

## **Terms of Reference for Kensington and Chelsea Safer Neighbourhood Board**

This Terms of Reference (TOR) sets out the parameters within which the Kensington and Chelsea Safer Neighbourhood Board will operate.

In broad terms this TOR sets out the following:

- The aims and objectives
- The membership (who/which bodies and the appointment process)
- The role of Safer Neighbourhood Board officers ( e.g. chair/vice chair)
- Secretariat support (who provides it and on what basis)
- Details of the frequency and location of meetings
- A code of conduct for members

### **Aims and objectives of the Royal Borough of Kensington and Chelsea Safer Neighbourhood Board**

The Royal Borough of Kensington and Chelsea Safer Neighbourhood Board will;

1. Ensure communities are more closely involved in problem solving and crime prevention.

By:

- a) having access to a Safer Neighbourhood Board Fund to support local engagement and crime prevention projects; and
  - b) working with local people and partners to nominate the tasks local offenders should undertake to pay back to the neighbourhood for their crimes
2. Having a broad remit to reflect MOPAC's broader responsibilities, but respect the view that local people will know best what is needed at the local level.

This means:

- a) working in partnership with the Community Safety Programme Board to advise on the setting of the local policing and crime priorities;
  - b) working with the police and partners to ensure every ward has a Ward Panel; and
  - c) working to increase the provision of Neighbourhood Watch.
3. Have greater reach and ensure a more frequent refresh of ideas and views.

This means:

- a) widening engagement with previously under-represented groups such as young people and victims, allowing their voices to be heard and to influence local delivery;
- b) bringing greater democratic accountability to MOPAC community engagement through the inclusion of elected members; and
- c) limiting tenure to three years on a rolling programme, whereby a third of members change each year to ensure the membership is regularly refreshed.

4. Provide greater public accountability of policing.

This means:

- a) monitoring data on victim complaints and complaints against borough officers;
- b) monitoring police and partner performance on crime reduction and community confidence;
- c) ensuring a local stop and search community monitoring group is in place, receiving reports on and publicising their work;
- d) receiving reports on the outcomes of the Independent Custody Visiting (ICV) scheme, delivered by the borough ICV panel, and publicising its work.

5. Make more efficient use of resources to deliver value for money and target funds at tackling issues of local concern and crime prevention.

This means:

- a) supporting the rationalisation of the range of groups and forums that operate locally – e.g. independent custody visiting, stop and search community monitoring groups, Ward and Neighbourhood Panels - into one coherent structure; and
- b) ensuring that a greater percentage of the money available from the Safer Neighbourhood Boards Fund is better targeted at crime prevention and community engagement activities by limiting administration costs.

**6. Membership of the Royal Borough of Kensington and Chelsea Safer Neighbourhood Board**

It will aim to have between 15 and 25 members. It must include:

- a) victim representation;
- b) youth representation;
- c) councillor representation to provide democratic accountability;
- d) the Kensington and Chelsea Social Council to represent the voluntary sector;
- e) a representative from the business community;
- f) the local ICV panel;
- g) the local stop and search community monitoring group;
- h) representatives of the local ward or neighbourhood panels;
- i) a representative of the local neighbourhood watch;
- j) a member representing disabled people;
- k) a representative from the older community; and
- l) representatives of any other local group and/or people with particular skills and experiences of local relevance.

In attendance will be representatives from the Community Safety Programme Board in an ex officio capacity:

Core attendance:

- m) local authority Chief Community Safety Officer or deputy;
- n) the Borough Cabinet Member Community Safety portfolio holder or alternative;
- o) local police Borough Commander or deputy;

If requested:

- p) a representative of local probation;
- q) local representative from the London Fire Brigade;
- r) Other criminal justice agencies.

Each organisation will submit their own nominee to the board. In addition, the Executive can co-opt up to three additional members onto the Board if they believe they can add some value to the working of the Board. The maximum tenure of any co-optees will be no longer than one year.

### **Appointment of the chair, vice-chair (and any other officers) in the Royal Borough of Kensington and Chelsea Safer Neighbourhood Board**

- a) nominees for chair and vice chair will provide a two minute presentation at the Annual General Meeting (AGM), and will be elected under a closed ballot and officiated by the secretariat.
- b) chair and vice chair roles will be selected annually
- c) board member tenure will not exceed more than three years.
- d) each board member will be a representative of a local community group – they will bring the views of the people they represent to the board and use this information to help shape policing and community safety in the Royal Borough of Kensington and Chelsea.
- e) The chair and vice chair will not be a Royal Borough of Kensington and Chelsea Councillor.

### **Role of the Chair & Vice Chair**

- Chair the quarterly meetings of the Safer Neighbourhood Board
- Act as spokesperson for the Board and present the work of the Board to the Kensington & Chelsea Community Safety Programme Board and others as required.
- Lead the Safer Neighbourhood Board's Executive Board in developing and delivering its Action Plans with timescales.

### **Tenure**

The Mayor of London requires that there will be a three year maximum tenure for board members. However, to avoid all the board members ending their term at the same time, it is proposed that initial appointments will be made for one, two or three years.

### **Secretariat support for the Royal Borough of Kensington and Chelsea Safer Neighbourhood Board**

Secretarial support for the Royal Borough of Kensington and Chelsea Safer Neighbourhood Board will be set out in a Service Level Agreement between the Local Authority and the Social Council.

### **Meetings of the Royal Borough of Kensington and Chelsea Safer Neighbourhood Board**

- a) there will be four Ordinary Meetings and an Annual General Meeting (AGM) each year. The AGM will be combined with an annual Public Conference, on which to base the selection of local policing and crime priorities;

- b) Ordinary Meetings will be public. The first half of the meeting will be for Board members to analyse, examine and discuss reports with ex-officio members or anyone else the Board wishes to. The second half of the meeting will be for the public to ask questions of the Board or those attending in an ex-officio capacity.
- c) There will be standing agenda items for every meeting and any other relevant business as determined by the chair in consultation with the Executive Committee.
- d) Reports will be received on the following:
- Crime, Anti-Social Behaviour (ASB) and community confidence
  - Complaints (including victim complaints) received against borough police officers
  - Community Safety Programme Board on the progress of partnership priorities
  - Stop and Search from the local Community Monitoring Group Stop & Search representative.
  - A summary report of custody visits undertaken and any relevant local custody matters arising
  - SERCO/Community Payback Co-ordinator report on work placements being undertaken in Kensington & Chelsea
  - Police report on borough engagement and ward panels in Kensington & Chelsea
  - MOPAC representative to provide relevant information and updates
  - Neighbourhood Watch report on activities conducted.
- e) reports will be sent to the secretariat ten working days before every meeting and circulated to board members five working days before the meeting.
- f) Prior to each meeting the Executive Committee consisting of the Chair and Vice-Chair, Secretariat, the representative of the stop and search and the representative of the ICV panel will meet to agree and approve the minutes of the previous SNB meeting and set the agenda for the next SNB meeting. The Executive Committee can invite ex-officio members to the meeting to advise on relevant issues.

### **Code of conduct for members of the Royal Borough of Kensington and Chelsea Safer Neighbourhood Board**

Code of conduct will be in line with the seven Nolan Principles of public life (see Appendix B).

### **Changes to the terms of reference**

These terms of reference will only be altered by the Executive Committee.

## **Safer Neighbourhood Board**

### **Appendix A**

#### **Role and Person Specification**

To take an active role in the Royal Borough of Kensington and Chelsea Safer Neighbourhood Board, ensuring it operates effectively and exercises its functions in line with MOPAC requirements and the terms of reference.

- Scrutinise the performance and continuous improvement to drive excellence by the police and other key community safety service providers
- Review community confidence in policing, using board member knowledge of local opinions to offer suggestions for improvement
- Have an overview of local complaints and RBKC policing
  
- Committed to bringing about more coherent community engagement landscape with better links between ward and borough level structures
- Act as a conduit of information between key crime reduction organisations and the local community they represent
- Ensure the views and needs of residents and local community groups are brought to the boards attention and used to inform policing priorities
- Assist local residents to bid for funding, offering advice on conduction a successful crime reduction project and monitoring its progress.

#### **Person Specification**

- Members need to be good communicators able to liaise effectively with a wide arrange of stakeholders
- Passionate about promoting better outcomes in community safety for all
- Members should have a good understanding of policing and community safety issues and challenges facing the Police and other statutory organisations in order to be capable of playing an active role at regular meetings and contribute to discussion
- Proactively demonstrates strong commitment to equality and diversity
- Listens to others, and is open-minded and inclusive

## Appendix B

### Code of conduct

The Royal Borough of Kensington and Chelsea Safer Neighbourhood Board will adhere to the seven principles of public life, often referred to as the Nolan Principles. The Nolan Principles are the cornerstone of governance within public organisations. It is therefore expected that all Board Members will adopt the code of conduct listed below and that these will be established within the Board's governance.

1. **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
2. **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
3. **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
4. **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
5. **Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. **Leadership** – Holders of public office should promote and support these principles by leadership and example.