

ESTABLISHMENT OF HILLINGDON SAFER NEIGHBOURHOOD BOARD

Cabinet Member	Councillor Douglas Mills
Cabinet Portfolio	Community, Commerce and Regeneration
Officer Contact(s)	Ed Shaylor, Residents Services
Papers with report	Terms of Reference for Hillingdon Safer Neighbourhood Board

1. HEADLINE INFORMATION

Summary	All London boroughs are expected to establish (by 1 st April 2014) a Safer Neighbourhood Board, which will be the means by which the Mayor of London holds Borough Police Command Units to account and provides support and oversight to related community engagement activities.
Contribution to our plans and strategies	Safer Hillingdon
Financial Cost	To be contained within existing budgets
Relevant Scrutiny Committee	Corporate Services and Partnerships External Services
Ward(s) affected	All

2. RECOMMENDATIONS

That Cabinet:

- a) Notes the establishment of the new Board and its role;
- b) Agrees and welcomes the appointment of its first Chairman, Mr Ian Brooks, and notes the requirement for two Elected Councillor appointments to the Board;
- c) Approves the Board's Draft Terms of Reference, subject to the Board's ratification at its first meeting, and delegates any administrative actions in respect of setting up the Board to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Cabinet Member For Community, Commerce and Regeneration and;
- d) Requests that the Leader of the Council considers amending the Cabinet Scheme of Delegations to delegate to the Cabinet Member for Community, Commerce & Regeneration, as part of his portfolio, oversight of the Terms of Reference of the Board and the appointment of its Chairman.

Reasons for recommendation

The Safer Neighbourhood Board will sit alongside existing performance management arrangements in the Safer Hillingdon Partnership and Local Strategic Partnership, and scrutiny arrangements through Hillingdon's External Services (Crime and Disorder) Scrutiny Committee.

By agreeing the appointment of its first Chairman and delegating administrative actions to officers and future decision-making to the Cabinet Member, the Council shows its support for the new role of Safer Neighbourhood Board, and ensures that the Board will operate on a sustainable footing.

Alternative options considered / risk management

Cabinet could decide to take no action with regard to the appointment of the Safer Neighbourhood Board Chairman, the agreement of the Terms of Reference or the administrative processes required to set up the Board. This is not recommended, however, because:

- the Safer Neighbourhood Board will play an influential and important role in holding borough police command units to account
- without the Council's endorsement, a Safer Neighbourhood Board would need to be set up independently
- only minimal resources are being made available by the Mayor of London to fund the work of Safer Neighbourhood Boards, so it is unlikely that an independent body would have the capacity to sustain the work required.

Policy Overview Committee comments

The Corporate Services and Partnerships Policy Overview Committee nominated Councillor Richard Mills to be one of the Councillor representatives on the Safer Neighbourhood Board at its meeting on 14th January 2014.

The Safer Neighbourhood Board will also be included in the regular Crime and Disorder Scrutiny function carried out by the External Services Scrutiny Committee and will be invited to report on its findings and activity.

3. INFORMATION

Supporting Information

Invitations to apply for the role of Chairman were advertised widely through established communications channels. Selection of the Chairman followed an interview process led by the Council's Chief Executive and Police Borough Commander in their roles as joint Chairmen of the Safer Hillingdon Partnership, the Council's Cabinet Member for Community, Commerce and Regeneration and an independent person of appropriate standing, namely Stephen Otter, Vice Chairman of Hillingdon Healthwatch.

An appropriate mix of members of the Board, will be achieved by a combination of appointments and selection on merit following fair and open competition. The Mayor of London requires that there will be reserved places for a Councillor, a representative of a local victims' organisation and a young person. It is proposed that:

- Two councillors will be appointed to the Board by Hillingdon Council. One will be appointed using the usual procedures for Outside Bodies via full Council and the Whips and the second upon nomination from the Corporate Services & Partnerships Policy Overview Committee.
- The young person be appointed annually through the Hillingdon Youth Council.
- An older person will be appointed through the Hillingdon Older People's Assembly.
- Hillingdon Neighbourhood Watch will nominate a representative.
- Applications will be invited for two positions as "lay" members of the Board and additionally one representative a local victims organisation.

Financial Implications

The Mayor of London will provide a grant of £5,200 per annum to support the work of the Hillingdon Safer Neighbourhood Board which will be subject to external audit and scrutiny. Any additional staffing or resource costs will be contained within existing Community Safety budgets.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The Safer Neighbourhood Board will play an important role in holding borough police command units to account and provide support and oversight to related community engagement activities.

Consultation Carried Out or Required

The Mayor of London's intention is that the Safer Neighbourhood Board replaces the Hillingdon Community and Police Consultative Group as the Mayor's funding for the latter has been withdrawn. Hillingdon's Community Safety Partnership recognised that the CPCG could not continue in its current form without funding for an administrator and that it would be necessary to have a smaller committee-type arrangement to carry out the scrutiny function envisaged.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above.

Legal

The Council does not have a legal duty to set up a Safer Neighbourhood Board. The Council already has mechanisms in place to discharge its functions under Part 3 of the Police and Justice Act 2006 which requires it to set up a scrutiny committee for crime and disorder matters. However, the Safer Neighbourhood Board is an initiative that is being promoted by the Mayor of London which will seek to engage local communities in neighbourhood safety and anti-social behavior issues. The Council has the power to set up the Board and appoint its members under

Section 1 of the Localism Act 2012. In setting up the Board, the Council should have regard to the Mayor of London's Guidance on Safer Neighbourhood Boards.

Under the Council's constitution, the decision to set up the Board and appoint members is one that can be made by the Cabinet under its general responsibilities, which include taking leadership in influencing others and partnership working with other bodies as well as the community.

6. BACKGROUND PAPERS

NIL

APPENDIX – Terms of Reference: Hillingdon Safer Neighbourhood Board

Introduction

Safer Neighbourhood Boards will be the means by which the Mayor of London (through the Deputy Mayor and the Mayor's Office for Policing and Crime - MOPAC) holds Borough Police Command Units to account for performance, giving local Londoners and victims a greater voice in setting policing priorities, and access to a crime prevention fund for local delivery.

Safer Neighbourhood Boards will sit alongside existing performance management arrangements in the Safer Hillingdon Partnership and Local Strategic Partnership, and scrutiny arrangements through Hillingdon's Crime and Disorder Scrutiny Committee.

Hillingdon Council will agree the Board's first Terms of Reference and delegate any administrative actions in respect of the setting up of the Board to the Deputy Chief Executive and Corporate Director of Residents Services, and changes to the Terms of Reference to the Cabinet Member.

Responsibilities

The Safer Neighbourhood Board will have a number of specific responsibilities that include:

- Monitoring volumes, trends and types of complaints relevant to Hillingdon borough from victims of crime and complaints from members of the public against police officers
- Monitoring crime performance and community confidence
- Playing a significant role in setting tasks for Community Payback
- Ensuring all wards have a ward panel of residents
- Supporting the Independent Advisory Group
- Supporting the Custody Visitors Panel and ensuring the system of custody visiting is delivered
- Ensure the stop and search community monitoring function is delivered
- Supporting Neighbourhood Watch
- Suggesting policing priorities in the borough
- Encouraging bids for funds from a crime prevention fund.

Operation and business

The Board will meet once per quarter, at a venue and time to be decided in agreement with the Board members, Metropolitan Police and London Borough of Hillingdon. At least one meeting per year will be held in public.

London Borough of Hillingdon will delegate suitable officers to assist with the running of meetings and conducting the Board's business and will make accommodation available for meetings if required.

Prior to each meeting, data will be gathered and collated into a report to be sent to the Board members a week before the meeting. The role of the Board will be to scrutinise the data presented, ask questions of the Hillingdon police senior management team and make recommendations for further action.

The data to be included in each report will be as follows:

Role	Data for the report to be provided by
Monitoring volumes, trends and types of complaints relevant to Hillingdon borough from victims of crime and members of the public	MPS from centrally collated statistics and information on complaints received by about MPS officers or performance ¹ (may also be on the MPS website under "FOI")
Monitoring crime performance and community confidence	Hillingdon Police from centrally collated statistics and information on reported crime levels, sanction detection rates and the Public Attitude Survey
Playing a significant role in Community Payback	SERCO ² from centrally collated statistics and information on work placements being undertaken in Hillingdon, numbers of offenders on orders and total hours worked
Ensuring all wards have a ward panel of residents	Hillingdon Police Inspectors to provide a summary of meetings held in their Local Policing Areas with residents, to include number and frequency of meetings, numbers in attendance and principle matters discussed, including priorities set for the wards (ward priorities to be compared to borough wide priorities to note geographical differences and patterns)
Supporting the Independent Advisory Group	The Independent Advisory Group Chair on any matters discussed by the IAG in the reporting period and any matters arising; membership and recruitment needs of the IAG; data from the Stop and Search Community Monitoring Sub-Group
Supporting the Custody Visitors Panel to ensure the system of custody visiting is delivered	The MOPAC Custody Visitors Co-ordinator to provide a summary of custody visits undertaken during the reporting period and any matters arising (such as non-compliance with standards should this occur); The Hillingdon Custody Visitors Panel Chair to report on membership and recruitment needs of the CVP
Encouraging bids for funds from a crime prevention fund	MOPAC to provide information about the funds available, the bidding process and the criteria for selection; the panel to award funding if appropriate

Additionally, Board members will on an annual basis consider information and make recommendations about the following items:

Supporting Neighbourhood Watch	Hillingdon Neighbourhood Watch on principle activities during the year; number and membership of
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¹ MPS and Independent Police Complaints Commission will deal with complaints about individual officers or incidents, not the Safer Neighbourhood Board. Similarly, MOPAC will have oversight of complaints against the Metropolitan Police Commissioner

² Subject to agreement from SERCO who are contracted by the Ministry of Justice

	active neighbourhood watches; new watches starting during the year
Suggesting policing priorities in the borough	London Borough of Hillingdon Community Safety Team on public and stakeholder surveys, trends, performance and other relevant criteria on which to base the selection of priorities; the panel to contribute as a stakeholder to the consultation undertaken by the Safer Hillingdon Partnership

Appointment and Selection of Members

An appropriate mix of members, representative of the demographic make-up of the borough, will be achieved by a combination of appointments and selection on merit following fair and open competition in line with the Nolan Standards³, as set out below.

Appointment of Chairman

The Chairman of the Board will have a pivotal role in shaping the direction of the Board's work and its influence representing the interests of the wider community.

Invitations to apply, a role description and a person specification for the role of Chairman will be made known through the Council's and its partners' communications channels. Selection will follow a short-listing and interview process led by the Council's Chief Executive and Police Borough Commander in their roles as joint Chairmen of the Safer Hillingdon Partnership, the Council's Cabinet Member for Community, Commerce and Regeneration and an independent person of appropriate standing.

Initial formal appointment of the Chairman will be by the Cabinet of Hillingdon Council and thereafter all decisions regarding the appointment and any de-selection of the Chairman will be made by the Cabinet Member for Community, Commerce and Regeneration.

Appointment of other Board members

It will be necessary for the Board to have sufficient members with a range of expertise to ensure there is lively discussion and adequate scrutiny of the topics under review, but not so many that the meetings are so large that debate is stifled.

The Mayor of London requires that there will be reserved places for Elected Councillors, a representative of a local victims' organisation and a young person.

Two Councillors will be appointed to the Board by the London Borough of Hillingdon. One will be appointed using the usual procedures for Outside Bodies via full Council and the second nominated from the Corporate Services & Partnerships Policy Overview Committee.

The young person be appointed annually by the Hillingdon Youth Council

³ The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.

The following groups will be invited to nominate a representative (subject to internal selection if there is more than one candidate and subject to approval by the Chairman)

- The Hillingdon Older People's Assembly
- Hillingdon Neighbourhood Watch

Invitations to apply, a role description and a person specification for two positions as "lay" members of the Board and additionally one representative a local victims organisation will be made known through the Council's and its partners' communications channels. Selection will follow a short-listing and interview process led by the Council's Chief Executive and Police Borough Commander in their roles as joint Chairmen of the Safer Hillingdon Partnership, in conjunction with the Chairman of the Safer Neighbourhood Board.

Board Membership period

The Mayor of London requires that there will be a three year maximum tenure for board members. However, the Councillor appointment will be for four years to coincide with the electoral cycle. Additionally, 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, as follows:

Position	Tenure
Chairman	Three years *
Councillor	Four years
Councillor	Four years
Young person	One year
Older person	Two years
Neighbourhood Watch	Two years
Local victim's organisation	Three years
Lay member	Three years
Lay member	Three years

* The appointment of Chairman will be for a period of 3 years, to be reviewed by the Council's Chief Executive and Police Borough Commander following a period of 6 months and thereafter annually. Authority to appoint and de-select the Chairman, upon recommendations from the aforementioned officers, will rest with the Council's Cabinet Member for Community, Commerce and Regeneration.

Other attendees

Where an annual report is being presented, the person responsible may be invited to attend to present the report. Other persons may also be invited to attend and speak, subject to the permission of the Chairman, to present information on a topic of interest and relevance to the Board in line with the Terms of Reference.

An officer of London Borough of Hillingdon will also be in attendance and will record minutes of the meeting.

Terms of Reference, reporting and review

Any changes proposed to the Terms of Reference of the Board and its core membership, once agreed by the Board, will be reported to the Cabinet Member for Community, Commerce and Regeneration for approval.

The Board will prepare an Annual Report on its work and performance, once approved by the Chairman and a meeting of the Board. It will be reported to relevant bodies for information including the Cabinet Member for Community, Commerce and Regeneration; relevant Council committees, Metropolitan Police Service and MOPAC.