



Constitution

Noel Park Ward Panel

(Incorporating Terms of Reference)

Originally Adopted on the 14th day of June 2006

The Name of the Neighbourhood Ward Panel is NOEL PARK

1. Administration

1.1 Subject to the matters set out below the Neighbourhood Ward Panel shall be administered and managed in accordance with this constitution.

2. Purpose of the Neighbourhood Ward Panel

2.1 To be representative of the local community and to manage and support partnership activity with a view to tackling crime and community safety issues thereby improving the quality of life to those who live, work or visit the ward. This will be underpinned by the use of regular public consultations to identify agreed local priorities.

2.2 For the purposes of this Group, the **Noel Park Safer Neighbourhood Team** area shall be defined as that bound by the Woodside, West Green, Harringey, Alexandra ward boundaries. (See attached appendix, copy of ward map)

3. Terms of Reference

3.1 To work with the Noel Park Safer Neighbourhood Team and other statutory and voluntary partners in order to:

- a) Support public consultation thus identifying agreed local priorities which impact on crime, community safety, the fear of crime or quality of life.

- b)** Be the overseers of the agreed local priorities and to be responsible for specific tasking, co-ordination and problem solving activity to resolve these issues.
- c)** Be responsible for the ongoing review of activity to ensure agreed tasking and activity has been completed.
- d)** Assist in police and community engagement through various options such as public meetings, have a say days, contact points, what where when surveys and street briefings.
- e)** Support and facilitate projects designed to improve community safety, reduce fear of crime and to address specific crime and quality of life issues in the ward.
- f)** Ensure that appropriate information is shared within the parameters of Data Protection legislation and Metropolitan Police Service guidelines.
- g)** Ensure that the Group is open and accessible to minority groups, young people and all new migrant communities.

4. Membership

4.1 The Neighbourhood Ward Panel should aim to be representative of the entire ward, taking into account minority groups as well as those who are marginalised and hard to reach.

4.2 All panel members have full voting rights. Members of Ward Panels are; individuals with specific expertise which will aid the business and aims of the Ward Panel, any delegated member from a partnership agency such as the local authority, ward councillors, ward police (SNT), delegated representatives from residents associations, informal resident groups, and all community groups who subscribe to the panels equality and diversity statements.

4.3 The maximum number of members should not exceed 35 and should aim to include only those who are representatives of the local communities or responsible to local communities. Each member should be able to instigate actions and solutions to resolve the local priorities.

4.4 The membership should include a Chair, Vice-Chair and Secretary for the efficient conduct of business. In the absence of an appropriate and elected secretary, the ward Sergeant or a delegated officer from the

NPSNT will serve in a limited secretarial role for the purposes of minute taking.

4.5 For new members who are interested in joining the panel they should be nominated by another member of the panel and then seconded by a further member. A vote will then be held whereby the majority would secure or prevent inclusion. It is the duty of all Ward Panel members to encourage **appropriate** new members and consequently welcome said new members to the Ward Panel after being democratically voted on.

4.6 If any member fails to attend three (3) or more meetings within a year, the Chair will make initial enquiries and report back to the Panel either at the nearest scheduled meeting or communicate via email, phone etc. Based in the findings of the Chair, or failure on the part of said member to engage at this stage, the panel will review their membership and may consider termination as outlined in this constitutions code of conduct.

4.7 The Panel may request, via the chair or ward sergeant, the attendance of any individual or representative of any agency or organisation at meetings if their attendance would assist in the conduct of business and support activity to tackle local priorities.

4.8 The Panel will review its membership annually to ensure that it is as representative as possible of the ward and that members can, and are, supporting effective activity to tackle local priorities.

5. Meetings

5.1 The ward panel will aim to meet **every six (6) weeks** but the frequency of such meetings will be a matter for members to agree. They must meet at least four times a year in order to be effective. Ward Panel meetings will commence at 19:00 promptly and an aim to conclude by 20:30 is desired.

5.2 A Panel meeting will be considered not be in quorum if four (4) members or under are present. This shall not preclude a discussion taking place however no binding decisions can be made or voted on.

5.3 Voting shall be on the basis of one-member-one vote. In the case of any tie the Chair shall have the CASTING VOTE to ensure a majority vote is reached.

5.4 In the absence of the Chair of the Panel, the meeting will be chaired by the elected vice chair. If neither the chair or vice chair are in

attendance those present will elect one of its members to act as Chair for that meeting.

6. Annual General Meeting (AGM)

6.1 An Annual General Meeting of the Panel should be held in late February or March of every year. At this meeting the business shall include the election of the Chair, Vice-Chair and Secretary and the transaction of other constitutional matters as may be necessary.

7. Chair, Vice Chair & Secretary

7.1 At the Annual General Meeting the group shall elect the Chair, Vice-chair and Secretary.

7.2 Each individual who is interested in the position should be nominated by another member of the Panel and then seconded by a further member.

7.3 On there being multiple applicants there will be an election by ballot by **all Panel members** present and the person with the most votes will be elected.

7.4 Where an election takes place, the panel will appoint two (2) tellers who will observe the counting of votes. These tellers will not be candidates for election.

7.5 The election of a member should only take place if the person is present at the Annual General Meeting or sends apologies to the meeting, expressing a wish to be nominated, in writing to the existing Chairperson before the meeting starts.

7.6 The Chair, Vice-chair and Secretary shall hold office until the conclusion of the Annual General Meeting. If there is a vacancy between AGM's, any newly elected officer will be required to stand down at the following AGM and may present themselves again for election at that AGM.

8. Alterations to the constitution

8.1 This Constitution's 'Terms of Reference' or any other aspect of said constitution may be altered at any meeting of the Panel if 50% or more of those attending agree to amend it.

9. Confidentiality

9.1 Members of the ward panel must be aware that any discussions relating to individuals and/or individual addresses should remain confidential. Not complying with this condition can lead to the loss of criminal court cases and may lead to civil proceedings being instigated. Such discussions shall not be reported in the minutes as they are exempt from the Freedom of Information Act (sections 30 and 31).

10. Community Cohesion & Promoting Equality

10.1 The Ward panel is a voluntary, non-statutory body.

10.2 The Panel must be ever mindful that it serves a very diverse set of communities and that it has a commitment to equality of opportunity and diversity.

10.3 Panel members will ensure that it is inclusive in its approach to tackling community concerns as outlined within this constitutions code of conduct.

11. Code of Conduct

- a) All Ward Panel members are subject to this code of conduct.**
- b) All Ward Panel members will act in a courteous and respectful manner within all meetings and also when communicating via any other medium e.g. telephone, email. If a member fails in this, they may be subject to, if they are representing a partnership agency, residents association, or any other constituent group, a formal letter of complaint made to said agency, residents association or constituent group.**
- c) All panel members will observe good manners at all times taking appropriate heed to issues of diversity and equality, including but not restricted to; ethnicity, religious belief, sexual orientation, gender, gender identity, gender expression, age, disability, cultural identity.**

- d) **Members will ask questions through the chair and wait their turn to contribute. It is unacceptable behaviour to interrupt someone when they are speaking, except for the Chair to request that a speaker should be briefer, if time is running short.**

- e) **Membership of another group or organisation whose aims include the promotion of racial, sexuality or religious discrimination or any discriminatory practice or view which seeks to exclude any marginalised or hard to reach social groups shall be grounds for automatic expulsion from, or non admission to the Panel.**

11.1 The Panel shall have the discretion to terminate the membership of any person who fails to comply with all or any particular condition(s) outlined in the above code of conduct. A vote of 50% of those present shall be required in this instance.

12. Panel Commitment to Constitution

12.1 All Panel members are required to sign this Ward Constitution and failure to do so will be a bar to membership.

Panel Member Name (please print):

.....

(Please tick one of the following boxes)

- 1. Individual

- 2. Group, Organisation or Constituency

If you tick no. 2, please print the name of your Group, Organisation or Constituency;

.....

Signed:

Date: