

# **Pangbourne Neighbourhood Action Group**

## **Terms of reference**

1. The Pangbourne Neighbourhood Action Group is a multi agency problem solving group consisting of appointed representatives from Thames Valley Police, Local Government, Educational Establishments, Government Agencies and persons with particular interests or skills. The integration of social and practical skills and local knowledge will enable the group to function at a high level to the benefit of the local community.
2. Whilst not having statutory recognition, it is expected that the group will have enough integrity to enable other bodies to comply with all reasonable requests. The group will advise and recommend actions to other establishments and is recognised by the authority of the Chief Constable.
3. The composition of the group shall ideally be :
  - a. Two representatives appointed by each member Parish Council.
  - b. Two representatives appointed by Thames Valley Police.
  - c. The Chair of Pub Watch
  - d. Co-opted members who are able to represent local stakeholders, partners, agencies and community groups, these may include the following:
    - i. West Berkshire District Council Traffic Management
    - ii. West Berkshire District Council Road Safety
    - iii. West Berkshire District Council Safer Communities Partnership.
    - iv. Neighbourhood Watch.
    - v. Local School
    - vi. Neighbourhood Police Officers as appropriate.
    - vii. Housing Association.
    - viii. Representatives from the local communities
  - e. The NAG meeting will also be able to co-opt those skill levels required from time to time for specific purposes.
4. All persons appointed to serve on the Neighbourhood Action Group (NAG) shall be deemed to have a mandate to act on behalf of the NAG when requested to do so.
5. Actions introduced and approved by the NAG shall include requests to Thames Valley Police, West Berkshire District Council and other relevant agencies and individuals.

6. At the annual meeting, there shall be elected:
  - i. Chair
  - ii. Vice Chair
  - iii. Secretary
  - iv. Parish Representative
  - v. Members of the Neighbourhood Action Group
  
7. Officers will be elected by nomination with a proposer and seconder and to be with the secretary at least 14 days prior to the AGM. Officers agreeing to be re-elected need to notify the secretary 14 days prior to the AGM. Election will be by voting with each member having one vote. All voting will be conducted by the Chair other than the Chair's position, which will be carried out by the Vice Chair. The Chair will have the casting vote on all positions other than his own position which the Vice Chair will have the casting vote. In the absence of any nominations at the AGM, proposals may be accepted from the floor on the day providing they have a proposer and seconder.
  
8. There shall be 6 meetings scheduled to be held in any one calendar year. These are to be held during the months of January, March, May, July September and November. A meeting can be cancelled or postponed by decision of the Chair / Vice Chair and they can call an extraordinary meeting where deemed appropriate.
  
9. Five members or one third of the total membership, whichever is the smaller, shall constitute a quorum at all meetings of the NAG.
  
10. The minutes of each meeting will be circulated to all members and signed as a correct record when approved by the Chair at the commencement of each meeting. Agreed actions will be delegated to a specific member, who will be expected to report on progress to the next meeting.
  
11. A formal agenda shall be prepared for each meeting. Any members may submit items for inclusion giving at least 14 days clear notice. The Data Protection Act will apply.
  
12. All items discussed during meetings concerning criminal offences, Police Policy, Police records or any Police matters may not be related to persons outside of the NAG without prior agreement from the Chair / Vice Chair.
  
13. Each member of the NAG will be required to sign this document as an undertaking that they have read the above and will comply at all times with these terms of reference. This will be held by the secretary.