Constitution for Osterley Safer Neighbourhood Ward Panel

The constitution

This Constitution is the Constitution of the Osterley Safer Neighbourhood (SN) Team Ward Panel, herein referred to as The panel.

The Panel

The panel will be made up of between 10 and 15 invited members independent of the Metropolitan Police Service.

There is a reserved permanent seat on the panel for Osterley SNT police representatives.

The panel decision will aim to remain unbiased towards any political viewpoint.

The panel will meet quarterly.
Purpose of the panel

The purpose of the Panel is to:

1. Listen to the opinions and concerns expressed by the community through individual Panel members.

2. Taking account of panel members opinions, British Crime Survey (BCS) information and local crime pattern surveys provided by Metropolitan Police Service.

3. The Panel is to decide upon three priorities for the Osterley Safer Neighbourhood Team to address over the forthcoming three months.

4. Review the priorities agreed at previous meetings and monitor progress being made.

5. When a priority has been resolved to The Panel’s satisfaction a new priority will be agreed.
Terms of Reference

Members of The Panel will be made up from representatives who reside or work within the ward of Osterley SNT and who are in a position to be able to identify issues of local concern impacting on the fear of crime, or quality of life within the area.

Any sub-judice matter relating to an individual should not be discussed.

Panel Members may wish to assist police in community engagement activities.

Reasoning for the chosen priorities will be recorded within the minutes of the meeting.

The panel members will be in a position to inform the community on progress made in respect of the priorities previously agreed and set. Members of The Panel should declare any particular interest they have in a topic under discussion, although it is recognised that all members will have a general interest in the vast majority of issues.
Membership and Attendance Requirement

Members of The Panel should be willing to serve for a minimum of one year.

New members will be proposed by the Police Sergeant in full consultation with the members of The Panel. Panel members are expected to attend at least 3 meetings during the course of the year.

If members are unable to attend they should send their apologies if possible, so that a panel member from a reserve list may attend in their place.

Deputies or representatives for panel members unable to attend can only be from an agreed reserved list.

Panel members only should nominate their deputy for the list. The nominee must also go through the selection process as per normal ward panel members. The nominee can only be deputy for their panel member i.e. they cannot represent anyone else on The Panel.

Should a member not attend more than three consecutive meetings The Panel may vote to exclude them from future meetings.

The Metropolitan Police or their representatives are on The Panel by right.

Review of Membership

Membership of The Panel and the constitution will be reviewed on a yearly basis.
Meetings

Meetings will be held at least quarterly. The venue may vary but notice shall be given. Minutes of the meeting will be taken and distributed to members within 14 - 21 days of the meeting. As far as possible an Agenda will be sent to each panel member 14 days prior to the next meeting.

Nominations and Elections for Chairperson and Vice-Chairperson

The Chairperson and Vice chairperson will be elected from The Panel.

The Vice Chairperson will act in the absence of the nominated Chairperson.

The Chair will ensure that topics being discussed remain within the panels remit and that meetings progress in an orderly and timely fashion, according to the Agenda.

- The Chair for The Panel will be selected from among the members.
- The Chair will be selected by a majority vote.
- In the event of a tie, the Police Sergeant will have the casting vote.
- The Chair will serve for a period of one year before submitting themselves for re-election.
- The Police (SNT) and ward (councillors) are partners of the ward panel, and their officers or representatives may participate in ward panel meetings, but not vote or be elected as officers of The Panel unless they are attending as residents and not in their official capacity.
Members’ responsibilities

It is the responsibility of each member of The Panel to:

- Where possible to assist in the ‘Seven Steps to Community Engagement’
- Promote inclusion and equality of opportunity for Community members’ views to be expressed within panel meetings.

Alterations to the constitution

This Constitution may be altered at the AGM of The Panel provided two thirds or more of those Panel members attending agree any amendment is required. The Metropolitan Police representative will have the power to veto any changes to this constitution.

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