

COMMUNITY STAKEHOLDER FORUM

Membership

Meetings will be chaired by the Police and Crime Commissioner or his representative. The forum will have a wide membership; with between 18-25 members who will be invited to any single meeting, depending on location and the topics to be discussed.

Membership is open to anyone who lives in, is employed in or training in the Nottinghamshire area, or anyone who represents a community group or organisation in the area. Membership of the Forum will comprise of representatives from victims organisations, private and third sector organisations. It will also include representatives from Nottinghamshire Police Independent Advisory Group structure. Anyone under 16 can be a forum member and may be accompanied by an adult supporter if necessary.

(Meeting attendance is limited to invited forum members).

Community based or other organisations may be invited to contribute to the forum in an advisory capacity.

Aim of the Forum

The forum provides members of local communities with a direct channel of communication with the Police and Crime Commissioner. The forum also acts as an ongoing consultative body for the Office of the Police and Crime Commissioner.

The forum will:

- Identify local concerns
- Provide advice and information on experiences of policing and community safety services
- Enable the Commissioner and Deputy Commissioner to keep the public updated with their work and decisions.

The forum will not deal with specific concerns relating to individuals; these can be dealt with outside the forum structure.

Information about Forum Meetings

Invitations will be sent out [x] weeks prior to the meetings, with a call for agenda items before the meetings.

The outcomes of meetings will be published on the Commissioner's website prior to the next meeting.

PROTOCOL

The following guidelines are intended to facilitate forum meetings and ensure they are conducted in an open and orderly manner and in an environment safe for all in attendance.

Confidentiality

- Where possible issues should be discussed without identifying people by name/address etc. Where this is unavoidable forum members should keep such information confidential.
- No photos, audio or film recording may be taken without the written consent of those involved.
- In some circumstances the Commissioner or his representative may refer information to social services, the Police Force or another appropriate body if a child or vulnerable adult is thought to be at risk of harm, or where a serious crime has taken place.

Respect

- Forum members should respect the viewpoints of others even when these differ from their own. Any discriminatory language or behaviour will not be tolerated.
- Mobile phones and other electronic devices should be turned off, or put on silent mode.
- Any person making personal, defamatory or profane remarks or who engages in any disorderly conduct which disrupts or disturbs the peaceful conduct of the meeting will be asked to leave by the chairman.

Integrity

- All comments and observations during the meeting should be factually based.
- Members should recognise the different life experiences and opportunities that affect people, and endeavour to provide feedback and concerns received from their communities, even if they themselves do not perceive the issue to be a problem.

PUBLIC ACCESS TO MEETINGS AND INFORMATION ABOUT MEETINGS

INTRODUCTION

The Commissioner is committed to the principles of openness and accountability and encourages the public to attend meetings and take an active interest in matters that affect them. The Commissioner is committed to making available agendas, minutes and reports for public inspection as far as possible.

REPORTS

1. Meeting reports and discussion documents will normally be available to the public 5 clear working days before the meeting. However if non-public or confidential information is required to enable a proper decision to be taken, it will be placed in an appendix to the report. **The terms 'non-public' and 'confidential' are explained below.**
2. Reports which include non-public information will set out the reason it has not been made not available in the body of the report and explain why it is not in the public interest to make that information available at that time.
3. On rare occasions it may be necessary for a whole report to be non-public or confidential and not publicly available due to the nature of the information it contains.

MEETINGS

Members of the public will be excluded when non-public or confidential information is discussed.

PUBLIC ACCESS TO DOCUMENTS AFTER THE MEETING

Copies of meeting documents and decision records will be made publicly available unless they relate to non-public or confidential information.

WHAT IS NON-PUBLIC AND CONFIDENTIAL INFORMATION?

Non-public Information

4. Information can be **non-public** if it falls within one of the categories listed below and the public interest in not making it available outweighs the public interest in disclosing the information.

1. Information relating to any individual, such as names, addresses, telephone numbers, or job titles
2. Information which is likely to reveal the identity of an individual, such as names, addresses, telephone numbers, or job titles
3. Information relating to the financial or business affairs of individuals or organisations (including the Police Force and the Police and Crime Commissioner). This could include contemplated as well as past or current activities.
4. Information relating to any consultations or negotiations on employee relations
5. Information to which legal professional privilege applies
6. Information which discloses the Commissioner's intention to issue a formal legal notice or make a formal legal order or direction
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

5. Information which may be considered sensitive, for example because it reveals poor performance, is related to a contentious issue or might cause reputational damage, will be published unless it falls under one of the categories listed above.

6. A document marked 'restricted' or 'confidential' will not automatically be considered non-public; the content must in the opinion of the Police and Crime Commissioner's Monitoring Officer (the Chief Executive) fall under one of the categories above.
7. Information must be published if it is required by law to be publicly available.

Confidential Information

8. **Confidential** information is defined as: -
 - a. information given to the Commissioner or the Chief Constable by a Government Department on terms which do not permit its public disclosure
 - b. information which cannot be publicly disclosed by virtue of any enactment or by Court Order.
 - c. Information which in the view of the Chief Constable it would be against the interests of national security to publicly disclose, or might jeopardise anyone's safety or might prejudice the prevention or detection of crime if disclosed.
9. If information is **confidential** there is no requirement for public interest considerations to be set out. This is different to 'non-public information' where the public interest always needs to be taken into account.

THE FREEDOM OF INFORMATION ACT

10. Any request for non-public and confidential information will be considered under the provisions of the Freedom of Information Act.

MEMBERS OF COMMUNITY STAKEHOLDER FORUM

County Organisations	City Organisations
Rural Community Action	Nottingham City Business Club
Equation	Nottingham City Youth Cabinet
Nottinghamshire Young People Board	Nottingham Trent University Student Union
Nottinghamshire Gypsy and Travellers	University of Nottingham Student Union
Nottinghamshire Farmers Union	Nottingham Citizens
PEDALS	Nottingham Mencap
Framework	Nottingham Help the Homeless
Nottinghamshire Wildlife Trust	Nottingham Interfaith Council
Nottinghamshire and Derbyshire Chambers of Commerce	Nottingham Community Housing Association
Nottinghamshire MIND Network	W.O.V.E.N.
Nottinghamshire Association of local councils	Afro Carriabean and Asian Forum
Nottinghamshire and Nottingham Neighbourhood Watch	Nottingham Equal
Nottinghamshire and Derbyshire Federation of Small Businesses	Karima Mosque and Institute
Nottinghamshire Coalition of Disabled People	Association of Ukrainians in Great Britain – Nottingham Branch
Nottinghamshire Refugee Forum	Nottingham Community Housing Association
Nottinghamshire Lesbian and Gay Switch Board	Nottingham CVS
Nottinghamshire Chinese Welfare Association	Nottingham Progressive Jewish Centre
Age Concern UK	Nottingham Vietnamese Centre
Nottingham Deaf Society	
Nottinghamshire Royal Society for the Blind	
Polish Catholic Community	
Bassetlaw African Caribbean Association	
Rushcliffe Asian Community Association	
Beeston Muslim Centre	
Shia Community	