

SUFFOLK POLICE AUTHORITY

**SCHEME OF MEMBERS' ALLOWANCES
AND EXPENSES**

FROM 1 APRIL 2009

**Christopher Jackson
Chief Executive**

1 April 2009

GENERAL INFORMATION FOR MEMBERS

1. Introduction

1.1 The Authority has exercised its statutory powers to determine the basic allowance, additional allowances, carers' allowance, travel and subsistence expenses and IT and equipment allowances payable to members of the Authority. Further it has determined the daily allowances payable for membership of the Selection Panels relating to the appointment of Independent Members, Police Appeals Tribunals and to lay membership of the Standards Committee. The allowances and related provisions come into effect from 1 April 2009 and the terms relating thereto are set out in Appendices A – G:

Appendix A	Rates of Basic and Additional Allowances;
Appendix B	Allowances from 1 April 2009;
Appendix C	Members' Allowances – Additional Terms;
Appendix D	Definitions of Police Business;
Appendix E	Police Authority Members – Roles and Responsibilities;
Appendix F	Police Authority Members' Protocols;
Appendix G	Members' Annual Review Process.

1.2 Allowances are reviewed annually and any changes agreed will be operative from 1 April each year.

1.3 Annual inflationary increases in allowances agreed by the Police Authority will be based on the Police Staff Council (PSC) rates effective from 1 September each year.

1.4 These notes outline the allowances, who qualifies for them and the arrangements for payment.

1.5 Arrangements for payment are as follows:

1.5.1 All allowances will be paid into your nominated bank account on the 28th of each month (or final banking day if earlier).

1.5.2 The Basic Allowance and Additional Allowances specified in Appendix A will be paid automatically in equal monthly instalments.

1.5.3 All other allowances must be claimed. Claims received by Force Finance (see address at 3.2 below) by 11th of any month will be paid that month. Otherwise they will be paid in the following month. Guidance on the completion of claim forms is set out on the forms and in the notes columns of Appendix B on pages 7 - 11.

1.5.4 Claims will be checked by Force Finance to ensure they fall within the definition of police business and that the allowance rates and arithmetic are correct. However members must take responsibility for their claims.

1.6 Allowances are taxable under the PAYE arrangements and subject to National Insurance deductions if the allowances payable in any month exceed a specified threshold (£476 for 2009/10).

1.7 The Inland Revenue will consider claims for tax relief for expenses incurred as a member but will require reasonable proof that those expenses have been incurred. Any enquiries about tax relief should be made to HM Revenue and Customs, St Clare

House, Princes Street, Ipswich IP1 1LW quoting reference 245/S1425 and your National Insurance number.

- 1.8 Liability for National Insurance contributions arises even if a member has another employment or is self-employed. However, a member may be able to obtain an exemption certificate from the Department of Social Security. These certificates are normally available to members who have attained the age of 65 (male) and 60 (female). The state retirement age is to be equalised at age 65 by 2020. Therefore females born between 6 April 1950 and 5 April 1955 will be affected. Any certificates should be forwarded to Force Finance.
- 1.9 Allowances are 'earnings' and members should declare them to the relevant authorities (e.g. Inland Revenue, Benefits Agency, Local Authorities, etc.).
- 1.10 Subsistence Allowances for any duties at Police Headquarters are taxable.
- 1.11 Any male member under 65, or any female member under 60 (see state retirement age information in paragraph 1.8), who is sick for at least four days may be entitled to Statutory Sick Pay. Any member who wishes to claim should contact Force Finance within 14 days from when the sickness begins.
- 1.12 There may be entitlement to Statutory Maternity Pay. Force Finance should be contacted as soon as pregnancy is confirmed.

2. Definition of Basic Allowance

- 2.1 The Basic Allowance recompenses Members for the time they spend on Authority business. Appendix E of the Scheme sets out the role of Police Authority Members and their responsibilities that the Basic Allowance is intended to cover. The Chair of the Authority, in consultation with Committee Chairs, will seek to ensure a fair distribution of work according to Members' expertise and availability. The key expectations of Members are:
 - 2.1.1 Attendance at, and full participation in, each full meeting of the Authority, Briefings and Away Days.
 - 2.1.2 Membership of, and full participation in, at least two Category 1 Committees as defined in the Scheme.
 - 2.1.3 Membership of, and full participation in, working groups, Constabulary boards, external bodies, partnership meetings etc. to which appointed to represent the Police Authority.
 - 2.1.4 To play a part in the liaison arrangements for Safer Neighbourhoods as set out in the document "Safer Neighbourhoods – The Role of the Police Authority and Members" (see Section 6 Annex I of the Member Handbook.)
 - 2.1.5 To act as a Link Member for a particular area of Police Authority business if required.
 - 2.1.6 Attendance as the Authority's representative at conferences, training events and seminars.

- 2.1.7 Communication of personal involvement on Authority business at any external event, seminar, conference etc. including representation of the Authority at a Constabulary meeting, by submission of a short report of the key issues to the Chief Executive and chairman of the Authority who will decide on further action and whether to disseminate the report to other Authority members as appropriate. A standard report form is available for this purpose.
- 2.1.8 Reading and general preparatory work.
- 2.1.9 Responding promptly to correspondence and e-mails.
- 2.1.10 Undertaking any other duties at the request of or approved by the Authority.

3. How to Claim

3.1 Claim forms can be obtained from Force Finance or from the Police Authority office and should be submitted monthly.

3.2 The key contacts and addresses are:

3.2.1 For rates of allowances, queries, payments and completion of claim forms;

Trevor Barnes	01473 613641 - trevor.barnes@suffolk.pnn.police.uk
David Frost	01473 613643 - david.frost@suffolk.pnn.police.uk

Force Finance, Police Headquarters, Martlesham Heath, Ipswich, IP5 3QS.

3.2.2 For matters of principle or policy, or in the case of a serious complaint;

Christopher Jackson	01473 782770
Chief Executive	
Suffolk Police Authority	Fax: 01473 611580
Police Headquarters	Email: christopher.jackson@suffolk.pnn.police.uk
Martlesham Heath	
Ipswich	
Suffolk	
IP5 3QS	

RATES OF BASIC AND ADDITIONAL ALLOWANCES

Basic Allowance

From 1 April 2009, the Basic Allowance will be £7,357 per annum.

Additional Allowances

From 1 April 2009, the Additional Allowances will be as follows:-

Position	Method of Calculation	Allowance
Chair of the Authority	1.65 of Basic Allowance	£12,139
Vice Chair of the Authority	1.16 of Basic Allowance	£8,534
Committee Chairs:		
(1) Engaging Communities; Human Resources and Staff Liaison and Monitoring and Audit Committees;	0.99 of Basic Allowance	£7,283
(2) Standards Committee	0.17 of Basic Allowance	£1,251
Lead Member for Finance and Strategic Planning.	0.83 of Basic Allowance	£6,106

APPENDIX B

ALLOWANCES FROM 1 APRIL 2008

	Who Qualifies	Rate	Average Minimum time Commitment	Notes
Basic Allowance	All Members	££7,357 pa	25 hours per month	<p>(a) If you cannot, or do not wish to receive any part of the allowance, please notify the Chief Executive.</p> <p>(b) If, for temporary or exceptional reasons, you feel unable to meet the time commitment and job profile (see Appendices E & F), you should discuss the situation with the Chair of the Authority and agree the allowance payable to you. The Chair will notify the Chief Executive of the agreement.</p> <p>(c) Subject to (a) or (b) the allowance will be paid automatically.</p>
Additional Allowance	Specified post holder as follows:			
	Chair of Authority	£ 12,139 pa	As required to perform the responsibility of the role.	<p>(a) If you cannot, or do not wish to receive any part of the allowance, please notify the Chief Executive.</p>
	Vice Chair of Authority	£8,534 pa	As required to perform the responsibility of the role	<p>(b) If, for temporary or exceptional reasons, you feel unable to meet the requirements of the job profile (see Appendices E & F), you should discuss the situation with the Chair of the Authority and agree the allowance payable to you. The Chair will notify the Chief Executive of the agreement.</p>

	Who Qualifies	Rate	Average Minimum time Commitment	Notes
Additional Allowance	<p><u>Chairs of Committees</u> Category 1 – Engaging Communities Committee, Human Resources and Staff Liaison Committee; Monitoring and Audit Committee.</p> <p>Category 2 – Standards Committee</p> <p><u>Lead role for finance and strategic planning</u></p>	<p>£7,283 pa</p> <p>£1,251 pa</p> <p>£6,106 pa</p>	<p>As required to perform the responsibility of the role.</p> <p>As required to perform the responsibility of the role.</p> <p>As required to perform the responsibility of the role.</p>	<p>(c) Subject to (a) or (b) the allowances will be paid automatically.</p> <p>(d) No member is entitled to more than one Additional Allowance.</p>
Carers Allowance	Any member who incurs costs providing for care for children or dependants.	Actual costs up to £7.37 per hour maximum.		<p>(a) Allowance payable on claim and must be accompanied by evidence of costs incurred (e.g. an invoice or receipt).</p> <p>(b) In exceptional circumstances, the Chief Executive, in consultation with the Chair and Vice Chair of the Standards Committee, is authorised to reimburse care costs incurred by members which exceed the standard Carers' Allowance rate.</p>

	Who Qualifies	Rate	Average Minimum time Commitment	Notes
Daily Allowance	<p>Members of Selection Panels for Independent and Magistrate Members for the Police Authority and lay members of Standards Committee</p> <p>Members of Police Appeals Tribunal</p>	<p>£158 per day</p> <p>Home Office rates apply</p>		<p>(a) Allowance payable on claim for attendance plus travel and preparation time.</p> <p>(b) If attendance plus preparation and travel time is less than 3.5 hours on any day, allowance for that day is £79.</p> <p>Please apply to the Chief Executive for details of the Home Office rates.</p>

	Who Qualifies	Rate	Average Minimum time Commitment	Notes
Travel and Subsistence Expenses	All members		<p>(1) Hotel Accommodation To be booked by the Authority and either: (a) Paid directly by the Authority; or (b) Members reimbursed for actual receipted expenditure.</p> <p>(2) Subsistence Rates Day (up to 12 hours) £11.89 Day (over 12 hours less Than 24 hours) £23.79 Day (24 hours) £36.32 Meals on trains – actual receipted expenditure.</p> <p>(3) Travel Rail - Standard Class Taxi - Actual receipted expenditure Motor Vehicles – Inland Revenue Approved Rates • Up to 10,000 miles 46.89p a mile • Over 10,000 miles 30.06p a mile Bicycle rates - 7.8p a mile.</p> <p>(4) Air travel is permitted where having regard to a combination of cost effectiveness and efficiency it has the prior approval of the Chief Executive or Treasurer.</p>	<p>(a) Expenses payable on claim.</p> <p>(b) Subsistence rates will be reimbursed only where expenditure has been incurred and where no substantive refreshment has been otherwise provided.</p> <p>(c) If duties are carried out for the Authority and for any other body on the same day, the expenses claimed should be apportioned between the two (or more).</p>

	Who Qualifies	Rate	Average Minimum time Commitment	Notes
IT Facilities and Other Equipment	Independent Members	£325	<p>(1) The allowance is available as a contribution towards the running costs of a member's own IT equipment (e.g. Broadband/dial up connections etc.);</p> <p>NB: This allowance is subject to Income Tax and National Insurance above £156 per annum as agreed with HM Revenue and Customs.</p> <p>(2) the cost of consumables (e.g. ink cartridges and paper) will be reimbursed on claim on the basis of actual receipted expenditure up to a maximum of £109 per annum.</p>	<p>(a) The allowance is payable on claim annually at the beginning of each financial year, subject to a pro rata repayment being required during the year if the member ceases to be a member of the Authority.</p> <p>(b) In exceptional circumstances the Chief Executive and Treasurer, in consultation with the Chairman and Vice Chairman of Standards Committee, are authorised to agree the provision and terms relating thereto, of any IT facilities, associated equipment and support, or other equipment on behalf of any member, and further where the equipment is obtained on behalf of an Independent or Member, to agree the corresponding reduction in the IT facilities allowance available to the member. Any equipment so provided is to be used primarily for Police Authority purposes only.</p>

MEMBERS ALLOWANCES – ADDITIONAL TERMS

1. Absence Through Ill-Health or Long-Term Sickness

- 1.1 A member in receipt of any allowance under the Scheme who through sickness, ill-health or any other factor is unable to carry out their Authority responsibilities either in whole or in part, shall continue to receive their allowance for a period of three months from the date on which the Chief Executive is notified of the position by the member or for as long as he or she continues to hold office, whichever is the shorter. It is the duty of the member to notify the Chief Executive as soon as the member becomes unable to carry out their Authority responsibilities.
- 1.1 If, at the end of the three-month period, the member continues to be unable to fulfil their Authority responsibilities, either in whole or in part, the Chief Executive in consultation with the Chair of the Authority will determine whether to refer the matter to the Authority so that the Authority may determine whether to remove the member from office.
- 1.2 Before reaching a decision, the Authority shall notify the member concerned that it intends to consider whether such a course of action would be appropriate. The Authority shall give the member concerned the opportunity to make representations both orally and in writing.
- 1.3 The member concerned may not be a party to the decision of the Authority.
- 1.4 A member will not for the purposes of these paragraphs, be regarded as suffering sickness or ill-health by virtue of any disability which does not impede the member from carrying out their full responsibilities.

2. Absence Through Birth or Adoption of a Child

- 2.1 A member in receipt of any allowance under the scheme who, through the arrival of a new child (including adoption) is, in whole or in part, unable to carry out their Authority responsibilities, shall continue to receive that allowance for a period of three months from the date on which the Chief Executive is notified of the position by the member or for as long as he or she continues to hold the office or appointment whichever is the shorter.
- 2.2 It is the duty of the member to notify the Chief Executive as soon as the member becomes unable to carry out their Authority responsibilities.
- 2.3 Similarly the member must notify the Chief Executive as soon as the member becomes able to resume their Authority responsibilities. Payment of any allowance which was stopped being paid under paragraph 2.1 will then resume.

3. Suspension Due to a Breach of Conduct Rules

- 3.1 If a member is disqualified they will cease to be a member and their entitlement to allowances will end forthwith.
- 3.2 If a member is suspended from the Authority for any reason, no allowance shall be paid by the Authority to that member during the period of suspension. If a member is partially suspended from the Authority then the Standards Committee will determine by how much (if any) the allowance payable to that member during the period of partial suspension will be stopped. The Standards Committee shall give the member concerned an opportunity to make representations both orally and in writing before it considers the matter.
- 3.3 If a member who has been disqualified or suspended is subsequently exonerated, he or she will receive the allowance to which he or she was entitled during the period of disqualification or suspension.
- 3.4 If a member is dissatisfied about their entitlement to receive an allowance in the circumstances at paragraph 3.2, the matter may at the request of the member be referred to the Authority for decision. The Authority shall give the member concerned an opportunity to make representations both orally and in writing before it considers the matter.
- 3.5 The member concerned may not be a party to the decisions of the Standards Committee or of the Authority.

DEFINITIONS OF POLICE BUSINESSTravel and Subsistence may be claimed for:

1. Meetings of the Police Authority and any committee, sub-committee, panel, working group, police appeal tribunal, or policing forum, established by the Authority;
2. Site inspections, visits, seminars, conferences, training courses or other meetings relating to the interests of, and organised by, the Authority provided the meeting or attendance is authorised in advance by the Authority or any committee, sub-committee, panel or working group it has established;
3. County Council Meetings to answer questions;
4. Meetings of any organisation or body to which the Authority appoints one or more of its members to represent it, if allowances are not payable by the organisation or body;
5. Meetings between the Chair and/or Vice Chair, of the Authority or any committee, sub-committee, panel or working group established by the Authority, with the Chief Constable and/or Chief Executive, and/or Treasurer of the Authority (or their representatives) to discuss the business of the Authority;
6. Any event of a civic, ceremonial or courtesy nature, or consultative meetings undertaken by the Chair and/or Vice-Chair as the representatives of the Authority;
7. Court or Tribunal hearings on behalf of the Authority when requested by the Chief Executive;
8. Official opening of new premises, open days, sports days, passing out parades and similar functions by invitations extended to all or some members of the Authority; and
9. Meetings between the Chief Constable and/or the Chief Executive and/or the Treasurer of the Authority (or their representatives) and any member nominated by a political group, or by the magistrate members, or by the independent members, to discuss the business of the Authority provided the names of such nominees are notified to the Chair and the Chief Constable.
10. Such other function, meeting, duty or event that is agreed by the Chief Executive.

POLICE AUTHORITY MEMBERS – ROLES AND RESPONSIBILITIES

A Police Authority Member

Role

- To ensure that there is an effective and efficient police force for the area.
- To hold the chief officer to account for the policing service delivered within the area.
- To set the strategic direction for the force and exercise effective oversight of force performance.
- To ensure continuous improvement of the force.
- To represent the interests of all those who live in, work in, or visit the police authority area and to ensure that the views of local people are reflected in the nature and style of local policing.
- To ensure that policing services are provided fairly and in a way which does not discriminate against any group or individual.
- To participate constructively in the good governance of both the authority and the force and, where appropriate, of activities undertaken jointly with partners.

Responsibilities

1. To carry out collectively all statutory and locally determined requirements of a Police Authority member, including participation in the formulation of policy, decision making and other activities of the full Authority (such as determining the budget and precept, determining strategic direction and local policing priorities, agreeing policing and improvement plans for the force area, developing the authority corporate/strategic plan).
2. To participate actively and effectively as a member of any committee, panel, task group or other Authority forum to which the member is appointed to ensure the strategy, policy and plans of the authority are carried out.
3. To participate actively and effectively as a member of any external board, committee, panel, or post, to which appointed to represent the Police Authority (for instance, Crime and Disorder Reduction Partnerships (known as Community Safety Partnerships), Local Strategic Partnerships (LSPs), local Authority scrutiny committees, answering questions at council meetings, joint committees overseeing shared services).
4. To participate actively in reviews of force or authority effectiveness or efficiency, including reviews of personal effectiveness as an Authority member, and contribute to ensuring improvements and major change programmes are implemented successfully.
5. To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics.
6. To maintain an up-to-date knowledge and awareness of national and local policing issues.

7. To maintain a good working knowledge of Force policies and practices and to ensure they meet the requirements of all relevant legislation (including health and safety, human rights, race relations and disability), and to establish good working relationships with officers of both the Authority and the Force.
8. To rigorously scrutinise, challenge and monitor all aspects of Force performance.
9. To participate fully in developing authority community engagement strategies with local people about local policing services.
10. To represent the views of the Police Authority within local communities and the views of local communities to the Authority.
11. To be involved in the appointment, discipline or dismissal of senior officers and staff, as appropriate.
12. To monitor the way in which complaints are dealt with by the Force and oversee the handling of complaints against chief officers.
13. To promote human rights and equality of opportunity, and work to eliminate unlawful discrimination both internally within the Authority and Force and in the provision of policing services.
14. To attend local, regional and national conferences/seminars, briefings, if nominated by the Authority.
15. To attend and actively participate in training programmes.
16. To ensure that an effective Independent Custody Visiting Scheme is maintained.

B Chair of the Authority

1. To fulfil the basic responsibilities of a Police Authority member and to hold the office of Chair of the Authority.
2. To provide leadership, ensuring that the Authority works as a coherent and corporate body, and to act as a link to the Authority upon any issues falling within the remit of the Authority.
3. To preside at Authority meetings, applying standing orders and to ensure that members have a fair opportunity to participate in debates.
4. To represent the Authority to the press and to outside organisations.
5. To oversee co-ordination of Authority business at member level and develop, review and monitor the implementation of the policies and strategies of the Authority.
6. To liaise with the Chief Executive, Treasurer and Chief Constable to facilitate the delivery of Authority business.
7. To hold regular strategic level meetings with the Chief Executive and Chief Constable.

8. To undertake, where appropriate, performance review of the members of the Chief Officer team.
9. To ensure that arrangements are in place for the appointment of Chief Officers.
10. To ensure that Authority members receive the support and training they require to discharge their functions effectively.
11. To represent the Authority on the Association of Police Authorities (APA) and to act as a conduit between the APA and Authority in relation to relevant issues.
12. To attend regional networks and national gatherings as required.
13. To contribute to and feedback as appropriate to/on national policy developments.

In discharging this role the Chair does not exercise any delegated power on behalf of the Authority.

C Vice Chair of the Authority

1. To fulfil the basic responsibilities of a Police Authority member and to hold the office of Vice Chair of the Authority.
2. To deputise for the Chair as necessary.
3. To liaise with the Chair and assist proactively in overseeing the conduct of the Authority's business as described in the Chair's role profile.
4. To represent the Authority on the APA as required and to act as a conduit between the APA and Authority in relation to relevant issues.

In discharging this role the Vice Chair does not exercise any delegated power on behalf of the Authority.

D Chairs of Formal Committees/Panels/Group

1. To fulfil the basic responsibilities of a Police Authority member and to Chair a Committee, Panel or Group of the Authority.
2. To lead the work of a Committee, Panel or Group and to act as a link to the Authority upon any issues falling within the remit of the Committee, Panel or Group.
3. To develop and maintain an up-to-date knowledge and specialist interest in the remit of the Committee, Panel or Group and in respect of associated developments at both local and national level.
4. To lead on and assist the Authority in the governance and management of all issues concerning the remit of the particular Committee, Panel or Group.
5. To liaise with the Chair and Chief Executive upon any material issues arising from the discharge of the role.

6. To act as the conduit between the Association of Police Authorities (APA) and Authority in relation to issues arising from the APA Policy Networks¹ where these Networks relate to the work of the particular Committee, Panel or Group.

In discharging these roles the Chairs do not exercise any delegated power on behalf of the Authority.

E Lead Member Role for Finance and Strategic Planning:

1. To fulfil the basic responsibilities of a Police Authority member and to lead for the Authority on Finance and Strategic Planning.
2. To develop and maintain an up-to-date knowledge and specialist interest in the area of finance and strategic planning.
3. To act as link to the Authority upon issues concerning finance and strategic planning and to lead the Authority in relation to their governance and management.
4. To liaise with the Chair, Chief Executive and Treasurer upon any material issues arising from the discharge of the role.
5. To act as the Authority's Efficiency and Productivity Champion.
6. To act as the conduit between the Association of Police Authorities (APA) and Authority in relation to issues arising from the APA Policy Networks that are pertinent to the Finance and Strategic Planning role.
7. To contribute to and feedback as appropriate to/on national policy developments, including National events with particular reference to the APA Policy Networks.

In discharging this role the lead member does not exercise any delegated power on behalf of the Authority.

F Link Member Role where serving on an Internal Group or Outside Body

1. To act as the link between the Authority and the particular group.
2. To develop and maintain an up-to-date knowledge and specialist interest in the remit of the particular group and where appropriate in respect of associated developments at both a local and national level.
3. To assist the Authority and in particular any relevant Committee of the Authority in its governance and management of all issues concerning the remit of the particular group.

¹ These APA Networks comprise [see paper PA08/48]:

- Citizen Focus and Partnerships;
- Corporate/Business;
- People;
- Strategic Policing.

4. To represent the Authority at the meetings of the particular Group.
5. To liaise with and regularly update the Chair and Chief Executive upon material issues arising from the discharge of the role with the particular Group.

In discharging this role the “link” member does not exercise any delegated power on behalf of the Authority.

POLICE AUTHORITY MEMBERS' PROTOCOLS

1. Protocol for Partnership Working

1.1 The objectives of working in partnership:

- To achieve outputs greater than the sum of the individual partners by:
 - learning from each other and finding new ways of looking at things;
 - ensuring a common focus whilst understanding different perspectives;
 - pooling resources and energy and providing mutual support'
 - generating strength in negotiation;
 - gaining greater influence and credibility;
 - providing better access to funding.
- The key features of a successful partnership are:
 - focussed action;
 - efficient organisation;
 - an inclusive approach;
 - a commitment to learn and develop;
 - effective performance management.

1.2 The support that the Authority will give to a member in order to seek the best results from partnership working:

When selecting an Authority member to represent the Authority on a partnership group or to work in liaison with a partner agency the Authority will clarify for the member's benefit:

- why it is important to be involved in the partnership and what outcomes the Authority seeks from involving a representative;
- how the Authority member should report back key issues, points for discussion/decision by the Authority (e.g. should it be via oral or written report; how regularly is appropriate and to whom i.e. which committee);
- what level of time commitment is required from the member and how that time should be used (e.g. to undertake collaborative research/work; attend meetings; etc.);
- whether the member has authority to make any decisions;
- whether the member has the authority to discuss use of financial/staffing resources.

- 1.3 What the Authority member needs to do when working with a partner agency/partnership group.:
On commencing partnership work or liaison work with a partner agency the Authority member needs to articulate:
- who they represent and why they are involved [If the member has other roles which are relevant to the partnership such as a role on another public body the member may wish to point this out but needs to clarify that they are not officially representing that group. This does not preclude the Authority member from drawing on that knowledge for the benefit of the partnership but it will at least establish a clear distinction between why the member is there, and related 'helpful' knowledge];
 - what level of time commitment they can offer;
 - whether any 'potential' resources (in terms of their own time and/or Authority funds) are being brought to the partnership;
 - the nature of the mechanism to report key issues/decisions back to the Authority.

2. Safer Neighbourhood Policing

2.1 The introduction of neighbourhood policing is a new way of working with partner agencies in order to provide a co-ordinated approach to community safety. National guidance has been published for community safety partners explaining the context within which neighbourhood policing operates.

2.2 The Police Authority has a number of responsibilities in respect of neighbourhood policing and Police Authority members individually have a key role to play as 'community safety partners', working with a broad range of partners to develop sustainable and effective solutions to community safety issues. To that end, each member of the Police Authority has been allocated to one or more of the 30 Safer Neighbourhood Teams covering Suffolk.

2.3 The Authority has issued guidance to members on their neighbourhood policing responsibilities. The guidance document, "Safer Neighbourhoods – The Role of the Police Authority and Members" is set out at Section 6 Annex I of the Member Handbook and comprises the following sections:

- Neighbourhood Policing – Partnership Guide (Appendix 1).
- Neighbourhood Policing – Key messages for Police Authority members (Appendix 2).
- Allocation of members to Safer Neighbourhood Teams (Appendix 3).
- Guidance for members' quarterly meetings with inspectors (Appendix 4).
- The terms of reference for Safer Neighbourhood Panels (Appendix 5).
- Guidance on the role of Police Authority members attending meetings of Safer Neighbourhood Panels (Appendix 6).
- Neighbourhood Policing – Self-assessment guide for BCU Commanders and partners (Appendix 7).

(Appendices 5, 6 and 7 are in the process of being developed).

MEMBERS' ANNUAL REVIEW PROCESS

1. The purpose of this process is to help improve the level of performance of all members and to maintain it at a high level. This purpose will be achieved each year by the creation of an Annual Work Plan for each member by reference to the relevant member profile (as described in Appendix E and F of the Members' Allowance Scheme), and which will include the activities to be undertaken by members, the identification of any areas for development in performance and any associated training needs.
2. Following the Annual Meeting of the Authority, the Chair of the Authority will review the Annual Work Plan for the previous year and then consider the Annual Work Plan for the ensuing year, with each member of the Authority. In undertaking the review and consideration of the Annual Work Plans the Chair may meet individually with all members.
3. Each member should produce and submit to the Chief Executive and the Chair an Annual Report on their contribution to the work of the Authority as outlined in their Annual Work Plan. The Members' Annual Review Process is set out in Annex D of Section 7 of the Members' Handbook.
4. The following procedure will apply to the Chair of the Authority:
 - (1) A small group of Authority members, not less than three and not more than four will undertake the review. Members will be chosen by the Authority and will be a representative group.
 - (2) The review group should consult all other Authority members, Authority staff and key members of the Constabulary on their views about past performance and the future objectives that should be set. Key members of the Constabulary should include the chief officers and a sample of staff from amongst heads of departments and area, district and sector commanders.
 - (3) The consultation with Authority members, Authority staff and members of the Constabulary may probably best be done through a simple survey, but the review group may decide it is also useful to have face-to-face discussions with those involved.
 - (4) The timescales for the review will be agreed between the review group and the Chair.