

# Bedfordshire Police Authority

## Member and Staff Training Requirements

### Induction Training

- Organisational duties and responsibilities
- Constitution (Standing Orders etc)
- Committee Structure
- Engagement and diversity strategy
- Every Child Matters
- Performance landscape and process (iQuanta)
- Partnerships
- Budget / precept, funding sources, treasury management
- Corporate Governance, Audit, Risk Management
- Code of Conduct / Ethical Governance
- Personal Development Reviews
- Role of Chair, Councillors, Independent members
- Allowances etc
- Force organisation and strategic plans
- Officer Roles

### Standard Training

#### Governance

- Value For Money
- Risk Management
- Setting strategies / priorities
- Strategic Planning – developing 3 year and annual plans
- Strategic Planning – developing Police Authority corporate / business plans
- Understanding scrutiny – challenging effectively and strategic questioning
- Human Rights
- Code of Conduct / Ethical Governance

#### Police Authority Improvement

- Understanding Inspection Framework
- Training / mentoring expertise
- Peer assessment

- Monitoring police Authority performance

## **Finance**

- Financial Statements
- Efficiency / productivity
- Oversight of large programmes / projects
- Public Finance Initiative / Public Private Partnerships (PFI/PPP)

## **Force Improvement**

- Neighbourhood Policing /Management
- Protective Services
- Special operations
- Volume crime
- Counter-terrorism and allied matters
- Role of Her Majesty's Inspector of Constabulary (HMIC)
- Information systems in policing
- Business process re-engineering (QUEST)

## **Managing Chief Officers**

- Appointing ACPO and non-ACPO senior staff
- Chief Officer Personal Development Review (PDR)

## **Force Human Resources (HR)**

- Oversight of force HR planning, training, grievance procedures
- Development of future police leaders
- Understanding and monitoring good management practice
- Health and Safety
- Police Appeal tribunals (PATs)

## **Equality and Diversity**

- Equality, Diversity and Human Rights Training
- Monitoring of Force provision

## **Complaints and Conduct**

- Handling complaints against Police authority members and staff
- Monitoring Force complaints procedure
- Handling complaints against ACPO rank officers

## **Consultation / Community Engagement**

- Links to setting strategies / budgets
- Developing consultation planning strategies
- Basic research methodology
- Understanding community profiles
- Understanding confidence
- Engaging hard to hear groups

## **Communications**

- Creating and developing communication strategies/ plans
- Working with the media

## **Partners**

- Working with Crime and Disorder Reduction Partnerships (CDRPs)
- Working with other partners – Local Authorities, Local Strategic Partnerships, voluntary sector, Audit Commission
- Local Criminal Justice Boards (LCJBs) and other Criminal Justice partners
- Scrutinising collaborative working

## **Custody visiting**

- Police Authority responsibilities and role of ICVA

## **Advanced Training**

- Committee Chair
- Overview and scrutiny – questioning and recommendations
- Public speaking / media handling
- Audit Committee training
- Environmental issues
- Leadership
- Managing members
- CAA Overview and link to PURE

