

Terms of Reference for the Policing Governance Transition Board

1) Objectives

The overall objective of the Board is to oversee and support the governance transition process for local policing in Cumbria.

The Board will:

- Agree a the Project initiation Document, defining the key deliverables, scope and approach to enable (as far as possible) a seamless transition from Police Authorities to Police and Crime Commissioners.
- Agree a Transition Project Plan, including milestones and resources.
- Have regard to any measures taken by Government (e.g. outputs of the Home Office Transition Projects).
- Release the necessary resources required to enable the transition.
- Monitor progress against the Transition Project Plan, considering progress at appropriate milestones.
- Decide on how to react to emerging risks, deciding on risk owners and notifying the board and project manager of any risks that are emerging.
- Agree key messages on the Police and Crime Commissioner and transition to be used within the member organisations.

2) Membership

- Senior Officer Representation from Cumbria Police Authority (Chief Executive and Treasurer/ Deputy Chief Executive)
- Member Representation from Cumbria Police Authority (Chairman and Vice-Chair)
- Senior Officer Representation from a Cumbrian district council and the County Council
- Chief Officer Representation from Cumbria Constabulary
- Representation from Unison

The Board may invite additional members to attend as required.

3) Access to Information

- The Board may receive any papers or documents of the Police Authority or stakeholder bodies or require any Officers or Members to attend any of its meetings at its discretion pursuant to the overall objective.
- The Board may, at its discretion, invite private individuals, representatives and others to make presentations to its meetings or provide written submissions where, in the opinion of the Board, that would assist in achieving the overall objective.

4) Reporting Arrangements and Meetings

- The Police Authority representatives will provide quarterly progress reports to the Police Authority and other organisations represented will provide feedback to their respective organisations. In the case of the district council representative, they will provide feedback to the 6 district councils.
- The Board will make an immediate report to the Police Authority if it considers a significant risk event to have an impact on the business and/or statutory duties of the Police Authority.
- Secretariat support will be provided to the Board by existing officers of Cumbria Police Authority.
- The Chair may establish sub-groups of the Board for the more effective achievement of the overall objective and may accordingly determine their membership and Terms of Reference.

5) Conduct

Members of the Board will be expected to act in a manner consistent with accepted standards of conduct in public life and to observe appropriate standards of confidentiality and integrity in relation to matters before the Board.

Roles of Board Members

Senior Responsible Owner / Project Executive - has ultimate responsibility for the project and is the final decision-maker on changes to it. This includes ensuring that the project is subject to review at appropriate stages, making certain that any action points from reviews are met and ensuring adequate funding is available. This is the Chief Executive of the Police Authority.

Police Authority Representation - is responsible for representing the future needs of the PCC and providing the link between the Board and the Authority's wider membership. This is the Authority's Transition Lead Member, the Vice- Chair. The Authority's Chairman will chair the Board.

Local Authority Representative – is responsible for the facilitation of local authority requirements around the PCC election and Police and Crime Panel selection and support. It is suggested that councils be asked to nominate a Chief Executive.

Force Representatives – represents the future needs of the Constabulary under the PCC, as well as facilitating the force's contribution to transitional activities requirements. This will be a Chief Officer.

Police Authority Treasurer - is responsible for all financial aspects of the transitional governance project including monitoring, controlling and reporting progress/costs to all interested parties.

Staff representative- would represent the needs of staff in the transition and in the future under the PCC and agree any consultation processes. This will be a Unison representative. Representatives of the Federation and Superintendants' Association can be involved as and when appropriate.

NOT PROTECTIVELY MARKED.

The membership of the Board would be kept under review and the Board would have the ability to invite additional members to join. The Board would be serviced by the Authority team. This model is being used by many other police authorities.

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