



West Green Ward Panel  
Constitution  
(Incorporating Terms of Reference)



**METROPOLITAN  
POLICE**

Working together for a safer London

(1)

Adopted on the 7<sup>th</sup> day of November 2006

The Name of the Neighbourhood Ward Panel is "The West Green Ward Panel".

### **Administration**

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

### **Purpose of the Neighbourhood Ward Panel**

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.

For the purposes of this Group, the (add name) Safer Neighbourhood area shall be defined as that bound by the (add name) ward boundaries. (See attached appendix, copy of ward map)

### **Terms of Reference**

To work with the Safer Neighbourhood Police team and other statutory and voluntary partners in order to:

Support the public consultation in identifying priorities which impact on crime, community safety, the fear of crime or quality of life, and taking into consideration the results of such consultation and other information and evidence, agree on the policing priorities to be pursued by the Safer Neighbourhood Police Team.

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.

Be responsible for the ongoing review of activity to ensure agreed tasking and activity has been completed.

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.



Working together for a safer London

(2)

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.

Ensure that appropriate information is shared within the parameters of Data Protection legislation and Metropolitan Police Service guidelines.

### **Membership**

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

The maximum number of members should not exceed 25 and should aim to include only those who are representatives of the local community or responsible to the local community. Each member should be able to instigate actions and solutions to resolve the local priorities.

The membership should include a Chairperson, Vice-Chairperson and Secretary for the efficient conduct of business.

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 would then be held whereby the majority would secure or prevent inclusion.

The panel may, with for good and sufficient reason, terminate the membership of any individual provided that the individual is informed the reason for termination by the Chair and that the vote represents two thirds of the members present. There is no right of appeal for this process.

If any member fails to attend meetings for a full year the panel may review their membership and may consider termination by the above process.

The panel may authorise 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.

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



Working together for a safer London

(3)

## **Meetings**

The ward panel will aim to meet monthly but the frequency of meetings will be a matter for members to agree. They must meet at least four times a year in order to be effective.

A Panel meeting will be considered to be in quorum if not less than four members are present.

Voting shall be on the basis of one member-one vote. In the case of any equality of votes the Chair of the meeting shall have the casting vote to ensure a majority vote is reached.

In the absence of the Chair of the Panel, the meeting will elect one of its members present to act as Chair for that meeting.

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

## **Chairperson, Vice-Chairperson & Secretary**

At the Annual General Meeting the group shall elect the Chairperson, Vice-chairperson and Secretary.

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

On there being multiple applicants there will be a vote by all Panel members present and the person with the most votes will be elected.

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

The Chairperson, Vice-chairperson and Secretary shall hold office until the conclusion of the Annual General Meeting of the Panel next after their election and they shall be eligible for re-election.

## **Alterations to the constitution**

This Constitution's 'Terms Of Reference' may be altered at any meeting of the Panel if two thirds or more of those attending agree to amend it.



Working together for a safer London

(4)

### **Community Cohesion & Promoting Equality**

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

The Panel must be ever mindful that it serves a very diverse set of communities and that it has a commitment to equal opportunities.

The Panel members will ensure that it is inclusive in its approach to tackling community concerns by: -

- Promoting equality of opportunity for all community groups to be represented, irrespective of race, ethnicity sexual orientation or religious beliefs.
- Promoting equality of opportunity for all individuals to be represented, irrespective of age, race, sex or disability.
- Promoting equality of opportunity for all individuals to be represented, irrespective of sexual orientation or gender identity
- Not being a member of another group or organisation whose aims (explicit or otherwise) include the promotion of racial, sexual or religious discrimination.
- The Panel shall have the discretion to terminate the membership of any person who fails to comply with the conditions outlined above.

### **Panel Commitment to Constitution**

Panel members will be expected to sign up to the Ward Constitution and failure to do so will be a bar to their membership of the Panel.

Signed.....

Panel Member Name.....

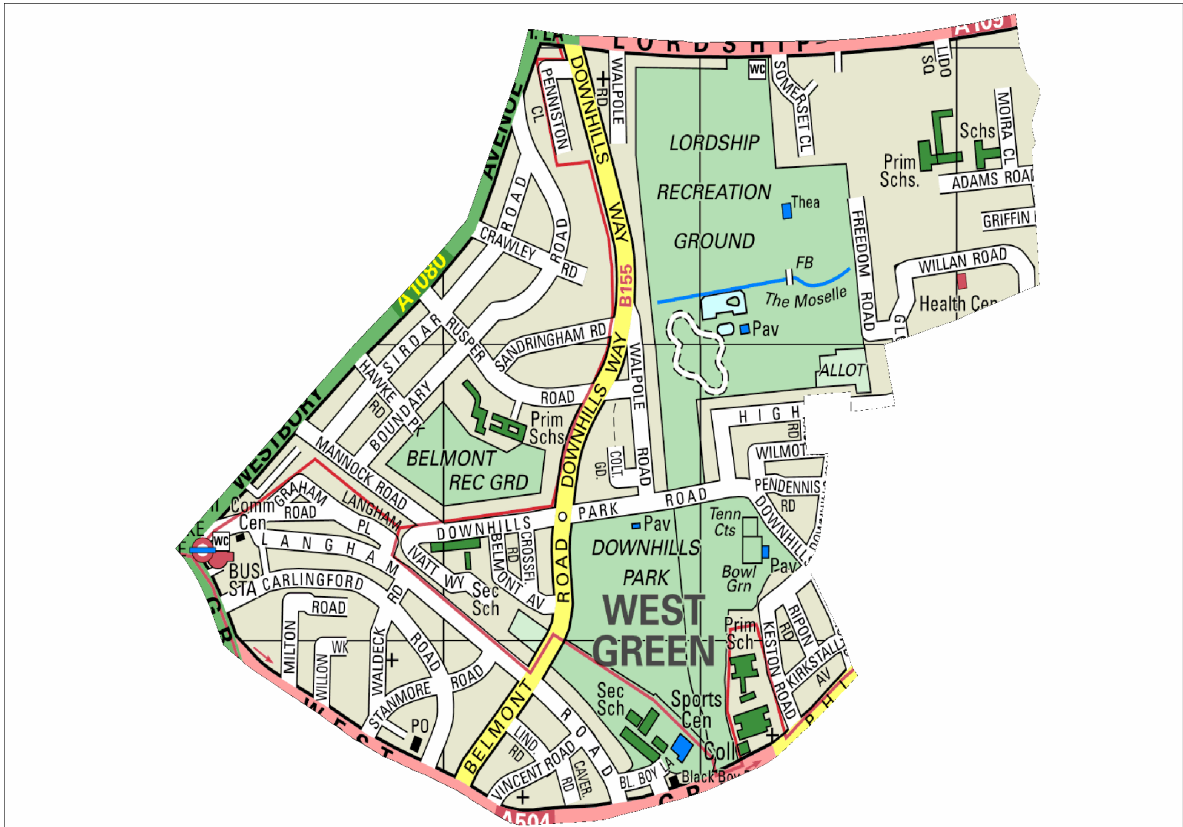
Date.....

### **Appendix 1: ADD MAP OF WARD**



Working together for a safer London

(5)



**METROPOLITAN  
POLICE**

Working together for a safer London