

## Terms of Reference & Delegated Powers

### Police Authority and Committees

#### Introduction

1. The scope, terms of reference and delegated powers as given in this document form part of the Police Authority's Constitution. The information given at the beginning of each section i.e. Number of Members, Number of Scheduled Meetings, Open to the Press and Public; Lead Officer; Decision Making, Relevant Police Service Departments are for guidance and do not form part of the Constitution.
2. All decisions made by the Authority and its Committees (as described in the Terms of Reference and Delegated Powers) must be made with due regard to the Articles of the Constitution and any relevant legislation.
3. Working Groups and Task and Finish Groups are not decision-making.
4. The terms of reference for committees are approved by the full Authority (see Article 5. of the Constitution)
5. The scope and terms of reference for working groups and task and finish groups is agreed by the Strategic Planning and Co-ordination Committee.
6. The membership of committees and groups is determined by the Chairman of the Police Authority in consultation with the Chief Executive (see Article 5 of the Constitution)
7. Individual Committees and Groups will appoint their own Chairmen at the first meeting after the Annual meeting of the Police Authority (see Article 5 of the Constitution)
8. The full Authority is the policy making body; all committees and working groups must act within the policy framework set by the Authority. Only the full Authority can approve policy or amend it
9. The Authority's Constitution and Operating Framework are a "living" documents and will be regularly reviewed and updated if required. Article 8 of the Authority's Constitution sets out the review procedure
10. The procedures to be followed at meetings are detailed in the Authority's Procedure Rules , further detailed information is also available in the "Meeting Guidance and Protocol" document.
11. Any Member can request an item to be put on the Agenda for a meeting but the decision as to whether or not the item is will be made by the Chairman of the relevant meeting following consultation with the Chief Executive or the appropriate Lead Officer.
12. The Authority's Constitution (5.2) states  
*All decisions of the Authority (including those of the Committees and the Authority's Officers) will be made in accordance with the following principles:*

- *The provisions of this Constitution;*
- *Legality;*
- *Financial prudence and value for money;*
- *The provision of an effective and efficient police service.*
- *The exercise of power must be proportionate to the desired outcome*
- *Proper account will be taken of consultation with partners and the public*
- *Proper consideration of professional advice from Officers*
- *Respect for human rights and for diversity and equality*
- *Environmental impact and sustainability*
- *Decisions will be made in public whenever practicable and appropriate*
- *The management of risk in a proportionate and considered manner*

13. The authority and committee meetings will usually be open to the public to attend and observe, however there will be occasions when matters will need to be discussed and decided without the public being present, this will normally be indicated on the Agenda for the meeting.
14. Committees will normally only consider items where decisions are necessary. Items which are for information only will be published on a Members Information Sheet.
15. In some instances a report may need to be agreed by more than one committee, for example a new policy or procedure which has cost implications. In such cases the policy approving / endorsing committee should consider the report first and finalise its plans and then the report should go to Resources Committee for consideration of the costs.
16. In the context of this document:
  - **terms of reference** provides information about the topic area of authority of the committee.
  - The **delegated power** is the decisions and actions that the committee is allowed to make without reference back to a meeting of the full Authority.

## Police Authority

Number of Members:	19
Number of Scheduled Meetings:	6 per year (including the Annual Meeting)
Open to the Press and Public:	Yes
Lead Officer:	Chief Executive
Decision Making:	Yes

### Purpose / Scope

To secure the maintenance of an efficient and effective police services for Devon, Cornwall and the Isles of Scilly and to hold the Chief Constable to account.

### Links to Strategic Plan:

Priorities:	Improving Public Confidence Ensuring Improved Policing for the Future Listening and Responding to Communities Achieving Value for Money
Actions	Setting future direction of policing by demonstrating leadership and accountability Effective performance and scrutiny, support and challenge Understanding our communities and working with partners to ensure delivery of continuously improving police services Focussing on Value For Money in reassuring an efficient and effective police service

### Terms of Reference and Powers

- The Police Authority will deal with all matters that have not been delegated to a Committee (in the Committee Terms of Reference and Delegated Powers) or an individual (in the Authority's Scheme of Delegation).
- In particular, the following matters are not delegated and will be considered and decided by a full authority meeting

#### Finance and Accounts

- Setting of the Annual Budget
- Matters relating to the borrowing of money
- Approval of the Medium Term Financial Strategy
- Matters involving expenditure for which budget provision is not made

#### Policy and Plans

- Matters relating to a substantial variation in or future development of programmes or services for which a committee is responsible
- Matters that raise a question of substantial policy not previously discussed by the Authority
- Agreement of the following plans and policies :
  - Single Equality Scheme (on recommendation from Strategic Planning and Co-ordination Committee)
  - The Policing Plan
  - Authority Strategic Plan (on recommendation from Strategic Planning and Co-ordination Committee)
  - Stop and Search Plan

- Community Engagement Plan (on recommendations from the Local Policing and Public Confidence committee)
- Indemnity Policy (on recommendation from Corporate Governance Committee)
- Estates Strategy (on recommendation from Resources Committee)
- Approval of Code of Corporate Governance (following recommendation from the Corporate Governance Committee)

#### **Constitutional Matters**

- Changes to the Constitution (Articles etc on recommendation from Corporate Governance Committee)
- Approval of the Members' Allowances Scheme
- Delegation of specific functions to a Committee or Sub Committee
- Matters in which the Authority has established a policy but where a Committee's decision would be at variance with that policy
- Matters where there is a disagreement between one committee and another
- Election of Authority Chair and Vice-Chair (for more information please refer to Procedure Rules)

#### **Appointment of Members**

- Appointment of Independent Members – final approval
- Appointment of Independent Members of the Standards Committee

#### **Meeting Dates**

- Agreement of dates for the Authority meetings

#### **Cross Cutting Issues**

- To ensure, in respect of the Authority's work and activities that full and proper consideration is given to the implications and / or relevance of matters impacting upon the Authority's duty to promote equality and diversity.
- To ensure, in respect of the Authority's work and activities that full and proper consideration is given to the implications and / or relevance of decisions in respect of Human Rights legislation
- To have oversight and scrutiny of entries on the Police Authority's risk register pertaining to the decisions of the Authority and to make recommendations regarding such entries to the Police Authority's Chief Executive.
- To scrutinise and challenge strategic performance information about the police service using information from a variety of sources including local performance indicators, consultation and community engagement findings, audit and inspection reports and benchmarking data.
- To ensure, in respect of the Authority's work, activities and decisions, that full and proper consideration is given to environmental impact and sustainability.
- To ensure, in respect of the Authority's work, activities and decisions, that full and proper consideration is given to obtaining and delivering value for money

#### **Regional Collaboration**

- To receive relevant information and proposals from the South West Police Authorities Joint Committee

## Corporate Governance Committee

<b>Composition / Number of Members:</b>	7
<b>Number of Scheduled Meetings:</b>	6 per year
<b>Open to the Press and Public:</b>	Yes
<b>Decision Making:</b>	Yes
<b>Lead Officer:</b>	Assistant Chief Executive

### Special Notes:

- Minute P/1168 Authority 30 June 2006 resolves that
  - (i) that the committee size is increased to 7; and
  - (ii) that representatives from all groups (councillors, lay justices and independent members) are on the Committee; and
  - (iii) that the Chairs of the Authority's Committees, the Authority Chairman and Authority Vice-Chairman should not be eligible to be members of the Committee, (but they would be welcome to attend meetings of the Committee).
- The Chair of Corporate Governance does not sit on the Strategic Planning and Co-ordination Committee.

**Reports to:** Full Authority

### Purpose / Scope

To ensure that the Authority operates in an effective, efficient and ethical manner whilst complying with legal requirements and its Constitution, taking into account recommendations from audits and inspections.

### Links to Strategic Plan:

Priorities:	Improving Public Confidence
Risk Management,	Ensuring Improved Policing for the Future
	Listening and Responding to Communities
	Achieving Value for Money
Actions	Setting future direction of policing by demonstrating leadership and accountability
	Effective performance and scrutiny, support and challenge
	Understanding our communities and working with partners to ensure delivery of continuously improving police services
	Focussing on Value For Money in reassuring an efficient and effective police service

## Terms of Reference and Delegated Powers

### Cross-Cutting Issues

- To ensure, in respect of the Committee's terms of reference, work and activities that full and proper consideration is given to the implications and / or relevance of matters impacting upon the Authority's duty to promote equality and diversity.
- To ensure, in respect of the Authority's work and activities that full and proper consideration is given to the implications and / or relevance of decisions in respect of Human Rights legislation
- To have oversight and scrutiny of entries on the Police Authority's risk register pertaining to the work of the committee and to make recommendations regarding such entries to the Police Authority's Chief Executive.
- To scrutinise the performance of the police service on matters relating to topics within the committee's remit, using information from a variety of sources including local performance

indicators, consultation and community engagement findings, audit and inspection reports and benchmarking data.

- To challenge weak performance and monitor action plans for securing improvements on matters relating to topics within the committee's remit
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to environmental impact and sustainability.
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to obtaining and delivering value for money

### **Governance**

- To develop and monitor a Code of Corporate Governance for adoption by the Police Authority, including the purpose and effectiveness of corporate governance, good practice and areas for improvement.
- To review the effectiveness of internal controls in line with statutory requirements and good practice.
- To oversee the production of the Annual Governance statement (required for the annual accounts) and to make recommendations regarding its approval.
- To receive the Force Annual Assurance Statement
- To agree and monitor internal and external audit plans, receive management letters, fees and work and to monitor the implementation of recommendations of other reviews such as those by Her Majesty's Inspector of Constabulary or the police service which could affect risk, internal control and corporate control.
- To have oversight of assurance activity, identify any gaps or over assurance and make recommendations about future activity
- To monitor and review the Authority's Constitution, with the exception of Financial Regulations and Contract Standing Orders (which are remitted to the Resources Committee) and to recommend changes to the Police Authority when required.
- To monitor and review the Authority's Operating Framework and to recommend changes
- To consider the Authority's compliance with its legal duties, Constitution and working practices
- To review the annual statement of accounts, specifically to consider whether or not appropriate accounting policies have been followed and whether there are any concerns arising from the financial statements that need to be brought to the attention of the Authority.
- To approve the Annual Governance Statement and the statement of accounts.
- To ensure that Chief Executive, Treasurer and Chief Constable exercise their delegated responsibilities in a proper and effective manner
- To agree the Authority's anti fraud / corruption policy

### **Risk Management**

- To consider and approve arrangements for the Authority's risk management policies, processes and documentation, the corporate risk register, new risks and risk mitigation including insurance.
- To monitor the effective operation of risk management in the Authority.
- To satisfy itself as to the adequacy, effectiveness and rigour of the Force's risk management arrangements

### **Indemnity and Insurance**

- To agree the Authority's policy for insurance
- To keep the authority policy regarding indemnity under review and make recommendations for change to the Authority

**Joint Working**

- To monitor the arrangements, development and performance of collaborative and joint working arrangements and activity.

**General**

- Responding to consultation documents from outside bodies on matters that fall within the Committee's remit

## Strategic Planning & Co-Ordination Committee

<b>Composition / Number of Members:</b>	Membership of the Committee is prescribed in the Constitution
<b>Number of Scheduled Meetings:</b>	6 per year
<b>Open to the Press and Public:</b>	Yes
<b>Decision Making:</b>	Yes
<b>Lead Officer:</b>	Chief Executive
<b>Reports To:</b>	Full Authority

### Special notes:

### Purpose / Scope

To provide strategic direction to the Authority and provide oversight and co-ordination on progress of the full range of Authority business.

### Links to Strategic Plan:

<b>Priorities:</b>	Improving Public Confidence Ensuring Improved Policing for the Future Listening and Responding to Communities Achieving Value for Money
<b>Actions</b>	Setting future direction of policing by demonstrating leadership and accountability

## Terms of Reference and Delegated Powers

### Cross Cutting Issues

- To drive the work and activities of the Authority regarding the Authority's duty to promote equality and diversity.
- To drive the work and activities of the Authority regarding Human Rights legislation
- To develop environmental policy and strategy to ensure a sustainable future for the Authority and the Force and monitor its effectiveness.
- To lead the ongoing development of effective performance management for the Authority
- To have oversight and scrutiny of entries on the Police Authority's risk register pertaining to the work of the committee and to make recommendations regarding such entries to the Police Authority's Chief Executive.
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to obtaining and delivering value for money.

### Strategic Co-ordination and Oversight

- To prepare and review the Authority's Strategic Plan and monitor delivery progress and outcomes
- To ensure that the Authority's mission, strategic plan and objectives reflect community priorities
- To develop strategies to ensure that the skills and expertise of all Members are developed and utilised fully
- To develop strategies to ensure that the Authority has a constructive but challenging relationship with the Chief Constable and Chief Officer Team

- To ensure active engagement in networks and organisations at a local, regional and national level to promote knowledge, share best practice and foster the culture of continuous improvement
- To ensure the effectiveness of the police service involvement and the implementation of work relating to equality, diversity and human rights.
- To monitor compliance with health and safety legislation and promotion of good health and safety practice
- To consider and approve the terms of reference, including time lines for task and finish groups (
- To instigate working groups related to cross cutting themes and drive and monitor their activities and outcomes.
- To have oversight of police service business improvement projects, providing constructive challenge and support and monitoring progress, delivery and outcomes always ensuring that such projects are contributing positively to the vision and policing plan
- The delegation and / or co-ordination of any specific topic or specified piece of work to an established committee, network or working group, or if more appropriate to set up a project board (with terms of reference approved by SPCC), where the topic is not already covered by the Committee Terms of Reference. All decision made under this delegated power to be reported to the next meeting of the full Authority for information and the Committee terms of reference or other Constitutional documents amended accordingly.

### **Urgent Decisions**

- In cases where a decision is needed to determine or otherwise deal with any of the functions or the police Authority when these are not appropriate to be dealt with by any other committee or by an Officer or Member acting under delegated powers. Such determinations or actions must be taken in accordance with procedures detailed in the Authority's Procedure Rules and reported to the next full meeting of the Authority.

## Human Resources Committee

**Composition / Number of Members:** 9  
**Number of Scheduled Meetings:** 6 per year  
**Open to the Press and Public:** Yes  
**Decision Making:** Yes  
**Lead Officer:**  
**Reports To:** Full Authority  
**Special notes:** where members are required to participate in any way (including as observers) for Misconduct Panels, Police Staff Disciplinary Appeals or any panel making a decision regarding forfeiture of pensions the Members will be selected wherever possible from those that have received appropriate training and if possible who are also Members of the Human Resources Committee.

**Related Police Service Departments:** Human Resources; Learning and Development; Occupational Health

### Purpose

The overall purpose of the Committee is:  
to contribute to the activity of the Authority and decision making processes to ensure that corporate outcomes are delivered in accordance with the strategic plan specifically by providing oversight and scrutiny regarding all matters pertaining to people management and learning and development within the police service and to consider, approve and have oversight of the human resources policies of the Authority.

### Links to Strategic Plan:

Priorities:	Ensuring Improved Policing for the Future Achieving Value for Money
Actions	Effective performance and scrutiny, support and challenge Focussing on Value For Money in reassuring an efficient and effective police service

## Terms of Reference and Delegated Powers

### Cross Cutting issues

- To have oversight and scrutiny of entries on the Police Authority's risk register pertaining to the work of the committee and to make recommendations regarding such entries to the Police Authority's Chief Executive.
- To ensure, in respect of the Committee's terms of reference, work and activities that full and proper consideration is given to the implications and / or relevance of matters impacting upon the Authority's duty to promote equality and diversity.
- To ensure, in respect of the Committee's work and activities that full and proper consideration is given to the implications and / or relevance of decisions in respect of Human Rights legislation
- To scrutinise the performance of the police service on matters relating to topics within the committee's remit, using information from a variety of sources including local performance indicators, consultation and community engagement findings, audit and inspection reports and benchmarking data.

- To challenge weak performance and monitor action plans for securing improvements or building on strengths on matters relating to topics within the committee's remit
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to environmental impact and sustainability.
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to obtaining and delivering value for money.

### **Oversight of the Police Service People Management Arrangements**

- To monitor, as appropriate, in the context of the people management of the whole of the police service workforce, the police service key human resource plans and strategies and the implementation of new employment legislation and changes to terms and conditions of service.
- To scrutinise the effectiveness of the management of the police service human resources both generally and in relation to the attainment of the performance standards and targets.
- To approve, subject to the consideration by the Resources Committee, or any of the Authority's other appropriate formal decision making bodies, where there are appropriate significant budgetary implications, the pay structure and significant terms and conditions of service and human resource policies that relate to Police Staff. Human resource policies in this context include the determination of any policies relating to pensions that fall to the Authority to approve.
- To approve those human resource policies, procedures and plans relating to Police Officers that either by statute or government advice or, at the request of the Chief Constable, require consideration and/or approval by the Police Authority.
- To consider reports, including those from statutory and inspectorial bodies referred from the Corporate Governance Committee, which relate to the human resource management of the police service, the action proposed by the police service in respect of those reports and, subsequently, the effectiveness of those actions.
- To consider and agree a position on any matters which require discussion between the Authority and the staff associations.
- To monitor the effectiveness of all employment policies and practices, in particular:
  - Workforce planning
  - absence management arrangements and outcomes and occupational health management including ill health retirements and related pension issues.
  - Welfare arrangements
  - the training and development policies, strategies, working practices and their outcomes for police officers and police staff
  - the use of unsatisfactory performance procedures and the Completion rates of personal Development Reviews within the Force
  - the nature and outcomes of grievances and employment tribunals
- To have oversight of matters related to the Police Pensions Regulations and the decisions made by the Police pensions Regulations Sub Committee.
- To monitor the policies, strategies, working practices and their outcomes relating to the recruitment, retention and progression of police officers and police staff, to ensure
  - A) the composition of the police service establishment is designed to meet these policing needs in the most efficient and effective way
  - B) the workforce reflects the diversity of the communities it serves
- To ensure that the views of police officers and police staff are taken into account by the police service through active liaison with staff associations and the use of staff surveys.

- To have oversight of the job evaluation project including monitoring its implementation and outcomes

#### **Oversight of the Police Authority's People Management Arrangements**

- To approve and monitor the effectiveness of the Authority's human resource policies and strategies.
- To approve, subject to the consideration by the Resources Committee, or any of the Authority's other appropriate formal decision making bodies, where there are appropriate significant budgetary implications, the pay structure and significant terms and conditions of service and human resource policies that relate to directly employed Police Authority Staff

#### **Appointments and Remuneration**

- To approve conditions of service, matters relating to pay and benefits package, and decisions in the context of pay progression and bonus schemes, for posts in the Force's Chief Officer Team and for the Authority's Chief Executive and Treasurer.
- To oversee the appointment process for posts in the Force's Chief Officer Team and the Authority's Chief Executive and Treasurer.
- To approve any pay and benefit matters relating to directly employed police authority staff.
- To determine, on behalf of the Authority any competency related threshold payments, special priority payments and bonus payments

#### **Politically Restricted Posts**

- To determine which posts within the Police Authority should be designated as politically restricted and maintain and review the list of such posts.

#### **General**

- Responding to consultation documents from outside bodies on matters that fall within the Committee's remit

## Resources Committee

<b>Composition / Number of Members:</b>	9
<b>Number of Scheduled Meetings:</b>	6 per year
<b>Open to the Press and Public:</b>	Yes
<b>Decision Making:</b>	Yes
<b>Lead Officer:</b>	Treasurer
<b>Reports To:</b>	Full Authority

### Special notes:

**Related Police Service Departments:** Finance; Procurement; Estates and Buildings; ICT, Legal Services

### Purpose / Scope

The overall purpose of the Committee is:

to contribute to the activity of the Authority and decision making processes to ensure that corporate outcomes are delivered in accordance with the strategic plan specifically by having oversight of the Authority's and Force's arrangements for securing efficient and effective management and sustainability of resources including land, property, finance and information and communication technology.

### Links to Strategic Plan:

Priorities:	Ensuring Improved Policing for the Future Achieving Value for Money
Actions	Effective performance and scrutiny, support and challenge Focussing on Value For Money in reassuring an efficient and effective police service

## Terms of Reference and Delegated Powers

### Cross Cutting Issues

- To have oversight and scrutiny of entries on the Police Authority's risk register pertaining to the work of the committee and to make recommendations regarding such entries to the Police Authority's Chief Executive.
- To ensure, in respect of the Committee's terms of reference, work and activities that full and proper consideration is given to the implications and / or relevance of matters impacting upon the Authority's duty to promote equality and diversity.
- To ensure, in respect of the Authority's work and activities that full and proper consideration is given to the implications and / or relevance of decisions in respect of Human Rights legislation
- To scrutinise the performance of the police service on matters relating to topics within the committee's remit, using information from a variety of sources including local performance indicators, consultation and community engagement findings, audit and inspection reports and benchmarking data.
- To challenge weak performance and monitor action plans for securing improvements or building on strengths on matters relating to topics within the committee's remit
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to environmental impact and sustainability.
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to obtaining and delivering value for money.

### Budget and Accounts

- To maintain effective oversight and scrutiny of the budget, reserves, balances, efficiency plans, financial targets, treasury management and the medium term financial strategy
- To give initial consideration to the draft budget for the forthcoming financial year and make recommendations to the Authority
- To monitor expenditure against approved revenue and capital budgets
- To consider and give approval to business cases for major projects
- To monitor compliance with expenditure plans for delivery of major revenue and capital projects
- To receive post-implementation review and business benefit realisation reports on major revenue and capital projects
- To approve budget virements and the use of reserves as and when required
- Capital financing – to set the policy on borrowing and prudential indicators
- To ensure the Authority's compliance with Prudential Guidelines
- Treasury Management - to determine the Authority's policies for banking, loans and investments and to monitor and review treasury management performance and outcomes.
- To agree the Authority's policy for charging for services where discretion exists, including charges under Section 25 of the Police Act 1996
- To ensure that funding opportunities and income generation opportunities are explored and developed.
- To consider and authorise the writing off of any debt in accordance with financial regulations where the limits exceed that delegated to officers (including the Chief Constable)
- To make recommendations to the Authority regarding changes to Financial Regulations and Contract Standing Orders

#### **Property (incl vehicles and equipment) and Estates**

- To review the Estate Strategy and make recommendations the full Authority
- To consider and authorise the acquisition and disposal of land and property (buildings, vehicles equipment) in accordance with financial regulations where the limits exceed that delegated to officers (including the Chief Constable)
- To consider and monitor the implementations and outcomes of the police service ICT strategy

#### **Regional Collaboration - South West Police Authorities Joint Committee**

- To monitor the arrangements, development and performance of collaborative arrangements and activity and make appropriate recommendations to the full authority.

#### **Insurance & Civil Claims**

- To receive reports, which include cost implications, in respect of current civil claims by or against the police including claims being handled by insurance.

#### **Value for Money**

- To drive the effective use of resources and the achievement of value for money in all the activities and decisions of the Authority and Police Service

#### **Reports from Section 151 Officer**

- To receive reports from the section 151 officer and approve and monitor associated action plans

**General**

- Responding to consultation documents from outside bodies on matters that fall within the Committee's remit

## Protective Services Committee

<b>Composition / Number of Members:</b>	9
<b>Number of Scheduled Meetings:</b>	6 per year
<b>Open to the Press and Public:</b>	Yes
<b>Reports To:</b>	Full Authority
<b>Lead Officer:</b>	
<b>Decision Making:</b>	Yes

### Special notes:

Protective Services includes the following operational areas: Civil Contingencies; Counter terrorism; critical Incidents; Domestic Extremism; Firearms; Major Crime; Organised Crime; Protecting Vulnerable People; Public Order; Roads Policing

**Related Police Service Departments:** Crime, Operations

### Purpose / Scope

The overall purpose of the Committee is:

to contribute to the activity of the Authority and decision making processes to ensure that corporate outcomes are delivered in accordance with the strategic plan, specifically to provide oversight and scrutiny regarding all matters pertaining to protective services; with the aim of ensuring there is capability, capacity and resilience to deliver protective services policing for the people of Devon, Cornwall and the Isles of Scilly in a manner that meets or exceeds the NPIA minimum standards, is effective, and provides value for money.

### Links to Strategic Plan:

Priorities:	Improving Public Confidence Ensuring Improved Policing for the Future Listening and Responding to Communities Achieving Value for Money
Actions	Effective performance and scrutiny, support and challenge Understanding our communities and working with partners to ensure delivery of continuously improving police services Focussing on Value For Money in reassuring an efficient and effective police service

## Terms of Reference and Delegated Powers

### Cross Cutting Issues

- To ensure, in respect of the Committee's terms of reference, work and activities that full and proper consideration is given to the implications and / or relevance of matters impacting upon the Authority's duty to promote equality and diversity.
- To ensure, in respect of the Authority's work and activities that full and proper consideration is given to the implications and / or relevance of decisions in respect of Human Rights legislation
- To have oversight and scrutiny of entries on the Police Authority's risk register pertaining to the work of the committee and to make recommendations regarding such entries to the Police Authority's Chief Executive.
- To scrutinise the performance of the police service on matters relating to topics within the committee's remit, using information from a variety of sources including local performance

indicators, consultation and community engagement findings, audit and inspection reports and benchmarking data.

- To challenge weak performance and monitor action plans for securing improvements or building on strengths on matters relating to topics within the committee's remit
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to environmental impact and sustainability.
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to obtaining and delivering value for money.

#### **Oversight and Scrutiny of Protective Services**

- To provide effective oversight of the protective services provision, performance and resilience for existing and developing threats and risks.
- To ensure that communities in the Authority's area are kept aware, as appropriate, of information and activity relating to counter-terrorism.
- to ensure that the Authority complies with its duties relating to children and young people arising from the Children Act 2004

#### **General**

- Responding to consultation documents from outside bodies on matters that fall within the Committee's remit

## Local Policing and Confidence Committee

<b>Composition / Number of Members:</b>	9
<b>Number of Scheduled Meetings:</b>	6 per year
<b>Open to the Press and Public:</b>	Yes
<b>Reports To:</b>	Full Authority
<b>Lead Officer:</b>	
<b>Decision making:</b>	Yes

### Special notes:

**Related Police Service Departments:** Corporate Communications; Communications; Territorial Policing, basic Command Units, Criminal Justice, Information Management

### Purpose / Scope

The overall purpose of the Committee is:

to contribute to the activity of the Authority and decision making processes to ensure that corporate outcomes are delivered in accordance with the strategic plan, specifically to ensure that the citizen is at the heart of everything the Authority and police service undertakes and that the greatest levels of trust and confidence are achieved.

### Links to Strategic Plan:

Priorities:	Improving Public Confidence Ensuring Improved Policing for the Future Listening and Responding to Communities Achieving Value for Money
Actions	Setting future direction of policing by demonstrating leadership and accountability Effective performance and scrutiny, support and challenge Understanding our communities and working with partners to ensure delivery of continuously improving police services Focussing on Value For Money in reassuring an efficient and effective police service

### Terms of Reference and Delegated Powers

#### Cross Cutting issues

- To have oversight and scrutiny of entries on the Police Authority's risk register pertaining to the work of the committee and to make recommendations regarding such entries to the Police Authority's Chief Executive.
- To ensure, in respect of the Committee's terms of reference, work and activities that full and proper consideration is given to the implications and / or relevance of matters impacting upon the Authority's duty to promote equality and diversity.
- To ensure, in respect of the Authority's work and activities that full and proper consideration is given to the implications and / or relevance of decisions in respect of Human Rights legislation
- To scrutinise the performance of the police service on matters relating to topics within the committee's remit, using information from a variety of sources including local performance indicators, consultation and community engagement findings, audit and inspection reports and benchmarking data.

- To challenge weak performance and monitor action plans for securing improvements or building on strengths on matters relating to topics within the committee's remit
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to environmental impact and sustainability.
- To ensure, in respect of the Committee's work, activities and decisions, that full and proper consideration is given to obtaining and delivering value for money.

### **Community Engagement**

- To develop, consider and recommend to the Authority the Community Engagement Plan
- To ensure that stakeholders, citizens and communities are encouraged and have opportunity to be engaged in the work of the Authority.
- To ensure that arrangements are made to obtain the views of people, including those of hard to hear groups, in the authority's area about matters concerning policing.
- To ensure that the Authority's consultation activities meets the statutory requirements for Police Authorities.
- To ensure that the Authority's consultation arrangements complement those made by the police service.
- To receive, consider and agree actions arising from the Authority's community engagement activities.
- To ensure that the feedback and outputs from community engagement activities are considered and, where appropriate, reflected in the way the Authority undertakes its duties and in the decisions it makes.
- To oversee the arrangements for consultation with representatives of the business community to discuss budget proposals, prior to the budget being set.
- To scrutinise and, as appropriate, challenge the police service on its responses to issues arising from community engagement activities to ensure that community feedback, including the prioritisation of community concerns is acted upon appropriately.
- To consider, agree and approve the annual consultation priorities

### **Partnerships**

- To ensure the effectiveness of partnership arrangements and engagement in delivering the Authority's objectives
- To ensure that the contribution of the Authority to partnerships is consistent with the Authority's policies
- To have oversight of the Force's and the Authority's partnership activity and outcomes with particular regard to how such partnerships enhance policing services
- To request and receive reports from the police service and Authority partnership representatives regarding the objectives, activities, performance and outcomes of partnerships.

### **Communications**

- To have oversight of the ways in which the Authority establishes and raises its public profile ensuring that communities and partner organisations are aware of the authority's role, activities and decisions.
- To have oversight of the production of the three-year rolling policing plan, the Local Policing Summary and the Authority's Annual Report.
- To monitor the effectiveness of the Force's arrangements for communicating and sharing information with the public

### **Public Confidence**

- To oversee the Force's arrangements for monitoring and raising public satisfaction, trust and confidence.
- To maintain an overview of existing and emerging issues within the Authority's geographical area and at regional and national levels which may affect public confidence e.g anti social behaviour, premises licensing and to ensure there is an appropriate response by the Force.
- To monitor the implementation and outcomes of the police service Contact Management Strategy

### **Independent Custody Visiting and Police Dog Welfare Scheme**

- To monitor the effective operation and development of the Authority's Independent Custody Visitors and police dog Welfare schemes
- To maintain an oversight and perspective of arrangements for independent custody visiting and dog welfare at the regional and national level
- To receive, at least once every 6 months, a summary report on the Independent Custody Visiting activities undertaken, issues / concerns raised, emerging trends and outcomes achieved.
- To receive annually a summary report on the police Dog Welfare Scheme including activities undertaken, issues / concerns raised, emerging trends and outcomes achieved.

### **General**

- Responding to consultation documents from outside bodies on matters that fall within the Committee's remit

## Standards Committee

<b>Composition / Number of Members:</b>	6
<b>Number of Scheduled Meetings:</b>	2 per year
<b>Open to the Press and Public:</b>	Yes
<b>Lead Officer:</b>	Assistant Chief Executive
<b>Decision Making:</b>	Yes
<b>Reports To:</b>	full Authority

**Special notes:**

- at least 25% of the Members of this Committee must be independent of the Authority
- the Committee must be chaired by an Independent appointee

**Purpose / Scope**

To promote the highest standards of behaviour from members of the Authority

### Terms of Reference

- The promotion and maintenance of high standards of conduct by all members of the Authority
- To make recommendations to the Authority on a code of conduct.
- To monitor the effectiveness of the Authority's code of conduct for members and advise the Authority about the operation of its Code of Conduct for Members in the light of best practice, changes to the law, and guidance from the Standards Board for England. (Local Government Act 2000 S54 (2))
- To ensure that all Members have access to training in all aspects of the Authority's Code of Conduct for members and that this training is actively promoted (Local Government Act 2000 S54(2))
- The determination of complaints about the conduct of members including cases referred by Ethical Standards Officers. (Statutory Instrument 2004 No 2617 The Local Authorities (Code of Conduct) (Local Determination) (Amendment) Regulations 2004.
- The granting of dispensations to Members from requirements relating to prejudicial interests as set out in Part 2 of the Authority's Code of Conduct for Members. (Statutory Instrument 2002 No 339 The Relevant Authorities (Standards Committee (Dispensations) Regulations 2002)
- To have oversight and scrutiny of entries on the Police Authority's risk register pertaining to the work of the committee and to make recommendations regarding such entries to the Police Authority's Chief Executive.

## Professional Standards and Complaints Monitoring Committee

<b>Composition / Number of Members:</b>	7
<b>Number of Scheduled Meetings:</b>	4
<b>Open to the Press and Public:</b>	yes
<b>Reports To:</b>	Full Authority
<b>Lead Officer:</b>	Chief Executive
<b>Decision making:</b>	<u>Yes</u>

**Special notes:** Members cannot participate in any way (including as observers) for Police Appeal Tribunals, Misconduct Panels, Police Staff Disciplinary Appeals or any panel making a decision in forfeiture of pensions as this could be perceived as a conflict of interest with their committee membership.

### **Purpose / Scope**

To provide oversight and scrutiny of the professional standards arrangements operated by the Constabulary and the arrangements for handling the complaints and freedom of information requests received by the Authority.

**Related Police Service Departments:** Professional Standards Department

## Terms of Reference and Delegated Powers

### **Complaints about the Police Service**

- To monitor the Police Service's professional standards arrangements statistics and outcomes, including the number and nature of complaints made about the police service,
- To discuss keep Corporate Governance Committee informed of trends in the numbers and nature of complaints, prior to reporting to the full Police Authority.
- To carry out the Police Authority's duty under Section 6ZA of the Police Act 1996 and the Police Authorities (Particular Functions and Transitional Provisions) (Amendment) Order 2010 to monitor complaints by members of the public to the police service and to intervene where the response of the force to such a complaint appears to be unsatisfactory.
- To monitor conduct and disciplinary matters and related outcomes for non ACPO ranks and police staff
- To monitor direction and control complaints and outcomes
- To receive information about the use of the police service's confidential reporting line
- To ensure that lessons learnt from complaints lead to improvements in service
- To oversee arrangements for Police Appeals Tribunals (PAT) including the arrangements for training and maintaining a list of Members who can sit on PATs
- To oversee and monitor the arrangements for the consideration of forfeiture of pensions.

### **Complaints about the Police Authority**

- To monitor complaints and conduct matters for Police Authority staff
- To monitor complaints about the actions and decisions of the Police Authority

- The consideration and determination of appeals against the way a complaint has been handled under the Independent Member Appointments Complaints procedure.

#### **Freedom of Information**

- To consider and determine appeals for information requested in accordance with the Freedom of Information Act 2000.

#### **Complaints about ACPO and equivalent Police Staff**

- To consider, and make, as appropriate, recommendations to the Authority regarding all aspects of the procedures relating to complaints against the ACPO ranks and the equivalent police staff officers (where these are not delegated to the Chief Executive)
- To consider any investigation reports arising from complaints against the ACPO ranks and the equivalent police staff officers and to take decisions thereon, including matters pertaining to the Authority's duty as the appropriate authority for ACPO ranks

#### **Independent Police Complaints Commission (IPCC) and Local Government Ombudsman**

- To receive any reports from the IPCC and the Local Government Ombudsman, and monitor any resultant action plans
- To review and monitor the IPCC's "learning the Lessons" Bulletins, including the Police Service response to issues and risks identified and changes to procedures or policies.

## Police Pensions Regulations Sub Committee

<b>Composition / Number of Members:</b>	3
<b>Number of Scheduled Meetings:</b>	the sub committee meets as and when required
<b>Open to the Press and Public:</b>	No
<b>Reports To:</b>	Human Resources Committee
<b>Decision Making:</b>	Yes

### Special notes:

Minute HR/441(vii) Human Resources Committee 24 November 2009 states

*“the sub-committee will comprise three members of the Police Authority of whom at least two will have attended ill health training about Regulation A20.”*

### Purpose / Scope

To determine matters in accordance with the Police Pensions Regulations on behalf of the Police Authority.

### Terms of Reference and Delegated Powers

- To ensure, in respect of the Committee's terms of reference, work and activities that full and proper consideration is given to the implications and / or relevance of matters impacting upon the Authority's duty to promote equality and diversity.
- To ensure, in respect of the Committee's terms of reference, work and activities that full and proper consideration is given to the implications and / or relevance of matters impacting upon the Authority's duty to promote equality and diversity.
- To determine any matter on behalf of the authority in accordance with Police Pension Regulations
- To consider determine reports regarding the possible forfeiture, if any, of an individual officers pension, the possible application of a certificate of forfeiture from the Home Office and, following an application by the Chief Constable for a certificate of forfeiture from the Home Office and it being granted, whether or not the pension should be forfeited and the extent of any forfeiture
- Ill health Retirement. To consider reports and make decisions regarding individual officers in respect of Regulation A20 of the Police Pension Regulations 1987 ( as amended)