

Anywhere

NEIGHBOURHOOD ACTION GROUP

Constitution and Terms of Reference

1. Purpose of the Group (Aims and Objectives)

A Neighbourhood Action Group (NAG) is a multi-agency, problem-solving group consisting of relevant partner agencies, key stakeholders and, most importantly, members of the local community. Each partner agency, key stakeholder and member of the community on the Group will bring different skills and knowledge to the group, enabling a more cohesive plan of action which is in the interest of resolving the priorities identified by the community. They will work together to implement this action plan to address the main concerns raised by the community and by focusing on those issues will improve community safety, improve public confidence and reduce crime and disorder.

2.1 Community Cohesion and Promoting Equality

2.1 The Group is a voluntary, non-statutory body.

2.2 The Group must be ever mindful of the fact that it serves a diverse set of communities and that it has a commitment to equal opportunities.

2.3 Group members will ensure that it is inclusive in its approach to tackling community concerns by:

2.3.1. Promoting equality of opportunity for all community groups to be represented, regardless of race, ethnicity or religious beliefs.

2.3.2 Promoting equality of opportunity for all individuals to be represented, regardless of age, gender, race, disability, religion or sexual orientation

2.3.3 Not being a member of a group or organisation whose aims (explicit or otherwise) include the promotion of racial, sexual or religious discrimination.

3. Terms of Reference

3.1 The Group is based on action and outcome. It is neither a talking shop nor a political platform.

3.2 Each member of the Group should ensure that there is complete clarity regarding what is expected from them, either as an individual or as a representative from the relevant agency, association or community and that demands are realistic and achievable.

3.3 The Group will:

3.3.1 Consider how community concerns may be addressed through the provision of information regarding the work of partner agencies and voluntary groups.

3.3.2 Assist in community engagement through a number of means such as public meetings, surveys and workshops, thereby identifying community priorities.

3.3.3 Review community priorities throughout the year.

3.3.4 Assist in problem solving and decision making regarding police and partnership activity (including budget spends) when tackling identified community priorities and membership of stakeholder groups.

3.3.5 Assist in environmental visual audits on the neighbourhood.

3.3.6 Assist with crime prevention and community safety projects.

3.3.7 Work with the Neighbourhood Policing Team and other agencies.

3.3.8 The Group as a whole can apply pressure to agencies or individuals to take action as required and hold each other accountable.

3.3.9 The Group will ensure that the various agencies or individuals instigate their assigned actions promptly.

3.3.10 The Group will ensure and have procedures in place to ensure that local people and appropriate bodies are kept informed of what the Group is doing.

4. Confidentiality

During meetings it is natural that certain issues may be raised whereby individuals within the community will be named. While some of the agencies on the Group will be signed up to the data sharing protocols, others are not, and as a consequence there must be some degree of confidentiality. It is therefore incumbent on all members of the Group not to disclose to any other person the details of any individuals discussed during the meetings.

5. Membership (Core Group)

The Group should as far as possible be representative of all neighbourhood communities and ethnic groups appointed for a period of two years.

5.1. The Core Group may comprise of::

5.1.1 Residents (to include young people)

1 representing each Parish within the Neighbourhood

5.1.2. Ward Councillors for the Neighbourhood

5.1.3 Parish Councillor/s from each

Parish Council within the Neighbourhood

5.1.4 Representative of the Business Community

within the neighbourhood

5.1.5 Neighbourhood Watch Administrator

5.1.6. Neighbourhood Policing Team

5.1.7 Others as appropriate drawn from Clause 5.2.1 below

5.2. Additional Membership

The Group is authorised to invite any individual or representative of any agency, organisation or community to attend meetings of the group when the agenda indicates that their attendance would assist in the conduct of the business to be transacted.

5.2.1 Which may include any of the following:

- * Officer(s) from the Local Authority
- * Members of Local Working Groups or Forums
- * Representative from Housing Associations (RSLs)
- * Youth Service Officer
- * Teacher (local school/s)
- * Community Wardens/Team Leader
- * Residents' Associations
- * Local Interest/community Groups
- * Additional Local Resident/s
- * Any other that the Group consider relevant

5.3 Review of Membership

The Group will review its membership and procedures for appointment from time to time to ensure that it maintains as wide a representation of the local community as possible.

5.4 Termination of Membership

5.4.1 By a majority vote the Group shall have the discretion to terminate the membership of any person who does not subscribe to the Group's aims and objectives

5.4.2 If any member fails to attend meetings for six months, the Group may review their membership.

6 Meetings and Minutes

6.1 The Group should meet regularly every eight weeks throughout the year to achieve its aims and objectives

6.2 Minutes of meetings will be kept and all resulting actions will have an identified action leader

- 6.3 The minutes should be circulated to Group members at least 7 days before the next Group meeting.
- 6.4 Minutes of meetings should be put in the public domain in a format that anyone can read and in a form which safeguards the details of any individuals discussed during the meeting.

7. Voting

- 7.1 When required to be put to a vote, Group decisions will normally be by a show of hands of those present at the meeting, with the Chair having a second and casting vote.
- 7.2. For a vote to be valid, a quorum consisting of 50% of the Core Group membership must be present at the meeting.

8 Nominations and Elections of Chair

- 8.1 Elections will be held at the Group meeting in September of each year.
- 8.2 Nominations for the Chair must be:
- 8.2.1 In writing.
- 8.2.1. Signed by a proposer and seconder, both of whom shall be members of the Core Group
- 8.2.2. Signed by the candidate giving his/her consent to stand for election and serve the Group.
- 8.2.3 Received by the current Chair at least 14 days before the date appointed for the Group meeting.
- 8.2.4 Voting in accordance with Clause 7.1 .and 7.2 above.
- 8.2.5 Any individual can serve as Chair for a maximum term of three consecutive years.

9. Financial and Operational Matters

9.1 The Group shall not have the right to vote on (and therefore demand) the allocation of resources (financial or otherwise) by any of the constituent parties.

9.2 It is understood that, by being a member of the Group, the representatives undertake to comply with the Group's wishes to the fullest possible extent. However, the group must also be mindful of the other operational elements of the neighbourhood and the wider community.

9.3 In the identification of community priorities, funding may be required in order to achieve the desired results but as the group is a decision maker, it may not hold funds in its own right due to the associated burden of correct financial administration.

9.4 The Group may enter into an agreement with a member organisation (Parish Council) where funds obtained can be ring fenced within that organisation's financial systems.

9.4.1 The fund holder to provide a financial statement to each meeting of the Group.

9.4.2. All funding applications, funds received and instructions to the Fund Holder to make payment must be authorised or acknowledged by the group and minuted accordingly.

9.4.3 A payment requisition form to be signed at the meeting by the Chairman.

10. Other Administrative or Group Appointments

10.1. The group may make any appointments it deems to be necessary
e. g. Minuting Secretary

11 Constitution Amendment/s

To ensure that the above is fit for purpose should there be changes to external or internal policies, directives or circumstances the Constitution or Terms of Reference may be amended as follows:

11.1 A motion to amend shall be submitted in writing to a meeting of the Core Group.

- 11.2. The motion will require a proposer and seconder.
- 11.3 Consideration of the motion will require that 75% of all core members are present and voting.
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- 11.4 In the event of equal votes bring cast the Chairman shall have a second and final vote.

12. Dissolution

Should the Group be dissolved all assets and/or funds held shall be donated or distributed to community organisations within the service area of the Group by resolution of the Core Group following the procedures contained within 11.2 to 11.4 above.

- 12.1. Final distribution of funds to follow the procedures contained within 9.4.2 and 9.4.3 above.

***** Group Commitment to the Constitution**

Group members must sign the declaration attached to indicate their commitment to the aims, objectives and conditions specified in this Neighbourhood Action Group Constitution and Terms of reference as detailed above.

Failure to do so will be a bar to their membership of the Group.

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The above Constitution and Terms of Reference were approved at a Meeting held on .

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ANYWHERE
NEIGHBOURHOOD ACTION GROUP

Core Group Member:

Declaration of Acceptance

I..... (print name)

Hereby agree to work within and support the Constitution and Terms of Reference of the Anywhere Neighbourhood Action Group as approved on..... (insert date)

Signed

Representing.....

Date:

Contact Details:

Address

.....

Tele.No.....

Email.....