



Metropolitan Police Authority

A Practical Handbook for
Borough Based
**Community & Police
Engagement Groups**
(CPEGs)

The Engagement and Consultation Duties

All police authorities have statutorily described engagement and consultation duties. In the context of the Metropolitan Police Authority they require us in conjunction with the Metropolitan Police Service to:

- **Understand Community Views on Policing** - making arrangements, in consultation with the Commissioner, for obtaining the views of people in the area about matters concerning their policing¹.
- **Consult on Police Objectives** – ensuring that in the development of annual policing objectives, the MPA has regard to issues raised in local consultative arrangements; that separate consultative arrangements are put in place by the Metropolitan Police Authority for each London Borough in consultation with its respective local authority².
- **Be full partners within Crime and Disorder Partnerships** – to ensure that local people's views on crime and disorder reduction priorities are included in the development of local crime and disorder Strategic Assessment and in the planning and implementing the crime and disorder partnership plan.³
- **Work with Local Strategic Partnerships** – to co-operate in determining LAA targets and have regards to those targets linking LAA targets, Policing Plan targets and CDRP's⁴

Acknowledgments

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¹ Section 96 of Police Act 1996

² Section 6ZB of Police Act 1996 – as revised by Police and Justice Act 2006 and detailed in Policing Plan Regulations 2008

³ Section 5 and 6 of Crime and Disorder Act 1998 and Crime and Disorder Reduction Partnership's National Minimum Standards (Formulation and Implementation of Strategy 2007) No.1830

⁴ Local Government and Involvement in Health Act 2007

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Introduction

The Metropolitan Police Authority (MPA) undertakes community consultation in the development of its work through general and specialist activities. The second of the MPA's corporate priorities is 'to transform community engagement to help Londoners secure more responsive policing' and to achieve this the MPA and Metropolitan Police Service (MPS) have developed their *Community Engagement Strategy*⁵ '...to increase and enhance Londoners say in how their city is policed.'⁶

Policing needs the trust and co-operation of the public and effective community focused policing requires that the police work closely with communities to identify and address their problems and priorities.

The practical implementation of MPA/MPS community engagement is supported by the work of a broad section of the Authority, through monitoring and scrutiny work and by the specialist support of its Engagement and Partnerships Unit (using a specific funding programme to support Community and Police Engagement Groups (CPEGs) in the 32 London Boroughs), targeted work undertaken by the MPS and by the work of our community and voluntary sector partners.

The CPEGs are at the forefront of the local achievement of the MPA/MPS community engagement strategy. They are intended to be representative of the local population, and particularly those groups that interact with the police in disproportionate numbers.

It is not an easy task to provide a forum in which local people can engage their local police, the local council, the police authority and each other in constructive discussion and debate about strategic policing, crime and community safety issues in their borough. This handbook is intended to support CPEG's in that work; providing a little theory (the why's and wherefores of community engagement) and a lot more of about the practice of the work.

⁵ MPA/MPS Community Engagement Strategy 2006-09

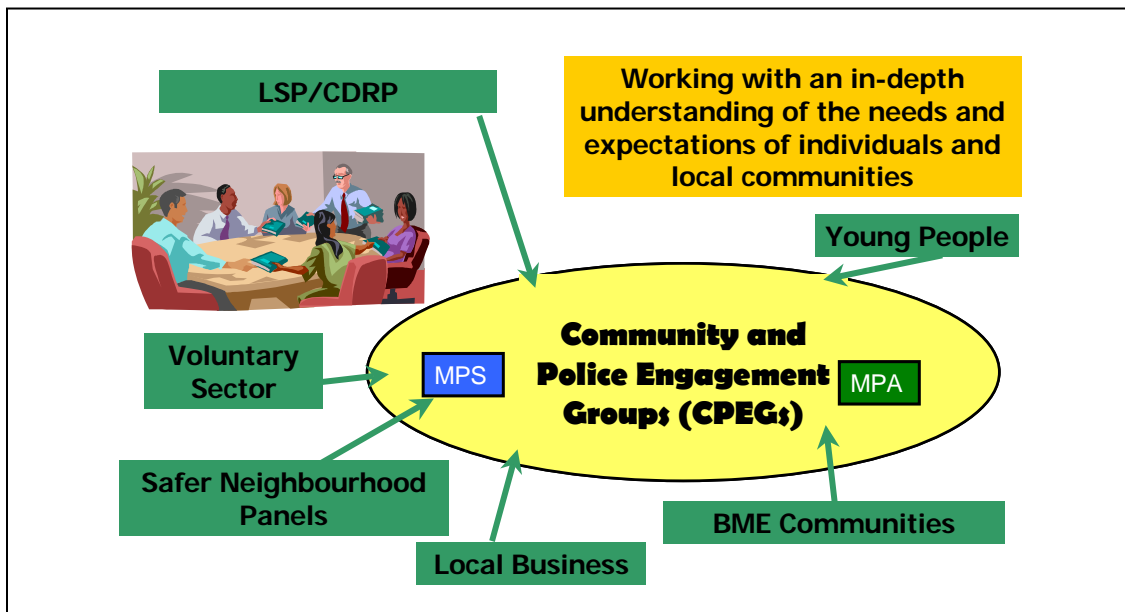
⁶ *ibid*

Section 1: Why have a Community Police Engagement Group?

*Community & Police Engagement Groups*⁷ are the primary local groups to enable the MPA/MPS community engagement and consultation programme. They are intended to provide the key local co-ordinating structure and forum in which local people can practically achieve the aims of the Community Engagement Strategy and support the development of *citizen focused policing*.

CPEG's should provide the structure to enable local people to consult with their local police, the police authority, key stakeholders in crime and disorder reduction (local authority, probation service etc.), and each other about strategic policing (including consultation on the Policing Plan), Neighbourhood Policing and crime and disorder reduction.

Citizen Focused Policing and Community Engagement



CPEG's activities not limited to committee work but should include active community engagement in neighbourhoods and with local groups. CPEG's are intended to be representative of the local population, and more particularly those groups that interact with the police in disproportionate numbers.

The aim should be to increase the capacity of community members not only to be informed of local crime and disorder reduction activity, but also, more proactively, to monitor and actively to influence local decision making, plans

⁷ This general name other names for the group exist, such as Police and Community Consultative Groups and Community Safety Boards, but each group is intended to undertake the same key functions to provide a significant component of local citizen focused policing.

and priorities for the local delivery of policing and related community safety activities.

Community engagement and consultation is important to enable the development of efficient crime and disorder prevention and is often needed if crime reduction measures are to work well. To make it effective, police have a regular means of entering into a dialogue with the community in order to understand local needs and priorities and to explain the work undertaken by the police on behalf of their community.

Systematic Dialogue Between the Police and the Community

This need for systematic two way conversation was recognised in the enactment of Section 96 of the Police Act 1996 which requires “that arrangements be made in the Metropolitan Police District by the Metropolitan Police Authority, after consulting with the Commissioner, for obtaining the views of people in that area about matters concerning the policing of the area and for obtaining their cooperation with the police in preventing crime in the area”.

Borough based Community and Police Engagement Groups (CPEG's) are the primary method that the Metropolitan Police Authority and the Metropolitan Police Service have chosen to use as the vehicle to achieve this statutory responsibility at a local level.

What the Community & Police Engagement Group (CPEG) Does

CPEGs talk to and listen to the local police, and question them on their policies and practices – and they (the police) must be responsive. Effective Groups are inclusive and should seek to be representative of the community – age gender race etc, CPEGs are about getting the best information available to ensure that sound and acceptable decisions are made.

Various consultation processes are needed to capture the views of the community. To achieve a quality of consultation which can be respected by all participants CPEGs must involve:

- community leaders and those responsible for implementing borough-based strategies.
- people with an interest in policing matters (such as neighbourhood watch co-ordinators and crime prevention panels)
- people who might be prone to social exclusion, including members of the Lesbian, Gay, Bisexual and Transgender (LGBT) Community, those with mental health issues, survivors of domestic violence and people from ethnic minorities

- young people
- other forums in the borough concerned with crime reduction.

Best Practice in Community Consultation

It is impossible to consult everybody, but CPEGs are best placed to assist the local police and Crime & Disorder Reduction Partnership (CDRP) in identifying gaps in the consultation process and suggesting ways to find out the needs and aspirations of the organisations concerned.

Opinion surveys can be used to identify issues of local concern, but these must be properly constructed – you may consider working with the police or council on these. CPEGs should consider the findings of the local crime and disorder Strategic Assessment; as this will have determined the content of the youth justice plan and be the source of the local strategy to reduce crime and disorder (Community Safety Partnership Plan). CPEGs may choose to focus attention on a particular aspect of the audit and, where necessary, suggest further research or consultation to support a constructive approach.

What are the Issues?

The kinds of issues on which the community should be consulted and engaged include:

- strategic prioritisation by the local police at ward and borough level
- priorities to be included in the annual borough crime and disorder strategic assessment and Crime and Disorder Reduction Partnerships Community Safety Plan⁸
- matters that affect the local community, including the policing of public transport
- special police operations (confidentiality allowing)
- recruitment and training of police officers and ancillary operational staff
- the progress and evaluation of policing plans and services that have an impact on the community
- the problems facing ethnic minorities, young people and other minority Groups.
- London-wide and national policing issues that have a local impact

⁸ Police and Justice Act 2006

MPA/MPS Support to CPEGs?

The MPA/MPS Community Engagement Strategy recognises that it is important to ensure that they strengthen partnerships and community engagement at a local level . As the Strategy states we will “Continue to support the development of innovative models and structures of community police engagement to ensure a coordinated, seamless process of community participation from the local neighbourhood level to the borough level.”

Section 2: The Superstructure of CPEGs

Operating principles of a CPEG

In its simplest form, the CPEG is a membership forum devised for regularly consulting with local communities regarding policing and community safety at a borough level and providing a key opportunity for statutory agencies to gain insight and understanding into the crime and disorder reduction needs of local communities.

Supporting Citizen Focussed Service Delivery

A CPEG must engage with the local police and council – the two most significant providers of crime and disorder reduction services in the field – and be respected by them. Consistent senior borough police and local authority representation at the CPEG is necessary for it to prove effective.

Changing with the Times

Because of the rapidly changing nature of London communities, emphasis must be placed on capacity building; so that, whilst the initial Community and Police Engagement Group membership may feature some practised participants, in the medium term they are required to support their less experienced peers in taking over this representative function from them.

Working with the Key Local Agencies and Organisations

A CPEG must be able to demonstrate considered, formal relationships with other relevant local bodies, such as the Local Crime and Disorder Reduction Partnership and Independent Advisory Group. A CPEG must not be isolated from existing local consultative and decision-making mechanisms, nor should it duplicate the work of existing local consultative arrangements, such as the Sfer neighbourhood panels. It should, however, establish clearly defined linkages with such structures. This is especially so with the local stop and search monitoring board and the Independent Custody Visitor Panel (ICV)

Long, Wide View

A CPEG must exhibit a pan-borough perspective. A CPEG must not be hamstrung by parochialism. A CPEG must retain a strategic focus. The CPEG should not get involved in individual grievances and casework, for which there are more appropriate forums. The CPEG plays an exclusively borough-wide, strategic and proactive role. This differentiates it from consultative work with a localised, reactive, tactical or operational focus occurring at the borough level through

Independent Advisory Groups, and at the ward level through Safer Neighbourhoods Community Panels.

Improving Crime and Disorder Reduction through Constructive Dialogue

A CPEG must create an atmosphere conducive to constructive discussion and positive (though not necessarily uncritical) suggestions. Excessive negativity can disable such a group. CPEG members are expected not only to ask questions of and pose problems to the police and council, but also to supply ideas and propose solutions for such problems' resolution. Closure on most procedural matters should be sought as soon after the Community and Police Engagement Group's inception as possible. Discussion should focus on substantive community safety matters. Community Safety and Police Engagement Groups should be able to commission pieces of work, such as local research into special interest issues.

Accountability Mechanism

The CPEG should hold the whole of the local Crime and Disorder Reduction Partnership to account for its decisions and actions on behalf of the community. A CPEG should negotiate a seat for its chairperson on the local Crime and Disorder Reduction Partnership. CPEG should make further opportunities available to community members and groups to access those with power locally.

Fed From Below

A CPEG should be fed information by the Safer Neighbourhoods Panels in the borough. A representative from each Safer Neighbourhood Panel should sit on the Community and Police Engagement Group and represent their ward. If this proves unmanageable, Safer Neighbourhoods wards could be clustered and each cluster should send a representative to the Community and Police Engagement Group.

Feeding Up

A Community and Police Engagement Group should feed into pan-London police policy-setting and decision-making via the attendant Metropolitan Police Authority Link Member. Low Link Member attendance may result in isolation from pan-London considerations.

Equal Opportunities

A CPEG should constantly seek to encourage the broadest base of representative membership and to support this put in place practical

support arrangements for members, e.g. reimbursement for childcare, transport etc.

CPEG Members and their Responsibilities

The membership of the CPEG should comprise representatives drawn from the local community, who are supported by council officers, police officers, professionals and practitioners in the community safety field. The CPEG is to be owned by the community. CPEGs will not legally be an instrument of the Metropolitan Police Authority, but rather a community-led venture funded by Metropolitan Police Authority.

The core membership of a CPEG must be appointed in an evidence-based way see below, to ensure a diverse and broadly representative membership. A justification must be available for the presence of each CPEG member on the membership. Free-for-all membership rarely delivers adequately diverse or representative membership. The limited membership should be manageable in terms of size to permit rational discourse and collective learning at its meetings.

The MPA strategy states " The concept of community as a group of people who all hold something in common can be understood as either:

- People who share a locality on geographical place, or
- People who are or share communities of interest, ie share an identity, for example on the basis of ethnicity or faith – or share on experience, such as people with a particular disability"

Members are required to communicate in between meetings with their respective communities of interest, identity or geography, to ensure as many people as possible are engaged and informed. Members must take the community's issues to the Community Police Engagement Group and the Community Police Engagement Group issues to the community. Lone, unaccountable members with no mandate and no ability or will to cascade information to others must be avoided.

A Community Police Engagement Group should provide a conduit for information flow in all directions between police, local authority, partnerships and local community. A Community and Police Engagement Group should be outward-looking and actively seek the views of different communities, especially those who are otherwise marginalised.

Membership of a CPEG

The advent of a CPEG entails a deliberate shift from the open access of a Community Police Consultative Group to a Group with an identified and agreed membership. It is therefore vital that a clear justification is available for the inclusion of each member on the CPEG. Justifications might include, for example: members drawn from sizeable minority populations according to demographic data; members drawn from groups disproportionately victimised; members representing a designated Safer Neighbourhood; members drawn from traditionally underrepresented or excluded communities.

While there may be a limited pool of people with the required commitment, competence and availability, significant time and effort should be devoted to finding them.

CPEG membership size must remain manageable. Previous experience of Community Police Consultative Group meetings suggests that constructive discussion is hindered and that structures become unwieldy when membership grows excessively. 40 CPEG members is the suggested maximum.

All members of the CPEG must live or work in the borough. Wherever possible, resident members should be sought.

There should be no hereditary principle guaranteeing membership on the Community and Police Engagement Group for ex-members of the Community Police Consultative Group. Nor should membership of the previous Community Police Consultative Group preclude membership of the new CPEG.

Whilst every effort should be made to ensure that CPEG reflect the communities that make up their boroughs, this can never be achieved completely. Perfect demographic representation is not possible, nor is it necessarily ideal, in this context. What must be guaranteed is a wide cross-section of opinion.

Whilst the limitation imposed upon numbers may make it more difficult to give direct voice on the CPEG to every one of the many groups constituting the living and working population of a London Borough, some members will be able to 'wear multiple hats', in as much as they may be able to speak for multiple communities of geography, identity and/or interest.

Membership Reflecting the Community

In seeking out potential members, priority should be given to individuals who both are themselves a member of the community in question and are members, employees or affiliates of an organisation run specifically by and for members of that same community locally. This helps to ensure that the Community and Police Engagement Group member can both speak from personal experience, by virtue of his/her own membership of the community in question, and act as an informed advocate for that community, by virtue of association with an organisation which represents or serves other members of that same community in the area.

To illustrate: a disabled person who works for a disability organisation in Islington is likely to be preferred as a candidate for Community and Police Engagement Group membership to either an able-bodied manager of a disability organisation in the borough, or a disabled person with no affiliation to or association with any disability organisations in the borough.

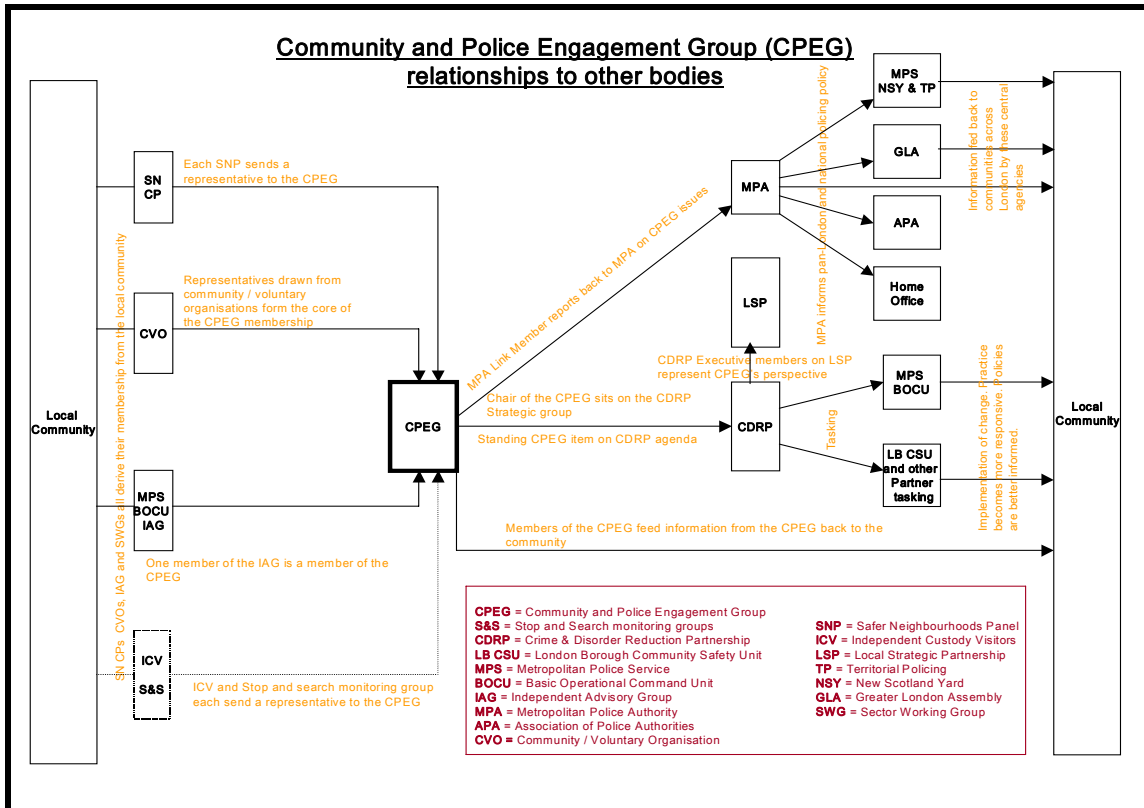
CPEG in the crime and disorder reduction framework

CPEGs bring together the Metropolitan Police Authority, police, local authorities, partnerships and community groups not only to identify problems but also to propose solutions. They are themselves expected to accept some responsibility for improving community safety as well as having the right to hold the Borough Commander and Crime and Disorder Reduction Partnership to account.

Independent Advisory Groups, whilst borough-wide, tend to be confidential and anonymous, meet in camera, focus on specific special interests and/or serve (valuably) as reactive Critical Incident Panels. CPEG members are not afforded anonymity, Community and Police Engagement Group meetings are held in public, adopt a broad, strategic perspective and are proactive in addressing community safety issues. One member of the borough Independent Advisory Group should sit as a member on the CPEG. This is to ensure that each group understands the activities and remit of the other, and so that appropriate information-sharing can take place.

Safer Neighbourhoods Panels and Key Individual Networks involve the local community in police priority setting and operational decision making at a ward level. Their outlook is rightly parochial. CPEGs have a much wider focus than Safer Neighbourhoods Panels and Key Individual Networks, and much broader boundaries. Initially, a

representative from each Safer Neighbourhood ward's Panel or Key Individual Network will sit as a member on the CPEG.



The chart illustrates the relationships between the Community and Police Engagement Group and the constellation of consultative and strategic structures which already exist in London.

The Crime and Disorder Reduction Partnership is the primary strategic body for community safety in a London Borough. The link between the CPEG and the Crime and Disorder Reduction Partnership is therefore crucial. The CPEG must be able, through the scrutiny mechanisms established⁹, hold the Crime and Disorder Reduction Partnership to account. Additionally, we would recommend that the Chair of the Community and Police Engagement Group should sit by right on the Crime and Disorder Reduction Partnership Executive.

This may necessitate an appeals process in case the CPEG Chair is not satisfied that the Crime and Disorder Reduction Partnership is indeed acting in the best interests of, or listening to, the community. If this is the case, and if their grievance on the community's behalf cannot be resolved at the local level, then they must be able to voice their

⁹ Community safety scrutiny Police and Justice Act 2006

complaint through the Metropolitan Police Authority. The Metropolitan Police Authority will take its enabling role seriously by establishing such consultative fora as Community and Police Engagement Group, but it will likewise take its scrutiny role seriously when such consultation, and the public's voice, go ignored.

Members shared by the CPEG, Crime and Disorder Reduction Partnership and Local Strategic Partnership will ensure that the community's voice is heard in Local Strategic Partnership deliberations regarding expenditure of, for example, Local Area Agreement money on crime reduction initiatives and/or the amalgamated Safer, Stronger Communities Fund and the BCU funding in boroughs where a Local Area Agreement is in place.

Section 3: Practice Principles

This section is aimed at providing an essential and practical understanding of the practice principles of CPEG's.

Chairing a CPEG

It is important that a CPEG is well chaired.

The election of the Chair should include written submission of self-nomination forms by candidates, a Q&A session with the candidates, and a secret ballot where all members of the CPEG other than the Borough Commander, Lead Councillor and Metropolitan Police Authority Link Member vote for their preferred candidate. The protocols and rubric for this election should be set and circulated well in advance to all members.

Once elected, the Chair of the CPEG is likely to benefit from close support.

Once elected, the Chair should be invited both to the meetings of the local Crime and Disorder Reduction Partnership. In the former case, the Community and Police Engagement Group Chair should be a fully-fledged member.

Staffing arrangements for a CPEG

A CPEG, if it is to function effectively, requires adequate staff support, irrespective of where any staff are drawn from. It is recommended that this support be provided primarily by a single, full-time worker. This worker's role is by no means merely administrative. Much of the work in establishing and servicing a CPEG is interpersonal and developmental. The recruitment of a single full-time member of staff seems reasonable, given the 100,000+ population of a London Borough.

1. Model Terms of Reference for a CPEG

I. Aims and Objectives of the Group

The aims of the Anyborough Community and Police Engagement Group (CPEG) are:

- To support local community engagement to help secure effective, citizen-focussed, accountable and responsive policing and council community safety activity for the Boroughs communities.
- To provide a forum in which local people can engage the Borough Police, the Council, the Metropolitan Police Authority and each other in constructive discussion and debate about policing, crime and community safety issues.
- To be representative of the local population, and more particularly those groups that interact with the police in disproportionate numbers.
- To increase the capacity of community members not only to be informed of local crime and disorder reduction activity, but also, more proactively, to monitor and actively to influence local decision making, plans and priorities for the local delivery of policing and related community safety activities.
- To enable people to understand, inform, influence, support or challenge policing and community safety policies that affect them. To provide a forum for information flow in all directions between the police, local authority, partnerships and the local community.
- To be an inclusive body which promotes equal opportunities and diversity, treats all people with respect, will not compromise its impartiality, and will not tolerate discrimination in any form.
- To undertake an agreed programme of work to support community engagement and consultation with the police in Anyborough as agreed with the MPA and included within the CPEG Service Level Agreement CPEG's activities should not simply be limited to committee work but should include active

community engagement in neighbourhoods and with local groups.

II. Membership

- The CPEG brings together community representatives and organisations who represent the views of the communities and voluntary and statutory bodies in the borough: These groups will include:

III. Model membership of a CPEG

The following local groups should be represented on a CPEG:

- Safer Neighbourhoods Panels (ideally one representative per Safer Neighbourhood ward, to ensure adequate representation of communities of geography, as opposed to communities of interest and identity)
- Metropolitan Police Service (Borough Commander)
- Local Authority (Lead Councillor for Community Safety)
- Metropolitan Police Authority
- British Transport Police (Borough officer)
- Borough Police Independent Advisory Group (Chair or Member)
- Youth (eg. youth council; youth forum; youth club)
- Black and Minority Ethnic Umbrella Organisation (eg. Race Equality Council; Bangladeshi Association)
- Older Peoples Forum (eg. Pensioners' Forum; Age Concern)
- Small / Medium Enterprise (eg. traders association)
- Lesbian, Gay, Bisexual, Transgender (eg. LGBT Forum)
- Voluntary Sector (eg. Community Empowerment Network)
- Victims (eg. Victim Support Service)
- Disability Umbrella Organisation (eg Disability Alliance)
- Independent Custody Visitors (via the Metropolitan Police Authority)
- Probation (eg. London Probation Board Borough Link Member)

Others that may be invited:

- Homeless / Housing (eg. St Mungo's; Shelter)
- Faith Groups (eg. Interfaith Network; church; mosque; synagogue; temple; gurdwara)
- Traveller (eg. site representative)
- Refugee / Asylum Seeker (eg. Refugee Forum)
- Major Stakeholder Organisation (eg. Local Football Club; BBC)
- University
- Regeneration Area / New Deal for Communities Area / Single Regeneration Budget Area

- Women (eg. Barnardo's Young Women's Project)
- Borough Neighbourhood Watch
- Mental Health (Mental Health Trust)
- Drugs (eg. rehabilitation service)
- Alcohol (eg. street drinkers initiative; wet centre)
- Health (eg. Whittington Hospital; Primary Care Trust)
- Schools (eg. Governor; Teacher)
- Stop and Search monitoring groups

It should be borne in mind that a given individual can (almost always does) 'wear more than one hat', ie. fit into more than one of the categories cited above, and so the number of members need by no means correspond to the number of categories listed.

IV. Election of officers and role of officers

- The election of the Chairperson Treasurer along with up to five other elected Officers shall be the Steering Committee of the Group elected each 10th May at the AGM
- The Committee shall have the power to co-opted other Committee members numbering no more than three annually.
- The Steering group shall appoint a Secretariat should they feel it necessary
- The Secretariat will be reviewed on the 10th May of each year at the AGM.
- No person shall retain the function of Chair Treasurer or Secretariat beyond 1 year without agreement of the full Group

The role of the Treasurer will be to keep accurate records of all transactions of the Group accounts.

The Treasurer will settle all incoming and outgoings of the Group account having first consulted the full Group meeting.

Cheques will only be released having been signed by the two designated signatories.

The Treasurer will give updates of the accounts at each Group meeting.

V. The role of the Chairperson

- To liaise with the Secretariat to ensure that agenda items are raised before each meeting
- To ensure that each meeting is conducted in a orderly manner and to ensure that each member have an equal input into each meeting
- To oversee that members adhere to the code of conduct during each meeting
- To ensure that all decisions are agreed by members
- To ensure that a clear work plan is developed in consultation with members
- To ensure that a work plan is agreed by members

VI. The Role of Secretariat

- To liaise with the Chairperson to ensure that agenda items are raised before each meeting
- Prepare typed minutes for each meeting
- Take minutes at each meeting
- To send out minutes of last meeting
- Maintain the membership list
- Liaise with the Chair to confirm the agenda and dates of meetings

VII. Code of conduct

- The Group does not tolerate, racism, sexism, sectarianism, and homophobia or any other behaviour that may bring the Group into disrepute
- If members fail to adhere to the code of conduct within the terms of reference formal procedures will initiated
- Any formal procedures against a member will be carried out through the chairperson with the agreement from the members of the Group
- However, an appeal can be made in writing against any decisions made.
- If a member is found to have brought the Group into disrepute, the Group can request the member to step down.

VIII. Administration

- The CPEG will put in place local arrangements as necessary to meet its administration needs.
- The agenda for CPEG meetings will be made publicly available and distributed to members at least one week before the next meeting.
- The Chair will agree the agenda before its publication.
- The minutes of each CPEG meeting will be made publicly available and distributed to CPEG members no more than two weeks after the previous meeting.
- The Chair will agree the minutes before their publication.
- The Metropolitan Police Authority will conduct or commission an annual review of the effectiveness, efficiency, fairness, functions and membership of the CPEG.

IX. Frequency of meetings and venues

- The CPEG will normally meet four -six times each year. Meetings will normally occur once every two months.
- The venue for these meetings will be decided at each meeting.
- One of these meetings each year will be an Annual General Meeting at which the CPEG Chair for the year ahead will be elected from amongst the membership by members.
- CPEG meetings will not usually last more than two hours.

X. Members Attendance

- All members are expected to attend the Group meetings
- Members who attend meetings with outside agencies will be based on specific related issues. This will be decided at the Group meetings.

If members are unable to attend Group meetings apologies must be given in advance. A replacement for an absent member can be sent, however prior notice needs to be given in advance to the Chairperson or the Secretariat

XI. Public Relations

- The Chairperson will act as press and public relations contact for the Group for the period for which they hold the post
- Any interview and comments made by the Chairperson have to be authorised in advanced by two other members of the Group
- Any other members from the Group who are approached by the press to give comment on the work of the Group have to refer members of the press back to the Chairperson
- If the Chairperson is unavailable to give comment at any time this is then passed onto the Secretariat
- Again any comments from the Secretariat need to be authorised by two other members of the Group
- Any comments given to the media have to acknowledge the role and work of the Group

All public communications from the Group will appear on the groups agreed headed paper and make it clear that they are from the Group and will be signed on its behalf

XII. Public Relations

- As required the members of the Group can decide to establish sub groups to address specific issues. This can be time limited.
- The sub groups will be formed through consensus with all members of the Group
- The sub groups will based established on the bases of members experience and knowledge of practical areas or issues

All sub groups report and be accountable to the full Group

XIII. Public Involvement

CPEG meetings will be open to the public and press. Provision shall be made at each meeting to enable any person attending to address or ask questions of the Group upon issues identifiable within these terms of reference.

XIV. Review of Terms of Reference

The terms of reference will be reviewed on an annual basis

2. Practical arrangements for a CPEG

Venues

CPEG meetings will be held in accessible venues which are appropriately equipped and located.

Attendance & Apologies

Where possible, members should confirm their intended attendance or submit their apologies for CPEG meetings as soon as possible to enable meetings to be properly planned in terms of room bookings, catering etc.

Support

If members attending CPEG meetings feel that they need support, it will be acceptable for them to bring colleagues / friends to the meetings to provide this support.

Conferences & Events

Where it is felt appropriate that the CPEG should have a representative attending a conference or other event, the group may decide to fund this from within their budget . A report on the conference or event attended will be required from the attendee, so that the knowledge/expertise gained can be fed back into the CPEG.

Interpretation & Signing

If members of the CPEG require interpreters of any type, including signers, they will need to inform the CPEG at least one month before the date of the next meeting, due to a national shortage of such professionals. The Group will then arrange for the required interpreter or signer to attend, or will authorise the member to commission their attendance and compensate them accordingly.

Refreshments

Light refreshments will be provided at meetings of the Community Safety Board for its members.

3 Job description for the Chair of a CPEG

The Chair of Anyborough CPEG will:

- Represent the views of Anyborough communities with regard to crime, policing and community safety in dealings with the Police, Council and partners

- Chair and facilitate **CPEG** meetings
- Lead and focus discussions where appropriate at **CPEG** meetings
- Bring impartiality and objectivity to **CPEG** decision-making
- Facilitate change and address conflict within **CPEG**
- Ensure that decisions taken at **CPEG** meetings are implemented

- Ensure that **CPEG** complies with its adopted Terms of Reference and Protocols
- Ensure that **CPEG** pursues its aims as defined in its Terms of Reference
- Ensure that **CPEG** employs its resources and finances properly and exclusively in pursuance of its aims

- Embody in their **CPEG** work Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Safeguard the good name and values of **CPEG**
- Represent the **CPEG** at relevant meetings and events
- Act as spokesperson for the **CPEG** as appropriate, including with the press
- Represent the **CPEG** at bimonthly meetings of Anyborough Crime, Drugs & Youth Partnership Executive

- Ensure the effective and efficient administration of **CPEG** Do necessary preparation for **CPEG** and other related meetings
- Plan the annual cycle of **CPEG** meetings
- Set agendas for **CPEG** meetings
- Approve **CPEG** minutes prior to their circulation

- Be elected by members of **CPEG** at its Annual General Meeting (AGM)
- Hold the position for a tenure of one year (renewable upon re-election) to a maximum of 3 years.

4. CPEG Chairs Nomination Form

Self-nomination form for role of Chair of a Community and Police Engagement Group

Please send completed forms to:

XX

Deadline for receipt of completed forms:

YY

Your completed form will be put on display for fellow CPEG members' (only) reference at the CPEG meeting before the election takes place.

If you need any further assistance or explanation regarding this form or this nomination and election process, or if you need another form, please contact

XX

Surname:

First name:

Please write a maximum of 100 words about the *skills* you have which would make you an effective **CPEG** Chair:

Please write a maximum of 100 words about the *experience* you have which would make you an effective **CPEG** Chair:

Please write a maximum of 100 words about the *personal attributes* you have which would make you an effective **CPEG** Chair:

THE END

5. Declaration by the Chair of a CPEG

I, **XXXXXXX** as Chair of **YYYYYY CPEG**, shall, for the year during which I hold this elected office, abide by the Job Description according to which I was elected and the Terms of Reference of the **CPEG** (both attached here for reference), whenever I conduct the business of the **CPEG**, conduct the business of the office to which I have been elected, or act as a representative of the **CPEG**. This undertaking shall not have effect in relation to my activities undertaken other than in an official capacity.

I shall, in my role as Chair of the **CPEG**, promote equality by not discriminating unlawfully against any person, and I shall treat others with respect. I shall not disclose information given to me in confidence by anyone, or information acquired which I believe is of a confidential nature, without the consent of a person authorised to give it, or unless I am required by law to do so, nor shall I prevent another person from gaining access to information to which that person is entitled by law.

I shall not in my official capacity, or any other circumstance, conduct myself in a manner which could reasonably be regarded as bringing this office or group into disrepute.

I shall not in my official capacity, or any other circumstance, use my position as Chair of the **CPEG** improperly to confer on or secure for myself or any other person, an advantage or disadvantage, and must, when using or authorising the use by others of the resources of the **CPEG**, act in accordance with the **CPEG** requirements, and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the **CPEG** or of the office to which I have been elected.

If I have a personal interest in a matter being considered at a meeting I attend, I shall disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

I understand what is required of me as Chair of **YYYYY CPEG** and knowingly undertake the responsibilities this position entails.

Signed: _____

Date: _____

6. Draft agenda for a CPEG meeting

(2hr meeting)

Anyborough CPEG

ITEM	AGENDA – 13.11.2010
1.	Apologies
2.	Minutes of Previous meeting and matters arising
3.	Members Oral Updates
4.	Borough Police Performance Presentation and questions: <ul style="list-style-type: none">• Crime map and analysis• Police actions taken over past period to address issues• Questions from the floor
5.	Borough Community Safety Performance Update
6.	Presentation on Specialist Issues
7.	Any Other Business
8.	Date of next meeting –

7. Public advertisement for a CPEG meeting



Metropolitan Police Authority

Community and Police Engagement Group

**Public meeting on Tuesday 24th May at 7pm for an hour
in the xxxxxx**

**Review of Borough Police Performance and
Priorities**

**Neighbourhood Crime and Anti Social
Behaviour Issues**

Presentation on Tackling Youth Crime

**Consultation of Crime and Disorder Strategic
Assessment**

**If you have anything to say or ask about antisocial behaviour,
young people or fear of crime, please come along and let the
Borough Commander of Anyborough Police and the Lead
Councillor for Community Safety hear your views.**

**For further information or to let us know your access needs,
please contact [name] on telephone xxxxxx or email
[name]@mpa.gov.uk or fax xxxxxx or minicom xxxxxxxx**

Anyone who lives or works in Anyborough is welcome,