

London Borough of Barnet, Edgware Ward Panel

Constitution

1. TITLE

The Name of the panel is the **EDGWARE WARD PANEL (EWP)**

2. OBJECTS

To be representative of the local community in managing community safety with a view to improving the quality of life to those who live, work or visit the ward, this to be underpinned by the use of regular public consultations.

3. MEMBERSHIP

The Ward Panel should aim to be representative of the entire ward taking into account minority groups as well as those who are hard to hear and hard to reach.

The maximum number of members should not exceed 30 and should aim to be a reasonable balance of members who are representatives of the local community, i.e. live or work in the ward, or be responsible to the local community ("stake holders").

The following is a non exhaustive list merely an indication:

- Residents Associations
- Police
- Youth and Young Adults
- Elderly People
- Registered Social Landlords
- Business Community
- Lesbian, Gay, Bi-sexual, Transgender community
- All Minority Ethnic Communities
- Faith
- Disability
- Voluntary Sector

The Ward Sergeant is an automatic member of the Ward Panel. Although the Ward Sergeant is expected to attend in person, he/she may elect one of his/her Constables, PCSOs, or support staff to attend in his/her place in the event of nonattendance for operational reasons.

The ward Councillors and the constituency MP are all automatic guests of the Ward Panel and may attend at their own request, or by invitation of the Chairperson, on the basis of only one per meeting, unless exceptional circumstances dictate otherwise.

The Police Sector Inspector and the Police Borough Senior Management Team are all automatic guests of the Ward Panel and may attend at their own request, or by invitation of the Chairperson or Ward Sergeant.

The Ward Panel is expected to be representative of all stake holders irrespective of race, religion, creed, nationality, orientation or ability. Age, gender, political affiliation, sexual orientation or faith is not considered criteria for the purposes of membership.

Efforts should be made to maintain "balance" by ensuring that no one section of the community has excessive representation. (See Appendix II)

The membership should include a Chairperson, Vice-Chairperson, Treasurer, Secretary and Assistant Secretary for the conduct of business.

New members who are interested in joining the Ward Panel should be nominated by an existing member of the Ward Panel and then seconded by a further member. A vote will then be held whereby a simple

majority of the meeting will secure inclusion, subject to continued stakeholder representational balance. (See also Appendix II.)

The Ward Panel may, for good reason, terminate the membership of any individual provided that the individual is informed of the reason for termination by the Chairperson and that the vote represents two thirds of the members present. There is no right of appeal for this process.

If any member fails to attend any 3 meetings during the year, without good reason and the reason being accepted by the panel, the Ward Panel may review and/or terminate their membership.

The Ward Panel may authorise the attendance of any individual or representative of any agency or organisation at meetings if their attendance is believed to assist in the conduct of business.

The minimum age for membership of the Ward Panel shall be 14 years.

4. SUBSCRIPTIONS

There shall be no subscriptions.

5. MANAGEMENT

The management of the Ward Panel shall be vested in an Executive Committee comprising:-

- i) Chair
- ii) Vice Chair
- iii) Secretary
- iv) Assistant Secretary
- v) Treasurer

The Executive shall be elected annually at the Annual General Meeting (AGM)

The Executive Committee post holders shall be eligible for re-election, unless they have served for 8 (eight) years in which case they are required to stand down for a minimum period of 1 (one) year.

Subject to the matters set out in this constitution the Ward Panel for Edgware (in Barnet as opposed to Edgware ward in the London Borough of Harrow) shall be administered and managed in accordance with this constitution.

Executive Committee

At the Annual General Meeting the Ward Panel shall elect an Executive Committee from their own number (see section 8). All members are eligible for any post, although it is expected that the Ward Sergeant would not normally stand for election. Any OTHER members or civilian employees of the MPS (including members of the Metropolitan Special Constabulary) are eligible for office.

Each individual who is interested in a position is to be nominated in writing, e-mail nominations must use the form provided, to the Secretary at least 7 days prior to any vote. The nomination process is laid out in Appendix I.

On there being multiple applicants there will be a vote by all members present and the person with a simple majority of the AGM securing election. This will normally be conducted by "show of hands", a secret ballot may be held at the discretion of the chair.

The election of a member can only take place if the person is present at the Annual General Meeting or submits written apologies that are acceptable to the meeting, expressing a wish to be nominated, to the existing Chair before the meeting.

The Executive shall hold office from the announcement of the vote result at that AGM until the same time at the AGM following. All office holders may offer themselves individually for re-election at each AGM following their initial election. There is no limit on the number of positions held by any individual member. The Executive Committee post holders shall be eligible for re-election, unless they have served for 8 (eight) years in which case they are required to stand down for a minimum period of 1 (one) year.

6. TERMS OF REFERENCE

- To enable effective demographically representative community engagement in order to establish the wards priorities.
- To be responsible for regular public consultation events.
- To be the overseers of the Public Priorities particularly in relation to Problem Solving Processes (known as "PSPs" or "302s") and to be responsible for specific tasking and co-ordination against agreed PSPs.
- To be responsible for the ongoing review of activity to ensure effective response and outcomes.
- To be the final arbiter on closure of PSPs.
- To ensure continual review of closed initiatives in order to check that resolutions are long term and sustainable.
- To ensure that information is shared with a view to delivering effective results.
- To ensure that the ward community knows and understands what is happening and why by way of regular updates to the Ward Panel's independent web site.
- The day-to-day policing of the ward and the tactical achievement of the PSPs is the sole responsibility of the Ward Sergeant through the usual chain of management of the Metropolitan Police Service ("MPS").
- To take part in any activity considered reasonable by the Panel to enhance the working environment for members of the MPS
- To work in conjunction with other committees, authorities and organizations in order to ensure demands on Edgware SNT are kept to a minimum.
- To interact with organisations or individuals as and where appropriate in order to improve the quality of life of those who live, work or visit the ward.
- To raise funds in order to progress these objectives

7. MEETINGS

The Ward Panel will conduct general meetings at least 6 times a year, the ideal being once in every two months. The Annual General Meeting (AGM), Special General Meeting (SGM) or other meetings may be coincidental with a general meeting.

In the event of an incident or emergency, the Ward Sergeant may ask for an Emergency Meeting of the Ward Panel giving 48 hours notice to the membership by email only. In such circumstances, the quorum for the meeting is any five members, the agenda will be restricted to the nature of the incident or emergency and the Chair of that meeting must appear before the next general meeting to give a full account of the emergency meeting.

Minutes and action points of general meetings will be published on the Ward Panels web site within 30 days of the meeting accepting such minutes.

8. ANNUAL GENERAL MEETING

An Annual General Meeting of the Ward Panel will be held annually in the month of January.

The purpose of the AGM shall be:

- i) To receive a report from the Chair.
- ii) To receive and, if approved, to adopt the Secretary's report for the preceding year.
- iii) To receive and, if approved, to adopt the Treasurer's report and an audited statement of the Ward Panels accounts for the preceding financial year.
- iv) To elect the Executive Committee specified in paragraph 5.
- v) To elect an honorary Auditor who shall not be a member of the Ward Panel.
- vi) To consider any business which may be brought before the meeting by the Executive or any member of the Ward Panel, provided that not less than twenty-one days notice in writing shall have been given to the Secretary of any resolution which may directly or indirectly affect or alter the constitution of the Ward Panel; any such notice must be signed by no fewer than 40% of the Ward Panel membership.
- vii) Notice of the AGM shall be sent to members by the Secretary not less than fourteen days prior to the date of the meeting and shall specify the matters to be dealt with.
- viii) No alteration shall be made to the constitution of the Ward Panel other than by the procedure in (vi) above, or by means of a Special Meeting called by the Executive for that purpose.

No alteration or amendment shall be made which would cause the Ward Panel to lose charitable status at law. The quorum for any general meeting shall be one third of the membership of the Ward Panel. The Secretary will set down in tabular form dates for all General Meetings for a calendar year and present such dates to the membership at the Annual General Meeting. If circumstances require, the date for any meeting may be altered by giving at least 21 days notice to the members.

The Chair shall act as Returning Officer for all Executive Officer votes

The Panel shall have power to co-opt a member of the EWP to serve on the Executive as and when deemed necessary by the Executive. Such co-opted members are deemed full members of the Executive. There shall not be more than one co-opted member on the Executive.

9. SPECIAL/EXTRAORDINARY GENERAL MEETINGS

- a) A Special General Meeting may be called at any time by the Chairman, or in his/her absence the Vice Chairman, at the request of the Executive, or as a result of a written request to the Secretary signed by not fewer than 25% of the Ward Panel membership.
- b) Fourteen days notice shall be given by the Secretary to the members of any Special General Meeting which shall be convened as soon as reasonably practicable after the Committee decision or the written request of the members.
- c) The purpose of the Special General Meeting shall be specified in the notice calling such a meeting.
- d) One-third of the Ward Panel membership shall constitute a quorum for a Special General Meeting.

10. RESOLUTIONS/VOTING

- a) Each Ward Panel member present at any meeting shall have one vote to be cast in person; proxies will not be permitted. In the event of equality of votes the Chair of the meeting shall have the casting vote.
- b) Unless otherwise specified in this constitution a Resolution will be deemed passed by simple majority vote
- c) Any amendment to the Constitution of the Ward Panel in accordance with the procedures in Clauses 8vi and 9 must be approved by at least two-thirds of the members present and voting.
- d) A secret ballot may be taken at the direction of the Chair of the meeting.

11. BANK ACCOUNTS

The Ward Panel shall be enabled to open and maintain a bank account through which it can conduct day to day business. The account should be held with a recognised UK bank or building society and should have the facility to issue cheques.

The mandate should require the signatures of any two of the Executive Committee post holders to be present on all cheques and letters of instruction. The account shall not be operated through Internet Banking.

12. HEADED NOTE PAPER

The Ward Panel shall have headed note paper, or a template on a word processor package, as well as other "corporate" materials and logos through which the Executive Committee, or other duly authorised person(s) can correspond on matters regarding the business of the Ward Panel.

13. WEB SITE

The Ward Panel will maintain a web site through which it can publicise its work and the work of the Edgware SNT to the stakeholders and members of the public in general.

14. FUNDING

The Ward Panel will raise funds through donations and /or events so as to be able to continue its work and meet its obligations under this Constitution. Any surplus of funds or equipment may, from time to time, be lent to or otherwise used by, the Ward Sergeant and his/her officers and staff in the execution of their duties.

EXPENDITURE

This constitution permits the Executive Committee to authorise funds to be spent in accordance with the overall aims of the Ward Panel, not exceeding £500.00* on any one item or not exceeding £2500.00* in any one financial year without consulting the full Ward Panel.

All other expenditure requires the approval of a general meeting.

* – Or amounts as specified in Appendix III

AUDIT

All accounts are to be audited annually by the independent Auditor appointed at the AGM.

15. ADDITIONAL MATTERS

Any matter not provided for in the constitution shall be dealt with by the Executive whose decision shall be final.

16. WRITTEN NOTICE

The term written notice in this document means notice by email to the member's last known email address, or where the member has no email, by first class post to the members last known residential or business address. Where the matter is regarding the member's exclusion, written notice should be by emails AND first class post.

It is the Ward Panel members own responsibility to ensure the Secretary has current contact details.

17. DISSOLUTION OF THE WARD PANEL

The Ward Panel will dissolve in the event that the Edgware SNT ceases to operate under its current or similar terms, or if it is so ordered to by the Commissioner of the Metropolis.

Any funds remaining in any Bank Account shall be passed to any organization decided by those present at the final meeting of the Ward Panel.

18. THIS CONSTITUTION

This Constitution was adopted, and became effective, at the AGM on
and remains in force until such time as it is replaced or the EWP dissolves.

_____ Dated: - Signed on behalf of the Edgware Ward Panel

Appendices.

The purpose of these appendices is to clarify aspects of the constitution. Although they form part of the constitution of the Ward Panel, they may be changed by simple majority vote at any general meeting without the requirement to go through the Constitution change procedure.

Appendix I

Nomination process for Executive Committee.

- i. The nominee must agree to the nomination.
- ii. Nominations must be by another member of the Ward Panel.
- iii. Nomination must be seconded by a further member.
- iv. Proposal or seconding cannot be from a member of the same household as the nominee
- v. Nominations can only be made using a pro-forma available from the Secretary
- vi. No one individual can nominate, or second, more than one individual for a post.
- vii. No one individual can make, or second more than two nominations.

Nomination forms are available from the Secretary and MUST be used for all nominations. You may submit a completed nomination by e-mail (in colour) provided it has been completed and signed in the normal manner (you will need access to a colour scanner). When submitting by e-mail, the original must be presented to the secretary at the AGM and it must be identical to the copy submitted by e-mail.

Appendix II

Ward Panel balance.

In order to maintain balance, a record of each member shall be kept securely by the Ward Sergeant. This information shall show such information as necessary to enable monitoring of "balance".

Appendix III

The constitution (as adopted in January 2010) specifies the amounts the Executive are authorized to disburse on items and in a financial year. As this may not meet future needs, this appendix gives the Ward Panel the ability to increase these amounts without the need to amend the Constitution.

As at adoption of this constitution the Executive Committee are authorized to permit expenditure in accordance with the overall aims of the Ward Panel, not exceeding £500.00 on any one item or not exceeding £2500.00 in any one financial year without consulting the full Ward Panel.

The meeting of**Date**..... voted to amend the individual item amount to £00 and the any one financial year amount to £00, in accordance with the Constitution and its' appendices.

The minutes of this meeting show a true record of the vote for this change.

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