

**CUMBRIA POLICE AUTHORITY
Policing Plan and Best Value Committee**

**23 November 2005
Agenda Item No. 9**

POLICE AUTHORITY HANDBOOK

A report by the Clerk of the Police Authority

1. SUMMARY

Appendix 1 contains a list of documents for inclusion in a handbook for Cumbria Police Authority.

2. RECOMMENDATION

That Policing Plan and Best Value Committee consider the list and make any suggestions for addition or amendment.

3. DETAIL

Policing Plan and Best Value Committee considered the Authority's improvement and assessment framework timetable on October 18th (Minute No.34 refers). One aspect of the work is the compilation of a police authority handbook.

A list of possible components to the handbook is set out in Appendix 1.

**Clive Alcock
Clerk to the Police Authority**

Cumbria Police Authority Handbook

Police Authority – general

- Police Authority duties
- Vision
- Statement of values
- *Milestones in Police Authority year

Members

- Members' names, contact details and status i.e. magistrate, independent member or County Councillor
- *Member job description
- *Chairman job description
- *Guidance on Authority Members' role in relation to:
 - Lead Members, Link Members, CDRP representatives, APA reps
- Information on allowances and expenses
- *Guidance on standards board
- Anti-discriminatory declaration
- Declaration of related party transactions
- Procedure for local determination hearings of allegations against members
- Notification of members' financial/other interests
- Members' code on gifts and hospitality

Police Authority operation

- Committee structure
- Terms of Reference
- Membership of committees
- Standing Orders

Financial

- Contract standing orders
- Agreed Treasurer protocols
- Financial Regulations
- Guidance – scheme of delegation
- Budget Summary and Council Tax 2005-06
- *Historical Funding and Council Tax

Constabulary

- Police force structure
- Police boards
- Constabulary Governance Standard
- Force policy index
- Guidance – senior officer complaints

Police Authority Staff

- Police Authority staff contact details
- PA Staff – key tasks
- Police Community Liaison Secretaries' details

Miscellaneous

- Background information on:
 - Performance monitoring
 - ICVA
 - Useful websites – sources of information – contacts
 - Glossary