



**BEDFORDSHIRE POLICE AUTHORITY**  
**COMMITTEE STRUCTURE AND SCHEME OF DELEGATION TO**  
**COMMITTEES**  
February 2011

**1 INTRODUCTION**

- 1.1 The Police Authority has appointed a number of committees, panels and working groups that meet on an ad hoc and 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. The panels and working groups 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, panels and working groups to embed risk management, equality and diversity, value for money and human rights within their decision making processes.

**2 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.
  - Partnerships
  - Collaboration Agreements
  - Corporate communications
  - Compliance with ethical standards
  - 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 Performance Scrutiny Committee Terms of Reference**

3.1 To monitor the performance of Bedfordshire Police against national and locally agreed priorities and targets;

3.2 To examine the relationship between cost and quality and to focus attention on both equally, to ensure tight control over spending is not delivered at the expense of service quality;

3.3 To monitor implementation of Force strategies and corporate plans;

3.4 To satisfy itself that the best use is made of the responses from the various forms of consultation/engagement to tailor police services to people's needs and ensure that the services provide value for money.

3.5 To keep itself informed of its statutory duties in relation to complaints imposed by Section 95 of PACE 1984 and Police Reform Act 2002.

3.6 To consider the corporate learning emerging from the above business areas and how it may contribute to the improvement of policing.

3.7 By exception to consider reports of Her Majesty's Inspectorate of Constabulary and other agencies and take action/make any recommendations to the Police Authority.

### **4 Resources Scrutiny Committee Terms of Reference**

4.1 To scrutinise and maintain oversight of all HR strategies, structures and processes in order to mitigate against workforce risks, optimise productivity and provide increased value for money.

4.2 Monitor and scrutinise the processes to manage the reduction in police officer and staff numbers to:

- Meet budget constraints;
- Ensure the continuing ability to deliver services effectively to the public;
- Ensure fair treatment for all employees affected.

4.3 By exception, exercise the functions of the Police Authority in relation to the terms and conditions of service of the Force's chief police officers.

4.4 To monitor and submit recommendations to the Authority with respect to forward capital and revenue expenditure plans in line with the four year strategy previously agreed by the Authority.

- 4.5 To oversee the general financial management of the Authority, including:
- The management and/or control of any funds, reserves and provisions;
  - The management of borrowing/lending and investment including stock, bonds, temporary and longer term loans and investments, bills or other securities and cash;
  - Arrangements for the financing of capital expenditure;
  - Arrangements for the provision of banking, insurance and risk management services;
  - 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;
  - The Authority's arrangements for procurement, including all matters connected with tendering and contracts.
- 4.6 To oversee the Authority's financial and asset management strategies needed to support the strategic vision and objectives and relevant plans.
- 4.7 To determine requests for financial assistance from Police Officers involved in legal proceedings.
- 4.8 To pursue external partnerships and sponsorship arrangements wherever that would be in the interest of the Police Authority in pursuance of their statutory functions.
- 4.9 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 Compliance and Risk Management Committee Terms of Reference**

- 5.1 To monitor progress on the implementation of the Authority's Business Plan
- 5.2 To keep under review the adequacy and effectiveness of support services to the Police Authority, including its statutory officers.
- 5.3 To maintain an overview of and monitor the risk management policy and activities of the Force and Authority
- 5.4 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
- 5.5 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 internal or external and maintenance of best practice on corporate governance.

- 5.6 To keep under review the adequacy and effectiveness of the internal controls systems and structures including management, financial and operational.
- 5.7 To exercise the powers and duties of the Police Authority under all employment legislation and associated codes of practice in relation to health and safety matters under Part 1 of the Health and Safety Work Act 1974
- 5.8 To ensure arrangements are in place for the prevention and detection of fraud and corruption.
- 5.9 To oversee the application of ethical standards in Bedfordshire Police.
- 5.10 To receive annual reports from the Force and Authority in relation to their statutory duties under the Equalities Act 2010 and The Children's Act 2004.
- 5.11 To manage the relationship with the external auditor and to consider the external auditor's annual plan before the commencement of the audit.
- 5.12 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 recommendations to the Police Authority. To monitor the implementation of recommendations.
- 5.13 To recommend the appointment of the internal auditors for the Authority/Force and maintain an adequate and effective internal audit service. To include consideration of the internal audit plan, reports undertaken by auditors of other organisations relating to collaborated services and partnership activities.
- 5.14 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. To monitor the implementation of audit recommendations and consider the attendance at the committee of any auditee that has failed to implement fundamental recommendations (categorised as high) or those arising from an audit with a limited assurance opinion (graded red).
- 5.15 To monitor the performance of the auditors and the effectiveness of the audit process.
- 5.16 To undertake business assurance on behalf of the Authority.

## **6 Standards Committee Terms of Reference**

### **6.1 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**

- 6.2 To promote and maintain high standards of conduct by Members of the Authority.
- 6.3 To proactively assist Members of the Authority to observe the Code of Conduct and the Ethical Governance Policy

- 6.4 To advise the Authority on the adoption or revision of the Code of Conduct.
- 6.5 To monitor and advise the Authority on the operation of the Code of Conduct
- 6.6 To advise, train or arrange to train Members on matters relating to the Code of Conduct.
- 6.7 To grant dispensations to Members from requirements relating to interests set out in the Code of Conduct, as appropriate.
- 6.8 To grant exemptions for politically restricted posts relevant to Police Authority Officers
- 6.9 To assess and review complaints about Members.
- 6.10 To conduct determinations' hearings.
- 6.11 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.
- 6.12 To advise the Authority of liaison arrangements with the Standards for England.
- 6.13 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.
- 6.14 To deal with matters of conduct and probity that the Authority may wish to refer to it for determination.

**7 Appointments Committee  
Terms of Reference**

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

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

- 8.1 To develop and maintain a shared vision or the development of collaboration.
- 8.2 To consider opportunities for collaboration and make recommendations as appropriate to authorities.
- 8.3 To discharge the governance responsibilities of participating police authorities relating to specified functions and subject to such terms as determined by those authorities.
- 8.4 To make arrangements for the effective scrutiny and monitoring of the specified functions.

8.5 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.

8.6 To ensure progress reports are provided to the participating authorities at intervals specified by them.

**8.7 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).

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

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

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

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

**11 Collaboration Panel**

11.1 To monitor performance for those collaborations that are already operational and, by exception, highlight issues arising to the appropriate Scrutiny Committee

11.2 To provide initial consideration of any strategic changes to the operation of current collaborations referring to home Authorities when necessary

11.3 To monitor progress of developing collaborations providing guidance when required

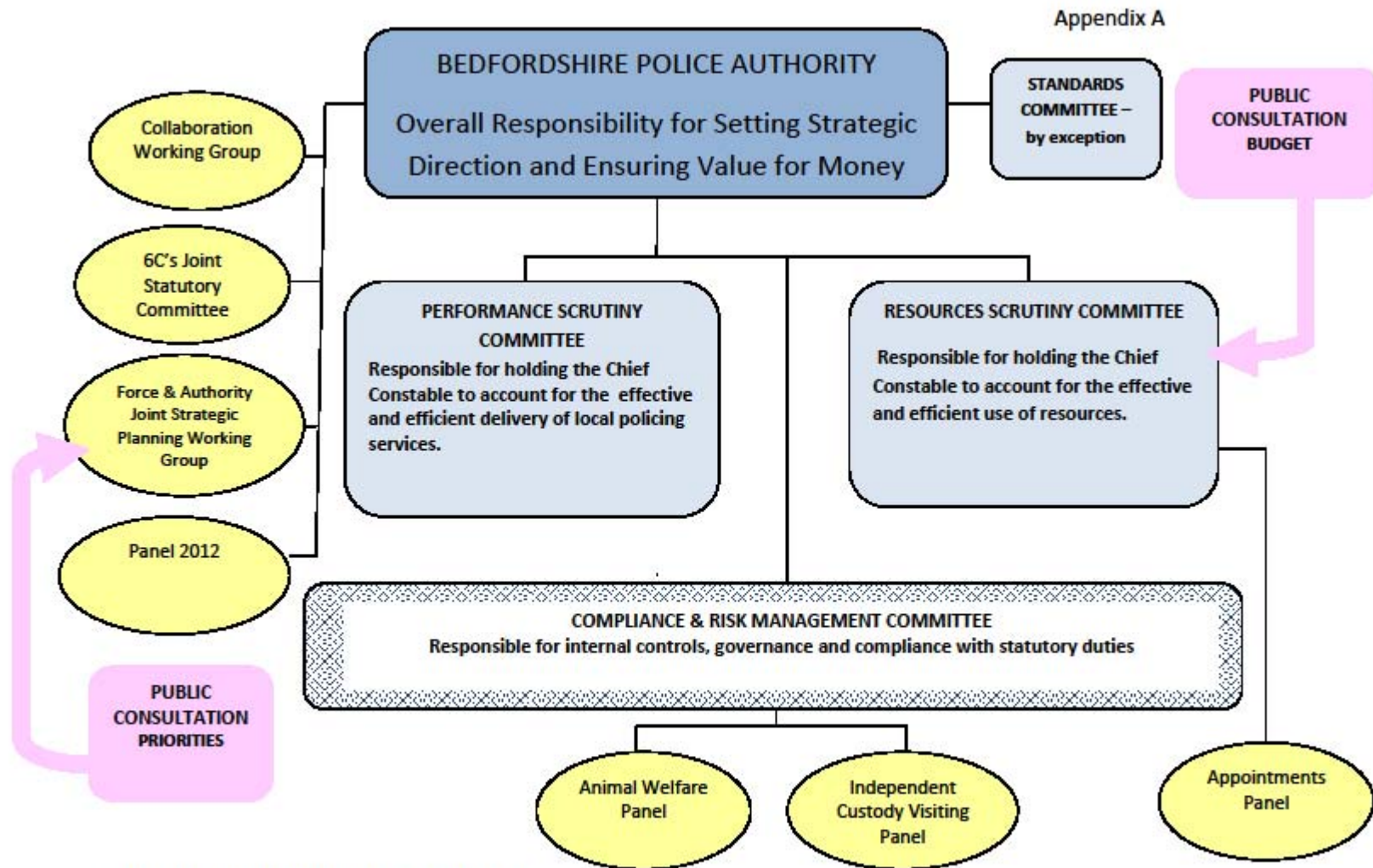
11.4 To develop initial agreement for operational arrangements, business cases and/or formal agreements with a view to providing high quality identical documents for each Authority's decision making process.

11.5 To discuss joint approaches to wider collaboration issues and approaches including developments within eastern Region and beyond

**12 Joint Strategic Planning Working Group  
Terms of Reference**

12.1 On behalf of the Police Authority provide leadership on strategic planning and development

- 12.2 On behalf of the Authority work jointly with Bedfordshire Police to develop long term (10 year) strategic direction
- 12.3 Work jointly with Bedfordshire Police to develop the three year rolling strategic plan, including reviewing the vision/values and strategic priorities to ensure they remain 'fit for purpose'
- 12.4 Work jointly to identify the annual policing plan priorities to ensure alignment with community priorities and strategic priorities
- 12.5 Work with the Force to develop targets which are SMART and linked to tangible outcomes
- 12.6 Undertake environmental scanning as part of the above
- 12.7 Inform the Police Authority of implications of strategic planning on supporting strategies
- 12.8 Report progress to full police authority
- 12.9 Co-ordinate committee, full police authority and seminar agendas by considering a wide range of internal and external information to ensure monitoring and scrutiny remain focused



Committee Structure with effect from 1 April 2011

