

**DEVON AND CORNWALL POLICE AUTHORITY**

**CONSTITUTION**

**TERMS OF REFERENCE**

**COMMITTEES**

**COMMUNITY ENGAGEMENT COMMITTEE**

- To ensure that the Police Authority and Force have in place adequate and appropriate arrangements for engaging with communities.
- To ensure that the Authority's strategy for engaging with the communities is accessible to the public, meets the Police Authority's statutory requirements and also meet the needs of the Authority and the Force.
- To oversee ways of raising the profile of the Police Authority and making communities and partner organisations aware of its role and work
- To have oversight of the production of the three-year rolling policing plan, Local Policing Summary and Annual report
- To ensure the Authority participates effectively in Crime and Disorder Reduction Partnerships and any other partnership work

**CORPORATE GOVERNANCE COMMITTEE**

- 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 and to determine the annual Statement on Internal Control required for the annual accounts
- To consider and approve arrangements for the risk management policies, processes and documentation, the corporate risk register, new risks and risk mitigation including insurance.
- To agree and monitor annual internal and external audit plans, 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 Force which could affect risk, internal control and corporate control.
- To monitor and review the Authority's Constitution and to recommend changes to the Police Authority when required.

**PERFORMANCE MANAGEMENT COMMITTEE**

- On behalf of the Police Authority set the rolling 3yr performance plan with annual milestones for inclusion in the Policing Plan, following consultation with the Force.

- On behalf of the Police Authority hold the Chief Constable, or his appointed representative, to account for any area of Force performance
- To call for a report on any areas requiring improvement action when necessary in areas of under-performance and to monitor delivery against appropriate action plan.
- Report to the appropriate Police Authority Committee and/or full Police Authority with issues arising from the outcome of the scrutiny process.
- To commission work on a Task and Finish basis following prior approval of the Chair's Group and the Chief Executive.

## **RESOURCES COMMITTEE**

- To undertake monitoring of the budget for the current financial year
- To give Initial consideration to the draft budget for the forthcoming financial year
- To consider and give approval to business cases for major projects
- Capital financing
- Information systems
- Airwave
- Property Strategy
- Acquisitions and Disposals
- Medium Term Financial Strategy
- Treasury Management
- To approve Budget virements and the use of reserves as and when required

## **HUMAN RESOURCES COMMITTEE**

- To approve, adopt, endorse and monitor, as appropriate in the context of the people management of the whole of the Constabulary's workforce, the Constabulary's key human resource plans and strategies.
- To adopt key human resource performance standards and targets for the Constabulary that are appropriate to the 'performance management' remit of the Authority.
- To approve, subject to the consideration by the Resources Committee or any of the Authority's other appropriate formal decision making body, 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 act in respect of human resource issues relating to the Police Service that fall to the Police Authority to give a view and/or approve or where a view and/or approval is sought by the Chief Constable.
- To scrutinise the effectiveness of the management of the Constabulary's human resources both generally and in relation to the attainment of the performance standards and targets.
- 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 Constabulary, the action proposed by the Constabulary in respect of those reports and, subsequently, the effectiveness of those actions.

## **STANDARDS COMMITTEE**

- 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)

- The consideration and determination of appeals for information requested in accordance with the Freedom of Information Act 2000.

## **GROUPS**

### **CHAIRMEN'S GROUP**

- To act as an advisory body for the Chairmen of the Authority and of the Authority's Committees.
- To deal with certain matters as delegated from time to time by the Police Authority

### **PROFESSIONAL STANDARDS AND COMPLAINTS MONITORING**

To carry out the Authority's oversight of the Force's complaints systems in accordance with the Police Reform Act

### **DIVERSITY and EQUALITY WORKING GROUP**

- The Diversity and Equality Working Group has no formal decision making powers
- The Diversity and Equality Working Group will provide guidance where member input is required on diversity related issues
- The Diversity and Equality Working Group will receive updates and information about the Force Equality and Diversity Board from the Authority's representative to the Board and make related recommendations to the appropriate Authority Committee where appropriate
- The Diversity and Equality Working Group will receive the diversity audits conducted by the Authority for comment
- The Diversity and Equality Working Group will discuss any diversity and equality issues that it considers to be relevant to either the force or the Authority (or both) and report any issues of concern and make recommendations to the appropriate Committee
- The Diversity and Equality Working Group will promote the concept of diversity and equality throughout the work of the Authority and the Force
- The Diversity and Equality Working Group will have a monitoring role to assess Force and Authority compliance with the legal requirements relating to diversity and equality (including monitoring of recruitment information and the conduct of diversity audits and impact assessments) and report any concerns and issues to the appropriate Authority committee