

Chair of Barnet Safer Neighbourhood Board

Role description

The Role

To lead Barnet's Safer Neighbourhood Board, ensuring it operates effectively and exercises its functions in line with MOPAC requirements and its Terms of Reference.

To manage all aspects of Board meetings, including agenda setting, chairing of meetings, agreeing minutes and monitoring actions to be taken.

Time Commitment

4-5 hours on average per week

The Board is supported by a part-time administrator - CB Plus.

You can find out more information about the Barnet Safer Neighbourhood on our website <https://www.barnetsaferneighbourhoodboard.co.uk/>

If you would like any further information about this role, please email sian.avery@cbplus.org.uk

Responsibilities and tasks

Oversee governance and performance of the Board to ensure:

- The Board consists of suitably skilled, experienced and diverse members who understand their roles and responsibilities
- Key issues are discussed by the Board in a timely manner with appropriate information being made available by statutory organisations
- The Board develops clear objectives to deliver its operational purpose
- Board meetings are chaired effectively, ensuring all members are given the opportunity to express their views and that appropriate standards of behaviour are maintained; and decisions are taken and delegated through the appropriate procedures

Performance monitoring:

- Lead the Board in scrutinising the performance and continuous improvement to drive excellence by the police and other key community safety service providers
- Lead the Board in reviewing community confidence in policing, using Board members knowledge of local opinions to offer suggestions for improvement
- Lead the Board in having an overview of local complaints about Barnet Police

Act as a key mechanism for community engagement, ensuring:

- The Board understands their role in and has a commitment to bringing about a more coherent community engagement landscape with better links between ward and borough level structures
- All Board members understand their role as a conduit of information between key crime reduction organisations and the local community they represent
- That the focus on the views and needs of residents and local community groups are maintained and are used to inform policing priorities
- The Board promotes local, community-led crime reduction projects by assisting local residents to bid for funding, offering advice on conducting a successful project and monitoring its progress

Representing Barnet Safer Neighbourhood Board

- Attend SNB meetings including four quarterly Board meetings and the annual Public meeting.
- Attend meetings, events and training with partner agencies when required, including; MOPAC, LCP2 (quarterly meeting), the Safer Communities Partnership Board (quarterly meeting) and the MET Police.
- Build and maintain good relations with key stakeholders, including members of the public, Barnet Council, Barnet Police, MOPAC and other key partner agencies to ensure that the Board as a whole acts in partnership
- Act as a representative for the Board, upholding its reputation and values on the Barnet Safer Communities Partnership Board
- Ensure Barnet Safer Neighbourhood Board plays a proactive role in influencing the policy, planning and delivery of policing and community safety service

Other

- Liaising with Board Members, Councillors, CB Plus (Administrator), and MOPAC regularly. Circulating information where relevant.
- Recruitment of Board members when required
- Liaising with Local Barnet Wards and attending local Wards meetings from time to time.
- Other Administrative duties including managing annual grant applications.

Person specification

Core competencies (essential)

- Strong communication and interpersonal skills, able to liaise effectively with a wide a range of stakeholders and audiences
- Strategic thinking, able to analyse complex information, demonstrate clear analytical intellect and guide rational decision making
- Able to lead the board through periods of change
- Support the values and objectives of Barnet Safer Neighbourhood Board and the Barnet Safer Communities Partnership Board

Knowledge and experience (desirable)

- Good understanding of policing and community safety issues/challenges facing the Police and other statutory organisations
- Able to demonstrate good awareness and understanding of the current environment in Barnet and how local policing and community safety services are delivered
- Experience of, or good understanding of, working with customer focused organisations and a commitment to high standards of customer care
- Experience of leading a group as a member of a management board, committee or senior management team

Skills and abilities (desirable)

- Strong strategic planning skills, able to develop vision and encourage others to contribute
- Able to challenge and hold organisations to account; with a wider vision to raise standards across Barnet's Safer Communities Partnership
- Skilled at bringing people together to generate a strong team spirit, able to work collaboratively, building consensus and encouraging decision making

Personal behaviour and style (desirable)

- Passionate about promoting better outcomes in community safety for all
- Actively leads by example the professional conduct expected of the Chair role
- Proactively demonstrates strong commitment to equality and diversity
- Listens to others and provides decisive leadership when it is required
- Time and commitment to effectively discharge the responsibilities of the post
- IT literate
- Lives within Barnet

Barnet Safer Neighbourhood Board Code of Conduct

It is important that Barnet SNB Board members conduct themselves in a proper manner which will stand up to public scrutiny at all times. Barnet Safer Neighbourhood Board will adhere to the seven Nolan Principles of Public Life as set out below:

The term “Barnet’s Safer Neighbourhood representatives” refers to staff, volunteers or other colleagues who in their individual way, represent the Board.

Seven Nolan Principles of Public Life

- **Integrity**

Barnet Safer Neighbourhood Board representatives should conduct themselves in a manner which does not damage or undermine the reputation of Barnet’s Safer Neighbourhood Board.

- **Selflessness**

Safer Neighbourhood Board representatives should take decisions solely in terms of the public interest. They should not do so to gain financial or other material benefit for themselves, their families or their friends.

- **Objectivity**

In carrying out their role, Safer Neighbourhood Board representatives should ensure that decisions are made solely on merit. In arriving at decisions in areas where they do not have expertise themselves, they should consult appropriate professional advice.

- **Openness**

Safer Neighbourhood Board representatives should be as open as possible about their decisions and the actions that they take. As far as possible, they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

- **Honesty**

Barnet Safer Neighbourhood Board representatives have a duty to avoid any conflict of interest so far as is reasonably practicable. In particular, they must declare conflict of interest of any matter under discussion which creates either a real danger of bias (that is, the interest affects their, or a member of their organisation or household more than the generality affected by the decision. In such cases they should declare the nature of the interest and withdraw from a meeting or discussion, unless the remaining members agree otherwise.

- **Accountability**

Safer Neighbourhood Board is accountable for its decisions and actions and must submit itself to scrutiny is appropriate.

- **Commitment**

Safer Neighbourhood Board representatives commit to the following:

- To deal fairly and honestly with friends, staff, funders and the public;
- To be an ambassador for Barnet SNB on any occasion when representing the Safer Neighbourhood Board rather than themselves or their own organisation;
- To positively promote Barnet SNB, avoiding any act which will bring the organisation into disrepute;
- To avoid impropriety and any appearance of improper behaviour;
- To act in accordance with the policies and procedures of Safer Neighbourhood Board;
- To not accept any financial payment or other material benefit for their role (other than salaries or volunteer reimbursement of incurred expenses agreed by the Chair of Safer Neighbourhood Board);
- To be aware of and abide by confidentiality restrictions of certain information, treating all private information or material relating to Safer Neighbourhood Board;
- To act in accordance with relevant regulations and statutes and undertaking training as may be required;
- To not act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory;
- To not speak or give the impression that they speak, represent or give the views of Safer Neighbourhood Board unless they have been authorised to do so by the Chair of the Safer Neighbourhood Board or MOPAC.

Breaches of the Code

When a representative breaches the code, the Chair of Barnet's Safer Neighbourhood Board will meet in private with the individual to discuss the problem. It will be clearly explained how the code was breached. If appropriate the representative will receive training and/ or support.

When a representative has concerns about the conduct of a Safer Neighbourhood Board Representative, they should raise it with the Chair of the Safer Neighbourhood Board (in confidence), who will investigate the matter and address it as set out above. If the Chair of the Safer Neighbourhood Board is not available or they have carried out a breach, the matter should be raised with MOPAC.

If a representative repeatedly or consistently fails to abide by the code, they may be excluded from Barnet's Safer Neighbourhood Board.

I have read and agree to abide by the terms outlined in this role profile. I accept that the role for which I am applying is an unpaid volunteering role. I also accept that I must provide two satisfactory references and a satisfactory disclosure from the Disclosure and Barring Service at the appropriate level. My reasonable expenses will be refunded, following approval prior to its expenditure.

Name
(Volunteer)

Signed

Date

Wider membership of Barnet's total SN Board

- There will be a maximum of 9 community representatives reflecting the protected groups defined in the Equality Act 2010 which are age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sex.
- The following will have a reserved position on the Board:
- Victim Support
 - Independent Custody Visiting (ICV) is a statutory responsibility for MOPAC. Barnet has a vibrant ICV 4 programme with many trained volunteers visiting custody suites in the Borough. A position is reserved for the Chair.
 - Independent Advisory Group members are individuals from various communities to whom the Borough Commander can turn to for advice on specific policing operations. Whilst belonging to communities, they do not act as community representatives. Locally the IAG is administered by Barnet Police. A position is reserved for the Chair of the local IAG.
 - Youth participation is a growing area in Barnet and a youth representative will be invited to join the Board.
 - Barnet represents nearly 400,000 residents (2019) and is the second largest London Borough by population and the fourth largest by area. It boasts one of the most successful Neighbourhood Watch schemes in the country. At present there are over 700 Neighbourhood Watches staffed by active volunteers with an excess of 30,000 members. A position will be reserved for the Chair of Neighbourhood Watch.
 - Safer Neighbourhood Panels/ Ward Panels: Safer Neighbourhood Panels (SNPs) can make a significant contribution to community safety in the borough. Community Action Panels (CAP) have enjoyed great success. It is proposed that

	<p>following advice from the Borough Commander a combination of the SNPs/ CAPs representation needs to be reflected on the board.</p> <ul style="list-style-type: none"> • Elected Barnet Council Member. The Safer Neighbourhood Board will invite the Leader of Barnet Council to nominate their portfolio lead for Community Safety and/ or Resident Engagement to be a member of the Board. • Chair of the Barnet Safer Neighbourhood Board. This position will be elected from within the Safer Neighbourhood Board members. 																				
<p>Length of tenure of all SN Board members</p>	<p>The Mayor of London requires that there will be a three-year maximum tenure for Safer Neighbourhood Board members. However, to avoid all Board members ending their term at the same time it is proposed that initial appointments will be made as follows.</p> <table border="1" data-bbox="416 786 1544 1189"> <tr> <td>Chair</td> <td>3 years</td> </tr> <tr> <td>Community Representatives</td> <td>3 years</td> </tr> <tr> <td>Youth representative</td> <td>2 years</td> </tr> <tr> <td>Barnet Boroughwatch</td> <td>2 years</td> </tr> <tr> <td>Voice of the Victim</td> <td>2 years</td> </tr> <tr> <td>Ward Panel Member</td> <td>2 years</td> </tr> <tr> <td>IVC</td> <td>2 years</td> </tr> <tr> <td>IAG</td> <td>2 years</td> </tr> <tr> <td>Elected councillor</td> <td>1 year</td> </tr> <tr> <td>Former CSEG member</td> <td>1 year</td> </tr> </table>	Chair	3 years	Community Representatives	3 years	Youth representative	2 years	Barnet Boroughwatch	2 years	Voice of the Victim	2 years	Ward Panel Member	2 years	IVC	2 years	IAG	2 years	Elected councillor	1 year	Former CSEG member	1 year
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