

## **TERMS OF REFERENCE OF COMMITTEES AND STANDING GROUPS**

### **1. INTRODUCTION**

The structure and reporting lines of the Committees and Standing Groups, together with the Force Board relationship, is shown overleaf.

### **2. GENERAL PRINCIPLES**

- (a) The most important factor in deciding the membership of committees and standing groups 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) The Co-ordination and Change Programme Group shall comprise the Chairman and Vice-Chair, the chairs of the Audit and Diversity Committees and the chairs of the standing groups.
- (c) The Engagement Standing Group shall comprise the 9 members who are the Authority's representatives on the Community Safety Partnerships in the police area.
- (d) Membership of all committees and standing groups should be decided annually at the Police Authority Annual General Meeting. 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.

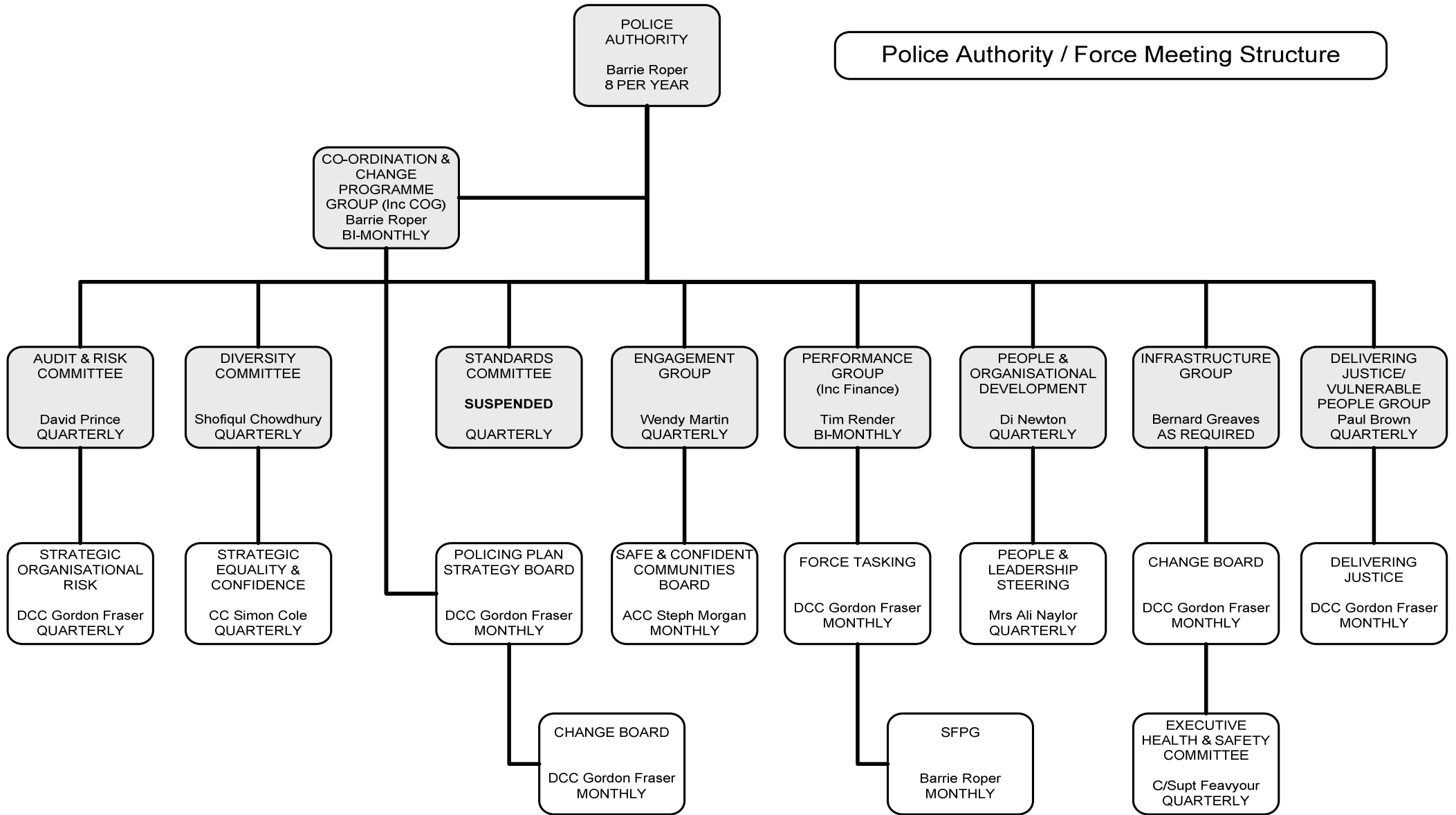
### **3. GENERAL**

The Authority, and each of its committees and standing groups, will work to an agenda driven by a rolling work programme, together with one-off issues that will occur from time to time.

Each committee and standing group will present to the next Police Authority meeting a summary of activity. An Annual Report of activity will be presented at the end of each year.

Each committee and standing group will be responsible for a number of functions associated with the work of the Authority, and the Authority has delegated a number of decision making powers to each of its Committees. Where other decisions are required that cannot wait for the next Police Authority meeting the Authority has agreed to delegate to an Urgent Business Committee as necessary.

Police Authority / Force Meeting Structure



#### 4. **FULL AUTHORITY**

##### **Terms of Reference:**

The full Police Authority is the overarching governing body established by statute. It will retain some actions for itself alone but in most cases will delegate consideration of issues to dedicated Committees and Standing Groups. It will also delegate decision making powers in appropriate circumstances.

##### **Working Arrangements:**

The Authority will drive the agenda for the organisation via a rolling work programme, together with one-off issues that will occur from time to time.

The Authority will receive regular updates from each of its Committees and standing Groups for approval or noting as necessary.

The Authority comprises all seventeen members and will meet 8 times per year.

##### **Retained Functions:**

- Set the annual revenue and capital budgets and council tax precept.
- Approve the annual Statement of Accounts.
- Receive the Audit Commission's Annual Audit Letter.
- Approve any step to obtain or dispose of any interest in land where the estimated value is at least £250,000.
- Agree Local Objectives
- Agree the Local Policing Plan
- Treasury Management strategy and performance.

#### 5. **URGENT BUSINESS COMMITTEE**

To undertake urgent business decisions on behalf of the Authority.

This Committee will meet as and when necessary and will comprise members appropriate to the business to be conducted. The Authority has granted power to the Chief Executive, in consultation with the Chairman, to agree delegated powers to this Committee as necessary.

#### 6. **AUDIT AND RISK COMMITTEE**

##### **Terms of Reference:**

The Audit and Risk Committee is an essential element of good governance and should act as the main scrutiny body for the Authority in line with the recommendations from the Chartered Institute of Public Finance and Accountancy.

It will help to raise the profile of internal control, risk management and financial reporting issues, and will give independent assurance to the Authority that these matters are controlled adequately.

The Committee will monitor risk and threat facing the Authority and ensure adequate arrangements for mitigation.

**Working Arrangements:**

The Committee will comprise six members and will meet quarterly.

**Functions:**

- Consider the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- Scrutinise the force risk arrangements and Register.
- Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
- Be satisfied that the Authority's assurance statements properly reflect the risk environment and any actions required to improve it.
- Approve (but not direct) internal audit's strategy and plan, and monitor performance. **(Delegated Function)**
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Receive the annual report of the head of internal audit.
- Consider the reports of external audit and inspection agencies.
- Ensure 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.

**7. DIVERSITY COMMITTEE**

**Terms of Reference:**

The Committee will 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, and advise the Authority on diversity issues generally.

**Working Arrangements:**

The Committee will comprise six members and will meet quarterly.

**Functions:**

- As in the terms of reference plus
- Scrutinise the effectiveness of the organisation's response to diversity issues
- Receive reports from PAGRI

## 8. STANDARDS COMMITTEE

### Terms of Reference:

The Standards Committee is established by statute and will promote and maintain high standards of conduct by members and co-opted members of the Authority.

### Working Arrangements:

The Committee will comprise six members and will meet quarterly.

Meetings of this Committee have been suspended pending clarification on the legal requirement for such a Committee in the future.

### Functions:

- Assist members and co-opted members to observe the Authority's Code of Conduct and monitor their operation.
- 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.
- Arrange training and development for members on all matters relating to standards, ethics, probity and the Code of Conduct.
- Consider and issue dispensations to those members who have a prejudicial personal interest, in line with the regulations. **(Delegated Function)**
- Consider reports from the Monitoring Officer. **(Delegated Function)**
- Consider reports from the Ombudsmen, the Authority's auditors, the Force or any other relevant organisation which deal with issues of conduct, probity and ethics. **(Delegated Function)**
- Implement Tribunal decisions relating to suspensions or partial suspensions of a member. **(Delegated Function)**
- Call for reports to review policies and procedures relating to conduct and anti-fraud procedures. **(Delegated Function)**
- 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. **(Delegated Function)**
- Agree policies and protocols within its terms of reference. **(Delegated Function)**

## 9. CO-ORDINATION AND CHANGE PROGRAMME GROUP

### Terms of Reference:

The Group will co-ordinate the work of the Authority as well as overseeing the delivery of the change programme. It will also look after collaboration issues.

### **Working Arrangements:**

The Group will comprise the Audit and Risk Committee and Diversity Committee chairs, the five standing group chairs / lead members plus the Chair and Vice-Chair of the Authority. It will meet monthly.

Five members drawn from the Group will meet quarterly with the Chief Officer Group and will ensure a strategic link between the Authority and the Force.

### **Functions:**

- Oversee the “Delivering the Changes” programme.
- Consider local and national policing objectives.
- Consider the format and content of any Authority strategic plan or related publication.
- Consider and agree collaboration issues including EMSOU and EMPAJC.
- Agree contract standing orders, financial regulations and other procurement protocols.
- Respond to consultation papers.
- Ensure co-ordination of related strands of work across the Authority.
- Consider all strategic issues faced by the Authority and Force.
- Consider and agree the strategic direction of the organisation.
- Guide the preparation of the Local Policing Plan.

## **10. ENGAGEMENT GROUP**

### **Terms of Reference:**

The Group will consider all aspects of engagement with the communities of Leicester, Leicestershire and Rutland, including partnership working, neighbourhood engagement, consultation (incl. CRAVE) and communication. It will co-ordinate the activity of Authority and Force.

### **Working Arrangements:**

The Group will comprise the nine members who sit on Community Safety Partnerships and will meet quarterly.

### **Functions:**

- Ensure effective communication by the Authority and Force.
- Ensure effective consultation by the Authority and Force.
- Ensure robust working arrangements with Community Safety Partnerships, including the co-ordination of PA input to CSPs.
- Consider and agree all other partnership engagement on behalf of the Authority.

## 11. **PERFORMANCE GROUP**

### **Terms of Reference:**

The Group will manage all aspect of Force performance, including the setting of performance targets and monitoring progress against them, including developing and determining appropriate priorities.

The Group will also manage financial performance, including budget monitoring, business plans, post implementation appraisals and the linking of performance to resource.

### **Working Arrangements:**

The Group will comprise five members and will meet bi-monthly.

### **Functions:**

- Set and monitor performance targets relating to the effective and efficient performance of the force.
- Monitor budget performance.
- Consider value for money issues.

## 12. **PEOPLE AND ORGANISATIONAL DEVELOPMENT GROUP**

### **Terms of Reference:**

The Group will oversee and scrutinise all aspects of HR related issues, including Professional Standards.

### **Working Arrangements:**

The Group's agenda will be driven by a rolling work programme, together with one-off issues that will occur from time to time.

A summary of activity will be presented to the next full Authority meeting for approval or noting as necessary, and an Annual Report of activity will be presented at the end of each business year.

The Group will comprise seven to nine members and will meet quarterly.

### **Functions:**

- Ensure effective workforce planning and development
- Scrutinise the Force Human Resource Plan
- Maintain the list of independent persons to serve on Misconduct Panels.

## 13. **INFRASTRUCTURE GROUP**

### **Terms of Reference:**

The Group will ensure the effectiveness of all aspects of the Force and Authority infrastructure including capital assets.

### **Working Arrangements:**

The Group will comprise three to four members and will meet as required.

### **Functions:**

- Consider all matters relating to information technology infrastructure.
- Monitor all Health and Safety issues.
- Monitor matters relating to environmental sustainability.
- Consider all matters relating to estates and property issues.
- Consider all matters relating to vehicle fleet issues.
- Take any step to obtain or dispose of any interest in land where the estimated value does not exceed £250,000.

## **14. DELIVERING JUSTICE / VULNERABLE PEOPLE GROUP**

### **Terms of Reference:**

The Group will monitor Force activity in order to ensure that everyone is treated equally until proven guilty.

### **Working Arrangements:**

The Group will comprise three to four members (including a Magistrate Member) and will meet quarterly.

### **Functions:**

- Monitor treatment in custody, including visitors.
- Monitor stop and search standards
- Monitor protective services activity
- Oversee the Independent Custody Visitors arrangements
- Ensure that links to other Criminal Justice partners are maintained

## **15. FORCE STRATEGIC FINANCIAL PLANNING GROUP (4 members)**

- The Strategic Financial Planning Group is not strictly a committee or standing group of the Authority. It comprises members of the Force and Authority who look to anticipate future financial scenarios and plan accordingly.

## **16. SUPPORT STAFF MEETINGS**

The Chairman and Vice-Chairman of the Authority, together with the Chairmen of the Diversity Committee, the People and Organisational Development Group and the Delivering Justice Group will meet periodically with the local Black Police Association, British Association of Women in Policing, and Gay Police Association.

**17. 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 Community Safety Partnerships
- To attend community consultation meetings and events agreed as part of the Police Authority consultation programme held within the Area during the year.

**18. MEMBER ATTACHMENT FOR LOCAL POLICING UNIT (LPU) CONSULTATION**

- To meet with LPU Commander as and when required.
- To contact the Commander in advance of each Community Safety Partnership meeting to help ensure that all actions arising from the meeting can contribute to the confidence target.
- To build and maintain a positive relationship with the LPU Commander for their CSP/JAG.
- To keep abreast of local issues, initiatives, performance information and work being undertaken via the CSP/JAG.
- To be the point of contact for arranging any Authority consultation in the LPU, 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 any such consultation event.