



## **North Lincolnshire Independent Advisory Group (NLIAG)**

Community Safety Unit

Communities Command

PC 2337 Yeomans

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# **North Lincolnshire Independent Advisory Group**

## **Constitution**

Independent involvement and advice is the process which takes place when, people independent of the Police service, monitor, observe or advise on aspects of policing, both in terms of the functions and policies of the service and the way in which the police interact with the broader community

### **1.0 Article 1 – Name**

1.1 The group's official name will be:

“The North Lincolnshire Independent Advisory Group” – (NLIAG)

### **2.0 Article 2 – Address**

2.1 To be appointed. Meeting venues to be discussed and arranged by the membership.

### **3.0 Article 3 – Aims**

3.1 To work as partners with the Police Service to:

3.1.1 Increase trust and confidence in policing amongst all the communities within North Lincolnshire;

3.1.2 Provide constructive advice to the Police Service on ways to improve the quality of service delivery to all communities.

### **3.2 Objectives**

3.2.1 To provide an opportunity for consultation and feedback on Policing Policies that impact on the communities of North Lincolnshire. This consultation is to be a two-way process between the Police and the Communities of North Lincolnshire.

3.2.2 To enable information relating to local Police policy and procedures to be disseminated to minority communities.

3.2.3 To make observations both within the Police service and the role it plays in the wider community.

3.2.4 To instill just and fair relations between the Police and the communities they serve, as well as between communities.

### **4.0 Article 4 – Membership**

4.1 The membership of the NLIAG is **not** exclusive to persons living in the North Lincolnshire area as it is accepted that some members, who represent communities either individually or professionally, may not actually reside here.



- 4.2 Appointment to the NLIAG will be the decision and responsibility of the NLIAG membership. When necessary, this will be in consultation with Humberside Police.
- 4.3 Appointments to the NLIAG will be transparent to public scrutiny, as will the details of tenure and remuneration.
- 4.4 The NLIAG will consist of a cross-representation of the area's diverse communities and minority groups. The definition of a minority group shall be based upon the following characteristics from the Equality Act so as to meet the general and specific duties for public sector; Race, Religion or Belief (local community composition), Gender Reassignment, Sex, Sexual Orientation, Age and Disability.
- 4.5 It is expected that members will serve for a term of at least one year.
- 4.6 The group will consist of no less than six members and, within reason, shall have no maximum number to allow and reflect what representation is required locally.
- 4.7 Members of the NLIAG may be de-selected by Humberside Police in the following circumstances:
- The member has failed to attend three consecutive meetings of the NLIAG without giving an apology or acceptable reason, other than special or urgent meetings.
  - Failure to fulfil designated actions or prepare for meetings.
  - The representative's membership would undermine the credibility and legitimacy of the group or fundamentally weaken aspects of its work.
  - Any breach of the operating protocols set out within this policy.
  - The member has broken the Code of Conduct.
- 4.8 Potential new members shall be nominated by existing members. If the members of the NLIAG agree to such nominations, then the nominee is to be invited to the next meeting and the group can then confirm that membership.

## **5.0 Article 5 – Election of the Chairperson and other Executive Positions**

- 5.1 The NLIAG shall elect a Chairperson from the membership of the NLIAG. This can be for an agreed and determined period of time, or if members of the NLIAG prefer, a Chairperson can be nominated for an upcoming meeting, on a rotational basis from the membership.
- 5.2 The NLIAG may elect a Vice Chairperson from its membership and may also elect a Secretary, Treasurer and subsequent vice positions should these roles be required.
- 5.3 The NLIAG will nominate a member to be responsible for noting actions arising from a meeting. This person shall also be responsible for circulation of such actions, agendas and any other administration to the membership prior to, or after, an NLIAG meeting. This will be carried out in conjunction with the Chairperson.



## **6.0 Article 6 – Chairperson Responsibilities**

- 6.1 The duty of the Chairperson will be to:
- Manage the NLIAG
  - Ensure meetings are planned, reviews are undertaken of actions and papers.
  - Act as a point of contact between meetings.

## **7.0 Article 7 – Meetings**

- 7.1 The NLIAG shall meet bi-monthly. The date, venue and timings of meetings can be varied to suit the needs of the membership.
- 7.2 Members are expected to allow and encourage all colleagues to fully participate in discussions in an open, free and constructive manner.
- 7.3 It is a fundamental principle of the group that it is opposed to discrimination on the grounds of political opinion, religion or belief, race, colour, gender, ethnic or national origin, marriage or civil partnership, sexual orientation, gender reassignment, pregnancy, disability, or age and that it shall not practice such discrimination. The group shall not give a platform to extremist political or religious groups. In the event that members from the group incite racial hatred or advocate discrimination on the grounds outlined above, or perform criminal acts, they will be removed from the NLIAG at the request of Humberside Police or through an NLIAG majority vote.
- 7.4 In order to fulfil its primary purpose of providing independent advice to the Police Service, the NLIAG must have access to relevant, up-to-date information.
- 7.5 Access to some information may be prohibited by law e.g. Official Secrets Act, Data Protection Act. Additionally some information may be so sensitive that its divulgence would be inappropriate. This might include confidential matters relating specifically to individuals, specific intelligence in relation to a proposed sensitive policing operation, or intelligence which might compromise the safety of individuals or the police or the public at large.
- 7.6 The meetings shall be presided over by the Chairperson, or in their absence, a nominated Chairperson.
- 7.7 The administration of the meetings, i.e. actions, agendas and documentation and who will be responsible for such, shall be determined and agreed by the membership of the NLIAG.



## **8.0 Article 8 – Quorum**

- 8.1 The numbers of full voting members required to be physically present to make decisions at regular meetings will be 6. Where it is necessary to make decisions regarding the NLIAG working methods, NLIAG membership or rules of the group then a simple majority of full voting members must be physically present to vote
- 8.2 The group needs active participation so members who fail to attend 3 consecutive meetings in any one-year without satisfactory reason can be asked to resign if the Chair proposes it and the majority of members present agree.
- 8.3 Decisions at meetings will be by consensus, the chair to state their understanding of the consensus at the meeting. In the event that an NLIAG member so requests, a question shall be put to vote.
- 8.4 Voting will normally be by a simple majority of the NLIAG members present and voting. It will be by a show of hands, though the Chair or a majority of the NLIAG members may request for a vote to be anonymous in writing. In such cases, a member not present may record their written vote and submit it to the NLIAG Chairperson.

## **9.0 Article 11 – Code of Conduct**

- 9.1 The Code of Conduct for the time being shall be that every member shall discharge their duty with integrity, fairness, politeness, tolerance, courtesy, respect, openness and truthfulness and without fear or favour. In particular, every member shall:
- Avoid all form of harassment, victimisation, unreasonable discrimination, abusive or derisive attitudes or behavior towards other individuals and groups;
  - Behave in a manner that does not bring discredit to the group;
  - Avoid favoritism to any particular individual or group;
  - **Treat any information that comes into their possession during the course of their duties as confidential, and shall not use it for personal benefit, nor shall they divulge that information to other parties except in the proper course of the NLIAG business.**
- 9.2 Any member of the NLIAG who knowingly breaches the aims of the Group (Article 3), or commits any act (by word or deed), which may be deemed by the membership as being detrimental to the Group, shall have his or her membership, revoked upon a majority vote of the membership.

## **10.0 Article 12 – Miscellaneous**

- 10.1 Members who advise Police are not liable for the outcomes of Police decision-making and are not answerable to the police.

**The Police are not obliged to follow advice given by members, although appropriate explanations should be given where advice is not taken.**



## Appendix A

### FREQUENTLY ASKED QUESTIONS

#### **What is an Independent Advisory Group?**

It is, quite simply, a group of members of the community who provide independent advice to the Police, with the aim of improving the quality of Policing services to all communities.

#### **Why independent advice?**

We are keen to make sure that we deliver the highest quality police services to all of the communities within the force area. However, we need the advice from members of the community to make sure that our services match the communities' needs as closely as possible.

#### **What is an independent advisor?**

Independent Advisors may be any members of the community. They need to have an interest in policing and its effects upon their community. We want the members to point out any criticisms they may have but also to be able to offer suggestions about things could be done better. Members' own experiences, and those of friends and family may put them in a position to advise from experience.

#### **On whose behalf will Independent Advisors provide advice?**

We are asking for people who reflect the composition of our communities, not necessarily to represent it. Consultation through representation takes place in other ways. However, we may also ask Advisors to speak with family and friends to seek their opinion, too. Ultimately, the only person an Advisor represents is *themselves*. However, people from a community may have a better understanding of the issues affecting its members than someone who is not part of the community.



### **What qualifications are needed?**

No formal qualifications, though we may ask for advice on formal documents. An ability to read English is desirable, but may not be essential. If the member needs to have the document in a specific format, e.g. on audio-tape or written in a specific language, we will endeavour to arrange for that to be done.

### **What will the Police do with the advice?**

The Police will carefully consider the advice and will be responsible for any actions they take. **NLIAG members will not be responsible for the actions of the Police.** There may be occasions when the Police do not take any action after members have advised them. This doesn't mean that we don't value the advice. However, if we do not respond to the advice, we will be responsible if anything goes wrong. We will also be expected to explain this to NLIAG members.

### **How often will the groups meet?**

We anticipate that all of the members of each group will meet 6 times a year. As well as this, there may be times when a few members of the group will come together to provide advice on a specific issue. This could be, for example, to advise on the impact that a critical incident could have on a community. This could mean the police calling for independent advice at short notice, but we would try to make sure that this was done only when necessary.

### **Will Members Get Paid?**

No, this is not a job and one of the most important things about these arrangements is that we are seeking independent advice. However, we do want to show that we value the advice that we are given and the time that members have given up, so we will seek to pay reasonable expenses for coming to meetings.

### **Will there be any training?**

To ensure independence, we don't generally provide any structured training. However, we believe that it may be helpful for members to have an understanding of the police organisation. We will discuss what information and training is needed with the individual members and arrange for it to be provided as required. Most importantly, members do not have to attend any input sessions if they don't want to and non-attendance will not prevent anyone becoming a member.



## What Rules Are There?

We do not want to impose any unnecessary rules and conditions on the Independent Advisory Groups. However, we do believe that it will help the groups to work more effectively if they have an understanding of what the police consider to be important. We have written a 'Code of Conduct and Declaration of Interests'. This is quite detailed but is intended to help to make sure that the advice that is provided is truly independent.

## Appendix B

### KEY KNOWLEDGE AND SKILLS

These are the key knowledge and skills that you will need to enable you to carry out the role of Independent Advisory Group member.

#### It is important for you to:

##### **Be able to:**

- Consider other people's views
- Question and challenge the views of others in a constructive way
- Consider your own biases and prejudices
- Work as part of a team and contribute to the success of a group initiative
- Work with people from all areas of the area
- Work with people from diverse backgrounds
- Work with people with and without disabilities
- Work with people from a variety of faiths and cultures
- Work with people who may be gay, lesbian, bisexual or transgender
- Work as part of a team
- Make a contribution to influence policing strategy, policy and training.
- Contribute the time, energy and commitment to attend regular meetings.



**It would also be useful if you:**

**Have experience of:**

- Working with other people on issues of mutual interest over a period of time (e.g. voluntary work)
- Sharing your views and understanding of issues with others (e.g. in a family, community or work setting)
- Situations where you needed to compromise
- Balancing commitments and time in an effective manner
- Interacting or working with people of all ages
- Interacting or working with people who have different political view and/or religious beliefs
- Interacting or working with people who are physically and/or mentally impaired
- Attending meetings
- Working and taking decisions as part of a team or group.

**Have an interest in:**

- Policing issues and current affairs, specifically in respect of the ways in which they affect the people of your area
- Challenging and combating institutional discrimination
- How Hate Crime incidents should be handled
- The issues associated with recruiting, promoting and retaining staff from under-represented groups.
- How Police officers and Police staff should be trained.



## Appendix C

### CODE OF CONDUCT & DECLARATION OF INTERESTS

#### Guiding Principles

Members of the NLIAG will abide by the seven Nolan Principles of Public Life:

- 1. Selflessness**  
Members of the NLIAG should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- 2. Integrity**  
Members of the NLIAG should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- 3. Objectivity**  
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, members of the NLIAG should make choices on merit.
- 4. Accountability**  
Members of the NLIAG are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- 5. Openness**  
Members of the NLIAG should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- 6. Honesty**  
Members of the NLIAG have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- 7. Leadership**  
Members of the NLIAG should promote and support these principles by leadership and example.

#### Confidentiality

1. As a member of the North Lincolnshire Independent Advisory Group, you will necessarily learn of and acquire information that has not yet been made public and is still confidential. It will be regarded as a betrayal of trust to breach such confidences. You should never disclose or use confidential information arising from the work of the Group for personal advantage of you or of anyone known to you or to the disadvantage or discredit of the Group, Police Service or anyone else.
2. Apart from the breach of trust there may be cause for prosecution under the Data Protection Act for the breach of confidential information.



**Gifts and Hospitality**

1. You will need to treat with caution any offer of gift, favour or hospitality that is made to you personally, knowing you to be a member of the NLIAG. The person or organisation making the offer may be doing so to obtain information or trying to influence a decision.
2. You are personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in the NLIAG.

**Disclosure of Interests**

1. If you have an interest in a matter arising at a meeting of the NLIAG or through its work you should always disclose it. Having declared an interest you may be asked to withdraw from the meeting during discussion. It is open to you to declare an interest in any work of the NLIAG. Consider whether the public would regard your interest as so closely connected with the matter in question that you could not be expected to put it out of your mind.
2. The opportunity to make a declaration of interest will be given at the start of each meeting. However, members can at any point during a meeting declare an interest when it becomes apparent they have one.
3. You should at all times avoid any occasion for suspicion and any appearance of improper conduct. You should not allow the impression to be created that you are, or may be, using your position to promote a private or personal interest, rather than forwarding the general public interest. You should ask yourself whether members of the public, knowing all facts of the situation, would reasonably think that you might be influenced by it.
4. NLIAG Members should declare any interest, membership, or subscription to any political party, organisation or group that may have inappropriate views on religion, race, sexual orientation, gender or disability.
5. Having made a declaration it will be open to the NLIAG to decide if the work of the Group requires you to continue to take part in a meeting that is discussing a matter in which you have an interest. If opinion is divided and there is equality of votes the decision of the Chair shall be final.
6. If in doubt about the need to disclose an interest, disclose it anyway and take the advice of the Group on whether you should continue to take part in the business under consideration.

You are required as a member of the NLIAG to sign the disclosure below that you will abide by the conditions set out above.

Print Name.....

Signed..... Date.....



## Appendix D

### **NORTH LINCOLNSHIRE INDEPENDENT ADVISORY GROUP – MEMORANDUM OF UNDERSTANDING**

You are being requested to act as a 'Critical Friend' to the Police and assist with

#### **"The North Lincolnshire Independent Advisory Group" - (IAG)**

This Memorandum of Understanding is not legally binding, but is a pledged undertaking for the need and understanding of confidentiality in relation to sensitive, personal and evidential information that may be discussed. It is necessary for the integrity of the Group and in the public interest.

During the course of your involvement you may be exposed to harrowing details surrounding criminal cases and you may also have sensitive information disclosed to you. You will be asked to enter into the Memorandum of Understanding, together with the Senior Officer who will represent the Chief Constable.

#### **Role of NLIAG Member:**

- To comment and advise on the subject in question from the perspective of diverse communities.
- To work with the Police Service with the aim of improving service delivery to all communities.

#### **The Process:**

You will be requested to attend a series of meetings at a time convenient to parties concerned. The Police will try to provide full details and access to known circumstances, background information, investigative strategies, progress and proposed future actions. Where any information cannot be disclosed an explanation will be given.

The Police will be open, transparent and wish to take on board any comment, advice or criticism in regard to all aspects of the investigation. The Police may not always be in a position to action any such suggestion made by the Advisory Group. However, in these circumstances an explanation will be provided as to the reason for no action.

The Police will meet all reasonable and necessary travel expenses upon submission of a valid claim.

Notes of actions will be taken at meetings which will then be distributed to all NLIAG members involved.

1. Under the [Data Protection Act 1998](#), the Chief Constable is required to put in place an agreement in writing with any organisation or individual who processes personal data on his behalf, governing the processing of that data.
2. Under the terms of reference of the Independent Advisory Group, agreement has been made between the Chief Constable and you whereby you may be provided with information which identifies a living person ('Personal Data') and asked to utilise that information to achieve the aims and objectives of the Independent Advisory Group.



By signing this memorandum of understanding, you agree that you shall:

1. Process the Personal Data strictly in accordance with the terms of reference of the IAG, this form and the Chief Constable's instructions from time to time or his nominated representative; (All further references to the Chief Constable include reference to their nominated representative, who is Adil Khan ). You will be notified of any change to the nominated representative in writing;
2. Take appropriate steps to ensure against the accidental loss or destruction of, or damage to, the Personal Data;
3. Ensure that only you shall have access to the Personal Data;
4. Process the Personal Data only in accordance with the laws of the United Kingdom;
5. Assist the Chief Constable promptly with all subject access requests, which may be received from individuals who are the subject of the Personal Data ('Data Subjects'). The Chief Constable shall reimburse you for any reasonable costs, which you incur in complying with this requirement upon submission of a valid claim;
6. Not use the Personal Data for any purposes which may be inconsistent with those notified to the Data Subject on or before the time of collection provided that the Chief Constable has previously supplied copies of all such notices to you;
7. Not disclose the Personal Data to a third party in any circumstances other than at the specific request of the Chief Constable or as otherwise specified in this form;
8. Promptly carry out any request from the Chief Constable requiring you to amend, transfer or delete all or any part of the Personal Data;
9. Notify the Chief Constable immediately upon receiving any notice or communication from any supervisory or government body which relates directly or indirectly to the processing of the Personal Data;
10. If requested in writing by the Chief Constable from time to time, provide to the Chief Constable a copy of the Personal Data in the format and on the media reasonably specified by the Chief Constable;
11. If any Personal Data in the possession or control of you becomes lost, corrupted or rendered unusable for any reason, promptly inform the Chief Constable;
12. Not transfer any Personal Data outside the European Economic Area unless authorised in writing to do so by the Chief Constable.

Signed .....

Name .....

Date.....

Signed,

Name.....

(Nominated representative of the Chief Constable)



**MAKING A  
DIFFERENCE**

NOT PROTECTIVELY MARKED



**PROTECTING COMMUNITIES**