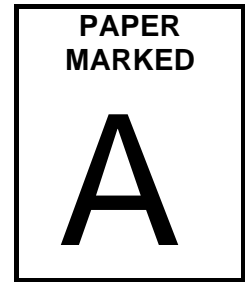


# **LEICESTERSHIRE POLICE AUTHORITY**



Meeting           **POLICE AUTHORITY**

Date               **THURSDAY 27 AUGUST 2009**

Report of         **CHIEF EXECUTIVE**

Subject           **AMENDMENT TO COMMITTEE STRUCTURE, MEMBERS'  
APPOINTMENTS AND ELECTION OF CHAIRMAN OF COMMITTEES**

## **Purpose of Report**

1. The purpose of this report is to amend the committee structure, allocate members to the Authority's committees, panels and lead roles, allocate members to outside bodies and appoint the committee chairmen. Chapters 5 and 6 of the members' handbook set out the current arrangements.

## **Amendment to Committee Structure**

### **Contact Management Panel**

2. There has been one change to the Committee structure during the past year, that being the removal of the Contact Management Panel. The membership of this Panel was seriously depleted due to the County Council elections and changes at the City Council leaving only one existing member appointed to the Panel. Following discussions with the Chairman and Vice-Chairman it was thought appropriate to remove this Panel from the Committee Structure and for this work to be overseen by the Performance Panel. The Terms of Reference for the Performance Panel include 'Consider data relating to the effective and efficient performance of the Force' which allows for this work to be overseen by the Panel, however, to ensure this specific area of work is not lost within overall performance monitoring it is proposed that the words 'Oversee Call Handling Performance' are included in its terms of reference.

### **Remuneration Committee**

3. The Remuneration Committee has previously comprised 5 members, however the Chairman and Vice-Chairman have proposed that this Committee be increased to 6 members to provide for wider breath of knowledge of the issues discussed.

## **Appointment of Members to Committees, Panels, Lead Roles and Outside Bodies**

### **Committees and Panels**

4. The Authority reviews the membership of its Committees and Panels each year at the AGM. Prior to this members are provided with a proforma to complete to indicate their preferences. This was forwarded to members on 10 July 2009. The Chairman and Vice-Chairman, together with the Chief Executive and Deputy Chief Executive, meet to

consider all requests received and provisionally decide on membership of committees and panels to be approved by the Authority. This meeting took place on 22 July, due to annual leave commitment the Chief Executive was not present.

5. Following those discussions the proposed allocation was circulated to members with the Newsletter on 24 July 2009 and requesting that any changes agreed between members be notified to the Deputy Chief Executive by Monday 10 August 2009. No such notifications were received from members on the proposed appointments. A copy of the proposed allocation is found at APPENDIX 1 to this report.

#### Lead Roles

6. Also enclosed at APPENDIX 1 is a list of lead roles. As a result of changes to appointments to the Authority from the City Council a decision is required on who will be the designated member to answer questions on policing at meetings of the City Council.
7. For completeness the Designated Member Representatives for the Selection Panel for Independent Members is contained in APPENDIX 1. On the last two occasions these have been chosen by the Authority at the outset of the recruitment process, with either the Chairman or Vice-Chairman having one of the 3 places.

#### Crime and Disorder Reduction Partnerships

8. Pursuant to the Committee Terms of Reference previously agreed by the Authority, the Consultation and Communications Committee comprises the 9 members who are to be the Authority's representatives on the Crime and Disorder Reduction Partnerships in the police area. APPENDIX 1 illustrates the proposed appointments to the CDRPs, and it is recommended that those appointments be made.
9. The wording of the role of members' interaction with LPU Commanders, as currently contained in the member handbook, does not reflect the approach taken since the revised arrangements for CDRPs. The new wording, for adoption, appears within APPENDIX 2.

#### **Member Appointments to Basic Command Units (BCUs), Local Policing Units (LPUs) and City Joint Action Groups (JAGs)**

10. Members are appointed to BCU's by virtue of where they reside in the Force area. Each BCU group of members allocates the role of 'Convenor of meetings' to one member of the group who takes on the responsibility of arranging meetings with the BCU Commander and informing other members of the group. There is no hard and fast rule as to how many times a year members should meet with their BCU Commander, however, as a minimum it would be appropriate for this to take place twice a year. Enclosed at APPENDIX 2 are the proposed member appointment to BCUs, including the role of 'Convenor' for the North and South Areas. Members allocated to the City BCU will need to decide who will undertake this role. These appointments do not remove the right of other members assigned to Crime and Disorder Reduction Partnerships, but not assigned to the BCU Area, to contact the relevant BCU Commander to discuss any issue relating to that forum.
11. Proposals for member appointments to Local Policing Units and City Joint Action Groups were discussed with the Chairman and Vice-Chairman at the meeting on 22 July and proposals forwarded to members with the Newsletter on 24 July. However, due to a late change to an appointment from the County Council, and some inconsistency in the share of the workload in this area, these appointments were re-considered. As a result of this a further proposal was forwarded to members with the newsletter on 7 August. Members were requested that if they were dissatisfied with

their appointments to forward comments to the Deputy Chief Executive by Monday 17 August. No such comments have been received and therefore these proposals are also included in APPENDIX 2 for approval. Members are reminded that their attendance at meetings of Joint Action Groups is as observer.

## **Other Appointments**

### **Force Programme Boards**

12. The new Force Governance Structure will come into effect in September 2009. Within the structure members are invited to sit on a number of programme boards. These are outlined in APPENDIX 3 with proposed appointments which reflect office holders and lead member roles. At the present time there is no lead member for 'delivering service excellence' however Mr Bill, with Mrs Martin as substitute, have attended the 'Delivering Service Excellence Board' which was part of the previous governance structure and it is proposed that these appointments continue in the new arrangement.

### **Association of Police Authorities (APA)**

13. As a result of changes to the APA structure appointments to Policy Groups is shared amongst the region. Leicestershire provides representation for the region on the APA Executive Board and Council and these appointments are undertaken by the Chairman of the Authority. However members are also appointed as 'link members' to liaise with their colleagues in the region who are the regional representatives for the other areas of business. Proposed 'link members' are also outlined in APPENDIX 3.

### **East Midlands Collaboration Board and Joint Committee**

14. The Chairman and Vice-Chairman are the Authority's appointees to the East Midlands Collaboration Board and Joint Committee. The Authority also has two substitute members to attend meetings should either the Chairman or Vice-Chairman not be available at any time. Due to the County Council elections the previous two substitute members have now left the Authority and nominations are required for a further two substitute members to be appointed. It should be noted that members undertaking this role will undergo management security vetting which will also include financial vetting.

## **Appointment of Chairman of Committees**

15. By Standing Order 26(3) the Standards Committee shall appoint its Chairman at its first meeting after the Annual General Meeting of the Authority. By virtue of Standing Order 26(1) the Chairman of each other committee shall be appointed at the Authority's AGM. However only the votes of members appointed to a committee shall be counted on the motion to appoint its Chairman. Therefore during consideration of this report nominations will be required for a Chairman of each of the following committees. In the event of more than one nomination for any committee, a secret ballot will be held in accordance with Standing Order 16.

- Audit Committee
- Consultation and Communications Committee
- Finance and General Purposes Committee
- Human Resources Committee
- Professional Standards Committee

15. There is no specific Standing Order relating to the appointment of Chairman of panels. As in previous years, each panel will appoint its Chairman at its first meeting following the AGM.

## **Recommendations**

16. The Authority is requested to:
- (a) approve the removal of Contact Management Panel from the Committee structure and approve that the Performance Panel oversee this area of work with its terms of reference being amended to include the words, 'Oversee Call Handling Performance'.
  - (b) approve that membership of the Remuneration Committee be increased to 6 members;
  - (c) approve the appointment of members to Committees, Panels and lead roles as outlined in Appendix 1 to the report, together with members appointments to Crime and Disorder Reduction Partnerships;
  - (d) nominate a member to answer questions on policing that arise at meetings of Leicester City Council;
  - (e) agree the allocation of members to Basic Command Units, Local Policing Units and City Joint Action Groups, and the new terms of reference relating to LPU activity contained in Appendix 2 to the report;
  - (f) agree other appointments as outlined in Appendix 3 to the report;
  - (g) nominate two members to undertake the role of 'substitute' members for the East Midlands Collaboration and Joint Committee; and
  - (h) elect a Chairman to each of the Authority's five main committees as identified in paragraph 12 of the report.

## **Implications**

Financial – costs arising from members travel and expenses for all appointments are included in the police authority budget for 2008/09. Legal – none. Diversity – none. Risk management – none

## **Background Papers**

Police Authority File PA/2

## **Officers to Contact**

Angela Perry, (Deputy Chief Executive)  
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Tel: 0116 229 8980

**PROPOSED MEMBERSHIP OF COMMITTEES AND PANELS 2009/10**

**Finance and General Purposes Committee** (7, 8 or 9 members)

D Bill  
P Brown  
B Greaves  
S Hill  
D Newton  
T Render  
B Rhodes  
B Roper  
M Sood

**Consultation and Communications Committee**

(9 members – representatives on CDRPs)

U Dholakia	-	Oadby & Wigston
B Greaves	-	Charnwood
W Martin	-	Harborough
W Naylor	-	Leicester City
D Prince	-	Blaby
T Render	-	Hinckley & Bosworth
B Rhodes	-	Melton
A Roberts	-	NW Leicestershire
B Roper	-	Rutland

**Human Resources Committee** (7, 8 or 9 members)

P Brown  
S Chowdhury  
U Dholakia  
S Hill  
W Martin  
D Newton  
J Orson  
A Roberts  
M Sood

**Professional Standards Committee** (7 members)

P Brown  
S Chowdhury  
W Naylor  
J Orson  
D Prince  
B Roper  
D Snartt

**Audit Committee** (6 members)

D Bill  
S Chowdhury  
W Martin  
D Prince  
A Roberts  
D Snartt

**Standards Committee** (6 members)

D Bill  
D Prince  
A Roberts  
M Sood  
Lay Members - M Darby & F Mann

**Performance Panel** (5 members)

B Greaves  
S Hill  
W Naylor  
T Render  
D Snartt

**Diversity Panel** (7 members)

P Brown  
S Chowdhury  
U Dholakia  
B Greaves  
J Orson  
T Render  
D Snartt

**Publications Panel** (5 members)

B Greaves  
S Hill  
W Martin  
W Naylor  
B Roper

**Liaison Panel** (6 members)

S Chowdhury  
U Dholakia  
S Hill  
D Newton  
B Rhodes  
M Sood

**Awards Panel** (5 members)

D Bill  
P Brown  
J Orson  
A Roberts  
D Snartt

**Remuneration Committee** (6 members)

D Bill  
D Newton  
J Orson  
T Render  
B Rhodes  
B Roper

**Strategic Financial Planning Group** (4 members)

D Newton  
T Render  
B Rhodes  
B Roper

**Property Champion**

B Greaves

**Asset Management Lead**

Chair of Finance and General Purposes Committee

**Environment Lead**

B Greaves

**Independent Custody Visiting**

Chair of Professional Standards Committee

**Children and Young Persons Lead**

W Martin

**Health and Safety Lead Member**

B Greaves

**Risk Management Lead Member**

Chair of Audit Committee

**Criminal Justice Lead Member**

Magistrate Member

**Questions at Council Meetings**

Leicestershire County Council	-	B Rhodes
Leicester City Council	-	TBA
Rutland County Council	-	B Roper

**Designated Member Representatives to Serve on Selection Panel for Independent Members (3)**

Chairman or Vice-Chairman plus 2 other members

**Member Appointments to Basic Command Units**

<b><u>North</u></b>	<b><u>City</u></b>	<b><u>South</u></b>
D Newton	P Brown	D Bill
J Orson	S Chowdhury	U Dholakia
B Rhodes	B Greaves	S Hill
A Roberts	W Martin	D Prince
B Roper*	W Naylor	T Render*
D Snartt	M Sood	

\* indicates 'Convenor of Meetings'

**Member Appointments to Local Policing Units****City LPUs and JAGs**

<b><u>LPU &amp; JAGs</u></b>	<b><u>Member (1)</u></b>	<b><u>Member (2)</u></b>
Beaumont Leys	D Bill	W Martin
City (Mansfield House)	W Naylor	D Snartt
Welford Road	P Brown	M Sood
Keyham Lane	D Newton	W Naylor
Spinney Hill	S Chowdhury	U Dholakia
Hinckley Road	J Orson	T Render

**South LPUs**

<b><u>LPU</u></b>	<b><u>Member (1)</u></b>	<b><u>Member (2)</u></b>
Harborough	W Martin	S Hill
Blaby	D Prince	S Chowdhury
Hinckley	T Render	D Bill
Oadby & Wigston	U Dholakia	B Roper

**North LPUs**

<b><u>LPU</u></b>	<b><u>Member (1)</u></b>	<b><u>Member (2)</u></b>
North West Leicestershire	A Roberts	D Newton
Loughborough	B Greaves	J Orson
Melton	B Rhodes	M Sood
Rutland	B Roper	P Brown
Charnwood	A Roberts	B Greaves

## **Terms of Reference for Member Roles**

### **MEMBER ATTACHMENT TO LOCAL POLICING UNITS (LPUs)**

- To meet with LPU Commander as and when required.
- To contact the Commander in advance of each Crime and Disorder Reduction 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 CDRP/JAG.
- To keep abreast of local issues, initiatives, performance information and work being undertaken via the CDRP/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

**Member Appointments to Force Programme Boards and Other Appointments**

<b><u>Programme Boards</u></b>	<b><u>By Virtue of Office/Position Held</u></b>
Strategic Fairness and Diversity Group <i>(Chair: Chief Constable)</i>	Chair of Diversity Panel
Strategic Communications <i>(Chair: Corp Comms)</i>	Chair of Consultation and Communications Committee
Delivering Justice <i>Chair: ACC (C)</i>	Magistrate Member
Safer Neighbourhoods (inc.NHP) <i>(Chair: ACC(O))</i>	Chair of Consultation and Communications Committee
Delivering Service Excellence <i>Chair: ACC(O)</i>	Mr Bill (Mrs Martin as substitute)
Organisational Risk <i>(Chair: DCC)</i>	Chair of Audit Committee
Strategic Infrastructure <i>(Chair: FD)</i>	Chair of Finance & General Purposes (who is also lead member for Asset Management)

**Appointments to the Association of Police Authorities and 'Link' Members**

Executive Board	Chairman of the Police Authority
Council	Chairman of the Police Authority
Citizen Focus and Partnerships – Link Member	Chair of Consultation & Communications Committee
People Policy Network – Link Member	Chair of Human Resources Committee
Strategic Policing Policy Network – Link Member	Vice-Chairman of the Authority
Corporate/Business – Link Member	Chair of Finance and General Purposes Committee

**Other Appointments**

Force Benevolent Fund Committee	P Brown, B Greaves, T Render
Leicestershire Community Safety Programme Board	Chair of Consultation and Communications Committee
Police Advisory Group for Racial Issues	Chair of Diversity Panel and Chair of Human Resources Committee
Airport Joint Working Group	Vice-Chairman
Members trained to sit on Police Appeals Tribunals	W Martin, D Newton