

Induction Programme for Police Authority Members

Introduction

Police Authorities carry out important statutory responsibilities on behalf of their communities. To do this, Authorities must be competent and knowledgeable. They must be clear about their roles and responsibilities and be able to apply a desired range of skills and knowledge, at an appropriate level, in order to achieve results. It follows that all Members should have sufficient knowledge of the Authority's business to be able to participate fully in the decision-making process. (*Induction training for police authorities – APA 2008*)

New Members join the Authority with a variety of skills and experience. Some will already have received training in, or have experience of, other public bodies. It is important that further training avoids duplication for those Members with relevant experience but differences in operation need to be emphasised and existing knowledge needs to be put into a police authority context.

This induction programme overleaf is intended to underpin new Members' existing knowledge with a brief introduction to the key elements of the Authority's work and the Member's role and responsibilities. This will ensure that all Members, from whatever background, have a similar grounding in the Authority's processes, and will provide an opportunity to identify further training and development needs for individuals which can be addressed through the Authority's training and development strategy.

In addition to these programmed meetings, new Members will continue to receive training and advice from Members and officers as they move into their individual roles within the Authority.

Timing and Delivery

Clearly the induction meetings set out below should be completed as soon as is practically possible after new Members take up their duties. The exact timing of the meetings will depend on availability of Members and officers. The Authority's officers, under the guidance of the Lead Member for Training and Development will organise appointments for new Members for each of the meetings and will supply the specified documentation.

Evaluation

After the round of meetings described below has been completed, new Members will meet the Lead Member for Training and Development to evaluate their induction and to identify any further requirements.

Induction Programme

Subject	Detail (to include)	Trainer/provider	Duration	Documents (to include)
Governance arrangements and committee structure	<ul style="list-style-type: none"> • The role of the Authority – Governance v Management. • Working with chief officers. • The roles of elected Members and independent Members. • Committee structure and procedures. • Governance framework. • Performance management. • Risk management. • Further training and development. 	Chief Executive and Chair	1 hour	Constitution articles. Scheme of delegation/terms of reference for committees and panels. Policing Plan. Achievement Report.
Introductory meeting with the chief constable	<ul style="list-style-type: none"> • The role of the Force. • The chief officer structure. • Force structure and key contacts. • Tour of Police HQ 	Chief Constable or Deputy. Staff Officer	30 mins + tour	Structure charts. Force performance figures.
Introduction to the Authority team and Member services.	<ul style="list-style-type: none"> • Meet the Authority team. • Members' allowances. • Expenses claim forms. • The committee cycle. • Introduction to procedural standing orders. • Police Authority website. 	Assistant Chief Executive	1 hour	Expenses claim forms. Schedule of meetings. Glossary and key to acronyms. Recent Authority agendas.
Finance	<ul style="list-style-type: none"> • Police funding, financial delegation and budget monitoring. • Capital v revenue expenditure. 	Finance Director/Treasurer	45 mins	Recent revenue and capital outturn reports. Current budget (and latest budget performance information)
Standards	<ul style="list-style-type: none"> • Introduction to the code of conduct and standards framework. • Register of interests and gifts/hospitality • Professional behaviour of Members. • The role of the Standards Committee. 	Chief Executive and Monitoring Officer	1 hour	Members Code of Conduct. Forms for declaring interests and gifts/hospitality.