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| **Barnsley Community Challenge Board** |
| **Your chance to build better communities** |

Members of the Barnsley Community Challenge Board are independent members of the community.

Their purpose is to scrutinise and provide feedback to organisations involved in the management and investigation of incidents and crimes involving:

* Hate and Harassment
* Anti-Social Behaviour
* Vulnerable People

The Community Challenge Board will enable the Police, Council and other partners to operate in a transparent and inclusive way, continually reviewing and improving the services they offer to the local community.

Cllr Jenny Platts

Chair

Barnsley Community Challenge Board

***If you would like a copy of this pack in a more accessible format or you need help to fill it in, please contact Jayne Wise at Barnsley Council*** [***jaynewise@barnsley.gov.uk***](mailto:jaynewise@barnsley.gov.uk) ***or 01226 774344***

**Advisor Role Description**

**Title:** Advisor

**Allowance:** None

**Purpose**

* To challenge performance from the perspective of victims and members of the community
* To improve the quality and outcomes of policing and safer neighbourhood services to all communities
* To provide feedback to the community to increase confidence in the reporting process

**Roles and Responsibilities**

* To monitor, observe and / or advise on aspects of hate and harassment, anti-social behaviour and incidents involving vulnerable people
* To comment on service delivery and outcomes
* To advise services how they can improve.
* To make sure actions are based on a good understanding of all points of view and all available information.
* Help to agree the best way to achieve the priorities set by the Community Challenge Board
* To keep to the aims of the Community Challenge Board at all times.
* To keep to the Code of Conduct at all times.
* To attend at least 50% of meetings, unless there are special circumstances.
* To provide specialist advice, guidance and / or information
* To be jointly responsible for any decisions taken and advice offered by the Community Challenge Board
* To declare any relevant personal or professional interests in any matters being discussed.
* To work with South Yorkshire Police, Barnsley Council and partners. **Advisor Attributes**

**All advisors must be able to demonstrate the following attributes:**

* Able to maintain the highest levels of personal integrity and conduct at all times.
* Respect for others
* Demonstrate a duty to abide by the law at all times
* Ability to communicate well with people from all backgrounds.
* Committed to personal development.
* Ability to understand reports and other official documents and to identify important issues
* Confidence to represent the views of the community on issues of quality and outcomes, even when these may not be what organisations want to hear.
* Ability to understand different perspectives and points of view and ensure all is given fair consideration.
* Ability to write and give verbal short reports

**Expression of Interest Form**

**About you**

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| **Name** |  | **Contact me by:** |
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| **Address** |  | 🞏 |
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| **Work Telephone** |  | 🞏 |

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| **Age** |  | **Are you disabled** |  | **Gender** |
| Years |  |  Yes  No |  |  Male  Female |

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| **What is your ethnicity?** | | | | |
| **White**   British   Irish   Gypsy / Traveller   Other | **Mixed**   White & Caribbean   White & African   White & Asian   Other | **Asian**   Indian   Pakistani   Bangladeshi   Chinese   Other | **Black**   African   Caribbean   Other | **Other**   Arab   Other |

**About your experience**

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| **Pen Picture** |
| **A ‘pen picture’ is also referred to as a short ‘bio-sketch’ or ‘personal sketch’ and allows you to tell us about yourself and your experiences and how these will fit the role of Community Challenge Board Advisor.**  **You can tell us things about yourself such as:**   * **Your experience / qualifications / training** * **Your strengths** * **Your background, i.e. what you do, any work experience** * **What your interests are** * **What your top 2 goals are** * **What you really enjoy doing** * **Anything else that is important to you or about you** |
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| **Please briefly explain why you want to be a Community Challenge Board Advisor** |
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**Declaration**

🞏 I am interested in becoming an Advisor for the Barnsley Community Challenge Board

🞏 I have read and understand the Barnsley Community Challenge Board Memorandum of Understanding and role profile

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| **Signed** |  |  | **Date** |  |

**Memorandum of Understanding**

**Introduction**

The purpose of this Memorandum of Understanding is to identify what South Yorkshire Police and Barnsley Council require from individual Advisors and what Advisors can expect from South Yorkshire Police and Barnsley Council.

South Yorkshire Police and Barnsley Council are committed to quality service delivery and the development and use of employment procedures and practices not to discriminate on the grounds of race, age, disability, gender, gender identity, sexual orientation, religion, belief or other non-objective reasons such as economic status, to promote equality of opportunity and good relations and eliminate discrimination and harassment.

This document sets out the standards of conduct expected of all Advisors to the Barnsley Community Challenge Board and all advisors must observe this Code of Conduct whenever he/she conducts the business of the Barnsley Community Challenge Board or acts as its representative.

The Code applies both inside and outside the meetings of the Board; accordingly, Advisors should always think carefully about potential conflicts of interest, and the impact of their behaviour on the reputation of the Barnsley Community Challenge Board.

**Membership**

Membership of the Barnsley Community Challenge Board will include:

* Elected Member (Barnsley Council)
* Maximum 15 Community Members
* South Yorkshire Police Safer Neighbourhood Services Representative(s)
* Barnsley Council Safer Neighbourhood Services Representative(s)

***Period of Appointment***

The period of appointment of an Advisor will be 2 years; at the end of 2 years Advisors can reapply for a further 2 year term. Maximum period will be 2 terms; appointment may be terminated earlier at the discretion of the Chair.

***Termination of Appointment***

The appointment of an Advisor to Barnsley Community Challenge Board may be terminated at the discretion of the Chair before the end of the period of appointment.

The circumstances which may result in the early termination of an appointment include:

* Non-compliance with the Memorandum of Understanding
* Conduct affecting suitability to be an Advisor
* Conflicts of interest
* Change in circumstances resulting in a failure to meet eligibility criteria

***Chairing the Barnsley Community Challenge Board***

The Board will be chaired by the Barnsley Council Elected Member Cabinet Spokesperson for Communities.

***Meeting Preparation***

Information and case studies will be sent to Advisors at least 14 days prior to a meeting; advisors will be expected to read all relevant materials and be prepared to feedback on these at the meeting.

***Meeting Attendance***

The Community Challenge Board will meet every 3 months in Barnsley Town Hall; venue and room number will be confirmed prior to each meeting.

Advisors are expected to attend a minimum of 50% of meetings during a 12 month period and may have their appointment terminated if this is not adhered and apologies and / or acceptable reasons are not given.

It is envisaged that meeting times will be 4pm to 6pm, although these times may be subject to change, if required.

***Role of an Advisor***

The core role of an Advisor is to constructively challenge performance, from the perspective of victims and community members on incident reports of:

* Hate and Harassment
* Anti-social behaviour
* Incidents involving vulnerable people

This will include:

* Feedback on service delivery and case management
* Monitoring and reviewing performance on key areas of case resolution, particularly where there is a direct impact on communities
* Commenting on policies and processes
* Giving a community perspective on relevant strategies
* Providing specialist advice, guidance and / or information, as appropriate

Additionally, the role will provide constructive feedback to the community to build and enhance confidence in the reporting and investigation processes by giving community perspective on related strategies

**Code of Conduct**

The Code of Conduct applies to all Advisors whenever conducting the business of the Community Challenge Board including when acting, claiming to act or promoting the impression of acting as an Advisor:

Advisors must observe this Code of Conduct whenever he/she conducts the business of Barnsley Community Challenge Board or acts as its representative.

***Confidentiality***

In carrying out their role, Advisors have access to confidential information, both written and verbal

Accordingly, Advisors should:

* not name or otherwise disclose any information without prior consent;
* ensure confidential material is handled sensitively, appropriately, with due care and / or in any form that could jeopardise any investigation or identify any individual;
* be open about their decisions and actions, giving reasons for them where appropriate;
* report any behaviour by another Advisor they reasonably believe involves a failure to comply with the Code of Conduct in accordance with the complaints procedure set out below.

***Accountability***

Advisors are part of a team and should act as such. They are accountable for their actions to each other, to Barnsley Community Challenge Board and to its stakeholders.

In particular, Advisors:

* have a duty to comply with the law on all occasions in order to preserve public confidence in Barnsley Community Challenge Board;
* must submit themselves to the level of scrutiny appropriate to their role;
* must ensure resources or activity undertaken in Advisory capacity are not used for political purposes;
* must exercise independent judgement in making decisions;
* have a high level of attendance at relevant meetings so they can perform the function properly and effectively.

***Respect***

It is important Advisors demonstrate proper respect for others. Failure to do so may impact on the reputation and well-being of Barnsley Community Challenge Board.

Accordingly, Advisors should:-

* promote equality, and not harass or discriminate;
* treat others and their views with respect and courtesy;
* promote and support the principles of leadership by example;
* not do anything that may, or does, compromise the impartiality of those who work for, or on behalf of the Company;
* respect the role of the Chair, other Advisors and the contribution of other services.

***Objectivity***

In making decisions, offering advice or representing the views of the local communities, an Advisor should:

* ask appropriate questions; and
* come to his/her own conclusions, weighing up carefully the views expressed and the advice given.

**Conflicts Of Interest**

The obligations of Advisors to Barnsley Community Challenge Board must not clash with obligations they owe to others.

Advisors should therefore be aware of their duty to declare any interest relating to their role, and take steps to resolve any conflicts that may arise. If in doubt about the need to declare an interest, disclose it anyway and take advice from the Chair.

***Membership of Other Bodies***

An Advisor may be a member of any other community organisation, group or political party. However when acting in the capacity of Barnsley Community Challenge Board at no time shall the Advisor allow the interests of that other group, organisation or party to have undue influence on their actions or those of any other Advisor.

**Complaints Procedure**

Advisor complaints can be made to either;

* South Yorkshire Police and Crime Commissioner, [www.southyorkshire-pcc.gov.uk](http://www.southyorkshire-pcc.gov.uk)
* Barnsley Council, [www.barnsley.gov.uk](http://www.barnsley.gov.uk)

**Acceptance of the Code of Conduct**

All Advisors must accept and sign a copy of this Code to show they have understood the responsibilities they are undertaking.

Signed:

Date: