

Safer Neighbourhood Action Panels (SNAPs)

1. Terms of Reference

- I. To act as the Safer Neighbourhood Action Panel for the district and determine priorities for action.
- II. To consider issues referred from other appropriate bodies.
- III. To consider concerns about any aspects of life in its district, which are raised by any resident, or organisation, and if relevant and necessary make recommendations to an appropriate agency. However, there will be some issues relating to County or Nationwide regulations, which cannot be resolved by the SNAP, eg Speeding, Parking, planning-related.

2. Membership

- I. Each Panel will have an appointed chair, vice-chair, member of the Police Safer Neighbourhood Team, and a representative from the Borough Council Community Safety & Neighbourhood Nuisance Team.
- II. Representatives from other agencies will be invited to attend as and when required eg NCC Highways, Housing Associations.
- III. The Borough Council shall appoint the Chair and Vice Chair.
- IV. Membership shall be reviewed annually

3. Quorum

- I. For a SNAP meeting to progress there is no minimum attendance but, to be effective, it is expected that 1 Borough Councillor, 1 Borough Council Officer, and 1 Police Representative should attend.

4. Procedures, Protocols, & Public Speaking

- I. Each meeting of a SNAP will be held within its district.
- II. They may be at one or two different venues to encourage members of the public to attend.
- III. The Chairman shall be responsible for maintaining order and effective conduct of the business at meetings.
- IV. There will be an opportunity during the meeting when the public and Parish/Town Council representatives can raise issues of concern, or discuss feedback and information from Panel members.
- V. No attendee shall speak for more than five minutes; the Chairman will remind the meeting of this.
- VI. The Panel will select up to three priorities that will be worked on between SNAP meetings. However, it may be felt that the issues raised are not suitable and/or do not fulfil the criteria to be SNAP priorities.
- VII. Priorities should be local issues that can be dealt with by SNAP members in the time before the next meeting. They cannot deal with issues relating to policy such as described above.

- VIII. The priorities will be decided by the SNAP members, taking into consideration feedback from the public and members of the Panel, as well as any analytical/statistical submissions made on crime and ASB. The priorities will be agreed in a private discussion between Panel members, to ensure that they are relevant and appropriate.
- IX. Discussions should focus on setting priorities for resolution by officers, and not seeking solutions to the problem there and then.
- X. All members of the Panel shall be entitled to vote on community priorities, advisory and non-financial matters. In the event of an equality of votes, the Chair shall have a second, or casting vote.
- XI. The Panel will identify which officer/agency will be responsible for each priority who will, if appropriate, report back at the next SNAP meeting on work carried out and results.
- XII. For other issues, officers will feedback directly to the people who raised them.
- XIII. SNAP meetings are designed to be a forum through which community issues can be raised. Confidential or sensitive issues should not be raised publicly at a SNAP, but can be discussed with officers before or after the meeting, or through normal routes.
- XIV. Officers should be available after the meetings should anyone wish to discuss anything of a sensitive or confidential nature.
- XV. Formal minutes are not required for SNAP meetings. Notes will be taken to include Panel Members, issues raised, priorities adopted/lead agency, and will be circulated to Panel Members as soon as possible. Details of members of the public who attend will not be recorded.
- XVI. Any member of the public can attend any SNAP meeting if they cannot attend their district meeting.
- XVII. In King's Lynn, meetings will take the form of a drop-in held monthly at a location in the town, and/or before the quarterly meeting of the King's Lynn Area Consultative Committee.

5. Administration

- I. The Police will book and bear the cost of venues, and liaise with the keyholder, caretaker as appropriate.
- II. Police Support Volunteers will take notes and distribute as above and circulate the Agenda to Panel Members, Borough Council Ward Members, Agencies, and members of the public.