

Lambeth **Interim** Safer Neighbourhood Board: revised draft Terms of Reference

Following: public and stakeholder consultation; Extended Working Group meetings on 10 June and 31 July 2014, 13 October.

CPCG SNB Working Group Amendments

Summary

At the most recent meeting of the Extended Working Group (13.10.14) a revised draft ToR was tabled by MOPAC which was sight unseen by the EWB. CPCG had been alerted to the likely contents by Nick Mason (Chair, IAG), in general terms.

At the EWG, CPCG representatives agreed to take the draft back to CPCG's own working group and to feed back any comments as quickly as was feasible They are:

- Prior to the EWB meeting CPCG had circulated a paper with proposed amendments to the previous draft ToR. Some of these have been adopted in MOPAC's revision of the ToR, which we happily acknowledge. Some others have been adopted but significantly reworded – these we have corrected in the suggested amendments below.
- The most significant amendment in the CPCG paper was to point out that, consistent with the principles we set out over a year ago (*Sustaining Policing by Consent in Lambeth*) we could envisage a position where there would not be a need for places on the SNB specifically reserved for CPCG **if the Board were elected by an open, accessible and transparent process**. We suggested a period of transition of just over a year such that an appropriate means of nomination and election can be devised but also that confidence in and awareness of the SNB be built.
- Whilst this was consistent with our principles it was a significant concession, which we made in good faith in order to progress the SNB. It may added to others which we have made – such as the membership (as opposed to the attendance) of the IAG, or the representation of Victim Support by a manager rather than a volunteer resident in Lambeth.
- We were disappointed therefore, but perhaps not surprised, that the MOPAC-revised ToRs have adopted this proposal in part only. The MOPAC revised ToR distinguish a set of 'Community Members' but omit any convincing detail of how they shall be elected, does not set out any proper process for nominating/electing other Independent Members, is vague as to how the void in Safer Neighbourhood representation is to be filled nor makes any reference to how a period of transition is to be determined.
- To avoid any misunderstanding, we have framed our comments as ToRs for an *interim* SNB which should transition to a permanent body only when there is confidence that issues of representation have been resolved in an open, accessible and democratic fashion. There are also some other drafting amendments included. Our comments are in blue highlight.
- We cannot recommend to our members participation in an SNB based on the MOPAC-ToRs, tabled at the last Extended Working Group meeting. We believe our amendments, in contrast, provide the basis for the development of a robust and sustainable body.

CPCG

21 October 2014

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Principles:

Public engagement for policing in Lambeth

Crime remains the number one concern of Lambeth residents. Last year (2013-14), over 32,000 crimes were recorded in Lambeth and, despite significant reductions over the last decade, Lambeth remains one of the highest crime areas of London and England and Wales. The Metropolitan Police Service in Lambeth is responsible for the policing of the borough to tackle and prevent crime, working in partnership with other public agencies such as the Council, the Fire Service, London Probation and the Lambeth NHS.

Policing *by consent* with residents and communities remains the key to successful policing in a democratic, open and diverse society. The ability of the public to engage with the Metropolitan Police and hold the service to account for the way its officers carry out their duties is of critical importance in securing and maintaining policing by consent in the borough.

The way community and public engagement for policing is carried out is changing in Lambeth. Safer Neighbourhood Panels of residents will continue to meet in each of Lambeth's 21 wards, but a new **Safer Neighbourhood Board** is being created to cover the whole borough and hold the MPS Borough Commander and his/her senior officers to account.

What does the Safer Neighbourhood Board do?

Lambeth's Safer Neighbourhood Board will have responsibility for overseeing the structure of community and public engagement for policing in Lambeth including:

- Setting the priorities for the Metropolitan Police in Lambeth.
- Monitoring what's happening to crime performance and community confidence in policing.
- Looking at how victims of crime are being treated and whether they are they satisfied with the police response.
- Supporting monitoring of key areas of policing such as Stop and Search and the treatment of people in police custody.
- Checking how well the process for managing complaints against borough police officers is working.
- Suggesting how offenders can make reparation to their victims and pay back to the community.

The Safer Neighbourhood Board will sit at the apex of a new model of community engagement for policing in the borough:

- engagement will be, **first and foremost, local:** ward Safer Neighbourhood Panels will continue to provide the first opportunity for the public to raise concerns about policing at the local level closest to where people live and work; at accessible levels appropriate to residents' concerns, be they at ward or borough level;
- engagement will be **flexible and accessible:** the public must have access to raise issues of concern and the key issues of concern for policing and crime must escalate through to the SNB for consideration in a timely manner;
- engagement will be **open and transparent:** all meetings of the Panels and Board will be held in public and open to anyone who wishes to attend; all papers will be published in advance of meetings; the Board will actively promote its role to encourage public participation;
- engagement will be **representative:** fully reflecting the diversity of Lambeth's places and communities at all levels of the structure.

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Who will be on the new Safer Neighbourhood Board?

The Safer Neighbourhood Board is designed to be a high level strategic body that will bring together the key 'stakeholders' that are concerned about the policing of the borough. This includes **representatives of the key statutory agencies** - the MPS Borough Commander, the Council's relevant Cabinet Member and the chief officer of probation for the borough.

In addition, there will be **independent members** – for example, chairs of the ward Safer Neighbourhood Panels, representatives appointed by Lambeth Youth Council, a victims representative appointed by Lambeth Victim Support, representatives of Lambeth's Business Crime Reduction Partnership, and 6 community representatives including the Community Police Consultative Group. Other bodies, such as, the Health and Wellbeing Board and the Neighbourhood Watch Association will also be able to appoint members and there will be representation for the Independent Custody Visitors and the Stop and Search Monitoring Group.

Bodies nominating to these places should be mindful of the need for the Board to be representative of the make up of borough. ~~The chair should have the discretion to invite members to redress any imbalance.~~ The Board may agree to co-opt additional members, to address any imbalance. Co-option shall be subject to Nolan procedures.

The independent members will serve for a **maximum of three years** and will elect an independent Chair for the Board on an annual basis.

How will the Safer Neighbourhood Board work?

There will be a minimum of **four meetings a year** to be held approximately every three months and the Safer Neighbourhood Board will convene an annual '**Crime Summit**' for the borough, designed to give an account of the work of the Board and involve residents and communities in setting priorities for Lambeth MPS.

All **meetings of the SNB will be held in public** with residents able to attend and raise issues and ask questions, (achieved using the same format as Lambeth's full Council and Clinical Commissioning Group). All Board agendas, minutes and papers (except those which are confidential) will be **published** and made available to the public (for example, on a website).

The SNB will seek to **promote public awareness** of its meetings and business; in particular, to encourage attendance at its meetings, public debate and feedback in response to the discussions and decisions of the Board and the widest public participation throughout the structure for community engagement in policing in Lambeth.

Commitment to improvement

The Safer Neighbourhood Board is a new concept for Lambeth and its working arrangements are unlikely to be perfected first time, in one go. The new Board will keep its functions and working under review with a view to developing the model for public engagement around policing and improving its own working over time.

Lambeth's new Safer Neighbourhood Board will begin meeting in [to be agreed...]

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<p>Roles and Accountabilities of the Safer Neighbourhood Board</p>	<ol style="list-style-type: none"> 1. Lambeth Safer Neighbourhood Board is a non-statutory, voluntary association of individuals to support and promote community engagement in order to secure policing by consent in Lambeth. [NB This is not strictly so – it’s an association of individuals, community organisations and statutory bodies] 2. The SNB works in collaboration with representative Safer Neighbourhood Panels established in the borough’s 21 wards and areas (based on ‘clusters’ of wards), borough-wide community groups with an interest in policing and community safety and groups set up to monitor and advise on policing and crime issues in order to coordinate engagement for policing in Lambeth. 3. The SNB is accountable to MOPAC and to the residents and communities of Lambeth for the effective and proper discharge of its functions and will report at least annually to MOPAC in order to provide an account of the performance of its role and functions.
<p>Board Functions / Performance of Functions</p>	<ol style="list-style-type: none"> 4. Lambeth SNB will, within an overall ethic of ‘support’ rather than ‘oversight’, and a non-confidentiality approach to evidence, openness and transparency, undertake the following functions in relation to public engagement for policing and crime in the borough: <ol style="list-style-type: none"> (1) Establish policing priorities in the borough To determine an annual set of borough priorities for policing and crime reduction, working in partnership with Lambeth MPS and the borough’s Community Safety Partnership. The Board will establish policing priorities for the borough in partnership with Lambeth MPS and the borough’s community safety partnership and by having regard to: <ol style="list-style-type: none"> (a) local priorities agreed by ward and area Safer Neighbourhood Panels; (b) the borough priorities for crime reduction agreed by the Safer Lambeth Partnership; (c) the Mayor’s pan-London policing priorities; and (d) any other priorities that the Board may identify and determine. (2) Monitor crime performance and community confidence To receive the quarterly MOPAC performance data pack and assess performance against the borough priorities for policing. To receive and monitor information regarding community confidence in policing, and any other data the Board might deem relevant. The Board will receive a quarterly report on crime performance from the Borough Commander. The Board will contribute to the development of the annual Strategic Assessment of crime and disorder prepared for the Safer Lambeth Partnership. (3) Support Ward and Area Safer Neighbourhood Panels To support and work collaboratively with the ward and area Safer Neighbourhood Panels. In particular, to ensure that every ward and area has a functioning, representative and accessible Panel. Area (previously Cluster) Panels have a role around group communications and operational issues, but should not be used as a filter process.

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	<p>Although Lambeth SNB does not have direct oversight over the Safer Neighbourhood Panels, the Board will support the Panels as an entry point for ward level public engagement for policing, to work effectively (for example, by holding meetings in public) and to be representative of the areas they serve. If the SNB determines that a Panel is not in place or not functioning properly, it shall request the Borough Commander to enquire and report back what plans, if any, MPS has to address these concerns.</p> <p>(4) Monitor complaints against police officers in the borough To receive data on complaints against Lambeth police officers and monitor frequency and types of complaints received, how they've been discharged and the time taken to reach resolution and to seek responses from the Borough Commander on what actions are planned to address local concerns about the complaints process.</p> <p>The Board will receive a quarterly report from the Borough Commander. Bearing in mind the statutory roles of IPCC and others, Lambeth SNB will not hear specific, individual complaints or be involved in their progression or disposal.</p> <p>(5) Monitor complaints from victims of crime To improve victim access to the complaints system and their treatment within the local justice process in Lambeth and to promote and publicise access to the complaints system for victims of crime. The Board will receive a quarterly report prepared by Lambeth Victim support to include, (a) monitoring data on the frequency and types of 'official' complaints received, how these have been discharged and the time taken to reach resolution; (b) monitoring data on the frequency and types of 'unofficial' complaints that do not proceed through to the 'official' system; (c) initiatives to support victims of crime and reduce the incidence of complaints.</p> <p>The SNB will not deal with specific, individual victim complaints.</p> <p>(6) Support the system of independent custody visiting To support the work of Lambeth's independent Custody Visiting (ICV) panel.</p> <p>The Board will receive a quarterly report on local custody issues from the ICV Panel and the Chair of the Panel will be a member of the Board.</p> <p>(7) Support the Independent Advisory Group To support the work of Lambeth's Independent Advisory Group.</p> <p>Lambeth IAG provides expert advice to the MPS in response to specific incidents or areas of concern on an 'as required' basis. The Board will receive a quarterly report on the work of the IAG and the Chair of the IAG will be a member of the Board.</p> <p>(8) Support Neighbourhood Watch To work with MPS and the Safer Neighbourhood Panels to promote Neighbourhood Watch in Lambeth and develop effective working relationships between watches and ward Panels.</p> <p>The Board will support the work of MPS to expand the number of watches and support the NW Association in the borough and the Chair of the NW</p>

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	<p>Association will be a member of the Board.</p> <p>(9) Support the delivery of the stop and search community monitoring function To support the work of Lambeth’s Stop and Search Monitoring Group.</p> <p>The Board will receive a quarterly report from the Monitoring Group and will be responsible for ensuring the effectiveness of monitoring and that the function is delivered. The Chair of the Monitoring Group will be a member of the Board.</p> <p>(10) Support the Community Payback scheme To liaise with ward Panels, residents and communities to identify and nominate local projects for Community Payback and to monitor the delivery of the scheme in Lambeth.</p> <p>Community Payback enables offenders to make reparation by engaging in designated activities of service to the community for between 40 and 300 hours. The SNB will consult with residents and ward panels and receive reports from the relevant Assistant Chief Officer of Probation, who will be a member of the Board.</p> <p>(11) Promote public engagement for policing and crime To promote the widest engagement of Lambeth’s residents, communities and working population with policing and crime issues in the borough.</p> <p>In particular, the Board must seek to promote engagement for individuals and groups who may be hard to reach and/or not represented by established community interest groups and to develop innovative approaches to community engagement, seeking to exploit new information and communication technologies and social networking tools and methods whilst recognising individual communication needs.</p>
Membership	<p>The Board will have an independent chair and a membership that aims to be representative of the borough. Organisations appointing multiple members should have regard to the need to reflect equality and diversity in their representation on the Board.</p> <p>5. ‘Statutory members’ Membership of the Board will include the following representatives of statutory agencies:</p> <ul style="list-style-type: none"> • Lambeth MPS Borough Commander; • LB Lambeth’s relevant Cabinet Member; • The relevant ACO of Probation; • A member of the Lambeth Health and Wellbeing Board; <p>6. ‘Independent members’¹ Membership of the Board will include the following representatives of the borough’s geographical areas, communities of interest and representatives of local</p>

¹ This section describes the membership of the interim Board. The SNB should transition to a permanent arrangement only when the Board can demonstrate that there is a credible electoral process in place across all the Independent membership, either each within their particular constituency or organised by the SNB itself. The suggestion in ToR Draft 131014, that members be nominated at the Crime Summit and ‘agreed by the Board’ implies that such membership is in the gift of the Board: this would not be acceptable

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	<p>bodies engaged in monitoring and advisory roles relating to policing and crime:</p> <ul style="list-style-type: none"> • 6 Chairs of ward Safer Neighbourhood Panels (2 to be nominated from each Area Panel (once constituted)) or in the absence of sufficient chairs being available, these places will be opened up to the wider ward panel membership; • 2 Youth members including one from the Lambeth Youth Council; • A member to be nominated by Lambeth Victim Support; [NB There is no longer a Lambeth Victim Support] • 4 community members to be nominated and agreed by the Board at the annual crime summit through an open process, having regard to representing diversity strands, localities, and life in the borough; • 2 community representatives nominated by the Tenants' and Residents' Associations; • 6 Members elected by and from Lambeth CPCG's membership – which is open to anyone who lives works or studies in Lambeth - at its 2014/15 AGM • 2 members of the Lambeth Business Crime Reduction Partnership; • the Chair of the Independent Advisory Group; • the Chair of Independent Custody Visitors Panel; • the Chair of the Stop and Search Monitoring Group; • the Chair of the Neighbourhood Watch Association. <p>7. Independent members of the Board may serve for no more than three years consecutively and one third of the independent membership will be replaced at each Annual General Meeting.</p> <p>8. The SNB shall satisfy itself, and give account in its Annual Reporting, that all Independent Members Community Members are nominated and elected by open, accessible and democratic processes. The Annual Report shall also include an Equalities Impact Assessment of all aspects of the Board's operation. The first year's Annual Report may include recommendations for change to these ToR's should the Annual Review so indicate.</p> <p>9. The following will be invited to attend meetings of the Board and may contribute to its discussions:</p> <ul style="list-style-type: none"> • the senior officer of the Council responsible for managing the community safety function; • the Borough Commander of the Fire Service; • the Director of Public Health; • the borough's Community Payback Coordinator (if relevant). <p>10. Duties of membership Members are required to follow the Code of Conduct to be agreed under the Board's Standing Orders (16, below) and attend all meetings of the Board (or give due notice if they are unable). They are also expected to solicit views and provide</p>

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	feedback about the work of the Board to the stakeholders, residents and communities they represent.
Meetings and Governance	<p>11. Chair Meetings of the Board will be chaired by one of the independent members who will be elected annually by the voting membership of the Board.</p> <p>12. Meetings There will be a minimum of four meetings of the Board held, approximately quarterly, each year, together with an annual event such as a 'Crime Summit'. Additional meetings may be held if requested by at least one of the statutory agencies' representatives and one third or 4 (whichever is less) of the Independent members and the Advisory members and agreed by the Chair.</p> <p>13. Quorum A least one third of <u>each</u> of the Statutory and Independent members must be in attendance for the meeting to proceed.</p> <p>14. Voting Unanimity is not an absolute requirement and a simple majority vote will prevail. Members who are representatives of statutory agencies will be non-voting members. All other independent members (other than alternates) may vote on any item for decision including the election of the Chair.</p> <p>15. Standing Orders The Board will agree a set of Standing Orders to regulate its governance including issues such as conduct of members, expenses, confidentiality, reserved business, and conduct of meetings.</p> <p>16. Meetings cycle The Board will seek to coordinate its meetings with meetings of the ward and area Safer Neighbourhood Panels.</p>
Meetings – public access	<p>17. All meetings of the SNB will be held in public, unless the business to be discussed is specifically reserved by decision of the Board. The conditions whereby a discussion of the Board may be 'reserved' will be specified in the Board's Standing Orders.</p> <p>18. Public Forum In conjunction with, and prior to, each meeting of the Board a Public Forum generally lasting no longer than one hour, will be held at which members of the public may ask questions of the Board and in relation to any of the functions of the Board.</p> <p>19. The Public shall be advised that they are more likely to get a comprehensive answer to their question if they make it in advance of the meeting, but shall not be excluded from putting their question if they have not.</p> <p>20. The Chair will give a brief summary of key points from the Forum at the start of the meeting proper, and that shall be minuted – in particular any undertakings given.</p> <p>21. Public participation in discussions of the Board Following discussion of each item of the Board's agenda, and prior to moving to a decision (if necessary) on that item, and at the Chair's discretion, the public in</p>

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	<p>attendance will be asked if there are any contributions in relation to that item.</p> <p>22. If, in the view of the Board, an issue has been raised by a member of the public, either in the Forum or during the main business of the Board, that cannot be adequately discussed within the time constraints prescribed, then the Board may make arrangements for a special public meeting to enable further discussion of that issue between members of the public and members of the Board.</p> <p>23. During the transition period, the Chair shall attend CPG’s quarterly meetings to provide an update on the activities of the SNB to the general public.</p> <p>24. Public disorder The Chair will ensure that both the Public Forum and the main business of the Board are conducted in accordance with the Board’s Standing Orders in respect of conduct of meetings and in accordance with accepted norms of courtesy and respect. If, in the view of the Chair, disorder or rowdy behaviour involving members of the public attending the Board is such as to prevent the reasonable continuation of the meeting, then they may, at their discretion, adjourn the meeting of the Board to another location and continue the meeting with only Board members present.</p> <p>25. Annual Crime Summit The Board will coordinate, and its members contribute to, the holding of an annual crime summit, which shall encourage wide participation from across the borough. This will also be the forum through which nominations for the 4 Community Members will be invited (See section 6). This will also be a forum where nominations and elections of Independent Members are held.</p> <p>26. The summit should be timed to synchronise with the Safer Lambeth Partnership’s preparation of its Strategic Assessment and priority setting and likewise take account of the timetable for the development and refresh of MOPAC’s Police and Crime Plan.</p>
<p>Confidentiality / Openness / Public Access</p>	<p>27. The Board will conduct its business according to a presumption in favour of openness and transparency. Persons or organisations submitting papers or material to the SNB will be informed that a ‘non-confidentiality’ policy applies, except in ‘reserved’ cases (for example, on the grounds of personal or commercial confidentiality or <i>sub judice</i>).</p> <p>28. All Board agendas, minutes and papers (except those which are explicitly reserved on grounds of confidentiality) will be published and made available to the public in an open archive (such as a website) at least seven days in advance of each meeting.</p> <p>29. The conditions where matters are ‘reserved’ will be specified in the Board’s Standing Orders.</p>
<p>Communication / Administration</p>	<p>30. The SNB will promote public awareness of its meetings and business, in particular, attendance of its meetings and debate and feedback in response to its reports and papers.</p> <p>31. The Board will enter into an agreement with an independent third party to</p>

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	<p>undertake the efficient administration of its activities including:</p> <ul style="list-style-type: none"> • acting as Responsible Body for the receipt, banking and accounting for any funds or monies remitted by MOPAC or other body; • maintaining a mailing/emailing distribution list of Board Members and others receiving the Board’s papers and the means for anyone who lives, works or studies in the borough to join the mailing list; • maintaining a website or web presence on which all the Board’s papers can will be made public and which can be used to publicise/communicate its activities; • circulating the Agenda and papers for each Board meeting; • taking and circulating full Minutes of each Board meeting and preparing in draft for preliminary approval by the Chair within two weeks of each Board meeting; • maintaining the Board’s Standing Orders and Code of Conduct; • flexibility to respond to urgent situations or circumstances; • any other administrative activities as may be agreed by the Board. <p>32. The Board’s administrative expenses will be covered within the annual grant allocated by MOPAC.</p>