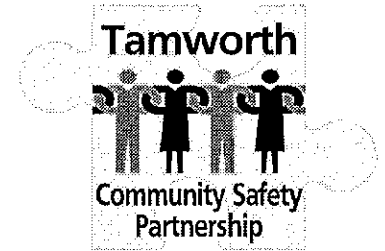


Office of the Police and
Crime Commissioner
STAFFORDSHIRE



SAFER NEIGHBOURHOOD PANELS

TERMS OF REFERENCE

The Police and Crime Commissioner (PCC) has pledged that Staffordshire will be the most open and transparent police force in the country. This approach helps to deliver greater confidence and more credibility in policing and allows a greater responsiveness to local needs and issues that would not occur to the same extent without such an approach.

AIMS AND OBJECTIVES

The Safer Neighbourhood Panel will provide an independent oversight of local policing, to ensure that it is responsive to local needs and local issues.

The Panel will act as a critical friend and scrutiny function in relation to local policing plans and police activity.

All Panel members will have the responsibility to play an active role within the locality they represent. They will engage with other groups to establish locality concerns (e.g. local community groups, clubs and resident's associations)

The Panel will provide the PCC with an objective view of the policing service provided in the local area.

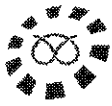
The Panel will offer feedback to the Local Policing Team (LPT) Commander to help improve scrutiny, transparency and the delivery of policing across the local area.

The Panel members will not bring specific issues to the meetings as there is an expectation that there are other avenues available for these issues. (eg local community groups, Councillor surgeries, Tamworth Listens events, resident's associations or Tamworth Borough Council Tell Us scheme)

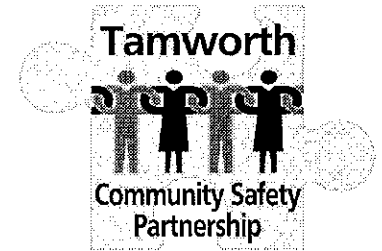
MEMBERSHIP

The panel will need to have sufficient numbers and breadth of skills to ensure that they can effectively fulfil the functions identified. To ensure that a local arrangement can work well, a Panel will consist of between 12 and 15 individuals from a mix of backgrounds, including

- elected political representatives from the area (ideally one from the county and one from the district)
- Local residents (ideally two thirds of the panel)
- Representatives of the business community
- Magistrates



Office of the Police and
Crime Commissioner
STAFFORDSHIRE



Membership of the Panel will be for an initial 6 months, which will be followed by a review by the OPCC and the panel chair. If all parties agree, membership will be extended for a further 6 months and will subsequently be reviewed annually. Membership will be limited to a maximum of 3 years from the date of original

appointment. This is to ensure a degree of continuity of skills and experience, whilst also having in place a process to refresh the membership.

Each local council will manage the recruitment, in consultation with the OPCC to ensure a fair representation and to mitigate against appointments of individuals who are seeking alternative opportunities to air personal issues.

The Panel will appoint a Chair annually with a full member vote. The Chair will be the main point of contact between the Panel and the OPCC, ensuring that the OPCC is kept aware of the work of the panel as well as findings from any scrutiny sessions. The Panel will escalate any concerns to the OPCC at the earliest opportunity. The Chair will be given delegated responsibility to maintain a level of professionalism and respect at the meetings with the authority to eject members behaving inappropriately.

MEETINGS

The meetings will be held quarterly at venues to be determined by the Panel.

Initially the meetings will not be open to members of the public, however, it is expected that once the Panel is well established members of the public will be able to attend. There is an expectation that the minutes of each meeting will be published externally.

Each panel will have a funded Co-ordinator who will be responsible for supporting the Chair and members, arranging meetings, preparing and circulating paperwork and working with the Chair and OPCC to develop agendas. The Co-ordinator will act as the secretariat to the panel. Paperwork for meetings will be circulated at least 7 days prior to the meeting

Reports following the meeting will be circulated within 14 days of completing any review, including recommendation for change if appropriate.

The LPT Commander will be responsible for reporting back to the Panel (and OPCC) with actions taken/not taken and with reasons.

While each meeting will have an agenda defined and agreed by the Panel, attendance by the LPT Commander is mandatory, although others may attend alongside the commander (e.g. to provide specialist knowledge) with the consent of the Panel Chair.

The Panel are not restricted to a discrete list of areas to scrutinise, as there is an expectation that as members develop their experience, this will lead to identifying new areas to discuss. Suggested agenda includes (but is not limited to):

- Overview presentation by LPT Commander of key issues
- Discussion of presentation
- Scrutiny of restorative justice
- Issues/Concerns - discussion based on locality-wide issues
- Issues raised by the Ethics, Transparency and Audit Panel



REVIEW

The Terms of Reference will be reviewed annually to ensure that it remains appropriate and relevant.