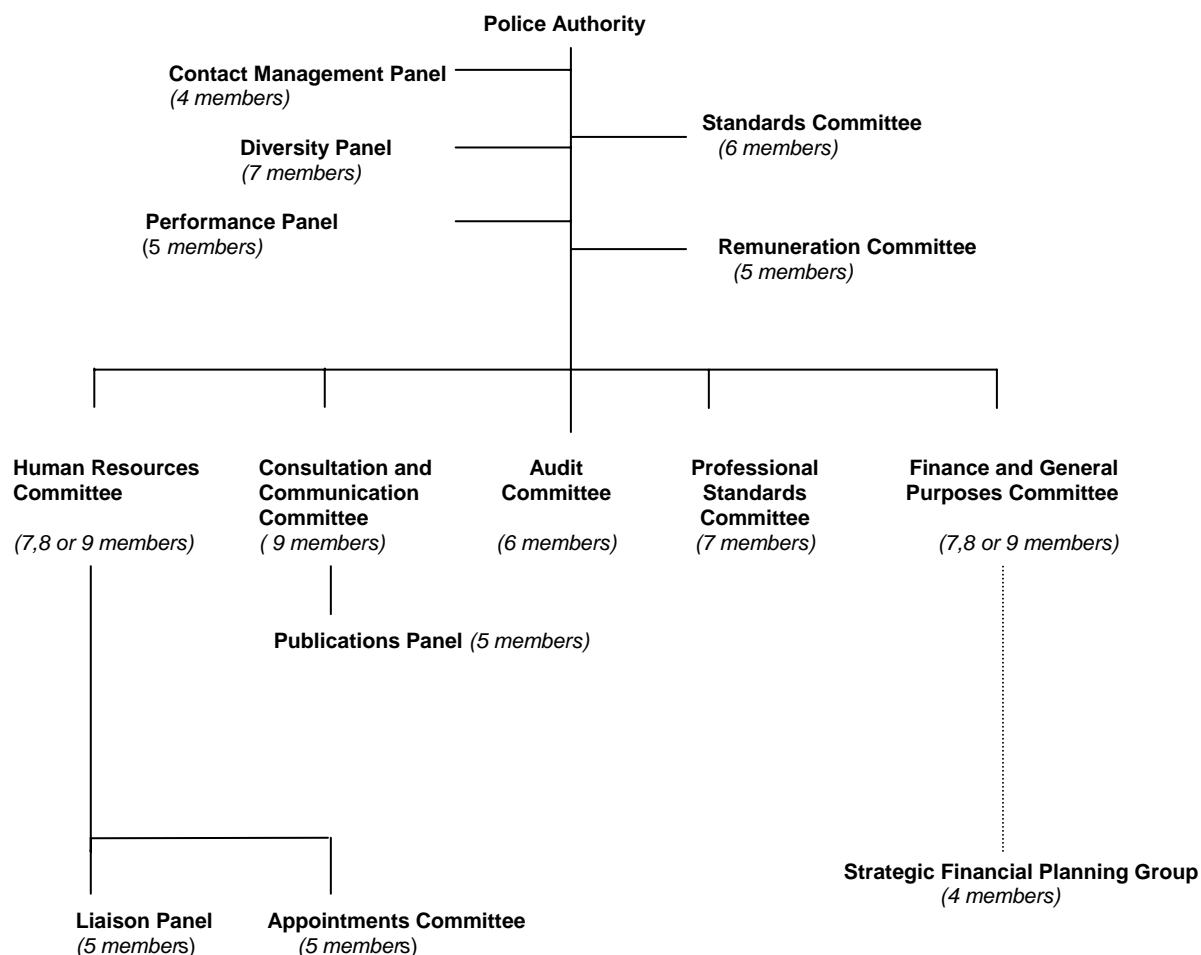


TERMS OF REFERENCE OF COMMITTEES AND PANELS

1. INTRODUCTION

The structure and reporting lines of the Committees and Panels is as follows:-



- Note:**
- 1) Either the Chairman or Vice-Chairman (or both) shall be full or *ex officio* members of Finance and General Purposes, Human Resources, Professional Standards and Consultation and Communications Committees.
 - 2) Chairman of each principal Committee are ex-officio members of any panel appointed by that Committee, unless members in their own right.
 - 3) Authority Chairman shall chair Finance and General Purposes Committee.
 - 4) Vice-Chairman of Authority, the Property Champion and Chairmen of Human Resources, Professional Standards and Consultation and Communications Committees shall be members of Finance and General Purposes Committee.
 - 5) Chairman of Authority shall not sit on Audit Committee.
 - 6) Publications Panel members need not sit on Consultation and Communications Committee.

2. GENERAL PRINCIPLES

- (a) The most important factor in deciding the membership of committees and panels is to take account of members' skills, backgrounds and preferences. Secondly, as far as possible all committees and panels should reflect the composition of the Police Authority in terms of ethnicity, gender and type of membership; (e.g. Magistrate, Councillor or Independent).
- (b) All members shall be on two or three of the four main committees; (Human Resources, Consultation and Communications, Finance and General Purposes, and Professional Standards Committees). Allocation to panels should take account of equitable share of workload. Members are encouraged to serve on a particular Committee for at least 2 years.
- (c) The Consultation and Communications Committee shall comprise the 9 members who are the Authority's representatives on the Crime and Disorder Reduction Partnerships in the police area.
- (d) The Chairman of the Authority will Chair the Appointments Committee.
- (e) Members appointed to panels should also be members of the relevant main committees.
- (f) Membership of all committees and panels should be decided annually at the Police Authority Annual General Meeting. Committees have power to alter membership of panels in-year. Shortly prior to the Annual General Meeting the Chief Executive will write to all members asking if they wish to change their membership. The Chairman and Vice-Chairman will then meet and forward proposals to the Police Authority at the Annual General Meeting.

3. GENERAL

- (a) In these terms of reference:-
 - a 'referred' function is a matter which has been referred to the committee for discussion and the making of recommendations to the Authority;
 - a 'delegated' function has been delegated to the committee with power to exercise the function.
- (b) Delegated functions may only be exercised in accordance with the following conditions, and any other conditions which the Authority may from time to time impose:-
 - There shall be compliance with the Police Authority's standing orders and financial regulations;
 - The committee should not exercise any such delegated power if, in its opinion, the power ought more properly to be exercised by the Authority.

4. FULL AUTHORITY

The Full Authority has all the powers given in law to a police authority. The list below identifies those matters it would normally undertake as a full authority rather than delegate. However, it can at any time agree that such matters be delegated to a committee or officer unless statute requires it is only undertaken as a full authority.

- Setting the budget
- Approving the final accounts
- Receiving the annual audit letter
- Any step to obtain or dispose of any interest in land where the estimated value is at least £1m
- Agreeing the local objectives
- Information about the appointment of members to the Authority

5. **FINANCE AND GENERAL PURPOSES COMMITTEE**

Referred Functions

- Allocate work to other committees.
- Collaboration issues.
- Information Technology.
- Health and Safety.
- Matters not otherwise allocated to another committee.
- Local and national policing objectives.
- The content of the Council Tax Leaflet.
- Monitoring of the budget.
- Preliminary consideration of budget matters.
- To consider property issues.
- To oversee the Authority's responsibilities in respect of Best Value.

Delegated Functions

- Agree contract standing orders, financial regulations and other procurement protocols.
- Agree policies and protocols within its terms of reference.
- Respond to any consultation paper on issues within its terms of reference.
- Take any step to obtain or dispose of any interest in land where the estimated value does not exceed £1m.
- All the duties and powers of the police authority relating to Best Value under the Local Government Act 1999 as amended.
- Take decisions on any matter not falling within any other committee's terms of reference and not listed at paragraph 4 above.
- Deal with any matters of urgency arising between Police Authority meetings.

6. **CONSULTATION AND COMMUNICATIONS COMMITTEE**

Referred Function

- Any aspect of consultation by the Authority concerning policing of the area.
- Ensure adequate arrangements with the Crime and Disorder Reduction Partnerships within the police area.
- Responsibility for statutory publications.

Delegated Functions

- Agree arrangements for obtaining the views of people in the area about matters concerning the policing of the area, and for obtaining their co-operation with the police in preventing crime in the area.
- Any matter concerning sections 19-22 of the Police and Justice Act 2006.

- Agree policies and protocols within its terms of reference.
- Respond to any consultation paper on issues within its terms of reference.

7. HUMAN RESOURCES COMMITTEE

Referred Functions

- To consider and make any necessary recommendations on strategic matters relating to police officers and support staff.
- To oversee the Force's Human Resources Plan.
- To oversee the appointment of Chief Officers, and for members' involvement in the selection process for equivalent graded support staff.
- Monitor grievances and Employment Tribunal decisions [minute 40/04].
- Monitor expenditure for injury award reviews [minute 13/08 F&GP 18.3.08]

Delegated Functions

- Agree policies and protocols within its terms of reference.
- Respond to any consultation paper on issues within its terms of reference.
- Monitor, review and agree revisions to the Human Resources Plan.
- Agree terms of reference, schedule of meetings and appoint members to Liaison Panel [minute 32/03].
- The temporary scheme regarding the determination of police pensions provides for some decisions to be made by Human Resources Committee [minute 56/04].
- Appoint or suspend the Chief Executive and Treasurer.
- Determine all matters concerning contractual conditions or remuneration of the Chief Executive and the Treasurer.
- Determine the staffing arrangements, requirements and structure of the Authority employees.
- Make any necessary arrangements to discharge the Police Authority's responsibilities in relation to appeals from police officers in respect of business interests.
- Maintain the list of independent persons to serve on Misconduct Panels.
- Make any necessary arrangements to discharge the Police Authority's responsibilities in relation to appeals from police staff regarding dismissal.
- Appoint a police authority representative to hear Police Appeal Tribunals.
- Appointment of Chief Constable, Deputy Chief Constable and Assistant Chief Constables.

8. PROFESSIONAL STANDARDS COMMITTEE

Referred Functions

- Procedures relating to complaints against police officers.
- Procedures relating to police officer disciplinary matters.

- Any matter under Part 2 of the Police Reform Act 2002.
- Oversee the Independent Custody Visitors arrangements.
- Forfeiture of police pensions.

Delegated Functions

- Keep itself informed of the workings of the police complaints and discipline procedures (Section 77, Police Act 1996) and provide feedback to the Chief Constable.
- Have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters (Section 83 and 87, Police Act 1996).
- Any powers of a police authority under Part 2 of the Police Reform Act 2002 (complaints).
- Determine cases of forfeiture of pension under Police Pension Regulations 1987 K5 & L4.
- Agree policies and protocols within its terms of reference.
- Respond to any consultation paper on issues within its terms of reference.
- Any powers of a police authority under section 51 of the Police Reform Act 2002 (Custody Visitors).

9. STANDARDS COMMITTEE (4 Authority members plus 2 lay members)

Referred Functions

- To promote and maintain high standards of conduct by members and co-opted members of the Authority.
- To assist members and co-opted members to observe the Authority's Code of Conduct and monitor their operation.
- To advise members and co-opted members in relation to matters of conduct and make recommendations to the Authority on the adoption or revision of the Code of Conduct.
- To arrange training and development for members on all matters relating to standards, ethics, probity and the Code of Conduct.

Delegated Functions

- Consider and issue dispensations to those members who have a prejudicial personal interest, in line with the regulations.
- Consider reports from the Monitoring Officer.
- Consider reports from the Standards Board, the Ombudsmen, the Authority's auditors, the Force or any other relevant organisation which deal with issues of conduct, probity and ethics.
- Implement Tribunal decisions relating to suspensions or partial suspensions of a member.
- Call for reports to review policies and procedures relating to conduct and anti-fraud procedures.
- Make any necessary amendments to the guide, offer any supplementary guidance and ensure that advice and guidance issued is reviewed and updated at appropriate intervals.
- Agree policies and protocols within its terms of reference.
- Respond to any consultation paper on issues within its terms of reference.

10. STANDARDS (ASSESSMENT) SUB-COMMITTEE

Membership

3 members, of which at least one must be a Lay member, and at least one a full member of the Authority chosen by rota by the Chief Executive.

Referred Function

- All the statutory functions of an assessment sub-committee contained or referred to in the Part III of the Local Government Act 2000 as amended and the Standards Committee (England) Regulations 2008

Delegated Function

- To take action under section 57A(2) to (4) of the Local Government Act 2000 as amended.

11. STANDARDS (REVIEW) SUB-COMMITTEE

Membership

3 members, of which at least one must be a Lay member, and at least one a full member of the Authority chosen by rota by the Chief Executive.

NB no member may serve on a Review Sub-Committee having taken part in the Assessment Sub-Committee for the decision being reviewed.

Referred Functions

- All the statutory functions of an assessment sub-committee contained or referred to in the Part III of the Local Government Act 2000 as amended and the Standards Committee (England) Regulations 2008

Delegated Functions

- To take action under section 57B(4) of the Local Government Act 2000 as amended.

12. REMUNERATION COMMITTEE (5 members)

Membership

Chairman of the Authority, Vice Chairman of the Authority, Chairman of Human Resources Committee and two other members.

Referred Function

- To consider all aspects of pay and benefits for ACPO officer and equivalent level support staff, the Chief Executive and Treasurer of the Authority.

Delegated Function

- Determine any matter on behalf of the Police Authority arising from the Police Negotiating Board Circulars affecting ACPO officers.

13. AUDIT COMMITTEE (6 members)

Referred Functions

- Monitor progress of implementation of audit report recommendations.
- Matters concerning the internal Audit Plan.
- Consideration of external and internal audit reports, and matters arising therefrom.

- Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- Seek assurances that action is being undertaken on risk-related issues identified by auditors and inspectors.
- Be satisfied that the Authority's assurance statements, including the Statement on Internal Control, properly reflect the risk environment and any actions required to improve it.
- Receive the annual report of the head of internal audit.
- Consider the reports of inspection agencies.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.
- Monitor annual governance statement and agree an assurance framework [min 08/08 F&GP]

Delegated functions

- Set the internal Audit Plan for the year.
- Agree any changes to the internal Audit Plan within year.
- Agree the Authority's response to audit reports.

14. APPOINTMENTS COMMITTEE (5 members)

Delegated functions

- Make any appointment to the office of Chief Constable, Deputy Chief Constable, Assistant Chief Constables, Chief Executive and Treasurer and agree terms of engagement within such appointment process.
- Appoint Independent Persons to sit on police misconduct panels [minute 13/04].

15. DIVERSITY PANEL (7 members)

- Oversee and monitor the implementation of the Authority Equality Scheme under the Race Relations (Amendment) Act 2000.
- Monitor the Force Equality Scheme under the Race Relations (Amendment) Act 2000.
- Advise the Authority on diversity issues generally (including DDA issues – Personnel Committee minute 48/04).

16. PERFORMANCE PANEL (5 members, but any member may attend and participate in meetings of this panel)

- Consider data relating to the effective and efficient performance of the force.
- Monitor performance data appearing in the Policing Performance Assessment Framework, or relevant to Baseline Assessment.
- Make recommendations to the Authority regarding its findings.

17. PUBLICATIONS PANEL (5 members)

- Look at draft strategic plans and make recommendations to the Consultation and Communications Committee on content.
- Consider the format, content and distribution of any Authority strategic plan or related publication (including all aspects of the Local Policing Summary (F&GP minute 22/05 25 Aug05)).

nb. The Chief Executive has delegated authority to agree, in consultation with the Publications Panel the content of all statutory plans issued by the Authority.

18. CONTACT MANAGEMENT PANEL (4 members)

- To monitor the how effectively the handling of calls are dealt with by the Constabulary.
- To participate on the Force's Contact Management forum for overseeing the call handling performance.
- To provide the Force with comments, concerns and compliments that are made to members on call handling issues.
- To act as a key individual network to provide feedback on issues and initiatives from time to time.
- To monitor arrangements for the implementation of the Single Non-Emergency Number (SNEN).
- To inform itself of the workings of the Contact Management centre.
- To make recommendations to the full Authority.

19. LIAISON PANEL (5 members)

- To provide a regular means of contact between the Police Authority and Staff Associations providing a free exchange of views where a relationship of mutual trust and understanding can be fostered.
- Consider any relevant matters referred to it by the Police Authority or by the Staff Associations.
- To enable views to be expressed to the Police Authority on the interpretation and application of nationally and locally negotiated agreements.
- Consider questions and issues put to the Police Authority by the Police Negotiating Board.

20. AWARDS PANEL (5 members)

The Awards Panel is not, strictly, a committee or panel of the Authority. It comprises members of the Force and Authority who consider suggestions for awards under the Leicestershire Constabulary Award Scheme and the Harry Wileman Memorial Rosebowl.

21. FORCE STRATEGIC FINANCIAL PLANNING GROUP (4 members)

The Strategic Financial Planning Group is not strictly a committee or panel of the Authority. It comprises members of the Force and Authority who look to provide a strategic perspective and support and monitor the progress and delivery of business improvements, savings and efficiency so as to ensure effective policing in 2010 that will enjoy the confidence of the public.

The Group will also consider:

- The adequacy of revenue reserves in light of the budget monitoring report and savings plan.

- The impact on performance of savings and business improvement proposals.
- How best to manage risk and ensure business continuity in the context of the overall budget situation and emerging threats and pressures and opportunities.

22. SUPPORT STAFF MEETINGS

The Chairman and Vice-Chairman of the Authority, together with the Chairmen of Human Resources Committee, Professional Standards Committee and Diversity Panel meet periodically with the local Black Police Association, British Association of Women in Policing, and Gay Police Association.

23. MEMBER ATTACHMENT TO BASIC COMMAND UNITS (BCUs)

- To meet with Area Commanders as and when required
- To keep themselves informed of local issues, initiatives, funding arrangements and performance information including iQuanta data and work being undertaken via CDRPs
- To attend community consultation meetings and events agreed as part of the Police Authority consultation programme held within the Area during the year.

24. MEMBER ATTACHMENT FOR LOCAL POLICING UNIT (LPU) CONSULTATION

- To be the point of contact for arranging the Authority LPU consultation event including agreeing with the LPU Commander the date, time, venue and any appropriate publicity for the event
- To arrange for the attendance of member(s) at the event
- With a view to understanding the effect strategic decisions can have further down the organisation, keep self informed of local issues, initiatives, performance information and work being undertaken via CDRPs.