

MERSEYSIDE POLICE AUTHORITY

TERMS OF REFERENCE

COMMITTEES

(a) Appointments Committee (Chairperson of the Authority + 5 Members)

With delegated authority to consider applications, interview candidates and (subject where appropriate to the approval of the Secretary of State) make appointments and decisions in respect of Terms and Conditions to posts of Chief, Deputy and Assistant Chief Constable and senior civilian staff at Directorate level.

(b) Community Safety and Liaison Committee (10 Members)

1. Ensure, in accordance with Sections 6-9, 37 and 96 of the Police Act 1996, that the views of the people within the Merseyside Police area about matters concerning policing shall be obtained.
2. Consider any changes to the Authority's existing consultative arrangements.
3. Seek, via the consultative machinery and informal consultation, the views of the people within the Merseyside Police area with regard to the current and future Policing Plans and which informs the strategic planning process.
4. Receive reports, advise and determine on all matters relating to police and community issues including:-
 - (i) Community Engagement and Consultation arrangements; and
 - (ii) Consultation arrangements in connection with the Local Strategy and Policing Plan.
5. Receive reports and monitor the implementation and evaluation of projects under Community Safety Initiatives.
6. Confirm the appointment of the Chairperson of the Independent Custody Visitors Scheme (ICVS), following the ICVS Annual General meeting and confer upon the Chairperson, responsibilities associated with the smooth running of the scheme and to represent the Authority on ICVS matters.
7. Receive reports and information from the Chairperson of the Independent Custody and Animal Welfare Visiting Scheme on issues pertaining to the two schemes, pursuant to Section 51 of the Police Reform Act 2002.
8. Consider applications and reports to determine the dispersal of the Police Property Act Fund.

(c) Performance Scrutiny and Review Committee (10 Members)

1. Directing the publication of the Authority's Annual Policing Plan and ensure, as part of this process that the results of any consultation that has occurred are used.
2. Recommend targets for the Local Policing Plan and monitor and report performance against these targets at each meeting and in addition, regularly scrutinise and monitor all areas of police performance data that have been identified.
3. Reporting to the Police Authority on an exceptional basis together with general six-monthly updates.
4. To receive reports on an ad hoc basis where performance issues form a significant element of that report, in particular links between the Medium Term Financial Plan, Activity Based Costing and Performance Improvement Targets.
5. To monitor and report upon the performance of the Police Authority and Police Authority Support Unit including services provided under the Service Level Agreement with Knowsley MBC.

(d) Police Staff Appeals Committee (5 Members)

With delegated authority to:-

1. Consider all appeals against dismissal by the Chief Constable of police support staff employees;
2. Hear and determine appeals against decisions of the Chief Constable in respect of business interests as defined in Section 10 of the Police Regulations 2003 and other enactments relating thereto; and
3. To hear appeals against decisions taken by the Chief Constable in respect of the National Career Break Scheme.

(e) Professional Standards and Complaints Committee (10 Members)

1. Receive and consider regular statistical information relating to complaints and misconduct matters against police officers and other Merseyside police staff.
2. Receive and consider regular analytical performance information on the type and reasons for outcomes of complaints against police officers and other Merseyside police staff.
3. Receive and consider trend analysis for complaints across the Force and specific areas and departments.

4. Receive and consider regular reports from the Chief Executive and Chief Constable on complaints relating to direction and control and quality of service complaints.
5. Receive and consider reports from the Chief Constable on initiatives established from lessons learned arising from complaints.
6. Provide the Independent Police Complaints Committee with regular information arising out of the Committee's deliberations, which will form part of the Authority's ongoing relationship with the Commission.
7. Receive and consider issues around the use of disciplinary action in accordance with Commission for Racial Equality guidance and with reference of a strategic nature to Resources and Strategy Committee.
8. Ensure that issues arising out of the Committee's monitoring and scrutiny role that impact on the Personnel Plan are referred to Resources and Strategy Committee.
9. Receive and consider processes around complaints against senior officers and determine whether it is a recordable matter and refer the decision to the Police Authority.

(f) Service Improvement Scrutiny Committee (10 Members)

1. Be authorised to manage service improvement reviews.
2. Refer any Principal Recommendations (defined as those issues which require the Authority's strategic decisions in respect of improvements to services) and any management information arising from reviews to the Performance Review and Scrutiny Committee.
3. Consider outcome evaluation and any reports from the Chief Executive following reality checks into reviews which have been undertaken by Members of the Police Authority.
4. At the request of the Authority, manage any reviews to be undertaken as a consequence of the Authority's annual strategic deliberations.

(g) Resources and Strategy Committee (10 Members)

1. Initial consideration of the Authority's medium and long-term financial strategies for capital and revenue expenditure.
2. Initial consideration of the Authority's Annual Budget.
3. Initial consideration of Government announcements on the annual Revenue Support Grant settlements, capping limits, and Standard Spending Assessments.
4. Consideration of quarterly Budget Monitoring Reports.

5. Consideration of reports on the Authority's out-turn for the year.
6. Consideration of the Annual Internal Audit Plan, and monitoring performance in respect of the approved Plan.
7. Consideration of reports from District Audit and the Audit Commission.
8. Consideration of the arrangements for the Authority's insurance cover and related matters.
9. To consider and make recommendations on proposals for the Authority to advise a strategy for dealing with the issue of the Police Funding Formula.
10. To receive reports and monitor strategic matters associated with retirement, redundancy, pensions, recruitment, equal opportunities and sickness issues.
11. Receive and monitor progress in relation to the Human Resource and Training Strategies.
12. To consider and make recommendations regarding all proposed purchases and disposals (excluding Police Houses and licences and leases up to 3 years duration) of estate assets and receive regular reports on the Estate Management Strategy; and
13. To receive reports from the Chief Executive and Chief Constable on all matters relating to the management of risk.
14. Consideration of any other matter(s) deemed appropriate by the Authority.
15. To make recommendations to the Authority on any of the above.

(h) Standards Committee

(4 Members)

With delegated authority to:-

1. consider the Government's Model Code of Conduct and advise the Authority on the adoption of an appropriate Local Code of Conduct for Members and/or Officers of the Authority;
2. monitor and keep under review such Codes of Conduct and, where necessary, make recommendations to the Authority on any required amendments;
3. consider and determine any allegations of misconduct made against individual Members of the Authority in relation to breaches of National and Local Codes of Conduct and make recommendations to the Authority;
4. provide advice and arrange training, as appropriate, to enable Members to observe the Authority's Code of Conduct;

5. develop and monitor Member Training and Development across all aspects of Police Authority issues;
6. grant dispensations to Members from the requirements of the Code of Conduct relating to personal interests; and
7. consider any reports issued by an Ethical Standards Officer of the Standards Board for England or the Authority's Monitoring Officer following their investigation of a breach of the Authority's Code of Conduct.

(i) Estates Strategy Committee

(5 Members)

To set the vision for the long term development of the Authority's estate and oversee the management of its delivery.

Key Objectives

1. To ensure the efficient management of the Authority's Estate;
2. To develop the estate to facilitate the achievement of the Authority's priorities and in particular:
 - The provision of an efficient and effective police service;
 - The performance targets set out in the Local Policing Plan;
 - Bringing services closer to the customer in terms of accessibility, responsiveness and need;
 - Supports the delivery of efficient and effective services, making best use of available resources including maximising technology and new ways of working;
 - Exploring the potential for co-location with partner organisations; and
 - Achieving value for money.

Primary Functions

3. Identifying the most appropriate make up of the estate for the long term;
4. Developing a strategy to achieve this vision;
5. Advising and informing the Police Authority in translating this strategy into a reality;
6. Ensuring investment in assets represents value for money;
7. Managing the 'landlord and tenant' relationship between the Force and the Authority.

SUB-COMMITTEES

(a) REPORTING TO RESOURCES AND STRATEGY COMMITTEE

Financial Planning Sub-Committee

(5 Members)

To consider:-

1. The key elements within the Authority's Budget and Medium Term Financial Plan, in terms of both spending and resources, which will most influence the medium and long term financial sustainability of the Authority.
2. The future spending pressures facing the Authority, together with the opportunities for efficiency savings and other budget reductions.
3. The potential for increasing resources from Government grants and other sources of income.
4. The approach to be taken in lobbying Government for additional resources (general and specific).
5. The links between the Medium Term Financial Plan, the Local Policing Plan and Activity Based Costing, in particular, the performance improvement target on a strategic level.
6. The development of the Authority's Financial Strategy and Medium Term Financial Plan in the light of the above factors.

(b) REPORTING TO PERFORMANCE SCRUTINY AND REVIEW COMMITTEE

Inspections Sub Committee

(5 Members)

To consider reports from the Chief Executive and Chief Constable on all matters relating to Inspection activity of the Force or Authority and specifically shall:-

1. Receive notice of planned inspections and anticipated reporting timetable.
2. Receive reports about the scope, key findings and recommendations of external inspection / assessment / audit reports.
3. Receive and monitor progress against resulting Action / Implementation Plans arising from external inspection.
4. Be kept informed of inspection reports that are reported elsewhere within the Authority.

(c) REPORTING TO COMMUNITY SAFETY AND LIAISON COMMITTEE

Equality and Diversity Sub Committee

(5 Members)

1. Receive and consider Issues on matters relating to the Authority's responsibilities in accordance with the Race Relations Act, Disability Discrimination Act, and the Children Act;
2. To assist the ongoing development and implementation of the Authority's Race Equality Scheme and disability Equality Scheme and to monitor progress against the objectives contained within the schemes;
3. To receive regular reports and monitor the Force's progress on the development and implementation of the Merseyside Police Race Equality Scheme and Disability Equality Scheme;
4. To receive feedback on the work of the Merseyside Police Disability Steering Group and the work of the Independent Advisory Group;
5. To receive feedback on national initiatives and developments that impact on the work of the Sub-Committee; and
6. Ensure that the strategic issues arising out of the Sub Committee's monitoring and scrutiny role are referred to the Community Safety & Liaison Committee and other committees as appropriate.

PANELS, CONSULTATIVE COMMITTEES AND WORKING GROUPS

(a) Joint Police Staff Consultative Committee (5 Members)

(The Constitution and Rules of the Committee is attached at Appendix B)

(b) Joint Police Officer Consultative Committee (5 Members)

(The Constitution and Rules of the Committee is attached at Appendix C)

(c) Police Pension Scheme - Scheme Manager Committee (5 Members)

With delegated authority to act as Scheme Manager to adjudicate upon internal disputes arising from the Police Pension Scheme.

(d) **Independent Members of the Standards Committee - Selection Panel** (5 Members)

With delegated authority to consider applications and interview candidates for Independent Members of the Authority's Standards Committee.

(e) **Tender Opening Panel** (5 Members)

With delegated authority in accordance with the Authority's Standing Orders, the Panel is required to attend the opening of Tenders.

(g) **Restructures Working Group** (All Standing Cttee Chairs and 1 Independent Member)

To review Home Office and other national material to give a member perspective in any feedback;

To attend local and national meetings in the Chairperson's absence on matters relating to police mergers;

To provide a member perspective on issues relating to the establishment and structure of the Strategic Police Authority in order that proposals can be put forward; and

To seek the views from other members of the Authority on matters pertaining to the proposed merger.

(h) **Senior Officer Conduct Panel** (3 Members)

With delegated authority to:-

- 1) consider all received reports, complaints or allegations relating to the conduct of a senior officer of Merseyside Police Service and to determine the appropriate course of action with regard to the recording of the matter and appointment of an Investigating Officer.
- 2) consider the seriousness of those allegations and to establish whether they satisfy the 'suspension conditions' as set out in Section 4 of the Police (Conduct) Regulations 2004.
- 3) recommend where appropriate to the IPCC for approval of suspension of the senior officer concerned and the condition under which the Authority believes this should be sanctioned.
- 4) consider a report of the Chief Constable or Chief Executive where either have exercised their emergency powers under Section 5 of the Police (Conduct) Regulations 2004 and to determine whether this should be continued beyond the 24 hours available.
- 5) recommend where appropriate to the IPCC for continuation of the suspension of the senior officer concerned, where the Chief Constable or Chief Executive have

exercised their emergency powers, and the condition under which the Authority believes that this should be sanctioned.

- 6) review the suspension of the officer concerned on a regular basis and to determine whether the suspension conditions continue to apply.

(i) **Remuneration Panel**

(5 Members)

With delegated authority: -

- To consider the Chief Constable's PDR as assessed by his/her reviewer in order to determine:-
 - (i) whether a bonus, under terms of the Chief Officer Bonus Scheme should be paid;
 - (ii) the extent of the payment to be made.
- To consider a report by the Chief Constable setting out the PDR assessments of the Deputy Chief Constable and eligible Assistant Chief Constables in order to determine:-
 - (i) whether a bonus, under the terms of Chief Officer Bonus Scheme should be paid;
 - (ii) the extent of payment to be made.

(j) **Remuneration Appeals Panel**

(5 Members)

With delegated authority to consider all appeals by Chief Officers against the decisions made by the Chief Officer Remuneration Panel.