

Cumbria Police Authority
1st June 2005

Agenda Item No. 9

Report by the Clerk & Chief Executive

COMMITTEE AND WORKING GROUP TERMS OF REFERENCE

Members are reminded that, in September 2004, the Authority resolved:

- (1) in future the Terms of Reference of the Authority's Committees and Working Groups be submitted for review to the Annual Meeting; and
- (2) consideration of the Terms of Reference be deferred pending initial consideration at the forthcoming Members 'Away Day'.

In the event, the "Away Day" referred to in the second part of the resolution above could not specifically resolve individual Committee and Working Group terms of reference; Members focussing instead on the broader implications of the Police Authority Self Assessment and Improvement Framework (PASAIF).

Members still considered the PASAIF process would identify necessary changes to the Authority's Committee and Working Group structure (and the terms of reference of its Committees and Working Groups) but, as that complex process has not been completed, the Authority has not yet been able to review its Committee and Working Group structure more comprehensively.

Therefore, attached at Appendix A are the current terms of reference of the Authority's Committees and Working Groups. Some minor amendments are there suggested to terms of reference for (a) Personnel and (b) Professional Standards Committees, to reflect changes needed to meet recent items of Government guidance. Changes are also suggested for (c) Audit and Performance Committee and (d) Accommodation Working Group to facilitate the working of those bodies. The suggested changes are shown in italics.

Members are asked to consider those terms of reference, as amended, and make any other appropriate suggestions for updating them; pending a more comprehensive review of the Committee and Working Group structure and their Terms of Reference, through their completion of the full PASAIF process.

RECOMMENDED: That the Terms of Reference of the Authority's Committees and Working Groups detailed in Appendix A be approved, subject to any amendments made by Members.

C R Alcock
Clerk and Chief Executive

17th May 2005.

Background documents: There are no background papers.

Race and Diversity Implications: None known.

Human Rights Act Implications: None known.

TERMS OF REFERENCE

1. COMMITTEES.

Policing Plan and Best Value Committee

To advise the Authority on:

- The preparation and adoption of the annual Policing Plan, the Best Value Performance Plan and the Efficiency Plan
- The subsequent monitoring of the above plans
- The progress of Best Value Reviews.

Audit and Performance Committee

- To liaise between internal and external audit activities
- To consider the conduct of the Authority's finances *and monitor performance against the annual revenue and capital budgets approved by the Authority.*
- To consider *any reports or management letters* from the District Auditor's, *Internal Auditor, HMIC, or and any Treasurer's reports or management letters* on external and internal audit *or inspections* respectively.
- *To monitor implementation of the recommendations made by External Auditors, Internal Auditors or HMIC in any reports considered by the Committee.*
- To consider quarterly and other performance monitoring reports prepared by the Chief Constable.
- To monitor outcomes of Best value Reviews signed-off by the Police Authority, including adherence to any Action Plan agreed.

- To approve the *Annual* Statement of Accounts.
- *To approve the Annual Statement of Internal Controls.*

Standards Committee

- Promoting and maintaining high standards of conduct by Members
- Assisting Members to observe the Members' Code of Conduct
- Advising the Authority on the adoption or revision of the Members' Code of Conduct.
- Advising, training or arranging to train Members on matters relating to the Members' Code of Conduct
- Granting dispensation to Members from requirements relating to interest set out in the Members' Code of Conduct
- Dealing with any reports from a Case Tribunal or Interim Case Tribunal, and any report from the Monitoring Officer on any matter which is referred by an Ethical Standards Officer to the Monitoring Officer.
- Overview of Ombudsman investigations.

Community and Race Relations Committee

- To monitor progress on the Police Authority and Constabulary Race Equality Schemes and to promote race equality.
- To monitor progress on black and minority ethnic recruitment by the Constabulary.
- To oversee and co-ordinate the training of Police Authority Members in diversity matters.
- To oversee and promote work in relation to minority groups, sexual preference and disability etc.
- Any other matters which might reasonably fall within the powers of the Committee.

Professional Standards Committee

- To discharge the responsibilities of the Authority in relation to complaints imposed by Section 77 of the Police Act 1996
- To hear and determine appeals by police officers against refusals by the Chief Constable for permission to have a business interest as defined in the Police Regulations 1995.
- To act on behalf of the Authority in relation to complaints against the Chief Constable, Deputy Chief Constable and Assistant Chief Constable
- To consider reports by the Chief Constable about police officers under suspension.
- *To act on behalf of the Authority, as “Appropriate Authority”, to impose sanctions on senior (ACPO) officers following receipt of any Tribunal report, on its findings and any recommendation as to sanctions, following a recorded complaint under the complaints system introduced by the Police Reform Act 2002 and set out in the Police (Conduct) Regulation 2004 and the Police (Complaints and Misconduct) Regulations 2004.*

Personnel Committee

- To exercise the powers and duties of the Authority relating to the appointment, dismissal and contractual issues in respect of the Chief Constable, Deputy Chief Constable, Assistant Chief Constable, Clerk, Treasurer and Monitoring Officer.
- To consider reports from the Chief Constable on any grievances and employment tribunal cases against the constabulary.
- To approve a Human Resources Strategy and a costed Human Resources Plan.
- To meet from time to time with representatives of police officers and support staff.
- To receive reports from the Chief Constable on:
 - Sickness management including medical retirements
 - Police Officer Special Constabulary and support staff strength
 - Equal opportunities issues.

NOT PROTECTIVELY MARKED.

- To deal with Police Appeals Tribunals under Section 85 of the Police Act 1996.
- *To act as the Authority's Remuneration Panel in connection with bonus payments to the Chief Constable under the Performance Development Review (PDR) Scheme.*

NOT PROTECTIVELY MARKED.

2. WORKING GROUPS

Accommodation Working Group

- To oversee the phased approach to accommodation developments *approved by the Authority.*
- *To develop and recommend to the Authority, an Asset Management Strategy.*

Consultation Working Group

- To develop, in conjunction with the Force, a comprehensive Communication and Consultation Strategy, including an action plan.

Programme Management Working Group

To:

- Represent the views and interests of the full Authority in respect of all matters affecting the Programme Management Unit.
- Advise the Programme Management Unit Programme Management process from a Police Authority perspective.
- Advise the Programme Management Unit Programme in relation to developing and ongoing budgetary issues from a Police Authority perspective.
- Report back to the full Authority as required in relation to Programme Management Unit Programme issues and developments.
- Provide a forum to facilitate direct communication between the Programme Management Unit Programme Manager and the Working Group Members.
- Advise the full Authority in relation to the adequacy of Programme Management Unit Programme staffing and resourcing to ensure delivery of critical projects to the required quality, within time and to budget.

Strategy Working Group

This Working Group does not have formal terms of reference.

3. POLICE AREA COMMUNITY LIAISON FORUMS

(i) The Police Authority has constituted a Forum in respect of each of the County's six District Council areas. Whilst the bodies will formally be entitled "Police Area Community Liaison Forums", this title should not preclude the use of appropriate terminology to meet local requirements. The aims of the forums are:-

- To identify public priorities to influence Annual Policing Plans
- To identify public priorities for immediate action and/or Area Plans
- To provide the public with information on policing
- To obtain information from the public.

The Forums have a key role in helping to identify local policing objectives, which form an integral part of Annual Policing Plans. They are also a key element of the "partnership" approach and provide a link between the Police and the public, which is invaluable in strengthening a mutual understanding of issues of local concern. It must however, be emphasised that investigations or proceedings and individual complaints against Police Officers are not within the Forums' Terms of Reference.

- (ii) The Forums shall also be responsible for the organisation of lay visiting at relevant Police Stations within their area monitoring the conditions under which people are detained. A report on the conduct of lay visiting will be submitted to the Police Authority in respect of each calendar year.
- (iii) Membership of the Forum shall be at local discretion and be designed to ensure as wide a range of views as possible are available. No more than two representatives should, however, be appointed from a single organisation although substitutes will be allowed for those representatives who are unable to attend meetings. The Membership should include two Members appointed by the Police Authority plus three Police representatives from the command area concerned.

The type of organisation from which the Forums may wish to seek Members include:-

Cumbria County Council, Local District Councils, Officers from statutory bodies such as the Education Service, Social Services, Probation Service, Housing Service and Health Authority and other voluntary organisations specifically those involving young people.

- (iv) Forums should meet on at least four occasions each year and a Chairperson and Vice-Chairperson, who shall be a Member of the Cumbria Police Authority, shall be nominated annually at one of the Authority's regular meetings. At least seven days public notice of all Meetings should be given and Meetings may also be called at the request, in writing, of four Members. Secretaries appointed by the Clerk to the Police Authority will support the Forums.