual General Meeting for a term of one year to expire at the next Annual General Meeting in the manner set out at paragraph 8 (a)-(d) below.

ex officio Members

- (d) the Members of Parliament with constituencies in whole or in part within the London Borough of Lambeth and the Assistant Commissioner of the Metropolitan Police for South Area shall be **EX OFFICIO** members of the Group and entitled to attend all public meetings of the Group and to vote and to receive all papers.

Co-opted Members

- (e) the Group shall have the power to co-opt up to three persons in any one year as individual **CO-OPTED** members of the Group and whose membership shall be approved at an ordinary meeting of the Group and whose membership shall cease immediately after the elections at the next Annual General Meeting. Such members shall each have the right to cast a single vote.

Miscellaneous

¹ As amended at the Group's AGM on 23 July 2003, from ten to fifteen

- (f) No person may attend a public meeting of the Group as a member in more than one capacity (including Deputy Representative)
- (g) It shall be deemed that all Group members are familiar with the Group's Equal Opportunities Policies (as adopted or amended from time to time) and that a condition of membership shall be observance of those policies
- (h) A member of the Group shall declare an interest if he or she in any way directly or indirectly has an interest financially, personally or professionally in the matter under discussion. The member may take part in the discussion but may not vote thereon.

6. ORDINARY MEETINGS

- (a) There shall be at least 10 ordinary monthly meetings of the Group in each year for the purposes of receiving presentations or reports on matters of topical interest and considering matters arising from those reports, which shall normally occur on the first Tuesday of each month except where a Bank Holiday or other event makes it impractical.
- (b) The ordinary meetings shall receive reports from the Metropolitan Police Divisional Commanders for the Brixton, Streatham and Vauxhall Divisions in accordance with the guidance set out at Appendix 2, the Metropolitan Police Borough Liaison Officer and the Officers and Administrator.
- (c) At least twice a year reports shall be received from the Inspectors responsible for the British Transport Police Stations at Stockwell, Victoria and Waterloo and from the Chair of the Panel of Lay Visitors.
- (d) At the January meeting of each year the Hon Comptroller and the Administrator shall present to the Group for approval a Strategy Plan and Budget for the forthcoming year.
- (e) Speakers may be invited to attend ordinary meetings of the Group to address the Group on matters of topical interest or concern
- (f) Ex-officio members of the Group shall have the right to address any ordinary meeting of the Group.
- (g) The conduct of ordinary meetings shall be in accordance with the guidance set out in Appendix 3.
- (h) The Group shall have the power at an ordinary meeting to establish, regulate and dissolve sub-committees or working groups subject to:
 - (i) at least two members of the sub-committee or working group being members of the Group
 - (ii) the Chairperson and Hon Comptroller being deemed to be ex officio members of any sub-committee
 - (iii) no more than four sub-committees or working groups being established within a year
 - (iv) there being no commitment to provide funding from the Group's grant for the work of each sub-committee or working group in excess of £50.00 but in the event that it is necessary to establish a sub-committee or working group requiring funding in excess of £50.00, the Hon Comptroller should be instructed to negotiate with the funding authority for the budget sum agreed by the meeting
- (i) A minimum of seven days clear notice shall be given of each ordinary meeting
- (j) The Administrator will prepare a summary of proceedings at each meeting and record all decisions taken.

- (k) The quorum for an ordinary meeting of the Group shall be 15 members, of whom at least 8 shall be either representatives of Affiliate members, Individual members or Co-opted members

7. ANNUAL & EXTRAORDINARY GENERAL MEETINGS

- (a) The Group shall hold an Annual General Meeting during July of each year for the purposes of approving an Annual Report, receiving accounts for the previous financial year, electing Individual members and Officers of the Group, considering amendments and confirming the Appendices to the Constitution and such other business as may be appropriate. Confirmation or amendment shall be by simple majority.
- (b) Extraordinary General Meetings may be called at the discretion of the Chairperson or following a written request from a minimum of 25 members (regardless of status).
- (c) The request must contain reasons for the seeking of an Extraordinary General Meeting and the Chairperson must call the meeting within 21 days of the request.
- (d) At least 14 clear days notice must be given to all members of an Annual or Extraordinary General Meeting and the notice shall specify the business to be transacted at the meeting and provide details of any Motion to be put forward.
- (e) At each Annual General Meeting the Appendices to this Constitution shall be subject to a vote of confirmation. Any amendment, by addition, correction or deletion shall be notified to the Administrator at least 21 days before the date of the meeting and notice provided to members 14 days in advance.
- (f) The quorum for an Annual or Extraordinary General Meeting of the Group shall be 20 members, of whom at least 12 shall be either representatives of Affiliate members, Individual members or Co-opted members

8. ELECTIONS

- (a) Elections for Individual Members and Officers shall take place in that order and shall, if contested, be by secret ballot.
- (b) Nominations, duly proposed and seconded and signed by the candidate, must be received by the Administrator no later than three working days before the date of the meeting.
- (c) No nomination will be deemed to be valid unless signed by the candidate with an indication that he or she is willing to stand for election and to serve the Group.
- (d) The Administrator will be responsible for ensuring the requirements of (b) and (c) above are adhered to.

9. OFFICERS

- (a) The Officers shall either be Individual members of the Group or appointed representatives of organisations affiliated to the Group and shall comprise:

Chairperson
 2 Vice-Chairpersons
 Hon Comptroller
 Chairperson of the Racial Harassment Committee

all of whom shall be elected at an Annual General Meeting and hold office until the Annual General Meeting of the following year and shall be eligible for re-election (subject to (b) below).

- (b) The Chairperson shall not hold office for more than three consecutive years. If during the year the post of Chairperson becomes vacant, subject to confirmation by the Group, one of the Vice-Chairperson shall succeed for the remainder of the year failing which an Extraordinary General Meeting will be held and a further election will occur immediately prior to the first convenient ordinary meeting.
- (c) The Group shall have the power to fill casual vacancies by appointment arising among the Vice-Chairpersons, Hon. Comptroller and Chairperson of Racial Harassment Committee without recourse to an election.
- (d) Any representative of an Affiliate member or Individual member of the Group shall be eligible for nomination as an Officer but subject to having been a member of the Group for at least:

Chairperson	2 years
Vice Chairpersons/Hon Comptroller	1 year
Chairperson of the Racial Harassment Committee	1 year

- (e) The Chairperson shall be responsible for the conduct of Group business, preparation of the Annual Report, media relations and representing the Group on other committees, bodies or agencies, as determined by the Group. The Chairperson shall take care to be non-party political in all dealings on behalf of the Group.
- (f) One of the Vice-Chairpersons shall deputise for the Chairperson when required and shall undertake such other duties or tasks as might be assigned, as determined by the Group.
- (g) The Hon Comptroller shall be responsible for the direction and overall supervision of the Secretariat, including matters relating to staff and premises, and shall liaise with the Panel of Lay Visitors, the Trustees and the Metropolitan Police Finance Department. If there should be no Administrator in post all designated duties under this Constitution required of the Administrator shall be the responsibility of the Hon Comptroller.
- (h) The Chairperson of the Racial Harassment Committee shall be responsible for the conduct of the affairs of the committee and shall take such actions, or make such representations as are determined by the committee. The Chairperson shall arrange for a regular report to be made to ordinary meetings of the Group and for the preparation of an Annual Report.
- (i) The Officers shall arrange to meet together regularly with the Administrator to discuss and act on matters of routine or urgent business.

10. FINANCES

- (a) The Group's financial year shall be 1 April - 31 March. All monies received from the Metropolitan Police shall be held in a bank account entitled 'Community-Police Consultative Group for Lambeth',

and cheques drawn on that account shall bear the signatures of the Administrator and one of the Officers.

- (b) The Group shall require the Hon Comptroller to be responsible for the maintenance of proper and appropriate books of account in accordance with the requirements of the Metropolitan Police Finance Division to whom annual accounts shall be submitted.
- (c) The Group shall, out of funds received from the Metropolitan Police, pay all proper expenses of administration and management of the Group and the Secretariat in accordance with the terms of a budget to be agreed in advance.
- (d) In addition to funds received from the Metropolitan Police, the Group may raise funds and receive contributions from any person, persons or organisation by way of donation or otherwise. Any funds thus received shall be held in a separate bank account to that referred to in paragraph 10(a) above and be accounted for separately.
- (e) The Group may, subject to prior consultation with the Metropolitan Police, take and accept gifts, whether subject to any special conditions or not, and may sell or otherwise dispose of all or any of the property or funds held separately from Metropolitan Police property or funds.
- (f) When accepting funds, contributions, gifts or property the Group shall be mindful of its independent status and not enter into any arrangement that will prejudice that status.
- (g) The Group shall have no power to borrow money.

11. DECLARATION OF INTEREST

A person speaking at a Group meeting (if not a member of the Group) shall be required by the Chairperson to declare an interest if he or she is in any way directly or indirectly interested financially, personally or professionally in the matter under discussion. The person may take part in the discussion.

12. TRUSTEES

- (a) Two members of the Group of good standing shall be appointed as Trustees in whose name shall be vested all real, leasehold or funded property of the Group.
- (b) The Trustees shall be appointed at an Annual or Extraordinary General Meeting and shall hold office for life or until resignation but a Resolution may be put to an Annual or Extraordinary General Meeting calling for the removal of a Trustee or Trustees.
- (c) Nominations shall be submitted in writing to the Group Administrator and the election procedure shall accord with that set out at paragraphs 8 (a)-(d) of this Constitution.
- (d) In the event of a Resolution being put forward calling for the removal of a Trustee or Trustees, it must be passed by two-thirds of those present and voting.
- (e) The Trustees shall:
 - (i) be indemnified by the Group against all liabilities properly incurred by them as Trustees
 - (ii) if required, execute a declaration of trust of property belonging to the Group in their names or under their control

- (iii) act in accordance with the lawful directions of the Group and represent the Group in any litigation relating to property
- (f) No officer of the Group may serve as a Trustee.
- (g) On the death, resignation or removal from office of a Trustee, it shall be the duty of the Chairperson to ensure that prompt steps are taken to appoint a new Trustee and to procure the vesting of all property of the Group into the names of both Trustees.

13. AMENDMENTS AND INTERPRETATION

- (a) This Constitution may be amended by a two-thirds majority of members present and voting at an Annual or Extraordinary Meeting of the Group provided that at least 14 days notice of the proposed amendment has been given to all members. The Metropolitan Police shall be invited in advance to comment on the proposed amendment and their views, if any, shall be reported to the meeting before any vote is taken.
- (b) Notice to members shall be deemed to have been sent if posted by ordinary post to the last address notified to the Administrator.
- (c) Any questions arising as to the interpretation of these rules or their application in any particular circumstances shall be decided by the Group and if it is felt that any amendment is required it shall be placed before the next Annual or Extraordinary General meeting of the Group.

14. DISSOLUTION

- (a) In the event of the dissolution of the Group, any money or chattels remaining after the satisfaction of any proper debts and liabilities shall be returned to the Receiver of the Metropolitan Police District or to any other source from which it had been obtained.
- (b) Any remaining monies shall be paid into the account of the Lambeth Victim Support scheme.

APPENDIX 1

PERMANENT REPRESENTATIVES

The following agencies, organisations or statutory authorities shall be entitled to send representatives to each public meeting of the Community-Police Consultative Group for Lambeth

London Borough of Lambeth		
Councillors (nominated proportionally by the political groups on the Council)		6
Officers	- LBL (Deputy Crime Prevention)	1
	- Youth Service	1
Metropolitan Police		
Borough Commander Designate		1
Borough Liaison Officer (to represent South Area)		1
British Transport Police		
Sub-Divisional Chief Inspector/Inspector	- Stockwell	1
	- Victoria	1
	- Waterloo	1
Metropolitan Police Committee		1
Inner London Probation Service		1
Crown Prosecution Service		1
Magistrates' Courts: Justices' Clerks	- Camberwell Green Magistrates' Court	1
	- Horseferry Road Magistrates' Court	1
	- South Western Magistrates' Court	1
Inner London Family Proceedings Courts and Youth Courts: Justices' Clerk		1
Sector Working Groups		
Brixton Division	- Brixton Central Sector	1
	- Brixton Northern Sector	1
	- Brixton Southern Sector	1
Streatham Division	- Gipsy Hill Sector	1
	- Streatham North Sector	1
	- Streatham South Sector	1
Vauxhall Division	- Cavendish Road Sector	1
	- Clapham Sector	1
	- Kennington Sector	1
HM Prison Brixton	- The Governor	1
	- Board of Visitors	1
Victim Support Lambeth		1
Lambeth Crime Prevention Trust		1
Lambeth Panel of Lay Visitors		1
NACRO		1

APPENDIX 2

METROPOLITAN POLICE REPORTS TO GROUP MEETINGS

1. At each Ordinary meeting of the Group a report shall be received from the Commanders for the Brixton, Streatham and Vauxhall Divisions in accordance [Constitution: paragraph 6(b)] with the criteria set out at paragraph 4 below. The Borough Liaison Officer shall report on matters as described in paragraph 5 below.
2. A written summary of the report presented shall be tabled at the meeting.
3. On publication each year, a copy of the Annual Divisional Strategy shall be deposited with the Administrator of the Group.
4. Divisional Commanders shall use the following guidelines when preparing their reports to the Group:

Policy and Strategy

- Changes to Divisional Policy or Divisional structure
- Changes to budgets and resources
- Significant personnel changes and awards to officers
- Divisional Overview

Operations

- Proposed major operations and events due to take place
- Significant crimes
- Performance against Area/Divisional/Service Objectives and Charter Standards
- Deaths in police custody and cases of significant injury to prisoners whilst in custody
- Number of officers injured on duty
- The outcome of complaints against police reported at Group meetings
- Use of CS Spray
- Stop and Search monitoring data

Divisional News

- Community liaison and updates from Sectors
- Other items of interest

5. The Borough Liaison Officer shall report to the Group on non-Divisional matters within his/her remit.

APPENDIX 3

THE CONDUCT OF ORDINARY MEETINGS OF THE GROUP

1. All meetings shall be open to members of the public and any person attending may address the meeting.
2. All persons wishing to address a public meeting of the Group shall, if possible, stand on speaking, give his or her name and, if relevant, the organisation he or she is representing. However, the Chairperson may remain seated while conducting the ordinary business of the meeting.
3. Each meeting shall take business in the following order:

Apologies

Information/Membership

Minutes/Matters Arising

Presentation/Reports

Any Other Business

but the Chairperson shall have the discretion to vary the order of business in order to take account of circumstances.
4. Party-political comment shall be avoided, and reference to the policies or actions of political parties shall be limited to what is strictly relevant to the work of the Group.
5. The proceedings of each meeting shall be tape-recorded and a copy of the recording held for one year after the meeting. The recording will be stored at the Group's office and available for reference (or reproduction, at the agreement of the Chair and at no expense to the Group) by arrangement with the Administrator.
6. The Minutes of the meeting shall comprise a brief summary of the proceedings and should include all significant issues raised, and within the summary the balance should be shifted so as better to reflect the community concerns voiced.*
7. In the event of any dispute arising, the procedural rules and conduct of the meeting shall be in accordance with *Citrines' ABC of Chairmanship* and the Chairperson shall exercise powers in accordance "Conduct of Public Meetings Act."

* The Group approved the following guidance in respect of the preparation of the minutes