

PCCG MODEL

Role of The Metropolitan Police Authority

The Metropolitan Police Authority (MPA) will be responsible for the resourcing and running of Police & Community Consultative Groups (PCCGs) in support of the Consultation Strategy.

In this context the MPA will:

- Ensure PCCGs adopts the MPA and Metropolitan Police Service (MPS) strategy.
- Provide local Community Consultation Officers to Boroughs to jointly work with PCCGs.
- Ensure that all Consultative Groups have a new re-branded name across London.
- Ensure Police & Community Consultative Groups conform to the Authorities best practice guidelines.
- Promote PCCGs on their website.
- Provide training, support and assist the developments of PCCGs.
- Establish minimum standards and monitor performance.
- Restructure, manage, resource and support the Pan London Chairs Group. They will identify training needs for all staff and have clear terms of reference. The MPA and Senior Officers should attend and administer the Meetings.
- Identify Geographical Link Members for each London Borough.
- Manage a Challenge Fund for creative initiatives to improve police community relations, to which Police & Community Consultative Groups as well as other Groups can make an application.

Role & Purpose of PCCGS

The primary role of Police & Community Consultative Groups is to facilitate in a proactive manner local consultation on the Borough, in particular to consult on local, corporate and policing issues.

PCCGs will:

- Obtain the views of the public to ensure that police decisions are modified to their needs.

- Engage in a 'partnership approach to consultation, building on existing partnerships and creating new ones, where appropriate.
- Inform people, give members of the public a clear idea of what they can realistically expect from the police and the ways in which they can help the police.
- Identify problems, and suggests ways in which the public can help the police.
- Resolve conflicts, Improve relations between the police and the public.
- Establish a mechanism to engage with young people
- Monitor and record all activities of the Group and illustrate the outcomes; with the aim for continuous improvement
- Demonstrate the effectiveness above minimum level
- Engage in e-consultation via a link to the MPA web site.
- Establish a mutually beneficial working relationship with Sector Working Groups and the Business Community.

In order for this to happen PCCGs will:

- Establish an appropriate approach to engage with young people and so called 'hard to reach' groups.
- Carry out consultation jointly with other agencies and work with partners such as the Metropolitan Police Authority, Local Authorities and Greater London Authority.
- Foster a healthy proactive working relationship with local Borough Commander and the Council Chief Executive through the Crime & Disorder Partnerships.
- Hold open public meetings.
- Feedback, outcomes of consultation to the Metropolitan Police Authority and Borough communities.
- Develop a communication strategy.
- Consult widely on both the local and national policing plan.
- Consult and establish a dialogue with so called 'hard to reach' groups.
- Stagger times and locations of meetings to accommodate the varied habits of all sectors of the community.
- Set local objectives and measure performances to ensure requirements are met/achieved.

- Engage in joint initiatives with Sector Working Groups, information exchange and attend meetings.

Membership

The Membership of Police & Community Consultative Groups (PCCGs) should be maintained, open and inclusive, with no restrictions placed on the number of representative from each category. PCCGs should strive to ensure that its membership is representative of the communities in its Borough. The number of Groups/Organisations represented on the PCCG can be unlimited but the service of individuals from the Groups/Organisations should be limited to 3 years and a new representative should be sought after this time.

Decision on Membership of Groups/Organisations to PCCGs will remain the responsibility of the Group.

The Membership to the PCCG will be considered for any Groups or Organisations with a Constitution and a Membership of not less than 10. All such Groups must provide an Annual Report.

The Membership of PCCGs shall consist of: -

Non-party political Groups/Organisations

Community Groups/Faith Groups

Voluntary Organisations

The Business Community

Individual membership of the public must not exceed 12.

Young People

Lay Visitors, Neighbourhood Watch, Tenants & Residents Associations.

Religious Organisations

In addition, non-voting members standing membership will comprise:

The Metropolitan Police Authority.

The Metropolitan Police Service Borough Commander, Community Liaison Officer and Sector Working Police Officers.

Local Councillors

Members of Parliament and of the European Parliament.

Statutory Bodies/Agencies

Statutory Authorities: - Crime & Disorder Partnership; Probation Service; Crown Prosecution Service; Magistrates and Prison Service, where appropriate.

- Individual statutory members, such as Councillors may choose to go for full membership if they want to be considered for the position of Chair.

The working parties/sub committees of the Group shall be appointed, at the Annual General Meeting. Any member of the PCCG will be eligible to serve as a working member.

Appointment of Officers

The Honourary Officers of Police & Community Consultative Groups shall comprise a Chair and 2 Vice Chairs who will be elected at the Groups Annual General Meeting; Officers must be full members for 2 years. The persons so elected shall thereafter be responsible for management of the Group and shall hold office for a period not exceeding 3 consecutive years.

Chairs will be elected by their local PCCG; after that election it will be ratified by the MPA. The MPA will reserve the rights to remove Chairs/ Honourary Officers if they are failing to fulfill the functions of the post described by the MPA or in breach of the MPA Code of Conduct.

Meetings

Meetings of Police & Community Consultative will be widely promoted and accessible to the public. The meetings will:

- be publicised widely, locally, to ensure maximum attendance.
- be accessible to all sectors of the community through using premises occupied by relevant groups.
- be held at a minimum of 6 times per year of which one will be the Annual General Meeting.
- be themed to address both local and national issues.
- provide an open forum at the start of the meeting for any member of the public to raise questions and gain answers.
- be held at venues, which are accessible to people with disabilities and are easy to get to.
- provide translated materials; offer interpreters as well as written materials in large print.
- Held on dates , which does not coincide with religious celebrations.
- Not announce the names of attendees at meetings without their consent.

- Times and locations will be staggered to accommodate the varied habits of all section of the community.

Funding

The MPA staff will provide the administration for Police & Community Consultative Groups. PCCGs will be invited to bid for direct funds for consultation purposes and challenge initiatives.

Funding will be considered if PCCGs are:

- working within the financial guidelines of the MPA.
- achieving main objectives stipulated in their Annual Plan.

In addition, funding will also be considered for:

- an initiative to improve police community relations.
- Staffing
- Publicity

Accommodation:

- (i) Accommodation and consequent funding will be agreed by the MPA when each new PCCG is established.
- (ii) Where it is not considered appropriate for PCCGs to be accommodated in local authority premises funding for accommodation will be provided as appropriate.

The Consultation Officer will monitor the incoming & outgoing funds of the Group on behalf of the MPA.

Communication Strategy

Following full consultation with PCCGs the Community Consultation Officer will produce a full consultation strategy.

Crime & Disorder Partnerships

The Local Authority Community Safety Officer, the Metropolitan Police Service Community Consultation Officer and the Police & Community Consultative Group, Community Co-Ordinator will work in partnership on matters relating to the Crime of Disorder Partnerships.

Evaluation & Monitoring

The Metropolitan Police Authority through its Consultation Unit shall regularly assess Police & Community Consultative Groups on their effectiveness; therefore Groups will be required to provide auditable records of their performance, highlighting the success/non success rate of those targeted audiences.

Groups will be required to demonstrate:

- Whether all sections of the community consulted?
- What percentage of so called 'hard to reach' group were contacted/involved in consultation and was a representative sample of people included?
- If consultation directly informed a decision, shaped policy, police operation or service delivery arrangements?
- If consultation results were used to set local performance standards and targets?
- If the consultation exercises meet its objectives? If not, why was this and what steps can be taken to prevent similar problems in future?
- Whether the local police keep PCCGs informed and listen to views?

They will:

- Monitor standards/ensuring requirements are met/achieved borough level. Evaluate links local community networks, forums and activities.
- Monitor the level of feedback dispatched from the Group as well as feedback from the public.

Equal Opportunities

Community & Police Consultative Groups will demonstrate that they are actively seeking to engage with members of the community, promote equality of opportunity for all persons irrespective of their race sex disability age, sexual orientation or religion and adopt good relations between persons of different race groups, religious beliefs and sexual orientation.

Constitution

The Constitution of Police & Community Consultative Groups will include detailed description of:

Admission to the public.

The process for nominations & elections.

The role the Honourary Officers: Chair/Vice Chair.

The procedure of annual General Meeting and Extraordinary Meetings.

The process for application for membership.

Amendment to the constitution.

The formation of sub-committees and/or working parties.

KEY PERFORMANCE CRITERIA

- a) Consult all sections of the community.
- b) Consult and establish a dialogue with so called 'hard to reach' groups.
- c) Provide feedback to the public.
- d) Gather feedback from the public.
- e) Establish new links with communities.
- f) Establish a mechanism to engage with young people.
- g) Engage in partnership initiatives.
- h) Inform the public about realistic expectations.
- i) Carry out joint consultation exercises.
- j) Determine ways in which the public can help the police to resolve local crimes.
- k) Provide an open forum at the start of meetings.
- l) Consult widely on the both local and national Policing Plan.
- m) Have themed public meetings.
- n) Stagger times and dates of meetings to accommodate the varied habits of all sectors of the community.
- o) Undertake initiatives/projects to resolve problems.
- p) Establish an inclusive membership and ensure that it is representative of the community.
- q) Develop a communication strategy.
- r) Create database of community contacts.
- s) Monitor and record all activities of the Group and illustrate the outcomes; with the aim for continuous improvement.
- t) Demonstrate the effectiveness above minimum model.
- u) Demonstrates effective contribution to consultation to the Crime & Disorder Partnerships.