



## **LAMBETH SAFER NEIGHBOURHOODS BOARD (LSNB)**

### **TERMS OF REFERENCE**

#### **1. FORMATION**

The LSNB has been formed to meet the requirements of the Deputy Mayor's Office for Policing and Crime (MOPAC) as the primary borough-level mechanism for local engagement.

#### **2. INCEPTION**

The LSNB is effective from 1 April 2014.

#### **3. MOPAC GUIDANCE**

These LSNB Terms of Reference are constituted within the parameters of MOPAC's Safer Neighbourhoods Guidance issued on 23.10.13 and may be varied in accordance with any amendment to that Guidance.

#### **4. LEGAL STATUS**

The LSNB is not a statutory body and has no statutory powers or delegated authority. It is a voluntary association of individuals and has no corporate being.

#### **5. LSNB FUNCTIONS**

- 5.1 Establish policing priorities in the London Borough of Lambeth
- 5.2 Monitor crime performance and community confidence
- 5.3 Monitor complaints against Lambeth Borough MPS officers
- 5.4 Hear and monitor complaints from victims of crime
- 5.5 To provide assurance that a system of independent custody visiting is delivered
- 5.6 Play a significant role in community payback
- 5.7 Ensure all wards have a ward panel
- 5.8 Oversee the Lambeth Independent Advisory Groups
- 5.9 Support Neighbourhood Watch
- 5.10 Ensure the Lambeth Stop and Search community monitoring function is delivered

#### **6. PERFORMANCE OF FUNCTIONS**

**6.1 Establish policing priorities in the borough** – the LSNB will gather information from ward and Area (Cluster) Safer Neighbourhood Panels to bring together the different priorities to inform borough wide priorities

**6.2 Monitor crime performance and community confidence** – The Police will present to the LSNB data aligned to the MOPAC 7 neighbourhood crimes and

confidence target to enable the monitoring and confidence of the public in Police performance.

**6.3 Monitor complaints against MPS Lambeth officers** – Complaints data will be provided to the LSNB by MPS Lambeth from which the LSNB will monitor frequency and types of complaints received, how they've been discharged and the time taken to reach resolution. Responses will be sought from the Lambeth Borough Commander on what actions are planned to address local concerns about the complaints process. **The LSNB will not hear specific, individual complaints or be involved in their progression or disposal.**

**6.4 Hear and monitor complaints from victims of crime** – The LSNB will monitor victim complaints and seek to support them in accessing the complaint system. The LSNB will work to ensure that Victims are aware of how to make a complaint through promoting and publicising access to the system and by having an organisation that represents victims [*Victim Support (Lambeth)*] as a member of the LSNB. **Bearing in mind the statutory role of the Independent Police Complaints Commission, the LSNB has no duty to be involved in the progression or disposal of specific, individual complaints and will not do so.**

**6.5 Ensure the stop and search community monitoring function is delivered**  
- The LSNB will receive a report from the Lambeth Stop and Search Monitoring Group at each LSNB meeting. A member of the Stop and Search Monitoring Group will attend each meeting of the LSNB to ensure that any action arising from the work of the Stop and Search Monitoring Group can be dealt with quickly and efficiently.

**6.6 Oversee the delivery of the Independent Custody Visitors programme in Lambeth.**  
- The LSNB will receive a report from the Lambeth Independent Custody Visiting Panel (ICV) at each LSNB meeting. A member of the ICV panel will attend each meeting of the LSNB to ensure that any action arising from the work of the ICV can be dealt with quickly and efficiently. Bearing in mind MOPAC's over-riding responsibility for delivering the London-wide Independent Custody Visiting Scheme, the LSNB will agree a Protocol with MOPAC on the division of responsibilities.

**6.7 Support the work of community payback in the Borough** – The LSNB will help to identify and nominate local projects and will ensure that Safer Neighbourhood Ward Panels are fully engaged with the process.

**6.8 Safer Neighbourhood Ward and Area Panels** – The LSNB will support Safer Neighbourhood Ward Panels and Area (Cluster) Panels to work efficiently and to be representative of their neighbourhoods. To this end the LSNB will work with MPS Lambeth and LBL Community Safety Directorate to

- Require all meetings of Ward Panels to be open to the public
- To ensure there is an active Ward Panel in every Ward identifying policing priorities that reflect the needs of those living or working in the Ward, with the active participation of LBL's Crime Reduction Managers
- To develop and maintain a Ward Panel Best Practice Code which will provide guidance to Panels on their remit and activities. Whilst allowing freedom to Panels to operate in a way which reflects the characteristics and policing

needs of their Wards recognising the diversity of circumstances across Lambeth, this Code will include requirements for engagement with Ward-focused representative organisations such as Neighbourhood Watch, Residents Associations, Tenants Associations, religious / faith groups, schools and youth groups, RSLs and private landlords, local trade and commerce, and ethnic community groups as well as being fully open to participation by all members of the public living or working in the Ward

- To develop and maintain Area Panels comprising representatives from Ward Panels with an Area Panel Best Practice Code that will enable other Area-focused organisations such as mental health institutions and services, trade and commerce representatives, and housing groups (social and private) to engage with the LSNB's structure

#### **6.9 Oversee the Lambeth Borough Police Independent Advisory Group (IAG).**

– The SNB will receive a report from the IAG at each LSNB meeting. Recognising the role of the IAG in direct communication with key individuals in the Lambeth community, a member of the IAG will be a Member of the LSNB to ensure that any action arising from the work of the ICV can be dealt with quickly and efficiently

**6.10 Support Neighbourhood Watch** – The LSNB will work with MPS Lambeth to develop Neighbourhood Watches in Lambeth. It will encourage their extension and activities and, through the Best Practice Code, require Panels to give due recognition to the policing needs identified by Ward Watches. It will seek a requirement be placed on all registered Watches to participate in Panel meetings and work.

**6.11 Recognition of young people as a high risk category of Lambeth's population both as victims and perpetrators of crime** – The LSNB will include a representative from the Lambeth Youth Council as a Member of the LSNB, with a specific remit to inform the LSNB on both policing needs and victim representation of young people

**6.12 Engagement of the wider community of Lambeth resident and working population** – the LSNB will seek to enhance the engagement of the wider population, especially the majority who are not represented by a community interest groups

### **7. ACCOUNTABILITY**

The LSNB is accountable to MOPAC for the effective and proper performance of its functions as specified in these Terms of Reference. It will report at least annually to MOPAC as to how it has carried them out.

The LSNB is equally accountable to the people of Lambeth and will develop mechanisms for publicising its work and especially for developing wide participation at the grass roots level of Ward Panels, Neighbourhood Watches etc

### **8. LSNB Members**

**8.1** The LSNB shall comprise Ex Officio and Independent Members, not exceeding 17 Members in total (plus Chair).

## **8.2 Ex Officio Members**

- LBL Cabinet Member with portfolio for Community Safety
- One Councillor from each Safer Neighbourhood Area (currently 3), nominated by LBL but of whom at least one must be from a Party or Independent not participating in the LBL Administration
- MPS Lambeth Borough Commander
- LBL Assistant Director Community Safety (or equivalent post)

### Independent Members

- Two representatives nominated by each Area (Cluster) Safer Neighbourhoods Panel (currently total 6)
- One representative nominated by Victim Support Lambeth
- One representative nominated by Lambeth IAG
- One representative nominated by Lambeth Youth Council
- Representatives of bodies agreed by the LSNB as providing a pan-Lambeth representative function of people living or working in Lambeth

### Provided that:

- The majority of LSNB Members shall always be Independent Members
- The majority of Independent Members shall always be representatives nominated by Area Safer Neighbourhoods Panels
- Independent Members will serve for a maximum period of 3 years; they may only be nominated again by any organisation for membership after a lapse of 2 clear years (in the event of there being no nominations then the incumbent member shall be allowed to continue for a maximum of a further 4 meetings).

Note: to provide a degree of continuity in the initial period of LSNB membership, at the end of the first 2 years those Independent Members who have served a full 2 years will decide by agreement or by lot which shall serve a third year so that no more than half the total number of Independent Members shall retire at the end of the third year

## **8.3 LSNB - Chair**

- The Chair of the LSNB will be an Independent Member and will hold the post for four LSNB meetings (approximately one year)
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- The Chair will be appointed by the Independent Members seeking as far as practicable to rotate the appointment between different organisations and Areas
- The Chair will not serve for more than one period during his/her membership of the LSNB but in the event of there being no nominations then the incumbent member shall be allowed to continue for a maximum of a further 4 meetings
- While an Independent Member is serving as Chair, his/her nominating Area/organisation may nominate a substitute Member of the SNB

## **8.9 LSNB - meetings**

- The LSNB will meet four times a year, approximately quarterly

- All LSNB meetings will be open to the general public and the public will be encouraged by suitable publicity to attend and to participate in the LSNB's Open Forum session
- Prior to each LSNB meeting there will be an Open Forum session of one hour.
- During the Open Forum members of the public will be invited by the Chair to put questions to the LSNB or to make an observation or statement relating to matters within the LSNB's remit. For the better conduct of the Open Forum, the following guidance will apply:
  - Persons wishing to put a question or make a statement should normally be resident or living in Lambeth
  - The subject of questions or statements must be notified to the LSNB at least 3 clear working days before the meeting
  - Questions or statements will be made verbally at the meeting and will be limited to a maximum of 3 minutes
  - The Chair will select questions or statements to be taken during the Open Forum bearing in mind whether they fall within the LSNB's remit and are most suitably dealt with at the LSNB's pan-Lambeth level, whether they contribute to a range of issues being addressed, and the time available
  - The Chair will not give reasons for the selection or non-selection of questions or statements but a list of all questions and statements submitted will be attached to the LSNB Minutes
  - The Chair will consult with Members as to whether individual questions should be answered during the Open Forum or taken during the LSNB meeting; the LSNB may also decide to give written responses to questions which were not selected for the Open Forum
- The Chair will ensure that both the Open Forum and the LSNB meeting are conducted in accordance with the law and with acceptable norms of respect and politeness. If an incident occurs that prevents the proper and reasonable conduct of the Open Forum or the LSNB meeting proceeding, the Chair will immediately adjourn the meeting indefinitely, the Chair's decision in this respect being final and not subject to a vote.
- The LSNB may meet at other times not in public (including virtual meetings by email or other communications media) solely for the purpose of concluding administrative and management matters.

#### **8.10 LSNB – confidentiality**

The LSNB is committed to comprehensive public awareness of its activities. All papers (including Minutes) submitted to or prepared on behalf of the LSNB (except as in 9.2 below) will be published on suitable public communications media or made available on request. Persons or organisations submitting papers or other documentation (including emails) to the LSNB will be informed that the LSNB operates a 'non-confidentiality' policy. There will be no duty of confidentiality required of individual Members in respect of LSNB matters.

#### **9. LSNB - activities**

**9.1** The LSNB is charged with a range of responsibilities including widening public engagement, the development of Ward Panels and Neighbourhood Watch, and crime prevention. It also has certain responsibilities for which other bodies have a statutory responsibility. The LSNB will therefore seek the co-operation and professional assistance of LBL Community Safety, MPS Lambeth and the Community Safety Partnership (Safer Lambeth Partnership) in developing project proposals for MOPAC funding that will fulfil these responsibilities.

It will complete Protocols with other bodies for the formal integration of responsibilities or for the exchange of reports pertinent to the LSNB's remit.

**9.2** The LSNB may, by agreement, authorise one or more individual Members to develop and implement projects and mechanisms (including applications to MOPAC for funding) to achieve the performance of its functions in an efficient and timely manner. It will however always retain ultimate authority over these processes.

The LSNB is committed to public awareness of its activities and will require such processes to include a wide range of consultation with the general public and interested parties. However material relating to the detailed process of development and implementation will not normally be publicly available.

## **10. Administration and management**

The LSNB will enter into an agreement with an independent organisation to perform the following tasks necessary for the efficient functioning of the LSNB:

- Maintain database of Board Members (less than 18) and any email distribution list authorised by the Board for the receipt of Board papers or Minutes
- Receive and issue papers including Agenda for the Board meetings (4 per year)
- Take full Minutes of the Board meetings and prepare in draft for preliminary approval by the Board's Chair within two weeks of any Board meeting
- Issue Minutes by email when authorised
- Post Agenda, Minutes and any Board papers as authorised on the MPS Lambeth and MOPAC websites by arrangement with MPS and MOPAC

Remuneration for this and any other work will be within the annual budget allocated by MOPAC who will complete payment on request from the LSNB and on being satisfied that all work undertaken has been in accordance with the purposes of the approved budget.