

1.2. SCHEME OF DELEGATION OF DECISION-MAKING TO COMMITTEES

The Police Authority has appointed certain committees and officers to undertake a decision-making role in relation to certain of its functions, as follows.

STANDARDS COMMITTEE

Membership

The Committee is chaired by an Independent Appointment who is external to the Authority. In addition, one further external member will be appointed. The Chair of the Professional Standards Committee Chair plus 2 other appointed members will also serve on the Committee.

Committee Purpose

Ensuring that members of the Police Authority comply with its Code of Conduct and that there are procedures in place and being used that demonstrate high standards of integrity and probity

Role of the Chair of the Committee

- Liaising with the Chair of the Authority, the Chief Executive and the Monitoring Officer to ensure the Authority implements all the legislative requirements of good governance.
- Ensuring the Committee meets at least annually and when required by events.

Powers delegated to Standards Committee:

- (i) Reviewing the Code of Conduct for Police Authority members. Considering the general principles contained within the Relevant Authorities (General Principles) Order 2001 which govern the conduct of members and operating the Code of Conduct for Police Authority members adopted by the Police Authority.
- (ii) Acting as a source of advice and guidance to members on matters arising under the Code of Conduct (Section 54(1) (b) LGA 2000).
- (iii) Recommending revisions to the adopted Code wherever appropriate (Section 54(2) (a) LGA 2000).
- (iv) Promoting and maintaining high standards of conduct by members of the Police Authority (Section 54(1) (a) LGA 2000).
- (v) Advising and training members on matters relating to the Code of Conduct (Section 54(2) (c) LGA 2000).
- (vi) Monitoring the operation of the Members' Code of Conduct (Section 54(2) (b) LGA 2000).
- (vii) Assessing, reviewing and determining complaints made under the members' Code of Conduct and making recommendations to the Authority.
- (viii) Granting dispensations to members from requirements relating to interests set out in the Members' Code of Conduct (Section 81 (5) LGA 2000).
- (ix) Receiving an annual report from the Governance Stream Leads on the roles undertaken by members of the Authority and their contribution towards the work of the Authority in striving for best value, and to making recommendations to the Authority where appropriate.

- (x) Receiving reports from the Chief Executive, where appropriate, on members' levels of attendance at Authority meetings in compliance with the rules of the Members' Allowances Scheme.
- (xi) Maintaining an overview of internal and appropriate external audit matters and other arrangements for the maintenance of probity referred to it by the Finance and Audit Panel (Section 54(3) of LGA 2000).

AUDIT COMMITTEE

Membership

The committee chair will be a Councillor member appointed by the Authority. Five other members including Vice-Chair2 (who will act as Deputy Chair), the external independent member of the Standards Committee who is not its Chair, and three members who do not hold other responsibilities for finance and resources.

Committee Purpose

Auditing all aspects of the Force use of resources and finance to deliver policing plan priorities and to consult with internal and external auditors and inspectors, recommending to the Authority any actions needed to ensure probity and value for money.

Powers delegated to the Audit Committee

- (I) Reviewing the annual statement of accounts and the report of the external auditor to ensure the delivery of appropriate accounting policies and the raising of any concerns with the full Authority
- (II) Considering the Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Authority's governance arrangements
- (III) Considering summaries of internal audit reports
- (IV) Considering reports dealing with the management and performance of internal audit
- (V) Considering reports from internal audit on agreed recommendations not implemented within a reasonable time scale
- (VI) Considering the external auditor's annual letter, relevant reports and the report to those charged with governance
- (VII) Considering inspection reports from HMIC and other regulatory bodies
- (VIII) Commenting on the scope and depth of external audit work and to ensure it gives value for money
- (IX) Liaising with the Audit Commission over the appointment of the Authority's external auditor
- (X) Commissioning work from internal and external audit
- (XI) Maintaining an overview of the Authority's constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour
- (XII) Reviewing issues referred by the Chief Executive or an officer or a member
- (XIII) Monitoring the effective operation of risk management and corporate governance in the Authority
- (XIV) Monitoring Authority policy on 'Raising Concerns at Work' and the anti fraud and anti corruption strategy and the Authority's complaints process
- (XV) Considering the Authority's compliance with its own and other published standards and controls

- (XVI) Monitoring decisions to vire funds to meet unexpected pressures during a financial year
- (XVII) Liaising with the budget preparation lead members to ensure financial plans being proposed to the Authority meet the appropriate standards of prudence
- (XVIII) Receiving reports from the Chief Executive, Treasurer and Monitoring Officer relating to internal audit, probity, anti fraud and corruption and where necessary referring matters to the Standards Committee

APPOINTMENTS AND REMUNERATION COMMITTEE

Membership

Up to nine members. Chair and Vice Chairs of the Authority, 3 Councillor members, the Stream Leads and the Lead Member for Diversity. Other members may be co-opted where necessary.

The Committee will be chaired by the Chair of the Authority.

Committee Purpose

Within any appropriate national regulation and guidance, ensuring that high quality persons are appointed and appropriately remunerated:

- For Police Officer and Civilian Staff at ACPO rank level
- For the post of Chief Executive of The Authority
- For posts in support of the Chief Executive and the Authority

Powers delegated to Appointment and Remuneration Committee:

- (i) Appointing and agreeing the remuneration and conditions of service of ACPO rank Police Officers and contributing to the appointment process for ACPO rank civilian staff
- (ii) In liaison with HMIC, selecting candidates for interview and subsequently making an appointment following an appropriate selection procedure
- (iii) Determining issues relating to pensions, removal expenses and secondment of Police Officers and Staff not dealt with under the Chief Officer's delegated powers
- (iv) Determining the pay and conditions of service for the Chief Executive of the Authority and the staff appointed to support the Chief Executive and the Authority.
- (v) Maintaining a pool of members to consider and determine appeals made to the Authority in accordance with Police Regulations and for potential appointment to Police Appeals Tribunals

PROFESSIONAL STANDARDS COMMITTEE

Membership

The appointment of the Chair of the Committee together with 3 additional members will be made through the Authority's selection process.

Committee Purpose

Overseeing the development of high professional standards by:

- Ensuring the investigation of complaints against the Force is managed to the agreed standards
- Reviewing actions taken to address unacceptable conduct and performance.
- Taking action in respect of complaints, misconduct or grievances relating to senior officers.
- Examining the implications of investigations for strategic direction, change management, efficiency and effectiveness

Committee Chair Governance Accountabilities

- Liaising with the Deputy Chief Constable and the Head of Professional Standard to ensure appropriate action is being taken in all relevant cases
- Liaising with the regional commissioner of the IPCC as required to ensure the Authority's interests are protected
- Deciding the action to be taken between meetings, in respect of those cases where the Authority has the right to make decisions
- Representing the Authority at the Regional People network

Powers delegated to Professional Standards Committee:

- (i) Scrutinising the Force's unsatisfactory performance and misconduct procedures
- (ii) Monitoring and reviewing the register of complaints to including oversight of:
 - Complaints made against the policies of the Force;
 - The manner in which the Force deals with complaints against individual Police Officers below the rank of Assistant Chief Constable and complaints against Support Staff;
 - Grievances by Police Officers and/or Civilian Staff where appropriate.
- (iii) Investigating and determining complaints against Police Officers of ACPO rank and staff of ACPO rank
- (iv) Considering and determining grievances raised by Police Officers of ACPO rank and staff of ACPO rank
- (v) Completing appropriate disciplinary action against Authority staff or Force civilian staff in whose appointment the Authority would be routinely employed
- (vi) Dip sampling files to ensure good practice is maintained
- (vii) Ensuring the Authority takes account of relevant results of professional standards investigations in its rolling policing plan and arranging at least one special meeting each year to examine:
 - the effect and influence of complaints statistics on the strategic direction taken by the Force and
 - how the issues raised by these statistics have impacted on the efficiency and effectiveness of the Force.