

Hillingdon Safer Neighbourhood Board

Terms of Reference

February 2018

1. Introduction and Aims

Safer Neighbourhood Boards will be the means by which the Mayor of London (through the Deputy Mayor and the Mayor's Office for Policing and Crime) holds Borough Police Command Units to account for performance, giving local Londoners and victims a greater voice in setting policing priorities, and access to a crime prevention fund for local delivery.

2. Independence

The Hillingdon Safer Neighbourhood Board is an independent body separate from Hillingdon Council, Metropolitan Police and other Statutory bodies. It should however ensure good relationships with Hillingdon Council and all other Police related bodies within the Hillingdon Borough.

It is important that Hillingdon Safer Neighbourhood Boards continues to have an active role in the Safer Hillingdon Partnership and scrutiny arrangements through Hillingdon's Crime and Disorder Scrutiny Committee. Plus any other body that the SNB feels it needs to liaise with to carry out its aims.

3. Responsibilities

The Safer Neighbourhood Board will have a number of specific responsibilities that include some or all of the following:

- Review volumes, trends and types of complaints relevant to Hillingdon Borough from victims of crime and complaints from members of the public against police officers
- Monitoring crime performance and community confidence, in particular priorities within the Policing and Crime Plan
- Work with local people and partners in identifying appropriate tasks for Community Payback
- Work together with police and partners to ensure every ward has a Ward Panel of residents, which is representative of the demographics of the ward
- Maintain good relations with and where necessary support the Independent Advisory Group (IAG)
- Receive and review reports of the local Custody Visitors Panel (ICV) and where possible publicise their work.
- Ensure a local stop and search community monitoring function is in place, receive reports and publicise their work.
- Work with and support Hillingdon Neighbourhood Watch (HNW)
- Suggesting local policing priorities in the Borough
- Effectively use the MOPAC Safer Neighbourhood Board Fund to support local engagement and crime prevention projects.

As MOPAC requirements change over time the above responsibilities may need to be adjusted to reflect those alterations. The SNB should review the responsibilities both with MOPAC and within the Board annually.

4. Operation and Business

1/ The Board will meet once per quarter, at a venue and time to be decided in agreement with the Board members and Borough Commander. One meeting per year should be held in public, if resources allow. If necessary, Extraordinary meetings can be called to discuss a subject or subjects that merit special attention.

(See procedures)

2/ The London Borough of Hillingdon will provide administrative support to the SNB as set out in a service level agreement (SLA).

3/ The London Borough of Hillingdon will maintain the finances of the Hillingdon SNB, its projects and administrative function unless otherwise agreed by the Board. Accounting information should be made available to the Board upon request within 7 days of said request.

4/ As much data that is relevant to the aims and functioning of the SNB should be provided or available to view (see SLA agreement) and circulated/collated at least one week before the meeting. The role of the Board will be to scrutinise the data presented, ask questions of the Hillingdon Senior police management team and make recommendations for further action.

5/ The Board shall hold an Annual General Meeting in June (or other agreed month) each year where elections of Chair, Vice Chair and Treasurer shall take place (if required).

5. Membership of The Board

An appropriate mix of members, representatives of the demographic make up of the Borough will be achieved by a combination of appointments and selection on merit in line with the Nolan standards.

Appointment of Chairman

The Chairman of the Board will have a pivotal role in shaping the direction of the Board's work and its influence representing the interests of the wider community.

The Chair should be selected from within the membership of the SNB if a willing and appropriate candidate is available. The candidate must have been a full voting member of the SNB for at least 6 months.

If more than one candidate is available each must give notice of their intention to stand at least one month in advance of the meeting at which the vote will take place.

The vote will be by a simple majority via a show of hands at the appropriate meeting and will include any proxy voting (or intentions) provided in writing at least 48 hours prior to the meeting and sent to the LBH representative or member conducting the vote.

If a candidate is not forthcoming then Hillingdon Council should be asked to oversee the appointment process whilst ensuring that the appointment is made without any Police influence.

Meetings must be quorate, with a minimum of 5 voting members in attendance.

Other Senior Board appointments

The SNB should, where possible, seek to appoint a Vice Chair and Treasurer. The appointment process should follow those of the Chair as stated above.

If the Board feels there is no need for a Vice Chair or Treasurer it can continue its work without one or both

The Vice Chair will deputise for the Chairman in his/her absence.

Appointment of Other Board Members

The SNB should seek to represent as many interested local community groups as possible. The number of community groups in membership should not therefore be pre-determined. It will be necessary for the Board to have sufficient members with a range of expertise to ensure there is lively discussion and adequate scrutiny of the topics under review, but not so many that the meetings are so large that debate is stifled.

The Mayor of London requires that there will be reserved places for Elected Councillors, a representative of a local victims' organisation and a young person.

Two elected councillors will be appointed to the Board by Hillingdon Council. They will be non-voting members.

The young person(s) to be appointed annually by the Hillingdon Youth Council or similar organisation. They will be non-voting members.

The following groups will be invited to nominate a representative (subject to internal selection if there is more than one candidate and subject to approval by the Chairman);

- The Hillingdon Older People's Assembly or Age UK
- Hillingdon Neighbourhood Watch
- A Victim Support Representative

Core Membership should include (if possible) but not limited to:

1. Lay members with significant interest of police matters in Hillingdon
2. Safer Neighbourhood Ward panels
3. A Business representative
4. Representatives reflecting the diversity of the community, as required
7. LBH Community Safety Manager – non voting
8. LBH Community Engagement Officer - non voting

A committee member ceases to be a member of the Board if:

- a/ The member resigns by written notice
- b/ Is absent from 3 consecutive meetings
- c/ Represents an organisation found by the Board to be in breach of the Terms of Reference
- d/ The majority of the Board deem their behaviour to be detrimental to the work and/ or objectives of the SNB. This could be as a result of a complaint received about an individual member of the Board.

Board Membership period

Whilst it is clear that no member of the SNB should be in office for too long placing restrictions on Board membership could be detrimental to the running of the SNB. Therefore some flexibility should be shown when dealing with tenure of office. The terms below should be used as a guide but are advisory.

Position	Tenure
Chairman/ Vice and Treasurer	Four years
Councillor(s)	Four years
Young person	One year
Lay members	Three years

Hillingdon Council are to be allowed to determine which Councillors sit on the Board but should ensure that each has an interest in and a commitment to Police matters within Hillingdon.

Each statutory body should ensure that its representative attends and plays an active role on the SNB.

The term of office for the Chairman is renewable by agreement of the Board for one additional term.

Terms of Reference, Reporting and Review

Any changes proposed to the Terms of Reference of the Board and its core membership, once agreed by the Board, will be reported to MOPAC.

The Board will prepare an Annual Report on its work and performance for submission to MOPAC.

Liability of the Board

No member of the SNB shall be liable for any loss to the Board arising from the exercise of the power in good faith or any mistake or omission made in good faith by him/her or any other Boards member for any matter other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member who is sought to be made liable.

END

