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# Lambeth Safer Neighbourhood Board

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**Draft Terms of Reference**

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CONSULTATION PAPER  
March 2014

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Published on behalf of the **Co-Chairs of the Lambeth Safer Neighbourhood Board Working Group**:

CLLr Jack Hopkins; LBL Cabinet Member Safer Communities

Ch Supt Richard Wood; MPS Borough Commander Lambeth

## 1. Introduction: a Safer Neighbourhood Board for Lambeth

- 1.1 The Mayor's Office for Policing and Crime<sup>1</sup> has proposed that every London borough should have a 'Safer Neighbourhood Board', "*to establish local policing and crime priorities, monitor police performance and confidence, and fulfil a range of important, specific functions.*"<sup>2</sup> The SNBs will take over the funding provided by MOPAC for Community Police Engagement Groups (CPEGs) that currently undertake community engagement around policing and crime issues in the London boroughs and will also establish working relationships with other engagement and oversight structures such as Safer Neighbourhood Ward Panels (SNPs) and borough Community Safety Partnerships (CSPs).
- 1.2 The engagement landscape for policing and crime in Lambeth is quite complex, featuring a number of key engagement/accountability/partnership bodies that need to be involved in the development and implementation of a new Safer Neighbourhood Board:
- (a) Lambeth has a long established CPEG, the **Lambeth Community Police Consultative Group**, that receives funding from MOPAC, but is an autonomous community association incorporated as an independent body. Set up following the Scarman Report into the Brixton riots in 1981, for thirty years CPCG has provided robust, independent scrutiny, monitoring and engagement of policing in Lambeth.
  - (b) Since 2004 **Safer Neighbourhood Panels** have been established in each of the borough's 21 wards working with the dedicated ward police teams and providing community input on local policing priorities. MOPAC are proposing to bring the 21 Chairs of the ward panels together in three area panels based on 'clusters' of wards to provide an intermediate level between the wards and the borough SNB (see below).
  - (c) The **Safer Lambeth Partnership** is the statutory CSP, chaired by the MPS Borough Commander and the Council's Chief Executive, with the key statutory agencies engaged in crime reduction represented. Statutory **crime and disorder scrutiny** is undertaken by the Council's Overview and Scrutiny Committee of councillors.
  - (d) There are a number of purpose specific groups created to undertake particular engagement, advisory or monitoring roles including the **Independent Advisory Group (IAG)**, **Neighbourhood Watch** schemes, the **Independent Custody Visitors (ICV)** and the **Stop and Search Monitoring Group**. A new **Business Crime Reduction Partnership (BCRP)** is currently being set up.
- 1.3 MOPAC have requested that boroughs develop and submit proposals for setting up SNBs and draft terms of reference. In order to develop Lambeth's Safer Neighbourhood Board, the MPS Borough Commander and the Council's Cabinet Member for Safer Neighbourhoods convened a Working Group for key stakeholders, including representatives of CPCG, the SNPs, IAG and with MOPAC in attendance.
- 1.4 The Borough Commander and Cabinet Member are publishing this Consultation Paper based on the deliberations of the Working Group which brings together proposals and options for the role, function and setting-up of a Safer Neighbourhood Board in Lambeth.

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<sup>1</sup> MOPAC, led by the Mayor of London and responsible for setting the budget and strategic direction and accountability for the Metropolitan Police Service (MPS) in London.

<sup>2</sup> MOPAC, *Safer Neighbourhood Boards Guidance*, October 2013, p.1

- 1.5 Responses to this Consultation Paper are invited by **midday, Friday 9 May 2014** and should be sent to the **Secretary of the Working Group, c/o Lambeth Community Safety; [saferlambeth@lambeth.gov.uk](mailto:saferlambeth@lambeth.gov.uk)**. The aim is to agree Terms of Reference for the SNB with MOPAC during May, with the first meeting of the Board to be held as soon as possible thereafter.

## 2. Preliminary: Role and Responsibilities of a Safer Neighbourhood Board for Lambeth

2.1 MOPAC's guidance document suggests<sup>3</sup> that,

*“Safer Neighbourhood Boards will be the primary borough-level mechanism for local engagement and as such, will have five key aims:*

- 1. To ensure communities are more closely involved in problem solving and crime prevention;*
- 2. To have a broad remit to reflect MOPAC's broader responsibilities, while respecting the view that local people know best what is needed at the local level;*
- 3. To have greater reach and ensure a more frequent refresh of ideas and views;*
- 4. To achieve greater coherence between different engagement mechanisms, e.g. ward panels, Independent Advisory Groups (IAGs), Neighbourhood Watch and Stop and Search Community Monitoring Groups, so as to provide greater public accountability in policing and crime reduction;*
- 5. To make more efficient use of resources to deliver value for money and target funds at tackling issues of local concern and crime prevention.”*

2.2 MOPAC propose that SNBs should sit at the apex of a pyramid shaped borough engagement structure of ward and neighbourhood/area (or 'cluster'), Panels, the ward level serving as the key 'gateway' for residents and communities to access engagement around policing issues.

2.3 We propose to adopt a version of this new structure, tailored to the needs of Lambeth. **Appendix 1** on page 17 illustrates how we think the new structure could work: 21 Safer Neighbourhood Panels at the ward level offer an access point for public engagement (eg. for Neighbourhood Watches, tenants and residents associations etc.) and feed into three Area Panels covering the MPS sub-borough areas of North, Central and South Lambeth. These Area Panels themselves feed into the overarching Safer Neighbourhood Board for the borough. Meanwhile, the key pan-borough stakeholders, such as the CPCG, the IAG, ICV and BCRP feed directly into the Safer Neighbourhood Board itself.

2.4 Therefore, the first set of Terms of Reference to set up the SNB include:

### **TERMS OF REFERENCE: (1) Role of the SNB / approach to engagement**

1. Lambeth Safer Neighbourhood Board is a non-statutory, voluntary association of individuals to support and promote community engagement for policing and crime in Lambeth.
2. The SNB works in collaboration with representative Safer Neighbourhood Panels established in the borough's 21 wards and Area Panels (based on 'clusters' of wards) and borough wide community groups with an interest in policing and community safety to coordinate engagement for policing in Lambeth.
3. The SNB is accountable to MOPAC and to the residents and communities of Lambeth for the effective and proper discharge of its functions and will report to both annually in order to provide an account of the performance of its role and functions.

<sup>3</sup> MOPAC, *Safer Neighbourhood Boards Guidance*, October 2013, p.1

- 2.5 MOPAC have offered no guidance about the development of the area, or ‘cluster’ level of Safer Neighbourhood Panels, except to propose them as a desirable intermediate level between the ward Panels and borough SNB. Current assumptions about these panels include:
- (a) there will be three Panels, covering the MPS North, South and Central Areas;
  - (b) their membership will consist primarily of the chairs of the ward Safer Neighbourhood Panels for the wards within the cluster, but will also be open to the ward councillors in the area to attend;
  - (c) organising and managing the cluster Panels will be a primary responsibility for the MPS cluster Inspectors as these panels will be the key unit of engagement for policing at this level.
- 2.6 Currently, however, there is little clarity beyond these basic ideas about the working of the cluster Panels – for example, whether their meetings are open or closed, how their business is determined, whether anyone other than panel chairs and councillors will attend and so on. Therefore, we seek feedback and views about roles, structures, and terms of reference for these Panels (see below).
- 2.7 The introduction of an SNB for the borough needs to be part of a package of changes designed to embed a new model of public engagement for policing and crime in Lambeth incorporating the following key principles:
- (a) The agencies and bodies participating in the Safer Neighbourhood Board should commit themselves to an approach to engagement that is broad, representative, accessible and transparent.
  - (b) The SNB itself should be a slimline body reserving its role for the most important, pan-borough issues of engagement and accountability relating to policing in Lambeth.
  - (c) The emphasis should be on a ‘bottom-up’ approach to community engagement for policing and crime based around the ward Safer Neighbourhood Panels as the fundamental ‘unit’ and gateway for engagement between residents, communities and police.
  - (d) Residents and communities should be able to raise concerns and queries about policing at the level that is closest to where those issues are taking place. The ward Safer Neighbourhood Panels provide an essential ‘gateway’ for engagement and need to be open, accessible and representative.
  - (e) At the same time, the engagement structure must be flexible and accessible enough to ensure the key pan-borough issues of policing and crime are efficiently escalated from ward to area level and through to the SNB level as and when necessary.
- 2.8 Further work is required to develop and implement this model and this will be a key item of initial business for the Safer Neighbourhood Board once it begins meeting. In the interim, there are two key issues that need to be addressed immediately by the SNB as part of this work. First, there needs to be agreement with the ward Panels (and the Area Panels once they are set up) of a clear ‘escalator’ principle to ensure that policing issues are addressed at the ‘right’ level within the structure and can be moved up the structure quickly and effectively as necessary. Secondly, there must be effective coordination of meetings, agendas, papers and decisions between the three levels with an agreed cycle to ensure an effective ‘mesh’ so that engagement is accessible to, and works for, residents and communities.

## ISSUES FOR CONSULTATION

1. Do you agree that the Terms of Reference contain the correct role for a proposed Safer Neighbourhood Board in Lambeth? Are any elements missing from this proposed role?
2. **Area Panels** – we seek views and feedback about how these should function including issues such as:
  - is three the appropriate number of these panels covering ‘clusters’ of wards in the borough?
  - who should be in membership and/or able to attend meetings?
  - should the meetings be in public or at discretion of Panel Chair may meet in closed session under Nolan Principles?
  - what sort of issues should be discussed by these Panels? Are there other functions (eg. performance monitoring) they should undertake?
  - Should the cluster panels be convened and/or chaired by the MPS cluster Inspector or decided by its members?
3. In terms of developing the engagement model for policing in Lambeth, we seek views and feedback about this, including:
  - how best to ensure a devolved, ‘bottom up’ approach that locates accessible engagement close to citizens and communities;
  - how to ensure the widest possible engagement, particularly reaching out to residents and communities who may have been less involved in engagement around policing in the past?
  - how to ensure joined-up working between the ward, cluster and borough levels of engagement with effective escalation of issues when necessary?

### 3. Functions of the Safer Neighbourhood Board

3.1 Following MOPAC’s guidance, it is proposed that the functions of a Safer Neighbourhood Forum in Lambeth should include:

<b>TERMS OF REFERENCE: (2) Functions of Lambeth SNB</b>		
<b>(1) Establish policing priorities in the borough</b>	To determine an annual set of borough priorities for policing and crime reduction, working in partnership with Lambeth MPS and the borough’s Community Safety Partnership.	This will be achieved by bringing together priorities established by the Ward and Cluster Panels to establish pan-borough priorities for policing in Lambeth, while having regard to the Mayor’s pan-London policing priorities and the Safer Lambeth Partnership’s borough priorities for crime reduction.
<b>(2) Monitor crime performance and community confidence</b>	To receive crime performance data from Lambeth MPS and assess performance against the borough priorities for policing. To receive and monitor information regarding community confidence in policing.	A quarterly report on crime performance from the Borough Commander. The SNB should also receive and comment on the annual Strategic Assessment of crime and disorder prepared for the Safer Lambeth Partnership.
<b>(3) Support Safer Neighbourhood Panels at Ward and Area (‘cluster’) levels</b>	To support and work collaboratively with the ward and cluster Safer Neighbourhood Panels. In particular, to ensure that every ward and area cluster has a functioning, representative and accessible Panel.	Lambeth SNB does not have direct oversight over the Safer Neighbourhood Panels established by MPS for Lambeth’s 21 wards and at area, or ward cluster, level in the new engagement model. However, the SNB will support the Panels to work effectively (for example, by holding meetings in public) and to be representative of the areas they serve. If the SNB determines that a Panel is not in place or not functioning properly, it may request the Borough Commander to enquire and report back what plans, if any, MPS has to address these concerns.

<p><b>(4) Monitor complaints against borough police officers</b></p>	<p>To receive data on complaints against Lambeth police officers and monitor frequency and types of complaints received, how they've been discharged and the time taken to reach resolution and to seek responses from the Borough Commander on what actions are planned to address local concerns about the complaints process.</p>	<p>A quarterly report from the Borough Commander.</p> <p>Bearing in mind the statutory roles of IPPC and others, Lambeth SNB will not hear specific, individual complaints or be involved in their progression or disposal.</p>
<p><b>(5) Monitor complaints from victims of crime</b></p>	<p>To improve victim access to the complaints system and their treatment within the local justice process in Lambeth.</p>	<p>Delivered/achieved by:</p> <ul style="list-style-type: none"> <li>• receiving monitoring data prepared by an independent third party identifying the frequency and types of complaints received, how these have been discharged and the time taken to reach resolution;</li> <li>• promoting and publicising access to the complaints system for victims of crime;</li> <li>• including a representative nominated by Lambeth Victim Support on the SNB.</li> </ul> <p>The SNB will not deal with specific, individual victim complaints.</p>
<p><b>(6) Provide oversight for the system of independent custody visiting</b></p>	<p>To support and oversee the work of Lambeth's independent Custody Visiting (ICV) panel.</p>	<p>Delivered/achieved by receiving regular reports on local custody issues with a member of the ICV Panel in attendance.</p>

<b>(7) Oversee the Independent Advisory Group</b>	To support and oversee the work of Lambeth’s Independent Advisory Group.	Lambeth IAG provides expert advice to the MPS in response to specific incidents or areas of concern on an ‘as required’ basis. The SNB will receive regular reports on the work of the IAG and the Chair of the IAG will be a member of the Board.
<b>(8) Support Neighbourhood Watch</b>	To work with MPS and the Safer Neighbourhood Panels to promote Neighbourhood Watch in Lambeth and develop effective working relationships between watches and ward Panels.	190 Neighbourhood Watches have now been established which include over 25,000 residents. The SNB will work with MPS to expand the number of watches and establish a NW Association in the borough that will be able to nominate a member to the SNB.
<b>(9) Ensure the stop and search community monitoring function is delivered</b>	To support and oversee the work of Lambeth’s Stop and Search Monitoring Group.	Stop and search is a key community concern in Lambeth and a Monitoring Group is in place to ensure accountability and engagement around this issue. The SNB will receive regular reports from the Monitoring Group, with a member of the group in attendance, and will be responsible for ensuring the effectiveness of monitoring and that the function is delivered.
<b>(10) Support the Community Payback scheme</b>	To liaise with ward Panels, residents and communities to identify and nominate local projects for Community Payback and to monitor the delivery of the scheme in Lambeth.	Community Payback enables offenders to make reparation by engaging in designated activities of service to the community for between 40 and 300 hours. The SNB will consult with residents and ward panels and receive reports from the Community Payback coordinator, who will be an attendee of the meetings.

- 3.2 These are the 'core' functions of the SNB, but additional functions were also considered by the Working Group, in particular:
- (a) a role for the SNB to promote the widest engagement of Lambeth's residents, communities and working population, especially the majority who are not represented by community interest groups;
  - (b) a role for the SNB to build and maintain engagement networks comprising interested individuals and organisations and supports this by maintaining and developing a mailing list/website/blog/other e-media or social networking technology to disseminate information about the work of the SNB and developments in policing and crime;
  - (c) a role for the SNB in developing innovative approaches to community engagement, seeking to exploit new information and communication technologies and social networking tools and methods whilst recognising individual communication needs.

#### **ISSUES FOR CONSULTATION**

- 4. Looking at the ten 'core' functions for the SNB proposed by MOPAC – do you have any feedback about how these functions might or should be delivered?
- 5. Should the additional 'networking' functions suggested in para.3.2 be added to the SNB's functions?
- 6. Are there any additional functions that should be considered for inclusion?

## 4. Membership of the Safer Neighbourhood Board

- 4.1 MOPAC's position on who should be members of the SNB is essentially non-prescriptive, *"while [the Mayor] will insist that young people, victims of crime and the local authority are represented on Safer Neighbourhood Boards ... he is keen to see the boroughs decide for themselves the make-up of the boards and how they will deliver their functions."* However, MOPAC do suggest that, *"Boards will need to have sufficient numbers and breadth of skills to ensure the board can effectively fulfil its functions."* and *"Boards will need to ensure diverse representation to reflect the communities in which they operate."*
- 4.2 MOPAC propose the following framework for representation on Safer Neighbourhood Boards:
- (a) **Representation of the victim voice** – "MOPAC is committed to ensuring that the victim voice is heard and represented in the work that we do together in London. A membership place should be provided for a locally-based victim services representative."
  - (b) **Representation of the youth voice** – "Given the over-representation of young people in the criminal justice system as both victims and perpetrators, it is important that the youth voice is effectively represented in policing and crime engagement activities."
  - (c) **Representation of Councillors** – "The role of elected members, who have a democratic mandate to represent the views and interests of local people, is important. To ensure an appropriate balance, consideration should be given to the ratio of elected to community members."
  - (d) **Representation of the wider community** – "Local Safer Neighbourhood Boards will need to give consideration to the wider local community and how best to ensure their views are represented."
  - (e) **Tenure** – member should sit on the boards for a maximum of three years to ensure SNBs, "greater reach and ensure a more frequent refresh of ideas and views."
- 4.3 In response to these proposals, the Working Group considered that Lambeth's Safer Neighbourhood Board should have a 'slimline' membership, with no more than 20 members, able to expedite the Board's business efficiently and effectively. It needs to be a 'representative' membership, bringing together representatives of Safer Neighbourhoods with those representing key pan-borough issues/functions and the relevant statutory agencies. Finally, the Board needs a 'functional' membership, with members round the table who are informed, knowledgeable and experienced, able to contribute to its deliberations and add value to its decision making.
- 4.4 Therefore, it is proposed that Lambeth's SNB should have three categories of members:
- (a) **Members from key statutory agencies** (4-6 members) – to represent the public agencies engaged in policing and crime reduction such as MPS, the Council and (potentially) others.
  - (b) **'Independent members by place'** (6-9 members) – to represent wards and areas of the borough (Safer Neighbourhoods).
  - (c) **'Independent members by issue'** (2-9 members) – to represent key interests, communities and functional activities.

**TERMS OF REFERENCE: (3) Membership of the SNB**

<p><b>Representatives of key Statutory Agencies</b></p>	<p>The MPS Borough Commander;</p> <p>The Council’s relevant Cabinet Member;</p> <p>The chief officer of probation for the borough;</p> <p>The Borough Commander for the London Fire Service.</p> <p>The Director of Public Health</p>	<p>Appointed annually by the agencies concerned.</p> <p>(Will need to confirm whether this is from the Community Rehabilitation Company or the National Probation Service)</p> <p>(To be confirmed)</p>
<p><b>Independent members to represent the borough’s wards and areas</b></p>	<p>6 Chairs of ward Safer Neighbourhood Panels</p>	<p>2 to be appointed annually by each Area Panel.</p>
<p><b>Independent members to represent key communities of interest and key issues for policing and crime in the borough</b></p>	<p>A youth representative</p> <p>A victims representative</p> <p>Two members of Lambeth Community Police Consultative Group</p> <p>A member of the Lambeth Health and Wellbeing Board</p> <p>A member of the Lambeth Business Crime Reduction Partnership;</p> <p>A member of the Lambeth Independent Advisory Group.</p> <p>A member of the Neighbourhood Watch Association</p>	<p>To be appointed annually by:</p> <p>Lambeth Youth Council</p> <p>Lambeth Victim Support</p> <p>EITHER appointed by CPCG OR elected via an associate membership scheme</p> <p>HWB</p> <p>BCRP</p> <p>IAG</p> <p>NWA</p>
<p><b>Attendees (speaking but non-voting, attending in an advisory capacity)</b></p>	<p>An officer of the Council responsible for community safety</p> <p>A member of the Independent Custody Visitors Panel;</p> <p>A member of the Stop and Search Monitoring Group;</p> <p>The local Community Payback Coordinator.</p>	<p>Appointed by the agencies / groups concerned (to be confirmed annually).</p>

**The independent members will serve for a *maximum of three years* with one third being replaced each year.**

- 4.5 The Working Group discussed the possibility of creating an **Associate Membership** scheme for the SNB, modelled on that of the CPCG. In this scheme, anyone who lives, works or studies in Lambeth can register their interest in the work of the Board and become an ‘associate’ member. The associate membership could then elect seats to the SNB. An alternative approach, if CPCG are offered two seats on the Board, would be for the group to utilise its membership scheme to elect these two members at its Annual General Meeting.

#### ISSUES FOR CONSULTATION

7. Do you accept the principle of a slimline SNB of up to 20 members? Are the three categories of membership the correct ones? Has any relevant type of membership been omitted?
8. *Statutory agencies* – should there be additional seats, for example for representatives of the health service? Or does this risk duplicating the borough’s Community Safety Partnership, Safer Lambeth?
9. *Independent members by place* – should there be additional seats for councillors as elected representatives at ward level?
10. *Independent members by interest and issue* – should other places be reserved for key communities of interest such as tenants, faith communities, voluntary and community sector, LGBT communities etc? Or could engagement for these groups be more effectively carried out at Cluster and Ward levels?
11. Should the SNB have an ‘associate’ membership scheme as proposed in para.4.5? If so, should associate members be able to elect members to the SNB? Or should CPCG have two seats on the Board, elected by its members at the group’s AGM?
12. Overall, do you think the balance in the membership of the Board between specific interests and geographic and borough-wide issues the right one for Lambeth?

## 5. Meetings, Governance and Ways of Working of the Safer Neighbourhood Board

- 5.1 MOPAC offer no prescriptions on ways of working for SNBs except that, *“it is important that Safer Neighbourhood Boards conduct some public-facing activity and boards should hold at least one public event/crime summit a year...”*
- 5.2 It is proposed that we go further in Lambeth and that all meetings of Lambeth’s SNB should be held in public (and encourages ward panels to do the same) and that there should be a presumption in favour of openness in the work of the SNB, including public access to papers and information.

<b>TERMS OF REFERENCE: (4) Meetings and Governance</b>		
<b>Chair</b>	Meetings to be chaired by an Independent member.	Elected annually by the Independent members.
<b>Meetings</b>	A minimum of four meetings to be held approximately quarterly.	Additional meetings may be held if requested by at least one of the statutory agencies’ representatives and one third or 4 (whichever is less) of the Independent members and agreed by the Chair.
<b>Quorum</b>	A least half of both the statutory agencies and Independent members must be in attendance.	
<b>Voting</b>	Only the Independent members to vote on items for decision.	Representatives of the statutory agencies not to vote in order to avoid conflicts of interest.
<b>Standing Orders</b>	The SNB to agree a set of Standing Orders to regulate its governance.	To cover issues such as conduct of members, expenses, confidentiality, reserved business, conduct of meetings etc.
<b>Meetings cycle</b>	A coordinated meetings cycle between the SNB, cluster and ward Safer Neighbourhood Panels.	A three month meetings cycle: <u>month 1</u> : ward Panels <u>month 2</u> : cluster Panels <u>month 3</u> : SNB
<b>Duties of members</b>	Includes attending meetings and soliciting views and providing feedback about the work of the Board to stakeholders, residents and communities.	Members must act as representatives to feedback views and ensure linkage up and down the structure between the Board, cluster and ward Panel levels.

TERMS OF REFERENCE: (5) <u>Openness and Public Access</u>		
<b>Openness and Transparency</b>	The SNB will conduct its business according to a presumption in favour of openness and transparency.	Persons or organisations submitting papers or material to the SNB will be informed that a 'non-confidentiality' policy applies, except in 'reserved' cases (for example, on the grounds of personal or commercial confidentiality).
<b>Open Meetings</b>	All meetings of the SNB will be held in public, unless the business to be discussed is specifically reserved by decision of the Board.	<u>Public rights of audience:</u> discussed below.
<b>Agendas, Minutes, Papers</b>	All Board agendas, minutes and papers (except those which are explicitly reserved on grounds of confidentiality) will be published and made available to the public in an open archive (such as a website).	SNB papers should be proactively circulated and made available to key stakeholders before each meeting; with members expected to bring forthcoming agenda items and papers to the attention of their stakeholder groups in good time before each SNB meeting in order to support feedback.
<b>Communications and Publicity</b>	The SNB will seek to promote public awareness of its meetings and business; in particular, attendance of its meetings and debate and feedback in response to its reports and papers.	Standing at the apex of public engagement for policing and crime in Lambeth, it is essential that the SNB promotes the widest possible awareness of its activities amongst residents and communities.

### Public rights of audience

- 5.3 While proposing that all meetings of the SNB should be held in public, there are two options about what degree of access members of the public should have to speak and raise questions during meetings of the Board itself and we seek feedback through this consultation as to which approach is best for Lambeth.
- (a) **EITHER:** Meetings of the Board will be preceded by a **one hour Question Time / Public Forum** at which members of the public can ask questions (submitted in advance to ensure accurate signposting) and make comments. Following this session, participation in the meetings of the Board proper will be limited to the members only (though the meetings will be conducted in public).
  - (b) **OR:** Members of the public will be **able to attend and participate in meetings of the Board by raising queries**. However, contributions by members of the public during the Board meetings will be filtered by the Chair and attendees may be signposted to more appropriate forums for their queries to be dealt with (eg. the ward or cluster Panels).

## Administration and management

- 5.4 The work of the SNB (and of the proposed new 'cluster' panels) will require administrative support, but MOPAC propose that efficiencies can be achieved compared to the admin costs of the current CPEG arrangements:

*"One of our key aims is to achieve a more efficient use of resources, value for money and the increased targeting of funds at crime prevention. Under the current model over 75% of funds are consumed on running costs – funding (or partially funding) posts. While paid Administrators or Coordinators have made a valuable contribution to some of the good work CPEGs have carried out, the new model sees more of the (larger) funds targeted at tackling issues of local concern and crime prevention. In order to achieve this, each borough will be provided with approximately £5,200 to specifically support administration and management of the boards. The ring-fenced part of the fund represents a recognition that boards will require some administrative support and the figure would deliver over 50 hours a month at the London Living Wage."*

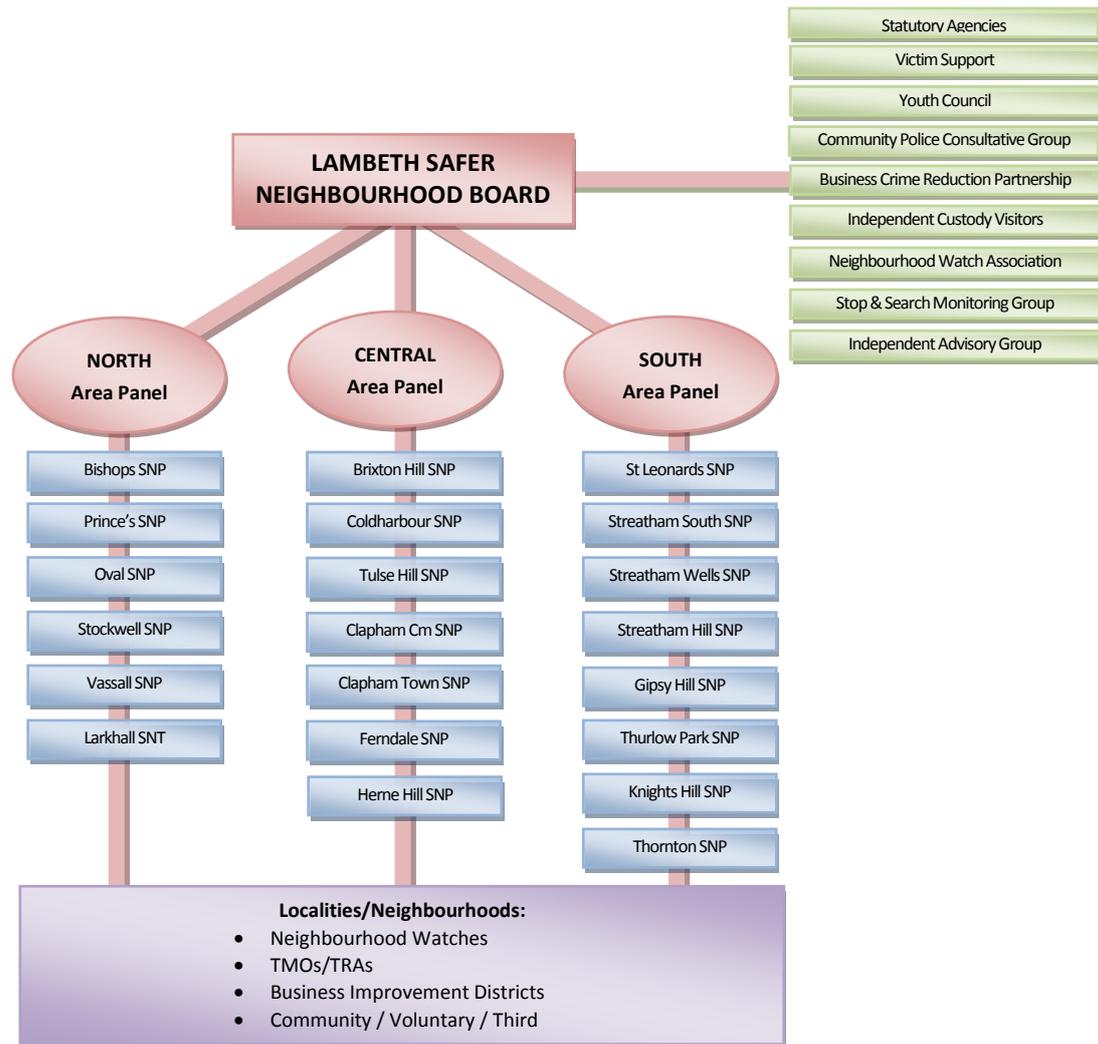
- 5.5 We are concerned that the £5,200 offered by MOPAC might be insufficient to cover all the administration and management costs likely to be incurred by the running of the SNB (and possibly the new ward cluster panels as well). One idea is that, as one of the first items of business, the Board could tender for an independent third party organisation to undertake appropriate administration (agendas, minutes, meetings, maintaining records etc.) to see if that can be accommodated within the resources offered by MOPAC.
- 5.6 The public bodies represented on the SNB are encouraged to offer benefits in kind to assist with the setting up and running of the Board, for example the provision of free meetings space.

### ISSUES FOR CONSULTATION

13. Do you agree with the proposed terms of reference for meetings and governance? (ie. independent chair, four meetings a year, quorum, voting, Standing Orders, meetings cycles and duties of members.)
14. Do you agree with the proposed terms of reference for openness and public access? (ie. meetings held in public, papers to be published, communications and publicity.)
15. Regarding public rights of audience at meetings of the SNB, do you believe option (a) or option (b) is the appropriate level of direct public involvement in the meetings?
16. Regarding administration and management, do you agree the Board should tender for an independent third party to administer the Board within the £5,200 offered by MOPAC? Are there other options as to how the Board could be administered within this cost envelope?



APPENDIX:  
**Lambeth Safer Neighbourhoods structure (proposed), 2014**



**For more information and to respond to  
this document contact:**

**Safer Neighbourhood Board Consultation**  
Community Safety  
Lambeth Council  
Email: [saferlambeth@lambeth.gov.uk](mailto:saferlambeth@lambeth.gov.uk)  
Phone: 020 7926 2733

Deadline for responses:  
**Midday, Friday 9 May 2014**

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