

## Description of Post - the Treasurer of the Waltham Forest Community Safety Board

### The Treasurer of WF CSB will:

- Assist the Chair in representing the views of Waltham Forest communities with regard to crime, policing and community safety in dealings with the police, Council and partners

- **Support the Chair by:**
- Deputising for them at **CSB** meetings
- In focusing discussions where appropriate at **CSB** meetings
- Bringing impartiality and objectivity to **CSB** decision-making
- Facilitating change and address conflict within the **CSB**
- Ensuring that decisions taken at **CSB** meetings are implemented
- Ensuring that CSB acts as good and respectful employer of any directly employed staff
- Ensuring that the **CSB** complies with its adopted Terms of Reference.
- Ensuring that the **CSB** pursues its aims as defined in its Terms of Reference
- In conjunction with the Chair to ensure that the **CSB** employs its resources and finances properly and exclusively in pursuance of its aims
- Embodying in their **CSB** work Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Safeguarding the good name and values of the **CSB**
- Representing the **CSB** at relevant meetings and events
- Act as spokesperson on behalf of the **CSB** as appropriate, including with the press
- Representing on behalf of the Chair the **CSB** at the meetings of the Waltham Forest Crime and Disorder Reduction Partnership and pan London meetings
- Ensuring the effective and efficient administration of the **CSB**. Do necessary preparation for **CSB** and other related meetings
- Plan the annual cycle of **CSB** meetings
- Set agendas for **CSB** meetings
- In the absence of the Chair or Vice-Chair approve **CSB** minutes prior to their circulation

- The elected Treasurer shall not serve more than 3 consecutive terms without at least a 12-month break from that position.

## Declaration by the Chair of a CPEG

I.....as Chair of .....**CSB**, 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 **CSB** (both attached here for reference), whenever I conduct the business of the **CSB**, conduct the business of the office to which I have been elected, or act as a representative of the **CSB**. 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 **CSB**, 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 **CSB** 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 **CSB**, act in accordance with the **CSB** 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 **CSB** 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 ..... **CSB** and knowingly undertake the responsibilities this position entails.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Metropolitan Police Authority**