



## London Borough of Barnet, Edgware Ward Panel Constitution

Adopted on 9<sup>th</sup> January 2008

The Name of the panel is the EDGWARE WARD PANEL

### **Administration**

Subject to the matters set out below 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.

### **Purpose of the Panel**

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.

### **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").

### **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 25 and should aim to be a reasonable balance of members who are representatives of the local community, ie live or work in the ward, or responsible to the local community (“stake holders”). The following is not an exhaustive list but 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 non-attendance for operational reasons.

The ward Councillors (currently three) 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.

The Police Sector Inspector and the Borough SMT 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. Neither gender, nor political affiliation is considered criteria for membership or balance.

The membership should include a Chairperson, Vice-Chairperson and 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.

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 general meetings for a full six months, the Ward Panel may review 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.



## **Meetings**

The Ward Panel will conduct general meetings at least once in every two months.

An Annual General Meeting of the Ward Panel will be held annually in the month of January. At this meeting, business shall include the election of the Chairperson, Vice-Chairperson and Secretary and the transaction of other matters as may be necessary.

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 at least 21 days notice to the members.

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 with 30 days of the meeting.

## **Voting**

Each member of the Ward Panel shall have one vote to be cast in person; proxies will not be permitted. In the case of any equality of votes the Chairperson of the meeting shall have the casting vote to ensure the required simple majority vote is reached.

## **Chairperson, Vice Chairperson and Secretary**

At the Annual General Meeting the Ward Panel shall elect a Chairperson, Vice-chairperson and Secretary from their own number. 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 the positions should be nominated by another member of the Ward Panel and then seconded by a further member.

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.

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

The Chairperson, Vice-chairperson and Secretary shall hold office from the announcement of the vote result at that AGM until the same time at the AGM following. All three office holders must offer themselves individually for re-election at each AGM following their initial election. There is no limit on the number of positions held or term served by any individual member.



### **Bank Account**

The Ward Panel shall have 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 three office holders to be present on all cheques and letters of instruction.

### **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 Chairperson, Deputy Chairperson, Secretary, or other duly authorised person can correspond on matters regarding the business of the Ward Panel.

### **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.

### **Funding**

The Ward Panel will raise reasonable 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.

### **Alterations to the constitution**

This Constitution may be altered at any meeting of the Ward Panel if two thirds or more of those attending agree to amend it, subject to the membership having been given 21 days written notice of the proposal to amend the Constitution.

### **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.

### **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.

Morton

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Signed on behalf of the Edgware Ward Panel

9<sup>th</sup> January 2008