

**WARWICKSHIRE POLICE AUTHORITY**  
**17<sup>th</sup> December 2008**

**Authority Structure – Stream Reporting Template and Schedule**

**Purpose:**

The report proposes:

- the reversion to 9 meetings each year to include a meeting in November 2009,
- a new report from the Vice Chair (National),
- an annual reporting schedule which requires 4 reports from the Resources Governance Stream and three reports from the other Streams.
- a new heading in the template for all highlight reports to include consideration of diversity issues.

**Recommendation:**

THAT this report is discussed and following amendment, that the template and schedule is used in future.

**1. Introduction**

- 1.1 In September 2008 the Authority affirmed the decision for each Governance Stream Report to follow a standard template which ensured that a highlight report identified the critical governance, risk and performance decisions to be considered by the Authority. It also agreed a revised reporting schedule which required the resources stream to report to every meeting and the other 2 streams to report to alternate meetings.
- 1.2 The Steering Group has reconsidered the implications of this for staff workloads and time pressures in meetings. It has taken into account the need for the Authority to be kept in touch with national developments through a regular report from the Vice Chair (National).

- 1.3 It has also been proposed that it would be good practice to consider the diversity issues raised by developments in all the work of the Authority. Consequently, the Steering Group has recommended that this additional heading be included in the template for stream reports.

## 2. The Revised Headings for the Template.

- 2.1 The headings to be used in the highlight report for each stream are:
- **Policing and Governance Plan Priorities** covered by this Stream,
  - Progress against **Governance Objectives** allocated to this Stream:
    - What is working well and why,
    - What is not working well and why and what is being done about it
  - Progress against **Force Objectives** allocated to this Stream:
    - What is working well and why,
    - What is not working well and why and what is being done about it,
  - Critical **Governance Activities** undertaken since the last meeting,
  - Critical issues considered by the **Regional Policy Network (or National Events)** and items upon which a Warwickshire view is sought.
  - **Diversity Issues** emerging in stream business during the reporting period
  - **High Risks** identified or remaining,
  - **Governance Issues** for the next period
  - **Governance Issues** for decision by the Authority.

The national issues report will use the last five headings as a template.

- 2.2 It remains critical that the highlight report is clear in summarising the issues to be addressed by the authority. Supporting evidence in the form of Force Management reports and papers considered by external scrutiny should be attached as appendices and may cover a wider agenda than that being considered by the particular Authority meeting. Where this happens it will only be appropriate to discuss the additional issue if it has been previously identified as important and urgent. The resources stream report will be accompanied by the latest financial reports produced by the Force to manage the budget.

## 3. The Reporting Schedule

- 3.1 From October 2008 it was proposed to reduce the number of Authority meetings to 8 per year. Inclusion of a new national report needs to be included in the schedule and given that urgent business will be considered outside the normal pattern the necessity for a resources report at every meeting has been reconsidered. The members and staff that comprise the Resources Panel have been consulted and they have suggested that they

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need to report to the Authority at 4 meetings each year. These reports must be timed to meet the decision making requirements of budget planning and review. This timing is the basis for proposing the following schedule which reduces the reports from the other streams and the Vice Chair (National) to 3 each year:

<b>Warwickshire</b>	<b>Resources</b>	<b>Protective Services</b>	<b>National</b>
January	January	April	February
July	February (Budget)	September	July
November	June	December	December
	October		

Meetings from January to July should be towards the end of the month and those from September to December towards the beginning of the month with the February meeting timed to meet the deadline for notification of the precept. This avoids the main holiday periods and gives a relatively even spread of meetings through the year.

- 3.2 It is important to stress that a formal report on performance against the priority objectives will continue to be presented by the Chief Constable at each meeting and that urgent business can be conducted at meetings outside this schedule.

## 4. Conclusion

- 4.1 The views of members are requested prior to finalising the template and schedule.

Sue Howl  
Phil Robson  
9<sup>th</sup> December 2008