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Cumbria Police Authority

Generic Role Description for a Committee Chair

In addition to undertaking the standard role of a Police Authority Member a Committee Chair has other additional roles and responsibilities.

Role

1. Be responsible for all policy covered in the Committee's Terms of Reference, including being aware of developments in those areas of the Committee's activity for which a separate Lead Member has been appointed.
2. Be fully aware of Authority's Vision, Values and policy position so as to ensure that the Committee works to achieve them.
3. Reflect the corporate views of the Authority in discussions/negotiations with Cumbria Constabulary, the APA, partners and other external organisations.
4. Support the Chair and Vice-Chair of the Police Authority in providing strategic leadership to the Authority and its constituent members, with particular emphasis on those policy areas falling within the Committee's Terms of Reference.

Responsibilities

1. Chair the meetings to which he/she has been appointed Chair, ensuring that all members have a fair opportunity to participate.
2. Report to the full Police Authority on relevant issues to emerge from the Committee's meetings.
3. Be the Authority's Lead Member for policy within the Committee's Terms of Reference, contributing towards the development of the Authority's strategic policies and plans in accordance with priorities determined by the Authority (except in those specific areas where a separate Lead Member has been appointed by the Authority).
4. Attend meetings with the Chair of the Authority – either individually or collectively with other Chairs – as required by the Chair.
5. With assistance from the Chief Executive and Constabulary, ensure that Members newly appointed to their Committee are briefed on the Committee's area of business.

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Outcomes

1. Strategic leadership provided within the Committee's policy areas to enable the Authority to secure the maintenance of an efficient and effective police force for Cumbria and hold the Chief Constable to account for service delivery in those policy areas.
2. Leadership provided to the members of the Committee, with support from Chair and Vice-Chair of the Police Authority and the Chief Executive.
3. Well chaired meetings that allow all Members to participate and in which business is dealt with efficiently and effectively.
4. A clear strategic direction for the Constabulary within the policy areas covered by the Committee.
5. Effective oversight of the Constabulary's activity within the policy areas covered by the Committee.
6. Public assurance that the Constabulary are providing services within the Committee's policy areas effectively, fairly and in a way that does not discriminate against anyone and upholds human rights.
7. Public assurance that governance arrangements in the Committee's policy area are appropriate. And
8. A Police Authority that is well briefed and fully aware of activities within the Committee's policy areas.

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Cumbria Police Authority

Generic Role Description for a Working Group/Panel Chair

In addition to undertaking the standard role of a Police Authority Member a Working Group Chair has other additional roles and responsibilities.

Role

1. Be responsible for all policy covered in the Working Group's Terms of Reference, including being aware of developments in those areas of the Working Group's activity for which a separate Lead Member has been appointed.
2. Be fully aware of and promote the Authority's Vision, Values and policy position so as to ensure that the Working Group works to achieve them.
3. Reflect the corporate views of the Authority in discussions/negotiations with Cumbria Constabulary, the APA, partners and other external organisations.
4. Support the Chair and Vice-Chair of the Police Authority or parent Committee Chair (as appropriate) in providing strategic leadership to the Authority and its constituent members, with particular emphasis on those policy areas falling within the Working Group's Terms of Reference.

Responsibilities

1. Chair the meetings to which he/she has been appointed Chair, ensuring that all members have a fair opportunity to participate.
2. Report to the full Police Authority or parent Committee (as appropriate) on relevant issues to emerge from the Working Group's meetings.
3. Be the Authority's Lead Member for policy within the Working Group's Terms of Reference, contributing towards the development of the Authority's strategic policies and plans in accordance with priorities determined by the Authority (except in those specific areas where a separate Lead Member has been appointed by the Authority).
4. Attend meetings with the Chair of the Authority – either individually or collectively with other Chairs – as required by the Chair.

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5. With assistance from the Chief Executive and Constabulary, ensure that Members newly appointed to their Working Group are briefed on the Committee's area of business.

Outcomes

1. Strategic leadership provide within the Working Group's policy areas to enable the Authority to secure the maintenance of an efficient and effective police force for Cumbria and hold the Chief Constable to account for service delivery in those policy areas.
2. Leadership provided to the members of the Working Group, with support from Chair and Vice-Chair of the Police Authority and the Chief Executive.
3. Well chaired meetings that allow all Members to participate and in which business is dealt with efficiently and effectively.
4. A clear strategic direction for the Constabulary within the policy areas covered by the Working Group.
5. Effective oversight of the Constabulary's activity within the policy areas covered by the Working Group.
6. Public assurance that the Constabulary are providing services within the Working Group's policy areas effectively, fairly and in a way that does not discriminate against anyone and upholds human rights.
7. Public assurance that governance arrangements in the Working Group's policy area are appropriate. And
8. A Police Authority that is well briefed and fully aware of activities within the Working Group's policy areas.

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Specific Role Descriptions for Police Authority Committee and Working Group Chairs

In fulfilling the role of a Committee or Working Group Chair Members must achieve the outcomes set out in the Role Description. In addition to fulfilling the standard role of a Police Authority Member and fulfilling the generic Committee/Working Group Chair role, all Committee/Working Group Chairs have additional roles and responsibilities specific to the Committee/Working Group to which they have been appointed, as follows -

Name of Committee	Specific Responsibilities of Chair
Communities, Equality and Diversity	<ul style="list-style-type: none">• To be responsible for the Authority's equality activity, including the preparation of appropriate plans, policies and procedures, on behalf of the Police Authority.• To ensure that the Authority has in place effective procedures to monitor the Constabulary's equality scheme(s) and activity.• To lead on community engagement issues for the Authority.• To encourage and oversee the Authority's partnership activity.• To promote equality within the Authority, including the training of Police Authority Members and staff in equality and diversity matters.
Governance	<ul style="list-style-type: none">• To be responsible for the Police Authority's Good Governance arrangements.• To maintain good working relationships with the external auditor.• To be satisfied that the internal audit function is working effectively and to lend support to its operation.• To maintain oversight of inspections of the Constabulary by external agencies, identify issues arising from inspections and ensure that they are actioned appropriately.
Personnel	<ul style="list-style-type: none">• To be responsible for the Human Resources (HR) portfolio on behalf of the Police Authority which involves leading at Member level on all HR issues in respect of the Constabulary, APA and any other relevant agency, Staff Associations and/or Trade Unions.• To take a leading role in key appointment processes, such as the appointment of Chief Officers and Independent Members.

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	<ul style="list-style-type: none"> • To meet with Staff Associations and/or Trade Unions as required, supported by the Chief Executive or a member of Authority staff as required. • To be responsible for leading on the Police Authority's monitoring of the Constabulary's HR functions. • To ensure that relevant information is received relating to health and safety so as to ensure that the Authority's obligations are met and that effective monitoring systems are in place.
Policing Plan and Performance	<ul style="list-style-type: none"> • To be responsible for leading on the Police Authority's oversight of the planning process. • To be responsible for leading on the Police Authority's monitoring of Constabulary performance through the development of a Performance Framework. • To be responsible for leading on the Ciommittee's monitoring of Constabulary performance with regard to crime, etc.. • To be responsible for leading on the development of the Authority's Annual Report.
Professional Standards	<ul style="list-style-type: none"> • To support officers in ensuring that procedures for dealing with police complaints and conduct matters remain fully compliant with the requirements of the Police Reform Act 2002 and other relevant standards. • To be involved in the development of efficient and effective processes to investigate police complaints and conduct matters and take forward, as appropriate, recommendations to the Police Authority. • To develop and maintain effective working relations with appropriate organisations, e.g. Independent Police Complaints Commission. • To lead on Authority participation in the monitoring of police complaints, e.g. Dip Sampling. • To monitor trends with regard to complaints and discuss with the Constabulary areas in which • standards need to be improved.
Standards	<ul style="list-style-type: none"> • To work to promote and maintain the highest ethical standards by the Members of the

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	Police Authority.
Name of Working Group	Specific Responsibilities of Chair
Change Management	<ul style="list-style-type: none"> To be responsible for leading on monitoring of strategic and capital projects being undertaken by the Constabulary.
Estates	<ul style="list-style-type: none"> To be responsible for leading on Estates issues, including monitoring performance against the Estates Strategy.
Strategic Risk	<ul style="list-style-type: none"> To be responsible for leading on Strategic Risk Management issues, including the monitoring of the Authority and the Constabulary Risk Registers.
Name of Panel	Specific Responsibilities of Chair
Protective Services	<ul style="list-style-type: none"> To ensure the effective scrutiny of the seven areas of Protective Services,
Police Community Liaison Forums	Specific Responsibilities of Chairs
Police Community Liaison Forums	<ul style="list-style-type: none"> To chair Forum meetings effectively. To take every opportunity at Forum meetings to emphasise the role of the Police Authority. To work with the Forum Secretary to identify suitable venues for meetings. To work with the Forum Secretary to identify topics relevant to the area in which the Forum is meeting, including identifying speakers. To sign-off draft minutes within a week of receipt.

Final 08.02.10

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