



<p style="text-align: center;">BEDFORDSHIRE POLICE AUTHORITY</p> <p style="text-align: center;">COMMITTEE STRUCTURE AND SCHEME OF DELEGATION TO COMMITTEES</p>
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1.0 INTRODUCTION

- 1.1 The Police Authority has appointed a number of committees and advisory panels that meet on a regular basis to consider specific issues related to the Authority's functions. A diagram showing these committees and panels is included at Appendix A.
- 1.2 Committees are authorised to exercise functions on behalf of the Authority and therefore have delegated power to take certain decisions. Advisory Panels do not exercise any of the Authority's functions. They are appointed to advise and make recommendations to the Authority. They have no delegated powers.
- 1.3 It is incumbent on all Committees and Panels to embed risk management, equality and diversity, value for money and human rights within their decision making processes.

2.0 General Scheme of Delegation

- 2.1 This Scheme is made under section 101 of the Local Government Act 1972 and all other powers enabling the Authority. By this scheme the Authority delegates its powers and duties to Committees as set out in their terms of reference, subject to the reservations set out below.
- 2.2 The following functions and powers are reserved to the Authority:
- The raising of money by precept.
 - All statutory strategies and plans that are required to be made by the Police Authority or Bedfordshire Police.
 - The annual revenue and capital budgets.
 - The making or revision of Standing Orders (including (subject to paragraph 4.9) Standing Orders relating to contracts)
 - Any other function, which by law, may not be delegated.
- 2.3 Subject to the reservations above, Committees have delegated power to take decisions on behalf of the Authority in accordance with their terms of reference.

3.0 Performance and Planning Committee Terms of Reference

- 3.1 To monitor the performance of the Service against national and locally agreed targets and priorities.
- 3.2 To receive updates on activity analysis and budget spend enabling it to compare inputs to outputs/outcomes and agree with the Chief Constable actions to restore balance and maximise productivity.
- 3.3 To examine the relationship between cost and quality and to focus attention on both equally, to ensure that tight control over spending is not delivered at the expense of service quality.
- 3.4 To develop and make recommendations to the Authority to support the achievement of its objectives, including:
 - (a) The development of the Authority's Three Year Strategic Plan and Annual Policing Plan.
 - (b) The setting of Performance targets
- 3.5 To monitor the implementation of these Strategies and Plans and to take action/make recommendations to the Police Authority
- 3.6 To consider reports of Her Majesty's Inspectorate of Constabulary and take action/make any recommendations to the Police Authority
- 3.7 To consider performance focussed reports of the Audit Commission, including the Comprehensive Area Assessment, and take action/make any recommendations to the Police Authority

4.0 Finance Committee Terms of Reference

- 4.1 To monitor and submit recommendations to the Authority with respect to forward capital and revenue expenditure plans in line with the three year strategy previously agreed by the Authority.
- 4.2 To oversee the general financial management of the Authority, including:
 - (a) the management and/or control of any funds, reserves and provisions.
 - (b) the management of borrowing/lending and investment including stock, bonds, temporary and longer term loans and investments, bills or other securities and cash.
 - (c) arrangements for the financing of capital expenditure
 - (d) arrangements for the provision of banking, insurance and risk management services

- (e) the Authority's functions under Part VIII of the Local Government Finance Act 1988 (Financial Administration), as applied by paragraph 1 (2) (b) of Schedule 7 to the Police Act 1996.
 - (f) the Authority's arrangements for procurement, including all matters connected with tendering and contracts.
- 4.3 To keep under review Members Allowances making recommendations to the Authority on the allowances payable and on the need for any changes to the scheme.
 - 4.4 To oversee the Authority's financial, estate management and information systems/strategies needed to support its strategic vision and objectives and relevant Plans
 - 4.5 To keep under review the adequacy and effectiveness of support services to the Police Authority including its Statutory Officers.
 - 4.6 To determine requests for financial assistance from Police Officers involved in legal proceedings.
 - 4.7 To pursue external partnerships and sponsorship arrangements wherever that would be in the interest of the Police Authority in pursuance of their statutory functions.
 - 4.8 To determine the distribution of funds held under the Police (Disposal of Property) Regulations 1997
 - 4.9 To amend the financial values in the Standing Orders relating to Contracts (paragraph 12)
 - 4.10 To monitor efficiency savings as detailed in the Annual Policing Plan
 - 4.11 To approve the Statement of accounts.
- 5.0 Complaints & Professional Standards Committee
Terms of Reference**
- 5.1 To fulfil the duties of the Authority imposed by Section 95 of the Police and Criminal Evidence Act 1984 with respect to monitoring (a) complaints about the conduct of police officers from members of the public and (b) internal discipline matters.
 - 5.2 To monitor the effectiveness of the newly formed Bedfordshire and Hertfordshire Professional Standards Department against the collaborative business case
 - 5.3 To exercise the functions of the Authority in relation to complaints under the Police Reform Act 2002.
 - 5.4 To monitor the public confidence in the complaints process, as part of the single confidence measure
 - 5.5 To consider any complaints against Senior Police Officers and where necessary make recommendations to the Authority.
 - 5.6 To consider and determine appeals from police officers under Regulation 10 of the Police Regulations 1995 (business interest incompatible with membership of a police force).

- 5.7 To oversee and monitor the development and application of ethical standards in Bedfordshire Police.
- 5.8 To keep under review the arrangements for Custody Visiting
- 5.9 To consider delivery improvements to policies, practices and training flowing from lessons learnt

**6.0 Human Resources Committee
Terms of Reference**

Purpose

The purpose of the Human Resources Committee is to contribute to improved and sustained operational performance, as set out in the Annual Policing Plan, through its terms of reference thereby gaining the trust and confidence of all staff and local communities.

Terms of Reference

- 6.1 As part of business process improvement, to keep under review all Human Resources strategies, structures and processes in order to optimise workforce productivity and reduce costs.
- 6.2 To keep under review the workforce mix of Bedfordshire Police Force to ensure that there is the right combination of skills, posts (officers, staff, community support officers and volunteers) and numbers of employees that reflects the local community and meets the national and local policing demands and priorities for the foreseeable future.
- 6.3 To consider and advise the Police Authority (PA) in respect of its responsibilities for the strategic management of the Force's personnel (including those involved in collaboration initiatives and partnership working) on a range of issues such as:
 - Recruitment and retention
 - Workforce Development and Progression
 - Succession Planning and Talent Management
 - Leadership and management
 - Performance Management linked to Strategic Priorities (Attendance Management)
 - Equality, diversity and Human Rights
 - Engagement and Communication
 - Conditions of service
 - Employment relations
- 6.4 To ensure that the Force and the Authority have appropriate Human Resources policies and procedures in place that are regularly evaluated and equality impact assessed.
- 6.5 To ensure that the Force and the Police Authority has an appropriate Health and Safety policy and procedures in place and to actively monitor the effectiveness of those arrangements

- 6.6 To keep up-to-date with developments in policing policy and practice as they impact on the management, organisation and development of a representative workforce that delivers effective services to the local community.
- 6.7 To exercise the functions of the Police Authority in relation to the terms and conditions of service of the Force's chief police officers.
- 6.8 To ensure adequate links are maintained with appropriate Force Strategy groups and other Police Authority committees in order to provide a coherent Human Resources response.

7.0 Audit and Business Assurance Committee

Terms of Reference

Purpose

To contribute to confidence in policing in Bedfordshire through the Committee's commitment to high standards of corporate governance, achieved by

- Overseeing the Authority and Force risk, audit and compliance frameworks to provide assurance to the Authority, and public, that both organisations operate with integrity
- Securing continuous improvements in the Authority and Force to deliver value for money.

Terms of Reference

- 7.1 To monitor progress on the implementation of the Authority's Business Plan
- 7.2 To oversee the Authority's Risk Management Policy.
- 7.3 To oversee and monitor the implementation of the Value for Money Programme and commission Value for Money studies where appropriate to include
 - Benchmarking
 - Lessons Learnt
- 7.4 To monitor and make recommendations as to the adequacy of all plans, processes and practices required to ensure compliance with relevant legislation, guidance, standards and codes, whether external or internal and maintenance of best practice on Corporate Governance. To include an annual review of accounting policies.
- 7.5 To keep under review the adequacy and effectiveness of the internal controls systems and structures including management, financial and operational.
- 7.6 To ensure arrangements are in place for the prevention and detection of fraud and corruption.
- 7.7 To manage the relationship with the External Auditor and to consider the External Auditor's annual plan before the commencement of the audit.
- 7.8 To consider and discuss with the External Auditors the annual management letter and other reports issued by the Audit Commission and District Auditor, and particularly, any issues relating to fraud, corruption and irregularities, the response of

management and take action/make any recommendations to the Police Authority. To monitor the implementation of recommendations.

- 7.9 To recommend the appointment of the Internal Auditors and maintain an adequate and effective internal audit service. To include consideration of
- the internal audit annual plan before the commencement of the audit.
 - reports undertaken by Auditors of other organisations relating to collaborated services and partnership activities
- 7.10 To consider and discuss with the Internal Auditors their Annual Report, other reports of a significant nature, and particularly any issues relating to fraud, corruption and irregularities, the response of management and take action/make any recommendations to the Police Authority. To monitor the implementation of recommendations and consider the attendance at the Committee of any Auditee that has failed to implement fundamental recommendations or those arising from an Audit issued with a Limited Assurance grade.
- 7.11 To monitor the performance of the auditors and the effectiveness of the audit process.
- 7.12 To undertake Business Assurance on behalf of the Authority.

8.0 Standards Committee Terms of Reference

Purpose

To contribute to the improved performance of the Authority and confidence in the Authority through the promotion of the highest standards of member conduct and ethical governance

Terms of Reference

- 8.1 To promote and maintain high standards of conduct by Members of the Authority.
- 8.2 To proactively assist Members of the Authority to observe the Code of Conduct and the Ethical Governance Policy
- 8.3 To advise the Authority on the adoption or revision of the Code of Conduct.
- 8.4 To monitor and advise the Authority on the operation of the Code of Conduct
- 8.5 To advise, train or arrange to train Members on matters relating to the Code of Conduct.
- 8.6 To grant dispensations to Members from requirements relating to interests set out in the Code of Conduct, as appropriate.
- 8.7 To grant exemptions for politically restricted posts relevant to Police Authority Officers
- 8.8 To assess and review complaints about Members.

- 8.9 To conduct determinations' hearings.
- 8.10 To deal with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter which has been referred to him/her by an ethical Standards Officers, as appropriate.
- 8.11 To advise the Authority of liaison arrangements with the Standards for England
- 8.12. To advise the Authority on the adoption or revision of the Members Allowance Scheme and to scrutinise the allowances and expenses paid to Members under the Authority's Members Allowance Scheme.
- 8.13 To deal with matters of conduct and probity that the Authority may wish to refer to it for determination.
- 8.14 To monitor the Member performance /attendance and completion of PDR's to support the priorities of the Authority

**9.0 Appointments Committee
Terms of Reference**

- 9.1 To appoint the Chief Constable and make such other appointments which are the responsibility of the Authority.

**10.0 Community Engagement Committee
Terms of Reference**

The Community Engagement Committee is responsible for ensuring that Bedfordshire Police delivers a policing service that provides confidence and satisfaction for the people of Bedfordshire and Luton.

The Committee will do this by focusing on:-

Community Engagement
Citizen Focus
Neighbourhood Policing
Partnerships

- 10.1 To monitor and scrutinise Force performance in delivering the Citizen Focus agenda, in particular Neighbourhood policing, and working in partnership with others, to improve the delivery of policing services and raise public satisfaction and confidence in Bedfordshire Police.
- 10.2 To ensure that the Authority's strategy for engaging with communities is accessible to all sections of the public, meets the Police Authority's statutory requirements and also meets the needs of the Authority and the Force.
- 10.3 To ensure effective partnership working through the delivery of the joint partnership strategy.

- 10.4 To oversee ways of raising the profile of the Police Authority, including media, and making communities and partner organisations aware of its role and work.
- 10.5 To seek informed and representative views from questionnaires, citizens' panels, public meetings, the web or otherwise and to provide feedback on consultations so that the public understands how it is influencing policing.
- 10.6 To satisfy itself that the best use is made of the responses from the various forms of community engagement to tailor police services to people's needs and ensure that the services provided deliver value for money.
- 10.7 Oversee the delivery of equality of service to all communities through the monitoring of the Force equality and diversity schemes.
- 10.8 To ensure that the Force's approach to delivering the PREVENT Strategy is appropriate, effective and makes good use of resources and partnership arrangements.

**11.0 Eastern Region Police Authorities Joint Collaboration Committee
Terms of Reference**

- 11.1 To develop and maintain a shared vision or the development of collaboration.
- 11.2 To consider opportunities for collaboration and make recommendations as appropriate to authorities.
- 11.3 To discharge the governance responsibilities of participating police authorities relating to specified functions and subject to such terms as determined by those authorities.
- 11.4 To make arrangements for the effective scrutiny and monitoring of the specified functions.
- 11.5 To develop and then advise the participating police authorities of the resourcing requirement for the delivery of the specified functions including the division of benefits so that participating authorities may take account of these requirements in determining annual budgets.
- 11.6 To ensure progress reports are provided to the participating authorities at intervals specified by them.
- 11.7 **Termination of Delegation**
In circumstances where a participating authority is not content with how the Joint Committee is performing its delegated functions in relation to a specified function such participating authority will raise the issue(s) of difficulty with the Joint Committee and the other participating authorities in an attempt to resolve the issue(s) before invoking the right to terminate the general delegations of the specified function(s).

ADVISORY PANELS

12.0 Equality and Diversity Advisory Panel Terms of Reference

Purpose:

To continuously champion equality, diversity and human rights standards and outcomes within both Bedfordshire Police and Police Authority, maximising talent and performance internally to deliver a policing service that inspires public confidence externally.

Terms of Reference :

- 12.1 Embed within both the Authority and Bedfordshire Police, the values of fairness and respect, through raising awareness of equality, diversity and human rights issues both internally and externally.
- 12.2 Ensure effective community engagement with all diverse communities in Bedfordshire and Luton and encourage the leaders of such communities to take active steps to promote such engagement through their members.
- 12.3 Responsible for monitoring and scrutiny of Force equality, diversity and human rights strategies, effective implementation of national standards and frameworks, and the continuous delivery of fairer outcomes for individuals.
- 12.4 Responsible for monitoring and scrutiny of Police Authority compliance with its Single Equality and Human Rights Scheme and produce an annual report

13.0 Youth Issues Panel Terms of Reference

- 13.1 Undertake the statutory requirements set out in the Every Child Matters agenda and the Children's Act 2004.
- 13.2 Champion, within the Authority and Bedfordshire Police Force, and the communities of Luton and Bedfordshire, the principles of value and respect for children and young people, through raising awareness of both the protective and preventative issues relating to youth
- 13.3 Ensure effective community engagement with a wide range of young people in the Luton and Bedfordshire communities, and encourage representatives working on behalf of young people to take active steps in promoting such engagement through its members
- 13.4 Undertake a scrutiny role, on behalf of the Authority, on youth issues and advise committees and panels accordingly, including the Force's Children and Young People Strategic Group.
- 13.5 Represent the Authority on Bedfordshire and Luton Local Safeguarding Children's Boards (LSCBs)

- 13.6 Manage and monitor the Authority's Youth Project Fund by supporting projects aimed at providing services and facilities to young people to reduce the risk of them becoming involved in criminal and anti-social activities
- 13.7 Report directly into the Police Authority, and to relevant working groups/committees within the Authority, where appropriate
- 13.8 Partner with the appropriate group, panel or committee at times that the group/panel/committee share project, scheme or strategy focus, or when youth-related issues arise from a group/committee's project, scheme or strategy focus

**14.0 Independent Custody Visitors Panel
Terms of Reference**

- 14.1 To consider reports on the environmental and welfare conditions of detainees and to take any action as a consequence of those reports.

**15.0 Animal Welfare Lay Visitors Panel
Terms of reference**

- 15.1 To consider reports on the environmental and welfare conditions of police dogs and to take any action necessary as a consequence of those reports.

**16.0 Collaboration Panel
Terms of Reference**

- 16.1 To monitor performance for those collaborations that are already operational
- 16.2 To provide initial consideration of any strategic changes to the operation of current collaborations referring to home Authorities when necessary
- 16.3 To monitor progress of developing collaborations providing guidance when required
- 16.4 To develop initial agreement for operational arrangements, business cases and/or formal agreements with a view to providing high quality identical documents for each Authority's decision making process.
- 16.5 To discuss joint approaches to wider collaboration issues and approaches including developments within eastern Region and beyond

BEDFORDSHIRE POLICE AUTHORITY COMMITTEE STRUCTURE MAY 2010

