

# **Strategic Independent Advisory Group**

## **Terms of Reference**

### **Purpose**

The role of the SIAG is to provide independent guidance and advice to Cleveland Police and the Office of the Police and Crime Commissioner for Cleveland on a range of different areas which may have an impact on local communities.

This will include:

- To offer independent advice and guidance to Cleveland Police and Cleveland OPCC
- To help develop a working partnership of trust, confidence and transparency between the Cleveland Police and the community
- To provide community reassurance and relay key messages
- To advise the police on how to communicate effectively with their communities
- To identify issues affecting communities
- To provide individual perceptions that reflect individual communities
- To advise the police on issues of culture, specifically relevant to involved communities
- To highlight community tensions and issues to help seek solutions
- To gain an understanding of Cleveland Police priorities and assist in communities understanding of these
- To assist in the Police response and community response during critical incidents or pre planned activities

SIAG members will not have any powers to direct or instruct operational matters but may be required to advise on operational activity.

### **Meetings**

Meetings will be held every two months and an agenda and associated papers will be issued seven days prior to the meeting. Requests for items to be included on the agenda should be received at least ten days before the meeting. Minutes of each meeting will be recorded and submitted to the next meeting for formal agreement.

### **Membership**

The membership of the group will be comprised of:

- Chairs of Local IAGs
- Vice Chairs of local IAGs
- Co-opted members from a range of communities to ensure coverage across all protected characteristics

In addition to the core membership, the following representatives from Cleveland Police and the OPCC will attend:

- Chief Constable of Cleveland Police
- Cleveland Police Neighbourhood Policing Lead
- Cleveland Police Hate Crime Lead
- Police and Crime Commissioner for Cleveland
- OPCC Hate Crime Lead

### **Roles and responsibilities of Members**

- Members will be vetted to NPPV Level 2.
- Members may at times be privy to restricted/ confidential information. Members must treat all sensitive information disclosed as strictly confidential. Any breach of this agreement may result in the member being removed from the SIAG. This will not prevent the passing of key messages to communities where appropriate.
- Members will abide by a code of conduct which explains how members should conduct themselves. Members will be expected to display respect for views, beliefs and opinions of others.
- Members may be contacted on an ad-hoc basis for advice or guidance by telephone.
- Members should give their independent thoughts and views. The term “independent” refers to the nature of the advisor and advice they provide, rather than the relationship with their organisation.

### **Chairing Arrangements**

Meetings will be chaired by an Independent Chair who will be subject to an application and interview process.

### **Co-ordination**

Administration of meetings including preparation and circulation of minutes and agenda; research; production of reports, policies, papers, etc. will be overseen by the Office of the PCC who will also ensure that Cleveland Police provide the necessary information and reports to facilitate the meeting.

### **Governance**

An action log will be maintained to track the progress of any activity undertaken as a result of feedback from members. This will be reported to the Local Policing Assurance Delivery Group. This document will be reviewed and updated on an annual basis.

## **Removal of Members**

Members may be considered for removal in the following circumstances:

- The member has failed to attend 3 consecutive meeting without apology or acceptable reason, other than special or urgent meeting.
- Failure to fulfil designated actions such as participation in consultation and feedback or prepare for meetings.
- The representative's membership would undermine the credibility and legitimacy of the group and fundamentally weaken aspects of its work.
- Any breach of the operating protocols set out within this Term of Reference.
- The member has broken the Code of Conduct.

### **Procedure for Removal**

- Any member may table a motion to remove another member. The removal motion will be received in writing by the Chair/Vice Chair at least 3 weeks prior to a scheduled IAG meeting and will include the reasons for removal.
- The issue of removal will be an agenda item at the relevant IAG meeting.
- The member being discussed, will be informed in writing at least two weeks in advance of the meeting that the discussion will take place, including a copy of the motion with reasons for their removal.
- There will be a minimum requirement of 50% of the membership to be present at the meeting for the removal to be tabled.
- The removal will be discussed and agreed or rejected by secret ballot at the meeting.
- The 'member' will be offered the opportunity to attend the said meeting and outline their defence to removal before a decision is reached.
- If there is a split vote, the chair will have a casting vote.
- In event of the Chair being considered for removal, then the Vice Chair will step into the role of Chair for that part of the meeting.
- The member will be sent a letter explaining the reasons behind the decision to remove.
- The decision to remove a Member will be final.