

**To:** Cambridgeshire Police Authority  
**From:** Chief Executive  
**Date:** 21<sup>st</sup> December 2009

## **NEW TERMS OF REFERENCE OF COMMITTEES**

### **1. Introduction**

1.1 To improve the Police Authority's efficiency and effectiveness, Cambridgeshire Police Authority's Organisation Development Plan identified the need to change the delegation of work to Committees and Panels.

1.2 At its September 2009 meeting the Full Police Authority agreed to:

- Integrate the Capital Panel's work into the Finance & Resources Committee;
- Merge the majority of the Human Resource & Training Panel work into Professional Standards Committee creating the People and Professional Standards Committee;
- Create separate Scrutiny and Audit and Governance Committees from the existing Scrutiny and Audit Committee; and
- Integrate the Citizen Focus Panel's work into the new Scrutiny Committee.

It was also agreed the new Committees' terms of reference should be brought to the December Police Authority meeting.

1.3 This report presents the new Terms of References (ToRs). It recommends that if these ToRs are endorsed that the Authority's Scheme of Delegation is updated and brought to the April meeting for consideration.

### **2. Working through Committees and Panels**

2.1 The Authority's Scheme of Delegation provides a framework to allow decision making at the appropriate level. The new committee structure, as set out in Figure 1, when linked to the scheme of delegation will enable Members to more efficiently drive the business of the Police Authority including the production and performance monitoring of the Policing Plan.

2.2 The Committee structure provides an opportunity for Members to:

- Question Senior Police Officers and Officers of the Authority about their decisions and performance in the discharge of Authority functions, whether generally in comparison with the Policing Plan or other service plans and targets, or in relation to a particular decision, proposal, initiative or project.

- Consider strategic risks with potential to impact on the future achievement of Policing Plan priorities.
- Question and gather evidence from any person (with their consent).
- Make recommendations to the Chief Constable, appropriate Committee and /or Authority arising from the outcome of their scrutiny process.

Using the above approach Committees can scrutinise the issues within the scope of their Terms of Reference.

### **3. New Committee Structure**

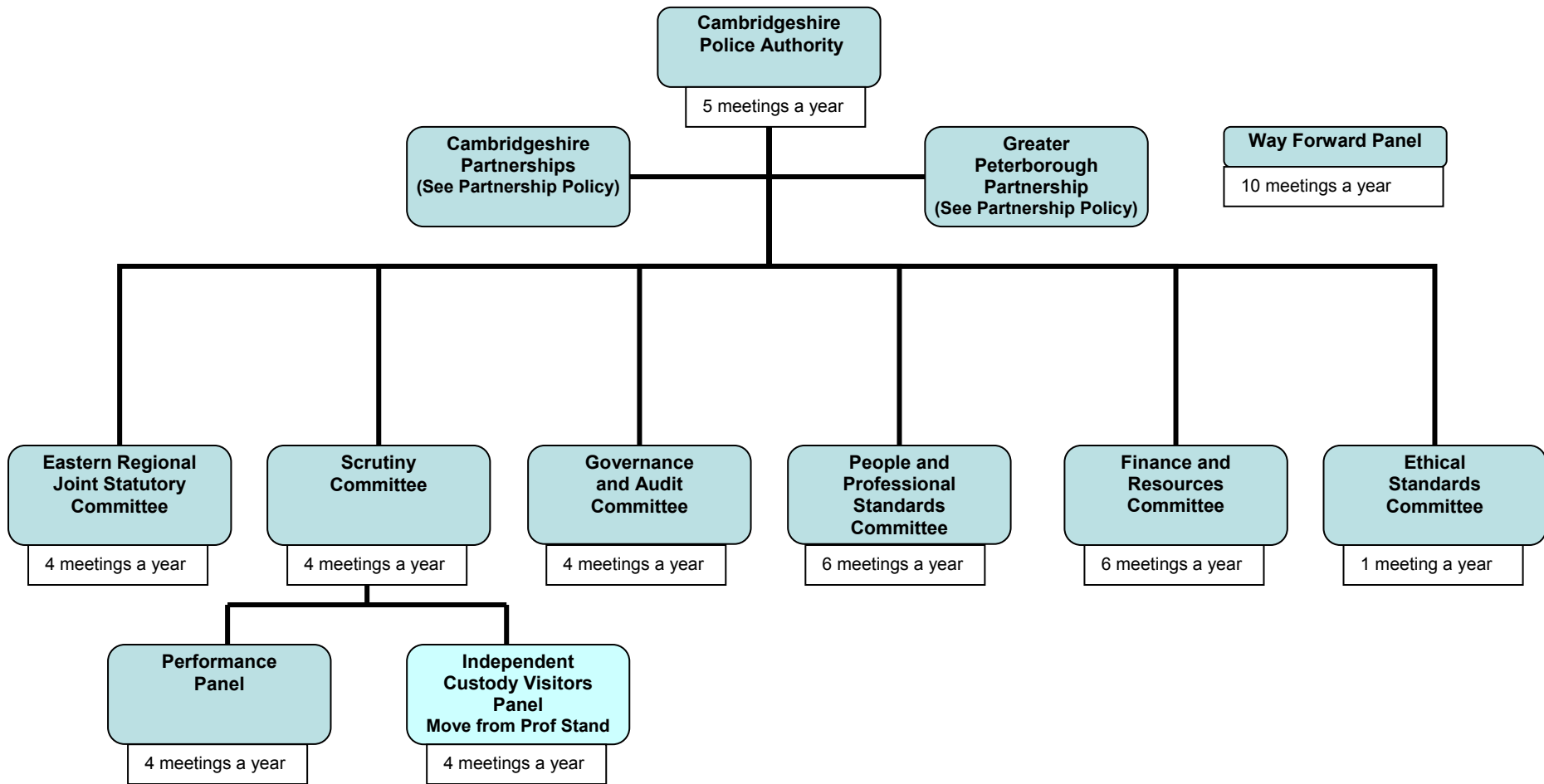
3.1 The refresh of the Committees Terms of Reference has sought to update the role of the Finance and Resource Committee and create new People and Professional Standards, Scrutiny, and Audit and Governance Committees. The high level roles of these Committees are set out below and the detailed Terms of Reference are contained in Appendix 1.

3.2 **The Finance and Resource Committee** sets the Authority and Constabulary's overall priorities and strategy and ensures spending is in line with these. It does this by:

- Approving the Policing Plan which sets the 3 year strategy and priorities for the Constabulary and the Authority.
- Considering and approving the Authority's Medium Term Financial Plan (Capital and Revenue) ensuring this is in line with the Policing Plan and drives efficiency.
- Monitoring revenue and capital spending and approving in year revisions to the revenue budget (including virement) and the Capital Programme.

3.3 **People and Professional Standards Committee.** The most important resource the Constabulary has is its staff. It is also the biggest area of spending. The focus of the Committee is to:

- Understand how the Constabulary maximises the effectiveness of its staff through recruitment, retention, development / training, health and safety and welfare (inc Occupational Health) and its diversity.
- Work to enhance public confidence in relation to staff by reviewing the handling of complaints, disciplinary processes and professional standards.
- Satisfy the Police Authority's statutory duties as they relate to professional standards.



- 3.4 **The Scrutiny Committee** monitors, for and with the public, the Constabulary's implementation of the Policing Plan and other relevant national and local plans and targets. The integration of the work of the Citizen Focus Panel into the Committee increases the profile of public engagement, embracing the new duty within the 2009 Policing and Crime Act to have regard to the views of people in the Authority area. Two Panels report to the Scrutiny Committee:
- The **Performance Panel** which provides an opportunity to consider detailed information, e.g. i-Quantus data, which is not in the public domain.
  - The **Independent Custody Visitors Panel** which oversees the delivery of effective and independent scrutiny of Custody provision
- 3.5 **The Audit and Governance Committee** has oversight of all audit, governance, and risk management arrangements. The Committee approves the Authority's Statement of Accounts and considers the audit reports thereon.
- 3.6 The roles of other committees which have not changed significantly are included below for completeness.
- 3.7 **Eastern Regional Joint Statutory Committee (JSC)**. Some aspects of policing are more effectively and efficiently delivered across a number of Constabularies. The JSC provides a mechanism to:
- Develop and maintain a shared vision for the development of collaboration making and consider opportunities for collaboration and make recommendations as appropriate to Authorities.
  - Discharge the governance responsibilities of participating Police Authorities relating to specified functions and subject to such terms as determined by those Authorities.
  - Make arrangements for the effective scrutiny and monitoring of the specified functions.

**The Ethical Standards Committee** which aims to promote and maintain high standards of conduct of members.

**The Way Forward Panel** which provides an informal forum for all Members to discuss emerging strategic issues with the Chief Constable.

**Others** - the Authority has a number of Standing Groups which discharge specific Authority business for example appeals and appointments and remuneration.

#### **4. Recommendations**

- 4.1 The Authority is asked to consider the updated Terms of References as set out in Appendix 1 and if it endorses these recommend that the Authority's Scheme of Delegation is updated and brought to the April Police Authority meeting for consideration.

## BIBLIOGRAPHY

Source Document (s)	Contact Officer	Location
Proposal for Future Committee and Panel Structure Full PA Sept 2009.	Dr Dorothy Gregson Chief Executive  (01480) 422463	Cambridgeshire Police Authority, Hinchingbrooke Park, Huntingdon, Cambs, PE29 6NP.
<p>Originating Officer .....Dorothy Gregson.....</p> <p>Is it considered that this report contains 'exempt information' and should be considered in private? No</p> <p>If the answer is "YES", please state the nature of the exempt information and the relevant clause (s) by virtue of Part 1 of Revised Schedule 12A to the Local Government Act 1972.</p> <p>.....</p> <p>The attached report has been cleared with the undermentioned Officer/s who have assessed the exemption status above (delete as appropriate)</p> <p>Chief Executive and Treasurer</p> <p>Others .....</p> <p>Submitted on ...Dec 2009.....</p> <p>A report will not be sent to the Authority unless this box has been satisfactorily completed and all necessary consultation carried out - the responsibility for which rests with the originator (except for consultation with the Chairman and this will be undertaken by the Chief Executive).</p>		