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Cumbria Police Authority

Role Description for a Police Authority Lead Member

In addition to fulfilling the standard role of a Police Authority Member, Lead Members also work to achieve the following outcomes:

Role

1. Be fully aware of and promote the Authority's Vision, Values and policy positions so as to ensure that activity within their policy area compliments and supports the Authority's overall aims.
2. To reflect the corporate views of the Authority in discussions or negotiations with Cumbria Constabulary, the APA, partners and other external organisations.
3. Lead on the development of new policy and practice in their particular subject area and encourage participation from other Members as appropriate.
4. Support effective performance monitoring and scrutiny in the area of the portfolio, where relevant in line with the Authority's Performance Handbook.

Responsibilities

1. Be responsible for a particular policy area and act as champion for that particular subject area,
2. Have awareness and develop expertise on the issues relating to the policy area, and keep up to date with the position in Cumbria and nationally.
3. Keep other Members and officers of the Authority informed of activity, progress and developments in the policy area by reporting to the Full Authority, relevant Committee or Working Group (as appropriate). In reporting back, Lead Members are asked to highlight any cross-cutting matters which may link into the work of specific Committees/Working Groups and/or other individual Members.
4. Contribute to policy development and improvements locally, working with Authority and Constabulary officers, as appropriate.

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5. Contribute to policy development regionally and nationally, as appropriate, representing the Authority on outside bodies, as appointed.
6. Ensure compliance with legislation relating to their policy area.
7. To contribute to Police Authority responses to national consultation documents relating to their respective portfolio.
8. To represent the Authority in HMIC inspections of their policy area.
9. Be prepared to act as the Authority's spokesperson in relation to their specific policy area, with the support of, and taking the advice of, the Chief Executive and his/her staff and the Constabulary's Head of Media and Marketing.

Support

1. The Chief Executive will allocate one of his/her staff to support the Member. The Chief Executive and Treasurer will also be available for advice on a personal basis.
2. The Constabulary will nominate at least one officer/police staff member who will act as the Member's contact on the role, and as their entry point into the Constabulary as a whole. (Members should agree the detailed arrangements for access to the wider Constabulary with this person.)

Outcomes

1. Effective Police Authority input to the Constabulary within the Lead Members policy area;
2. A clear strategic direction for the Constabulary within the policy area;
3. Effective oversight of the Constabulary's activity within the policy area;
4. Public assurance that the Constabulary are providing services within the policy area effectively, fairly and in a way that does not discriminate against anyone and upholds human rights;
5. Public assurance that governance arrangements in the policy area are appropriate; and
6. A Police Authority that is well briefed and fully aware of activities within the policy area.

The allocation of Lead Member roles will be reviewed annually at the Authority's Annual Meeting.



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Specific Role Descriptions for Police Authority Lead Members

In carrying out their role Lead Members have to work to achieve the outcomes set out in the Role Description for a Lead Member. In addition to undertaking the standard role of a Police Authority Member and fulfilling the generic Lead Member role, Lead Members all have additional roles and responsibilities specific to the area of responsibility to which they have been appointed as Lead Member, as follows -

Lead Member	Appointing Committee or Working Group	Specific Role Description
Stop and Search	Communities, Equality & Diversity	<ul style="list-style-type: none">• To be fully briefed on all matters pertaining to Stop and Search, including legislation and its application in Cumbria.• To brief the Communities, Equalities and Diversity Committee with regard to Stop and Search.• To be in a position to provide re-assurance to Members that Cumbria PA is meeting its statutory responsibilities in relation to stop and search.• To liaise with relevant officers within Cumbria Constabulary.• To represent the Authority externally on issues relating to Stop and Search.• To promote awareness of the application and use of Stop and Search and the Authority's monitoring role.
Every Child Matters	Communities, Equality & Diversity	<ul style="list-style-type: none">• To be fully briefed on all matters relating to Every Child Matters, including legislation and the Authority's responsibilities.• To brief the Communities, Equalities and Diversity

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		<p>Committee with regard to Every Child Matters.</p> <ul style="list-style-type: none">• To be able to provide re-assurance to Members that Cumbria PA is meeting its statutory responsibilities in relation to stop and search.• To liaise with relevant officers within Cumbria Constabulary and the Police Authority.• To represent the Authority externally at meetings and other events on issues relating to Every Child Matters.• To promote awareness of the Authority's role with regard to Every Child Matters.
Human Rights	Communities, Equality & Diversity	<ul style="list-style-type: none">• To be fully briefed on Human Rights issues, including legislation and the Authority's responsibilities.• To brief the Communities, Equalities and Diversity Committee with regard to Human Rights.• To be able to provide re-assurance to Members that Cumbria PA is meeting its statutory responsibilities in relation to Human Rights.• To liaise with relevant officers within Cumbria Constabulary and the Police Authority.• To promote awareness of the Authority's responsibilities with regard to Human Rights.
Member Development	Personnel	<ul style="list-style-type: none">• To assist in the development and implantation of the Authority's Member Development Strategy and in particular to provide a Members' perspective on ideas that Authority staff have about member development.• To share ideas and raise issues about Member development and support requirements on behalf of Members.• To discuss issues about development with Members,

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		<p>where appropriate, such as where a particular need has been identified by Members or officers</p> <ul style="list-style-type: none"> • To ensure that appropriate learning and development opportunities are made available to all Members. • To ensure that all new Members are properly inducted in the Authority and their role and to contribute to Member induction events as appropriate. • To advise the Personnel Committee on the review and evaluation of the impact of learning development activity on performance improvement and achievement of strategic priorities. • In conjunction with the Authority Chair to advise on the structure and content of Member strategic planning events.
Crime & Incident Recording	Policing Plan & Performance	<ul style="list-style-type: none"> • To be fully briefed on all matters relating to crime and incident recording nationally, regionally and in Cumbria. • To attend meetings of the Constabulary's Crime and Incident Recording Board. • To report back to Authority Members on matters relating to crime and incident recording.
Domestic Abuse	Policing Plan & Performance	<ul style="list-style-type: none"> • To be fully briefed on all matters relating to domestic abuse nationally, regionally and in Cumbria. • To represent the Authority at any Constabulary meeting and regional or national events as required by the Authority. • To report back to Authority Members on matters relating to domestic abuse. • Make appropriate input on domestic abuse to discussions at Policing Plan and Performance Committee. • To provide reassurance, where appropriate, to Authority

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		Members that the Constabulary has in place the necessary policies and procedures.
IT	Change Management	<ul style="list-style-type: none">• To represent the Authority on any Constabulary body requiring an input from the Authority on IT matters.• To be fully briefed on all matters relating to police IT nationally, regionally and in Cumbria.• To report back to Authority Members on matters relating to the Constabulary's use and development of IT, in particular major procurement projects.
Design Champion	Estates	<ul style="list-style-type: none">• To ensure that good design is incorporated in all of the Authority's building projects.• To ensure that the benefits of good design are fully understood.• To ensure that equal access is considered in all building projects.• To report to and brief Members on all issues relevant to the design of Authority buildings.
Independent Custody Visiting	Professional Standards	<ul style="list-style-type: none">• To provide strategic direction for the Independent Custody Visiting Scheme.• To oversee policy development and ensure policy compliance.• To ensure that Cumbria's Independent Custody Visitors are well supported, trained and informed.• To chair the periodic meetings of Panel Chairs and Vice-Chairs.• Attend meetings of the four Custody Visiting Panels.• To chair the interview panels for the appointment of new Independent Custody Visitors.

Final 08.02.10

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