



TERMS OF REFERENCE

23rd January 2019

INTRODUCTION AND BACKGROUND

Every police force area in England and Wales has a directly elected Police and Crime Commissioner who is charged with ensuring efficient and effective policing of the area.

For the London area, the Mayor of London is the Police and Crime Commissioner and is responsible for overseeing the Metropolitan Police Service (MPS) through the Mayor's Office for Policing and Crime (MOPAC). MOPAC is held to account by the Greater London Authority's Police and Crime Committee.

The Mayor set up Safer Neighbourhood Boards (SNB) as an accountability and engagement mechanism to hold the Ealing borough part of the West Area BCU, Police Borough Command Unit, to account. SNB's will also be able to access a share of the MOPAC SNB fund, to support local crime prevention and community confidence building initiatives.

SNBs will be the primary borough-level mechanism for local engagement and as such, will have four key aims

- 1 To ensure communities are more closely involved in problem solving and crime prevention;
- 2 To have a broad remit to focus on MOPAC's priorities and more local priorities and in doing so, respecting the view that local people know best what is needed at local level;
- 3 To achieve greater coherence between different engagement mechanisms such as ward panels, Independent Advisory Groups (IAGs), Neighbourhood Watch and Stop and Search Community Monitoring Groups, so as to provide greater public accountability in policing and crime reduction; and
- 4 To make efficient use of resources to deliver value for money and target funds at tackling issues of local concern and of crime prevention.

These terms of reference set out how the Ealing SNB will operate and guide its functions.¹

This document replaces the previous Terms of Reference approved by MOPAC and was adopted by the SNB, 20th March 2015.

¹ Source: Mayor of London's Public Access and Engagement Strategy and MOPAC Aims and 'Functions SNB's 23.10.18

PURPOSE

The Ealing SNB meetings are a forum which comprises community representatives, borough police officers and representatives of Ealing Council. The SNB will discuss local and borough crime and safety issues and in doing so, hold the Police Command Unit to account for its performance in the Borough.

This will therefore ensure accountability of and engagement with the Borough Police Command. The SNB will engage directly with the Public at least once every year in a public meeting

FUNCTIONS

The specific functions, as set by the Mayor's crime manifesto to which the SNB will adhere are as follows ²

1. Monitor local policing priorities in the borough ³
2. Monitor crime performance and community confidence ⁴
3. Ensure all wards have a Safer Neighbourhood Ward Panel and to ensure locally agreed commitments are made, recorded and reviewed
4. Engagement with Borough Independent Advisory Groups
5. Support Neighbourhood Watch
6. Ensure the stop and search community monitoring function is delivered.
7. Engagement with the Community Safety Partnership
8. Representation on the Borough Commander's Joint BCU tasking group

More detail can be found in Appendix I.

² Source: MOPAC

³ The word local is used with particular reference to engagement in the Wards of the Borough

⁴ Item 2 may include hearing reports of complaints against officers but the Ealing SNB cannot deal with individual issues or complaints.

FUNDING APPLICATIONS

The SNB delivers a number of community projects each year to benefit diverse communities and to encourage better dialogue between the police and hard-to-reach or vulnerable groups.

Funding applications will be encouraged by the Board and may be accepted, following an unbiased approach. Applications will also be subject to MOPAC approval

Projects will ideally be targeted to help cut neighbourhood crimes and boost public confidence and will reflect issues and concerns identified by the local community, and which support delivery against the Mayor's key priorities⁵ and/or quality of life crimes such as antisocial behaviour;

1. Tackling violent crime
2. Keeping children safe
3. Violence against women
4. Tackling hate crime

Projects may also be focussed on the engagement and inclusion of those local communities that are not directly involved with the crime and policing agenda, and thereby support them in helping to make their communities safer.

The approval process will exclude individual Board members who have any relationship or conflict with the organisation(s) seeking funding and/or who might benefit directly or indirectly from the funding application.

MEMBERSHIP

Appointment and Selection

An appropriate mix of members will be achieved by a combination of appointments and selection and election, as follows:

Chair

The Chair will be appointed following election from the Board membership and will be elected at the first meeting after September in any year, with a tenure of one year, or until the Chair resigns. The overall term of office of the Chair shall not exceed three years as distinct from any prior term served as a member.

The Chair will represent the Board between meetings.

Vice-Chair

⁵ <https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/our-priorities>

The Board will appoint a Vice-Chair who shall be delegated to act on behalf of the Chair when the Chair is absent, or during any period when a Chair has resigned. The Vice-Chair will be responsible for the administration of projects submitted to the board.

The Vice-Chair will be appointed following election from within the membership and will be elected at the first meeting after September in any year, and the tenure shall be for one year, or until the Vice-Chair resigns from the post if earlier. The overall term of office of the Vice-Chair shall not exceed three years as distinct from any prior term served as a member.

Members

It is necessary to have sufficient members with a range of expertise to ensure lively discussion and adequate scrutiny of the topics under review, but not so many that the meetings are so large that debate is stifled. Otherwise, membership is not prescribed except that the Mayor of London requires that there will be reserved places for a councillor and representatives of the young persons of the borough and of the voice of victims.

In Ealing:

1. Two councillors will sit on the Board holding the following offices - the Portfolio Holder for Community Safety and a representative of the Shadow Cabinet.
2. A representative of the youth of the borough.
3. The Board considers it desirable that the following groups will nominate a representative to be a member of the board:
 - a. Chamber of Commerce
 - b. Ealing and/or other Business Improvement Districts in the borough
 - c. Victim Support or similar body
 - d. Independent Advisory Group
 - e. Community Safety Partnership
 - f. Ward Panels – to represent each police sector of the Wards of the Borough (4 Members)

The organisations nominating members of the Board shall be kept under ongoing review with a comprehensive review by the Board every three years.

Community Members

1. Up to 10 Community members may be appointed
2. The “Appointment of Community Members” committee will consider applications for membership and to make recommendations for membership to the Chair.
3. MOPAC requires that there will be a three year maximum tenure for Board members however, the Chair may recommend to the Board an extension of this term of office for community members.

Other attendees

Where a report is being presented, the author or body responsible may be invited to attend and the Chair may invite other members of the public to participate at a meeting where appropriate.

Deputies

Members but not Community Members may nominate a deputy to attend a meeting provided this is notified to the Chair in advance. The member will be responsible for ensuring the deputy has the relevant briefing and any relevant documentation to participate in the meeting.

Resignations

If the Chair or Vice-Chair wishes to resign they shall notify the Head of Community Safety at Ealing Council who will make the necessary arrangements for any further elections. Members may resign at any time and will be required to notify the Chair, in writing, of their decision.

Delegated Groups of the board

The board may delegate working groups or sub committees to exercise functions on its behalf from time to time. Any groups so delegated may change from time to time. Any necessary terms of reference will be formally recorded in the minutes of the board. The following functions have been delegated under this provision and the members responsible shall be notified to the board.

1. British Transport Police liaison
2. Appointment of Community Members
3. Projects
4. Met CC Forum and Digital reporting

Attendance requirement

1. If a Member fails to attend three consecutive meetings of the board, or their attendance during a twelve month period drops below 50% then the Chair will discuss the situation with the member to explain they no longer have a right to attend board meetings.
 - a. The Chair will discuss any matters of concern with the Member initially.
 - b. If the Member concerned is representative of a group or interest, that group shall appoint a replacement
2. This will be ratified at the next SNB
3. This will exclude absences when a deputy has attended or when a suitable notification has been provided to the chair by the member.

BOARD AND MEETINGS ARRANGEMENTS

Meetings

The Board will meet at least quarterly and it will be for the Chair and the Board to decide whether meetings or parts of meetings are held in public, or in private.

At least one meeting per year (known as the public meeting) will be publicly advertised, and shall be open to the public, at which the Board shall present an annual report on its activities as one of its mechanisms to engage with the public.

Secretariat

Ealing Council have agreed to provide support and as relevant, attendance, in the forms of meetings administration, such as room bookings, recording and publishing the minutes and agendas and other arrangements for premises taking into consideration any special needs of members. The Secretariat support will also include any financial reconciliation and administration of the monies made available to the board by MOPAC.

Papers

1. Any papers required for meetings will be issued by the Secretariat or made available on the internet, at least 5 working days prior to the meeting
2. If the Chair is asking the Board or parts of the board for comments or for specific consideration prior to the meeting, then document in these respects shall be forwarded at least 10 days in advance of the meeting
3. Members of the SNB nominated by organisations or groups may circulate copies of board reports and papers to those organisations or to any individual(s) they may represent.
 - a. This permission shall not apply in respect of any papers marked confidential

Terms of Reference - Revisions

Any revisions to these Terms of Reference must be notified to Board members in writing in advance of a scheduled Board meeting and approved by a majority of those attending the meeting and will comply with any prevailing MOPAC guidance.

APPENDIX I TOPICS COVERED BY EALING SAFER NEIGHBOURHOOD BOARD

Ref	Topic	Data and reports
I	Monitor local policing priorities in the borough and to ensure locally agreed commitment are made,	A report from the Inspector responsible for neighbourhoods will be compiled

Ref	Topic	Data and reports
	recorded and reviewed	
2	Monitor crime performance and community confidence	The Board will discuss crime statistics such as from the Metropolitan Police ⁶ , the MOPAC Crime Data Dashboard. ⁷
3	Ensure all Wards have a Safer Neighbourhood Ward Panel	Ealing Police will provide a regular summary of Panel and other similar engagement meetings held in the Borough
4	Support Neighbourhood Watch	
5	Ensure the stop and search community monitoring function is delivered.	Liaison ⁸ with Ealing Stop and Search Community Monitoring Group
6	Representation on the Community Safety Partnership ⁹	
7	Representation on the Borough Commander's Joint BCU tasking group	
8	Engage with Independent Advisory Groups	

In addition, the Board may consider discussion of any reports or papers from other organisations on an ad hoc basis.

⁶ https://data.london.gov.uk/dataset/recorded_crime_summary

⁷ <https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/data-and-statistics/crime-data>

⁸ May be an SNB attendee

⁹ May be achieved by sight of documents from the group or by a regular or occasional invitee from the group