

Waltham Forest Safer Neighbourhood Board

Terms of Reference

[1] Constitution

- [1.1] The Safer Neighbourhood Board (SNB) of Waltham Forest was constituted in 2014 under guidelines [10.1] from MOPAC (the Mayor's Office for Policing and Crime). It is an independent Board, accountable to local residents, operating in partnership with the Police and the Local Authority, and supported by MOPAC.

[2] Aims & Objectives

- [2.1] To foster and develop a growing community safety partnership between the police and all sections of our diverse local community so as to promote mutual confidence and trust, together with a shared understanding of the aspirations and concerns of all stakeholders.

[3] Functions:

- [3.1] To hold the police to account as a critical friend, by monitoring performance, public confidence, and complaints.
- [3.2] To establish a growing "safer neighbourhood network" within Waltham Forest of groups and communities with an interest in community safety, supporting and developing Ward Panels, Neighbourhood Watch, and any group which may contribute to community safety - particularly those representing communities where historically engagement has been lower.
- [3.3] To agree local policing priorities with the Borough Commander drawing on representations arising from the said "safer neighbourhood network".
- [3.4] To support and assist the Borough's Stop & Search monitoring group, Independent Custody Volunteer group, Independent Advisory group and Community Payback activity, inviting reports from each.
- [3.5] To manage the allocation of any available funding (including the Borough's share of the Mayor's Safer Neighbourhood Fund) to locally-led activities which seek to reduce crime, improve confidence in police, and develop engagement and inclusion in groups historically less involved.

[4] Membership

- [4.1] Subject to a maximum membership at any time of 25, the SNB will ensure invitations to apply for membership are made to representatives of:
 - [4.1.1] Victims of crime
 - [4.1.2] Youth
 - [4.1.3] Elected councillors
 - [4.1.4] Local stakeholder groups across the Borough, including:
 - {4.1.4.1} *Stop & Search monitoring group chair*

- {4.1.4.2} *Ward Panel Chairs*
- {4.1.4.3} *Independent Custody Visitors*
- {4.1.4.4} *The Borough community safety partnership (SafetyNet)*
- {4.1.4.5} *The Council community safety portfolio holder*
- {4.1.4.6} *Hate Crime working groups*
- {4.1.4.7} *Neighbourhood Watch groups*
- {4.1.4.8} *Equalities organisations*
- {4.1.4.9} *Business*
- {4.1.4.10} *Education*
- {4.1.4.11} *Interfaith*
- {4.1.4.12} *Relevant service providers (e.g. Probation service)*
- {4.1.4.13} *Any other sections of our diverse local community.*

- [4.2] Invitations to apply for membership may be advertised at any time. Full members of the SNB will be selected by a panel (minimum three people) drawn from the police, the community safety partnership and the SNB executive officers, based on an application form, interview, and the take-up of references. Such appointments will be on an individual basis and for a tenure of up to three years. Retiring members may apply for a further term where attempts to identify a suitable successor have been unsuccessful.
- [4.3] Elected councillors will be nominated to membership by a process to be determined by Waltham Forest Council.
- [4.4] Other members may be co-opted for a period of one year, by members' vote. Such members may be co-opted in an individual capacity, or explicitly as the currently nominated delegate of a stakeholder group.
- [4.5] Any member may be nominated for de-selection by members' vote at the third consecutive formal SNB meeting which they fail to attend.

[5] Executive Officers

- [5.1] The SNB will elect, at each AGM, a Chair and Vice-Chair. The SNB may, at the discretion of members, also elect a Treasurer and Secretary.
- [5.2] If any candidate is unopposed, members will vote to confirm or defer the relevant appointment.
- [5.3] Role of Chair:
 - [5.3.1] Agree agenda and Chair meeting
 - [5.3.2] Act as point of contact between police and community representatives
 - [5.3.3] Set the strategic direction for the Board, while encouraging participation and contribution of all Board members.
 - [5.3.4] Be visible in the borough and approachable by all borough communities
 - [5.3.5] To account for all finances connected with the SNB where no Treasurer is appointed.
 - [5.3.6] To track the performance of projects funded by the SNB where no Secretary is appointed.

[5.3.7] All formal statements on behalf of the Board, including media/press statements will be made through the Chair.

[5.4] Role of Vice-Chair:

[5.4.1] To assist the Chair as and when needed

[5.4.2] To stand in for the Chair in his or her absence.

[5.5] Role of Treasurer:

[5.5.1] To account for all finances connected with the SNB

[5.6] Role of Secretary

[5.6.1] To manage and track correspondence with partner agencies and members of the public.

[5.6.2] To track the performance of projects funded by the SNB

[6] Secretariat

[6.1] Subject to agreement, and in return for a financial contribution, the London Borough of Waltham Forest will provide the SNB with a Secretariat service, to include the provision of meeting rooms, management of project finance, a public point of contact, committee management and limited office services.

[7] Meetings

[7.1] The SNB will meet at least four times a year, normally in locations made available by the Borough.

[7.2] Meetings will be open to observers unless the Chair determines (exceptionally) that a closed session or part-session is necessary. Representations from non-members may be made in advance through the Chair, and will be brought to the meeting at the Chair's discretion.

[7.3] Full members, nominated Councillor members and co-opted members may all vote. The quorum for any decision is the lesser of 10 or half the voting membership.

[7.4] Agenda format:

[7.4.1] An introductory section to include welcome & guidelines from the Chair, Apologies for Absence and to take corrections to the Minutes.

[7.4.2] Standing items, to include:

{7.4.2.1} *report from the Chair,*

{7.4.2.2} *report from the Youth representative(s)*

{7.4.2.3} *report from the Borough Commander, with questions from Board members.*

[7.4.3] One or more reports taken in rotation throughout the year, including:

{7.4.3.1} *Progress on funded projects*

{7.4.3.2} *Stop & Search monitoring group*

{7.4.3.3} *Victim Support*

{7.4.3.4} *ICV*

- {7.4.3.5} *Ward Panel representative(s)*
- {7.4.3.6} *Neighbourhood Watch representative(s)*
- {7.4.3.7} *Board Members' reports*
- {7.4.3.8} *Representations from visitors (at Chair's discretion)*

[8] Code of Conduct

- [8.1] Members will be expected to adhere to the "Nolan" principles of conduct in public life [10.2] together with a respect for the rights and equal status of all people.
- [8.2] Members will observe all confidentiality requirements declared by the owners of information which may be shared with them.

[9] Terms of Reference

- [9.1] These Terms of Reference may be reviewed annually, at the Board's Annual General meeting.

[10] References

- [10.1] <https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/community-safety/safer-neighbourhood-boards>
- [10.2] <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>