

Terms of Reference For Threefields Neighbourhood Action Panel

1. Introduction

Neighbourhood Action Panels (NAP's) should consist of representatives from community, voluntary and statutory groups or organisations that are best placed to make a valuable contribution to community problem solving.

2. Strategic Aim

To ensure that all NAP members work positively and effectively to identify and resolve community identified neighbourhood priorities or problems that impact on crime, antisocial behaviour and the quality of life for the local community.

3. Membership

Membership of the NAP must remain a manageable number to ensure effective discussion, voting and service delivery and it is envisaged that this number will be no more than 12 to 15.

Whilst District and Parish Councillors are invited to be involved, the NAP is specifically targeting residents and other community members to take a role to resolving local issues.

4. Purpose of Group

NAP's are non-political and are not to be used for individual gain, self-promotion or personal disputes.

To identify local community priorities which require a multi-agency partnership approach to achieve sustainable to the identified local needs, problems and priorities.

5. Terms of Reference

- a) There are no allocated or specifically set aside funds and projects will need to identify funding streams to support long term solutions
- b) NAP's will manage such funds allocated to it for the achievements of its goals and outcomes.
- c) NAP's will review levels and patterns of local priorities at each meeting and on a regular basis (every 4 to 6 months) will have an open public element to report on progress and outcomes and to establish new priorities as appropriate.
Meetings will be as frequent as deemed necessary by the NAP dependent on the nature and time-scales of workloads and projects.
- d) Essex Police will monitor progress by assessing actions and outcomes.

6. Action Plan and Workloads

There will be no minutes as the work of the NAP will be lead by an Action Plan. Each Action Plan will consist of three parts, which are:

- a) **Current Actions.** These will ideally be 2 to 5 actions that the NAP and the community feel are the most important to achieve
- b) **Actions Awaiting Allocation.** These will be the community priorities identified as important by the public, which cannot be actioned immediately.
- c) **Actions Achieved.** This will permanently record those actions that the NAP feel has been achieved.

It is vital that the 2 to 5 actions being worked on have a named lead and agency. The person or lead agency will be solely responsible for its delivery and reporting back to the NAP chairperson. If that person is unable to attend it is their responsibility to provide an update for them to include in the current action plan

The work needed to deliver any action plan is a shared responsibility and not the sole responsibility of one person or agency

7. Election of Chair and Deputy Chair

They will be elected by the NAP every year or as required to meet the continuity of the NAP. The Chair will liaise with the Police to ensure the efficient management of the NAP and will invite any organisation or person to its meetings whom can contribute to its objectives.

The Chair or Deputy Chair can suspend or terminate membership of any member for inappropriate language, negativity or behaviour. If the Chair or Deputy Chair acts in such a manner Essex Police can suspend or terminate their role.

Councillors and council officers will not be permitted to act as Chairperson.

8. Information Sharing Protocol.

Actions and priorities will hopefully be of a broad scope and not specific or targeted at named individuals or their families. If an individual or family are causing concern their details should be passed to the relevant agency for consideration and action where appropriate.

If during an open public meeting a resident reveals, or would like to reveal, personal information about an individual or family, the chair will advise the person to contact the relevant agency directly and ask them not to discuss the information publicly.

A member of the NAP should attend the open part of the monthly meeting of Community Safety Tasking Group/Joint Action Group held at Braintree Police Station to report on progress of the Action Plans and request assistance from partner agencies where appropriate.