

TERMS OF REFERENCE

East Cambridgeshire Neighbourhood Panels

1.0 Purpose

- 1.1 To provide a representative community panel in a geographical neighbourhood, with the intention of consulting and communicating on important local issues.
- 1.2 To enable greater public access to public service providers and the decision-making processes that direct service delivery.

2.0 Key Tasks

- 2.1 To act as a consultation and engagement forum on behalf of the East Cambridgeshire Strategic Partnership.
- 2.2 To advise service providers in the District on the views and concerns of residents living within the area covered by the Neighbourhood Panel.
 - Panel members will be responsible for communicating with their organisation and bringing general issues of concern to the Panel.
 - The Neighbourhood Panel is not a forum for the discussion of specific cases.
- 2.3 To discuss specific issues of mutual concern and interest related to, but not exclusively defined by, the Sustainable Community Strategy.
- 2.4 To agree a number of key actions to be completed between meetings and the responsible officers (at the relevant Neighbourhood Action Group [NAG] meeting) to take these actions forward and report back at the next Panel meeting.
- 2.5 To identify opportunities to support the delivery of actions in Parish Plans when considering issues and deciding priorities.
- 2.6 To enable the public through Neighbourhoods Panels to influence and set local policing priorities.

3.0 Geographical Coverage

- 3.1 The term “neighbourhood” is used to describe a parish, town or city, or cluster of parishes that have been brought together for the purposes of administering a neighbourhood panel. Each Panel is intended to group parishes that are likely to share common concerns and interests, but is also influenced by the need to maintain Neighbourhood Panels of a practical size.
- 3.2 The Neighbourhood Panel areas are described at Appendix A.

4.0 Membership

- 4.1 It is intended that Parish Councils have majority representation on each Panel. All parishes will be invited but not compelled to select at least one member, dependent on the

agreed representation on each Panel (See the core membership at Appendix A), to represent the views of their Parish Council.

- 4.2 Any proposals to increase the membership of a Panel will be considered as part of a review of the Terms of Reference.
- 4.3 District Council representatives will be elected Members appointed by Annual Council in May each year.
- 4.4 County Council representatives will be elected Members appointed by the County Council.
- 4.5 The Panel may co-opt up to four individuals from the local community, business or other relevant sectors. This can be for specific issues or themes and on a meeting-by-meeting basis, if appropriate. Panel members can nominate co-optees within the requirements of these Terms of Reference to be approved for appointment at the subsequent Neighbourhood Panel meeting. There are no rights of substitution for co-opted Members.
- 4.6 The Chairman (and Vice-Chairman) of the Neighbourhood Panel will be selected from within the Panel membership, by the Panel itself at its first meeting in each new municipal year, via a show of hands or a secret ballot on request and will hold this position for 1 year (after which he/she may seek re-election). The role of Chairman is outlined in Appendix B.
- 4.7 Where a Panel Member is unable to attend, a named substitute representative may attend. The name of the substitute Member should be notified to the Neighbourhood Panel Support Officer before the commencement of the meeting.
- 4.8 If neither the Chairman, nor the Vice Chairman is able to attend, then the meeting can continue upon the election of a Chairman (from amongst its number) for the ensuing meeting, by way of a simple majority vote.

5.0 Officer Support

- 5.1 Each Neighbourhood Panel will be assigned a Lead Officer from each agency (East Cambridgeshire District Council, Cambridgeshire County Council, Cambridgeshire Constabulary and Sanctuary Housing). This Lead Officer will be responsible for co-ordinating that agency's response to any issues raised at a Panel meeting, and reporting back the results of this action. The current Lead Officers are shown in Appendix A. Lead Officers and other Officers attending meetings to represent a particular agency are asked to wear a name badge at the meeting for ease of identification.
- 5.2 Other public sector organisations, such as the National Health Service, Cambridgeshire Fire and Rescue Service, registered social landlords and governing bodies of educational establishments, as well as voluntary sector organisations and community groups, are encouraged to be represented at Neighbourhood Panel meetings.
- 5.3 The administration of each Neighbourhood Panel will be undertaken by East Cambridgeshire District Council.
- 5.4 This support will take the form of
 - Arranging meeting dates and venues
 - Agenda preparation and dispatch of associated materials

- Attending meetings to take notes and provide procedural advice to the Panel. Notes will be approved by the Panel Chairman and Lead Officer, before being available on the Neighbourhood Panel webpage.

5.5 Forward agenda items can be proposed by a Panel Member at a Panel meeting or fed back to any lead or support officer. A template agenda has been produced and will be followed where possible (See Appendix C). The Chairman in consultation with the administering organisation will take the final decision on selecting agenda items.

6.0 Meetings

6.1 Neighbourhood Panel meetings will take place quarterly and will be open to the general public.

6.2 The location of the meetings will be decided by East Cambridgeshire District Council's Partnerships Officer in consultation with the Parishes and Panel Chairmen, subject to venue availability.

7.0 Decision making

7.1 Issues will be presented to the Panel by the partner agencies attending, or raised by members of the public during the appropriate section of the meeting.

7.2 Members of the public are encouraged to participate during the allocated 'issues of concern' section of the meeting. At the discretion of the Chairman, members of the public will be able to contribute further throughout the meeting on being invited to speak by the Chairman, for example at the end of any presentations. The Chairman's decision is final.

7.3 In an item towards the end of the Agenda, Panel members will consider the issues presented and, where action is necessary, prioritise the most important issues to be addressed, taking account of the public views also expressed.

7.4 The aim will be to make decisions by consensus. Where a consensus cannot be reached, the decision will be made by simple majority vote. Where votes cast are equal, the Chairman will have the casting vote.

7.5 Each member of the Panel, including co-optees is entitled to one vote. Supporting officers are not entitled to vote.

8.0 Scrutiny

8.1 Each agency involved will have its own arrangements for scrutinising its contribution to the Panel process and the effectiveness of the Panels in general. For example, ECDC will report to Community and Environment Sub-Committee on the activities of the Neighbourhood Panels on a quarterly basis.

8.2 The East Cambs Strategic Partnership (ECSP) will maintain an overview of the progress of Neighbourhood Panels, through the annual ECSP meeting, which should highlight any issues of concern or areas for development.

8.3 Officers from each agency involved will send the appropriate representative/s to Neighbourhood Action Groups [NAGs] where the necessary actions are agreed in order to

take forward issues raised at the Panel meetings. The NAGs operate under their own terms of reference that are held by the Partnerships Officer at ECDC.

9.0 Reporting

- 9.1 Issues prioritised in a Panel meeting will be reported to the next meeting of the Panel, by the agency tasked in the meeting. If an officer of that agency is not available to present this report, a written report will be submitted to the Panel.

10.0 Press and Public Relations

- 10.1 Neighbourhood Panels will be open and transparent in their decisions and activities and communicate them effectively to the public.
- 10.2 Publicity for the Neighbourhood Panels will be handled jointly by the key partners, with press releases from individual agencies following their own publicity protocols.
- 10.3 Joint press releases for Neighbourhood Panels will be approved by all partners named in the publicity and where appropriate in consultation with Chairman of relevant Neighbourhood Panel(s), before final sign-off by the administering agency.
- 10.4 Panel meetings shall be open to the press and public and the agenda, presentations and notes will be available for inspection at East Cambridgeshire District Council's offices and on the District Council's website at least five working days before each meeting, wherever possible.
- 10.5 Panel members will be responsible for the distribution of publicity material in their own panel areas, in liaison with East Cambridgeshire District Council and Cambridgeshire Constabulary, and will be responsible for maintaining local contacts with, for example, parish magazines or newsletters.

11.0 Resources

- 11.1 Whilst the Neighbourhood Panels do not currently have their own budgets, all partners will have the opportunity from time to time to support the Panel process, for example by waiving fees for the use of a Parish facility.
- 11.2 Should any funding becoming available in the future, the mechanisms for allocating this resource will be agreed on a scheme/grant by scheme/grant basis.
- 11.3 All travelling and subsistence expenses incurred by members of the Neighbourhood Panels will be met by their respective organisations.

12.0 Panel Members' Conduct

- 12.1 Neighbourhood Panel Members must abide by the Members Code of Conduct for their authority. Neighbourhood Panel meetings will be treated as official Committee meetings for the purpose of the rules about personal and prejudicial declarations of interest.
- 12.2 Where a Panel member has failed to attend 3 consecutive Panel meetings (and failed to offer apologies), the Chairman of the Panel will make contact with the member (to question

their continuing involvement as a Panel member). If there is not a resolution, their organisation will be asked to nominate an alternative representative.

- 12.3 If a member declares a prejudicial interest they can speak (in accordance with the Code of Conduct) at the time of the public speaking process on the item concerned, but must then leave the meeting on the conclusion of the public speaking until the item is finished; and the member cannot take part in any debate or vote on that item, including when that item is considered as part of the prioritisation of issues raised. If a member declares a personal interest they can speak, remain in the meeting and vote on the item concerned.

13.0 Amendments to the Terms of Reference

- 13.1 Any minor updating amendments to reflect changes in membership or small changes in operating circumstances should be notified to the ECDC Partnerships Officer, in order that the necessary changes can be made.
- 13.2 Significant amendments or an overall review of the Terms of Reference will be agreed by the key partner agencies and each Neighbourhood Panel.

[Appendix A]

NEIGHBOURHOOD PANELS – GOVERNANCE ARRANGEMENTS

PANEL	PARISHES	DISTRICT	COUNTY	LEAD OFFICERS	SUPPORT OFFICERS
ELY 12 Members + co-optees	<u>7 Members</u> (Appointed by City of Ely Council)	<u>4 Members</u> <ul style="list-style-type: none"> • Cllr Shelia Friend-Smith • Cllr Jeremy Friend-Smith • Cllr Richard Hobbs • Cllr Mike Rouse 	<u>1 Member</u> (From either Ely North & East or Ely South & West) <ul style="list-style-type: none"> • Cllr Nigel Bell 	<ul style="list-style-type: none"> • John Hill (ECDC) • Paul Nelson (Passenger Transport, CCC) • Lorna Philcox (Sanctuary Housing) • (Cambs Constabulary) 	<ul style="list-style-type: none"> • Alison Condor (ECDC) • Adrian Scaites-Stokes (ECDC) • Terry Jordan (CCC) • John Fuller (Cambs Constabulary)
LITTLEPORT 11 Members + co-optees	<u>6 Members</u> (Appointed by Parish Council)	<u>4 Members</u> <ul style="list-style-type: none"> • Cllr Christine Ambrose Smith • Cllr David Ambrose Smith • Cllr Neil Morrison • Cllr Andy Wright 	<u>1 Member</u> (Littleport) <ul style="list-style-type: none"> • Cllr Fred Brown 	<ul style="list-style-type: none"> • Andrew Killington (ECDC) • Tanya Edgell (Childrens Services, CCC) • Sue Payne (Sanctuary Housing) • (Cambs Constabulary) 	<ul style="list-style-type: none"> • Nick Ball (ECDC) • Janis Murfet (ECDC) • Terry Jordan (CCC) • John Fuller (Cambs Constabulary)
SOHAM AND EAST 14 Members + co-optees	<u>9 Members</u> (Appointed by Soham Town Council (3); Wicken, Isleham, Fordham, Kennett, Snailwell and Chippenham Parish Councils)	<u>4 Members</u> <ul style="list-style-type: none"> • Cllr Tony Cornell • Cllr Tony Parramint • Cllr Joshua Schumann • Cllr Derrick Beckett 	<u>1 Member</u> (Soham and Fordham Villages) <ul style="list-style-type: none"> • Cllr John Powley 	<ul style="list-style-type: none"> • Giles Hughes (ECDC) • Lorraine Lofting, Children's Services, CCC) • Louise Lowth (Sanctuary Housing) • (Cambs Constabulary) 	<ul style="list-style-type: none"> • Tom Hickson (ECDC) • Janis Murfet (ECDC) • Terry Jordan (CCC) • John Fuller (Cambs Constabulary)
SOUTH 21 Members + co-optees	<u>15 Members</u> (appointed by Bottisham, Burwell, Swaffham Bulbeck, Swaffham Prior, Lode, Reach, Woodditton, Stetchworth, Dullingham, Cheveley, Ashley, Kirtling, Burrough Green, Westley Waterless and Brinkley Parish Council.	<u>5 Members</u> <ul style="list-style-type: none"> • Cllr Allen Alderson • Cllr Lavinia Edwards • Cllr Tom Kerby • Cllr Chris Morris • Cllr Robert Stevens 	<u>1 Member</u> (From either Burwell or Woodditton) <ul style="list-style-type: none"> • Cllr David Brown 	<ul style="list-style-type: none"> • Darren Dixon (ECDC) • Ivan Molyneaux, Adult Services, CCC) • Alan Savill (Sanctuary Housing) • (Cambs Constabulary) 	<ul style="list-style-type: none"> • Julie Cornwell (ECDC) • Tracy Couper (ECDC) • Terry Jordan (CCC) • John Fuller (Cambs Constabulary)
WEST 16 Members + co-optees	<u>11 Members</u> Appointed by Coveney, Downham, Witchford, Wentworth, Mepal, Sutton, Haddenham, Wilburton, Witcham, Stretham and Little Thetford	<u>4 Members</u> <ul style="list-style-type: none"> • Cllr Anna Bailey • Cllr Bill Hunt • Cllr Peter Moakes • Cllr Gareth Wilson 	<u>1 Member</u> (From either Haddenham or Sutton) <ul style="list-style-type: none"> • Cllr Philip Reed 	<ul style="list-style-type: none"> • Liz Knox (ECDC) • Linda Mynott, Adult Services, CCC) • Debbie Bailey (Sanctuary Housing) • (Cambs Constabulary) 	<ul style="list-style-type: none"> • Julie Cornwell (ECDC) • Melanie Sage (ECDC) • Terry Jordan (CCC) • John Fuller (Cambs Constabulary)

The Role of Neighbourhood Panel Chairman

Overall responsibility

The Chairman is responsible for leadership of the Panel, ensuring its effectiveness in all aspects of its role. Crucial responsibilities include:

- Recognising and responding to diversity to ensure an inclusive approach to community engagement.
- Oversight of performance delivery through regular dialogue with the Lead Officer and other members of the Neighbourhood Action Group.
- Remaining aware and closely in touch with key strategic and performance issues (such as those relating to the LAA and Local Strategic Partnership) to ensure effective leadership of the Panel.

Leadership

- Leading the Panel and setting its overall agenda, in consultation with partners.
- Ensuring its effectiveness, performance and evaluation, and that its Terms of Reference are appropriate for the needs of the Panel.

Running the Panel Meetings

- Ensuring the agenda is adhered to and balances local and strategic matters.
- Allowing sufficient time for complex or contentious issues to be discussed.
- Making sure that members receive timely, accurate and clear information to enable the Panel to take sound decisions, monitor effectively and provide appropriate advice to promote the Panel process. This may include challenging organisations that do not provide an update on actions assigned to them at the previous panel meeting.
- Facilitating effective contribution from all members ensuring that they are all involved in discussions and decision making.
- Developing partnership work through consensus management, securing agreement and clarity over actions.
- Maintaining an appropriate environment to allow presentations and questions, supporting guest speakers prior to and during the meeting as necessary.

Communication

- Effectively communicating with Panel members and officers.
- Ensuring the views of residents are communicated to, and understood by, the Panel.
- Promoting constructive and effective relations between the Panel and residents.
- Representing the Panel to the wider community, acting as spokesperson for the Panel.

Development and evaluation

- Assessing the performance of their Panel and encouraging evaluation of the meetings.
- Ensuring that new Panel members are provided with support to play their full part in the panel process as soon as possible.
- Addressing the development needs of the Panel as a whole and individually to ensure team and individual effectiveness.
- Contributing to regular performance and development meetings with other Panel Chairman or Panel Members.

Governance and ethics

- Upholding and promoting high standards of integrity, probity and partnership governance.

xxxxx area Neighbourhood Panel meetingTEMPLATE AGENDA

19:00-19:02	1	Welcome	Panel Chairman
19:02-19:05	2	Introductions and Apologies (Inc. introduction of officers present from agencies)	Panel Chairman
19:05-19:10	3	Chairman's Announcements and Consultation items	Panel Chairman & ECDC Lead Officer
19:10-19:20	4	Consultation presentation	As requested
19:20-19:30	5	Consultation presentation	As requested
19:30-19:45	6	Consultation presentation	As requested
19:45-20:00	7	Neighbourhood Policing Update (action since the last Panel meeting)	East Cambs Sector Inspector, Cambridgeshire Constabulary
20:00-20:10	8	Action update on (non-police) prioritised and all other issues of concern	Lead Officers, ECDC/CCC/Sanctuary Housing as necessary
20:10-20:50	9	Discussion of Neighbourhood Issues raised by audience and Panel members	John Fuller, Community Engagement Manager, Cambs. Constabulary
20:50-20:55	10	Panel Prioritisation	Panel Chairman
20:55-21:00	11	Forward Agenda	Panel Chairman