

To: Surrey Police Authority

Date: 10th September 2009

By: Alison Bolton, Senior Policy Officer

Title: Amendments to Panel and Committee Terms of Reference

Purpose of Report/Issue:

To seek the Authority's approval to a number of Terms of Reference.

Recommendation(s) -

To approve the revised Terms of References as set out in the attached report.

Introduction -

The Authority's panels and committees will soon hold their first meetings of the new municipal year since the appointment of new Members in June. It is therefore a timely opportunity to review their Terms of Reference to ensure they are still fit for purpose. Officers have reviewed the Terms of References for all five panels and three committees. A number of amendments are proposed, as summarised below:

Finance and Performance Panel

To add the Panel's role to consider any nationally published information on Surrey's performance (e.g. APACS/HMIC rounded assessments).

Controlling Crime Panel

The panel will now consider the performance of the Local Criminal Justice Board in Surrey and identify any performance or partnership issues that need addressing. This was previously a responsibility of the Citizen Focus Panel.

Citizen Focus Panel

The terms of reference now refer to Surrey's Policing Pledge, the Authority's Community Engagement and Communication Strategies as well as Surrey Police's Citizen Focus Strategy. They cover diversity and equality in the area

of Citizen Focus. Preventing Violent Extremism and Culture Change are included, which are new areas for the Panel. The Local Criminal Justice Board has returned to the Controlling Crime Panel following requests from Surrey Police.

Senior Personnel Committee

These have been amended to add police staff to the existing remit to consider the provision of financial support for legal assistance to police officers in private prosecutions, judicial review proceedings and other legal proceedings including employment tribunals. They also clarify arrangements for the panel's involvement in the Chief Executive's Performance Development Review (PDR).

The Terms of Reference for HR and Professional Standards Panels and the Audit and Standards Committees are unchanged. Members will be issued with revised Terms of Reference for inclusion in their handbook.

Equalities Implications

No particular equality implications have been identified from this report.

Risk

Ensuring that the Terms of References are appropriate will ensure that the Authority's business is carried out as effectively as possible.

Attachments –

Revised Terms of References for Finance and Performance; Controlling Crime; and Citizen Focus Panels; and for the Senior Personnel Committee.

Contact details –

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SURREY POLICE AUTHORITY

The Finance and Performance Panel

Key responsibilities for the Finance & Performance Panel bring together financial and performance issues for Members' scrutiny.

1. To assist the Authority to assess and manage risk by:
 - Overseeing the monitoring of expenditure against agreed force budgets for revenue and capital
 - Understanding the detail of the annual budget setting process and assuring the Authority that due process has been followed in setting the budget
 - Provide advice to the Authority when setting an annual budget on levels of capital and revenue budget, levels of reserves and impact on precept
 - Overseeing and monitoring the Efficiency Plan
2. To assess and monitor the Force's overall performance:
 - On a quarterly basis, consider overall force performance through examination of the force performance scorecard
 - Direct any detailed work required on any of the headline target areas to the relevant Authority panel
 - To receive updates from the Authority's panels on their more detailed examination of performance
 - To consider any nationally published information on Surrey's performance (e.g. APACS/ HMIC rounded assessments)
 - To consider Surrey's position against national averages and Most Similar Forces (through iQuanta)
 - To recommend the information to be considered at the public Authority meetings
3. To advise the Authority on setting performance objectives and targets:
 - For the three year strategy that relate to the overall Authority strategic aims

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- For the Annual Policing Plan that relate to the overall Authority strategic aims
4. To contribute to corporate development and governance:
 - Considering the implications of the Force's strategic assessments of relevant developments
 - Monitoring budget plans against performance, including the Organisational Support Reviews
 - Overseeing information management and information technology strategies, including the Enterprise Programme
 - Overseeing the estates strategy
 - Overseeing procurement, fleet management and other key assets
 5. To link force Finance and Performance through:
 - Consideration of budget setting and impact on performance
 6. To support implementation of the Authority's Equality Schemes
 7. To take account of relevant results of audits and inspections
 8. To make recommendations to and receive reports from other Panels and Committees on any areas of concern or note

SURREY POLICE AUTHORITY

The Controlling Crime Panel

Key responsibilities for the Control of Crime Panel are to scrutinise Force performance and resilience in controlling crime.

1. To assist the Authority to assess and manage risk by monitoring the development and implementation of strategies to:
 - provide resilience in protective services, particularly in the area of serious and organised crime and terrorism
 - reduce volume crime
 - reduce serious and violent crime
 - reduce drug crime and drug related crime
 - reduce crimes against vulnerable victims, including children, vulnerable adults, missing people, victims of domestic violence, victims of hate crime
2. To monitor the implementation of the strategy to target persistent prolific offenders
3. To monitor the Force's performance in detection of crime, specifically monitoring the use of PACE stop and search powers, particularly in relation to the proportionality and comparisons of white and visible minority ethnic suspects
4. To monitor the development of Surrey Police's readiness in civil contingencies
5. To monitor the impact of strategies to reduce antisocial behaviour including on the roads
6. To monitor the effectiveness of the use of technology in Surrey Police (including forensics, ANPR, mobile custody, the helicopter, mobile data) to enhance the detection and prevention of crime, including Operation Shield
7. To assess and monitor the Force's performance on the delivery of specific targets identified under the Controlling Crime area by
 - the use and quality of performance data tools, reporting issues of concern and achievement to the Authority, particularly around Surrey Public First discretion project and compliance with national recording standards for crime statistics

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- considering the results of the British Crime Survey in order to gain a better understanding of the perception of the Surrey public in relation to the risk of crime
 - monitoring the implementation of the National Intelligence Model to comply with national standards
 - monitoring the development of targets for protective services
 - considering the implications of the Force's strategic assessments
8. To consider the implications of HMIC and IPCC reports on issues related to control of crime
 9. To consider the performance of the Local Criminal Justice Board in Surrey and identify and police performance issues or partnership issues that need addressing
 10. To support implementation of the Authority's Equality Schemes
 11. To make recommendations to and receive reports from other Panels and Committees on any areas of concern or note

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SURREY POLICE AUTHORITY

The Citizen Focus Panel

The Citizen Focus Panel's purpose is to monitor the Force and Authority's effectiveness in providing Citizen Focussed services to local people; particularly through the Citizen Focus Strategy, community engagement and developing confidence in and satisfaction with Surrey Police.

Terms of reference

1. To assist the Authority to assess and manage risk by monitoring the implementation of the Authority and Force's partnership activity with key stakeholders (including Surrey County Council, borough and district councils, Fire and Rescue Service, the Local Resilience Forum and CDRPs) and to identify issues of concern by:
 - Ensuring that the Authority is appropriately involved in implementation and review of the Local Area Agreement and in CDRPs.
 - Monitoring partnership projects and plans such as Operation Quake.
 - Overseeing the implementation of Surrey Police Authority Partnership Strategy.
 - Overseeing the implementation of the Surrey Police Authority Strategy for neighbourhood management.
2. To monitor the delivery of the Citizen Focus Strategy by Surrey Police.
3. To monitor the Force's performance on targets set in the area of confidence and satisfaction.
4. To monitor the delivery of neighbourhood policing by Surrey Police, and the development of neighbourhood management, against national standards.
5. To monitor the performance of Surrey Police in diversity and equality in the area of Citizen Focus.
6. To oversee and monitor the quality of service that the Force provides to local people by receiving reports on the deployment policy, Contact Management Strategy, call handling standards, implementation of the Victims' Code, and Surrey Policing Pledge.
7. Monitoring the effectiveness of community engagement initiatives by the Authority and with partners, neighbourhood panels, Neighbourhood Watch and other organisations, and Surrey County Council.

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8. Monitoring the implementation of the responsibilities under 'Every Child Matters'.
9. Monitoring the impact of the Independent Custody Visitors Scheme, considering, and if necessary reporting to the Authority, issues of concern brought to its attention by the Surrey Independent Custody Visitors scheme.
10. To advise the Authority on the discharge of its statutory responsibility for consultation by:
 - overseeing the implementation of Surrey Police Authority's Community Engagement Strategy and calendar of consultation;
 - ensuring that results are fed back to the community effectively; and
 - engaging with partners to help improve the Authority's dialogue with the local community, including the business community and young people, partner organisations and opinion formers.
11. To receive reports of the communications activities of Surrey Police.
12. To oversee the implementation of Surrey Police Authority's Communications Strategy.
13. To ensure that the Authority engages effectively with all members of the community, carrying out its business with regard to diversity and equality of opportunity. This should include maintaining an effective partnership and link with the Independent Advisory Group.
14. To oversee and monitor the Force's and Authority's work in the area of Preventing Violent Extremism.
15. To oversee and monitor the Force's and Authority's work in the area of culture change in order to ensure that Surrey Police has a learning culture that puts Surrey residents first.
16. To report issues and to receive reports of note and concern to other Panels and Committees

SURREY POLICE AUTHORITY

Senior Personnel Committee

The key responsibility of the Senior Personnel Committee is to manage HR aspects of the appointment of chief officers and of the Authority Secretariat. The Committee has delegated powers.

TERMS OF REFERENCE

To exercise the functions of the Authority in relation to

1. the Appointment of:
 - the Chief Constable and other members of the ACPO team
 - the Chief Executive and Treasurer of the Authority.
2. The terms and conditions of employment of Chief Constable and other members of the ACPO team.
3. Performance and development review of the Chief Constable (providing comments to the Chair for onward submission to HMI) and of other members of the ACPO team (providing comments to the Chief Constable).
4. Where appropriate, the consideration of performance related payments including bonus payments for the ACPO team, on the advice of the Chief Officer Remuneration Panel.
5. Disciplinary, capability and grievance matters affecting the Chief Constable and other members of the ACPO team.
6. Complaints about the conduct of the Chief Constable and other members of the ACPO team.
7. Considering the provision of financial support for legal assistance to officers and police staff in private prosecutions, judicial review proceedings and other legal proceedings including employment tribunals
8. Appeals relating to the resolution of disputes concerning the Local Government Pension Scheme England and Wales.
9. The forfeiture of an officer's police pension scheme, and in particular, consideration as to whether an application for a certificate of Forfeiture should be made to the Secretary of State; and the extent of forfeiture to be applied on issuance of such a Certificate.

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10. Exercising the duties of the Police Authority in respect of Regulation 10 of the Police Regulations 1995 (business interests).
11. Implementing the protocol with the Force setting out the Authority's role in the appointment of police staff at Chief Officer level
12. The terms and conditions of employment of the Chief Executive and Treasurer of the Authority
13. Input to the Chair's Performance and Development review of the Chief Executive of the Authority
14. Disciplinary, capability and grievance matters affecting the Chief Executive.
15. Complaints about the conduct of the Authority's Chief Executive.
16. Provide advice to the Chief Executive on matters relating to the effective resourcing and management of the Authority Secretariat.