

SUFFOLK POLICE AUTHORITY

ARRANGEMENTS FOR THE DISCHARGE OF FUNCTIONS

PART II – POLICE AUTHORITY FUNCTIONS

2008

**Christopher Jackson
Chief Executive**

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PART II : POLICE AUTHORITY FUNCTIONS

Police Authority

Number of Meetings : see Programme of Meetings

The Police Authority will discharge the functions and responsibilities set out below except insofar as the performance of any of these functions is delegated to either a Committee or Officer.

The Police Authority's three key functions in observing the duties placed upon it and exercising the powers conferred by relevant legislation are:

- To secure the maintenance of an efficient and effective Police Force for the County of Suffolk.
- To secure best value.
- To make arrangements for obtaining –
- The views of local people about the policing of the County; and
- The co-operation of local people in preventing crime

In fulfilling these functions the Police Authority has the following key responsibilities (in no order of priority) :

1. To determine the local priorities for policing after consulting local people and the Chief Constable.
2. To publish an annual policing plan including the strategic policing priorities contained in the National Policing Plan, local policing objectives and any performance targets set by the Authority and including the best value performance plan.
3. To issue a three year strategy plan every three years setting out the Authority's medium and long term strategies for policing. To modify the plan at any time during the three year periods.
4. To report back to the local community at the end of the year on the extent to which the policing/best value performance plan has been met.

5. To appoint the Chief Constable, subject to the approval of the Secretary of State.
6. To appoint Deputy and Assistant Chief Constables subject to consultation with the Chief Constable and subject to the approval of the Secretary of State.
7. To remove the Chief Constable, Deputy Chief Constable and Assistant Chief Constable.
8. To consider issues relating to the medical retirements of the Chief Constable, Deputy Chief Constable and Assistant Chief Constable.
9. To appoint a Chief Executive for the Authority, a Treasurer for the Authority, and a Monitoring Officer for the Authority.
10. To hold the Police Fund and maintain accounts.
11. To agree the annual police revenue and capital budget and any adjustments thereto, setting the precept and approving capital financing and borrowing limits.
12. To consider the acquisition, change of existing use or discontinuation of use of significant capital assets.
13. To nominate one or members of the Authority to answer questions on the discharge of the Authority's functions at a meeting of the County Council when given reasonable notice by the County Council.
14. To collaborate with other police authorities to jointly provide equipment, premises, or other material or facilities, where appropriate.
15. To decide charges for the provision of special police services.
16. To promote advice and assistance to an international organisation, institution or a police body outside the UK, subject to the consent of the Secretary of State. The Authority may charge for such advice/assistance.

17. To comply with any direction given by the Secretary of State on performance targets for strategic policing priorities in the National Policing Plan.
18. To comply with any Codes of Practice issued by the Secretary of State relating to the discharge of police authority functions.
19. To comply with any direction made by the Secretary of State following an adverse report by Her Majesty's Inspectorate of Constabulary.
20. To comply with any direction made by the Secretary of State as to the budget requirement.
21. To comment on any report of Her Majesty's Inspectorate of Constabulary and any comments made by the Chief Constable about the report and to publish these comments.
22. To consider complaints about the conduct of the Chief Constable, Deputy Chief Constable and Assistant Chief Constable.
23. To discharge its duties under Part 2 of the Police Reform Act 2002 relating to complaints and misconduct and in particular to keep itself informed of such issues.
24. To have regard to any guidance issued by the Secretary of State on complaints and misconduct matters.
25. To pay out of the Police Fund any damages or costs awarded against the police in respect of torts or in relation to the settlement of a claim.
26. To receive grants from any local council which falls wholly or partly within the Authority's area either unconditionally or subject to conditions agreed with the Chief Constable.
27. To accept gifts of money or gifts and loans of other property, including commercial sponsorship of any activity of the Authority or Force on such terms as appear to it to be appropriate.

28. To conduct best value reviews of its functions in accordance with any order made by the Secretary of State.
29. To publish any audit report on its best value performance plan.
30. To co-operate with other “responsible authorities” in formulating and implementing crime and disorder audits and strategies for each district in its area.
31. To exercise its functions with due regard to the likely effect of the exercise of these functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.
32. To comply with the requirements of the Freedom of Information Act 2000.
33. To comply with the requirements of the Race Relations Act 1976 and in particular to have due regard for the need to eliminate unlawful racial discrimination, promote equality of opportunity and good race relations between people of different racial groups.
34. To employ police staff to assist the Force or to enable the Authority to discharge its functions.
35. To monitor the way in which the Force deals with complaints from the public.
36. To operate and maintain an effective independent Custody Visitors Scheme.
37. To undertake publicity campaigns to ensure that the public is aware of their rights concerning the stop and search powers of the police and to monitor the operation of Stop & Search.
38. To consider Post Related Allowances for Chief Superintendent posts.

Engaging Communities Committee

Membership : 7-9 members of the Authority

Number of Meetings : 6 scheduled per year

Terms of Reference :

1. To consider issues relating to consultation, communication, liaison, marketing, and partnership arrangements, including administration of the Communications, Publication and Consultation budget.
2. To discharge the statutory duty of the Police Authority under Section 157 of the Serious Organised Crime and Police Act 2005 to produce a local policing summary after the end of each financial year.
3. To discharge the statutory duties of the Police Authority under Section 96(1) of the Police Act 1996 for making arrangements for obtaining the views of the community on policing.
4. To discharge the statutory duty of the Police Authority under Section 65 of the Local Government Finance Act 1992 to consult non-domestic ratepayers about the Authority's proposals for expenditure in each financial year.
5. To maintain and develop the operation of the Custody Visitors Scheme.
6. To give preliminary consideration to issues relating to the content of the Authority's publications.

Human Resources and Staff Liaison Committee

Membership : 7-9 Members of the Authority
[Except in relation to Terms of Reference No. 6 where any 3 of the Committee's membership will perform the role.]

Number of Meetings : 5 scheduled per year

Terms of Reference :

1. To consider human resources issues, including the Human Resources Costed Plan and Training Plan.
2. To consider health and safety issues
3. To consider the establishment of appointment panels to select the Chief Constable, Deputy Chief Constable and Assistant Chief Constable.
4. To discharge the statutory functions and duties of the Authority in relation to the conduct of the Chief Constable, Deputy Chief Constable, and Assistant Chief Constable.
5. To consider significant changes to the terms and conditions of service of police staff including changes to pay structures.
6. To consider appeals by police staff against dismissal. [To be performed by any 3 of the committee's membership].
7. To undertake any formal liaison required with recognised staff representatives.
8. To consider matters relating to equal opportunities and equal opportunities legislation.
9. To monitor the operation of the ill-health, retirement procedures and to receive annual reports on ill-health retirements and officers retained where they have been assessed by the Selected Medical Practitioner.

10. To consider post-related allowances for Chief Superintendents.
11. To monitor the implementation of actions required under all equal opportunities legislation.
12. To call Authority Committee Chairs and the Chief Constable to account for decisions taken which could have an adverse impact on performance on equality matters.

NB: An Appointments Panel established under 3 above will have the authority to discharge the Authority's responsibilities in relation to the appointment, pay and conditions of service of the Chief Constable, Deputy Chief Constable and Assistant Chief Constable.

Monitoring and Audit Committee

Membership : 7-9 members of the Authority

Number of Meetings : 8 scheduled per year

Terms of Reference :

1. To consider audit reports and to give preliminary consideration to the external auditors' management letter and to report thereon to the Authority.
2. To consider the external auditors' report on the Best Value Performance Plan.
3. To consider and approve internal and external audit plans and accounting principles.
4. To consider and approve the Statement of Accounts.
5. To review Financial, Contract and other similar regulations and recommend changes to the Authority.
6. To discharge the Authority's responsibilities under Section 15(1) of the Police Reform Act 2002 (i.e. to keep itself informed about all complaints and misconduct matters arising under Part 2 of the Act).
7. To review the adequacy of internal controls.
8. To review the adequacy of policies and practices to ensure compliance with statutory and other guidance.
9. To review the effectiveness of internal audit at least annually.
10. To monitor and consider the suitability of the corporate governance arrangements.
11. To consider arrangements for the identification, assessment and management of risk.

12. To call Authority Committee Chairs and the Chief Constable to account for decisions taken which could have an adverse impact on performance on equality matters.
13. To consider all matters relating to stop and search, including oversight of the Constabulary's effective implementation of the recording of stops.
14. To consider issues related to activity based costing.
15. To consider performance indicators for the Constabulary
16. To consider the performance of the Constabulary against the performance indicators agreed by the Committee.

Strategy Committee

Membership : 9 members of the Authority

Chairmanship: : The Chair and Vice Chair of the Authority will be the Chair and Vice Chair of the Strategy Committee

Number of Meetings : 5 scheduled per year.

Terms of Reference :

1. To give preliminary consideration to the Authority's/Constabulary's strategic direction and developmental issues.
2. To give preliminary consideration to service and financial planning and budget, capital investment and capital financing strategies.
3. To discharge the Authority's duties on best value, efficiency and effectiveness.
4. To give preliminary consideration to any issue on behalf of the Authority.
5. To consider matters relating to the annual policing plan and associated targets, as referred by the Authority.
7. To co-ordinate the business of the Authority.

Standards Committee

Membership : 4 Police Authority Members
2 Independent Members appointed under the Local Government Act 2000 and Regulations made thereunder.

Number of Meetings : No fixed programme.

Terms of Reference :

1. To promote and maintain high standards of conduct by the members and co-opted members of the Authority.
2. To assist members and co-opted members of the Authority to observe the Authority's code of conduct.
3. To advise the Authority on the adoption or revision of a code of conduct.
4. To monitor the operation of the Authority's code of conduct.
5. To advise, train or arrange to train members and co-opted members of the Authority on matters relating to the Authority's code of conduct.
6. To review the operation of the Authority's members allowances scheme at intervals determined by the Authority and to recommend any changes.
7. To consider the grant of dispensations from requirements relating to interests.
8. To undertake such other tasks of a probity or ethics nature that are referred from time to time by the Authority or which are necessary by virtue of statute, statutory instrument or national guidance.

Remuneration Panel

Membership : 5 members of the Authority

Number of Meetings : Twice annually and as otherwise required

Terms of Reference :

1. To consider the overall Performance Development Review (PDR) assessment for those Chief Officers participating in the Chief Officer Bonus Scheme.
2. To consider the proposed awards and amounts to be awarded to those Chief Officers participating in the Chief Officer Bonus Scheme.
3. To consider annual and six-monthly progress reports on the Chief Officers' PDRs.
4. To consider human resources issues relating to the Police Authority Staff Team.

Budget Monitoring Group

Membership : 5 members of the Authority

Number of Meetings : To be agreed by the Group.

Terms of Reference :

1. To monitor: *
 - (a) progress against the budget and asset acquisition programme (AAP);
 - (b) the forecast outturns, the reasons for variances and changes to the expected levels of reserves.
2. To reach a view on whether the actions taken or proposed by officers to keep the budget in balance and/or to deliver the approved AAP within the approved financing are adequate.
3. To review and develop the arrangements for monitoring the budget and AAP and for improving the links between service performance and budget performance.
4. To report the outcomes of 1, 2 and 3 to the Authority with any necessary recommendations.

* not less than three times during each financial year and after the year-end at times which permit the Group's report to be considered by the Authority within four weeks:

Miscellaneous

1. The Chair and Vice Chair of the Authority will (with the exception of Standards Committee and Strategy Committee) be non-voting ex officio members of each Committee of the Authority.
2. A Committee of the Authority shall meet on such other occasions in addition to those specified in Part II of the Arrangements as shall be agreed by the Chief Executive in consultation with the Chair or Vice-Chair of the Committee, except in cases of urgency when the Chief Executive may act without such consultation.
3. All meetings of the Authority and its Committees shall be in public unless the business to be transacted requires confidentiality.
4. The Chair and Vice-Chair of the Authority may consider the retention of property under the Police (Property) Regulations 1997 for items with a value of up to £1,000.
5. The Chief Executive is authorised (unless specifically provided for otherwise) to take such day to day action as is required for the efficient administration of the Authority.