

# **RICHMOND UPON THAMES**

## **COMMUNITY AND POLICE PARTNERSHIP**

### **CONSTITUTION**

#### **1. Aims**

The Richmond upon Thames Community and Police Partnership (hereinafter known as CPP) is recognised by the Metropolitan Police Authority (MPA) as the principal forum for Police/Community Consultation in the Borough. The aims of the CPP shall be the promotion of a mutual understanding of policing in the area covered by the London Borough of Richmond upon Thames and the needs and wishes of the local community in that area. The CPP shall pursue this aim through the generation of initiatives for increasing public awareness of the role of the Police and the recognition by the Police of public concern in policing matters. Thus the CPP shall act as the bridge between the Police and the community.

#### **2. Terms of Reference**

Subject to and in furtherance of the aims set out above, the CPP's terms of reference shall be matters relating to:-

- (i) issues of local concern which have a policing aspect; including discussion of operational matters, but excluding any that are sub-judice or any that in the opinion of the CPP are being raised solely to pursue an individual case which may be under investigation, or any which, in the view of the Police, are such as must remain confidential. The general rule will be one of openness and frankness as far as possible, to include any relevant issues raised and forwarded from the business of Police Liaison Groups/Safer Neighbourhood Teams;
- (ii) the creation of practical opportunities for the public to gain a fuller appreciation of the range, scope and limitations of the powers and responsibilities of the Police and for the Police to become more familiar with the needs of the community they serve;
- (iii) the promotion of a better public understanding of:-
  - a) The responsibilities shared between the Council and other statutory agencies and the Police,
  - b) Police practice in various circumstances,
  - c) Police requests for assistance from the Council and other statutory and voluntary bodies;
- (iv) the incidence and causes of crime, methods of crime prevention, the Police response to crime and the appreciation of the effects of crime upon its victims;

- (v) the frequency and pattern of complaints against the Police;
- (vi) the offering of practical advice and assistance to members of the public in their dealings with the Police;
- (vii) the promotion of Community Safety initiatives from a partnership perspective between the Police, Local Authority, CPP and other relevant agencies and
- (viii) to establish, support and supervise PLGs set up on a Ward basis.

Save, that in respect of all the above terms of reference, any issues, which emerge which have implications for a wider area or are beyond the jurisdiction of the MPA, Police Members and the CPP, should be raised directly with the Commissioner of Police for the Metropolis or the Home Secretary as appropriate.

### **3. Membership**

The CPP shall comprise:

- (i) no more than five Borough Council Members (to represent as far as possible the political balance of the Council)
- (ii) Police Officers (to include the Borough Commander, Superintendent (Operations), Detective Chief Inspector and Area Community Liaison Officer, but not to exceed 4)
- (iii) Members of Parliament for the parliamentary constituencies of Twickenham and Richmond Park (ex-officio)
- (iv) community representatives from any bona fide formally constituted group, which represents a significant number (minimum 20) of local people
- (v) one representative from the Independent Custody Visiting Panel
- (vi) one representative of the Community Safety Partnership
- (vii) statutory agencies and such formally constituted groups or organisations functioning within the London Borough of Richmond upon Thames and representing significant numbers of people and subscribing to the aims, terms of reference and constitution of the CPP, as the CPP shall, from time to time, determine.
- (viii) the GLA/MPA member representing the London South West constituency (ex-officio). In the case that this member is also a member of the Borough Council, this representation shall not be counted against the Council's entitlement as set out in (i) above.

Each organisation shall be entitled to be represented by one individual member (or more at the discretion of the CPP) to represent it and vote on its behalf at meetings of the CPP. In the event of such person or persons resigning or otherwise leaving the organisation she/he represents, she/he shall forthwith cease to be a representative thereof. Each organisation may appoint a deputy to replace its appointed representative and exercise its vote if the latter is unable to attend any particular meeting of the CPP.

The organisation for all categories shall formally confirm their representation on the CPP in July of each year.

Appointees to the Partnership from category (iv) above shall be permitted to serve a maximum continuous period of four years. At the expiration of each period of four years the Partnership shall decide whether an appointee should serve a further term of four years.

In the event of any nominated representative in categories 3 (i), (ii), (iv) or (v) not being able to attend, a deputy may attend, with the same rights as the nominated representative.

If any member organisation fails to be represented at three consecutive meetings of the Partnership, this shall be formally reported to the Partnership and the Partnership may request that a replacement be sought from the same organisation or identify an alternative organisation. In taking such a decision the Partnership will take due account of the reasons for absence e.g. ill health, disability etc.

The Chairman may authorise, with the agreement of the Partnership, the appointment of additional members, who, it is considered can make a significant contribution to the work of the Partnership.

In addition, the Chairman may authorise at the request of the CPP, the attendance of any individual or the representative of any agency or organisation at meetings when the agenda indicates that their attendance would assist in the conduct of business. The officers of the Council and individual police officers may attend in respect of specific matters on the agenda if requested by the CPP.

#### **4. Biennial Review**

In respect of category (iv), representation of the organisation chosen shall be the subject of biennial review in May (in readiness for July meeting). At this time, the representatives of all categories shall decide whether the organisations represented in category (iv) should continue to be represented, or be replaced by a representative from an alternative organisations. This is to ensure that the CPP maintains as wide a representation of local organisations as possible.

## **5. Meetings**

The CPP shall normally meet at least six times each year at an agreed location, to be determined by the CPP. All such meetings shall be open to members of the public and members of the press except that the CPP may exclude members of the public and members of the press to facilitate the consideration of confidential matters.

No meeting shall be quorate unless at least one quarter of the total membership shall be present at each meeting.

## **6. Chairmanship**

The Chairman of the CPP shall be elected annually at the meeting in July, from amongst its membership. In nominating member(s) for the Chairmanship, the wish of the Police not to be considered shall be respected.

## **7. Vice-Chairmanship**

Two Vice-Chairmen of the CPP shall be elected annually at the meeting in July, from amongst its membership. One of the Vice-Chairmen shall preside at meetings of the CPP in the absence of the Chairman. If the Chairman and both Vice-Chairmen are unable to attend a meeting, the CPP shall elect a member to act as Chairman for that meeting.

## **8. The Treasurer**

A member of the CPP shall be appointed as Treasurer annually at the meeting in July. (The Treasurer shall act as the Chairman of the Treasury Sub-Group.)

## **9. The Executive Committee**

Members of the CPP Executive Committee shall be appointed annually at the meeting in July. (The Chairman of the CPP shall act as the Chairman of the Executive Committee.)

## **10. Sub-Groups**

i) The Treasury Sub-Group must be re-constituted at the meeting in July and its Terms of Reference reviewed.

ii) The CPP may establish a Sub-Group for any purpose set out in its Terms of Reference. Any Sub-Group shall be able to co-opt members to serve, subject to the approval of the CPP.

## **11. Administrative Support**

The CPP shall appoint an Administrator who will make suitable arrangements for its administrative support, whose responsibilities will be:

- (i) to compile the agenda for each meeting from items, which fall within the CPP's terms of reference, which have been submitted by members of the CPP, local organisations, local individuals (with the consent of the Chairman), the Police and the Council;
- (ii) to give at least seven clear days notice of the time, place and business to be transacted at each meeting save that the want of service of such notice on any member shall not affect the validity of the meeting;
- (iii) to record the main points and decisions taken at each meeting of the CPP and deal with correspondence and other matters arising from the work of the CPP;
- (iv) to prepare the annual report, in accordance with the MPA's Guidance, on the work of the CPP for submission to the Home Secretary, the Commissioner of Police for the Metropolis and the MPA and
- (v) to make payments on behalf of the CPP as from time to time may be requested, including those incurred for running the group. The Administrator shall be the authorised signatory on behalf of the CPP for expenditure up to £750.

## **12. Debate**

All matters before the CPP may be fully debated and the consensus view shall be determined, if necessary, by a show of hands by a majority of the members of the CPP present and voting.

In the event of an equality of votes, the person presiding at the meeting shall have a second or a casting vote.

## **13. Publicity**

The CPP shall publicise their agenda and activities to encourage community involvement in their work.

## **14. Amendment to this Constitution**

Any amendment proposed to this constitution should be submitted in writing to the Administrator for inclusion on the agenda for the first available meeting of the CPP. On a vote, the amendment, which, if approved, must not result in the constitution being in conflict with current guidance issued by the MPA, must be carried by a majority of the members present.

## **LBRUT COMMUNITY AND POLICE PARTNERSHIP**

### **EQUAL OPPORTUNITIES STATEMENT**

The CPP opposes all forms of unfair discrimination and is committed to attaining equal opportunities for all.

It will promote attitudes of positive concern for all people without regard to their Age, Disability (physical, mental and sensory disabilities or educational attainment), Gender, Sexual Orientation, Race (colour, cultural or social background), Religious Belief or Faith.

It will actively discourage attitudes and behaviour which give offence to people of a particular racial cultural or social group, or to people of a particular religious affiliation or faith, or to socially excluded people.

It will regard with particular concern, instances or issues where individuals have been, or feel themselves to have been, unjustly treated on the above grounds.

It will also regard with particular concern, instances or issues involving individuals who may be considered vulnerable on the above grounds, or by reason of disability, age, language capacity, social exclusion or similar grounds.

The CPP will strive to afford equality of opportunity to all persons with whom it has dealings.

If any member of a black and minority ethnic group, cultural or social group, or religious affiliation or faith is offended, the CPP should be informed as soon as possible, and the cause of the offence explained in order that better community relations are achieved.

Nothing in the above shall restrict an individual's lawful freedom of expression whether as a CPP member or as a member of the public making an enquiry.