

To: Chair and Members of the Police Authority Executive

Date: 15th September 2010

Executive Officer: Acting Chief Executive Julie Leng
Status: For Decision

Revised Terms of Reference for the Leadership Panel

1. Purpose of the report

To seek approval for the revised Terms of Reference.

2. Recommendations

Members agree the revised Terms of Reference for the Leadership Panel (Appendix A).

3. Reasons

The Terms of Reference for the Leadership Panel were last agreed by the Police Authority Executive at its AGM in June 2007. Since then the business and focus of the Leadership Panel has developed and therefore this revised Terms of Reference reflects more accurately the current position.

4. Implications

4.1 Finance

There are no cost implications arising out of this report.

4.2 Diversity and equal Opportunities

There are no direct diversity and equal opportunities implications arising out of this report.

4.3 Sustainability

The Code of Corporate Governance, which includes the terms of reference for all panels and committees, is reviewed annually and updated, as required, to take account of legislation and changes to policy and procedures.

4.4 Risk Assessment

There are no risk issues arising from this report.

4.5 Human Rights Act

There are no human rights issues arising from this report

5 Conclusions

The revised Terms of Reference for the Leadership Panel more clearly reflect the areas of business covered by the Leadership Panel.

Julie Leng
Acting Chief Executive

The Leadership Panel has a broad remit to consider all aspects of leadership for the Force and Authority. A key rationale for the Leadership Panel is that it allows the chairs of the various panels of the Police Authority to consider leadership issues in a broader context than the remit of their individual panels. It also allows for a greater range and depth of discussion of key leadership issues.

The membership of this Panel is made up of the Chairs of the panels of the Police Authority, and will include the Chair and the Vice Chair of the Police Authority. The Chair of the Police Authority chairs this Panel.

In relation to Members of the Police Authority

1. To consider matters relating to training, development, attendance and performance.
2. To have oversight of the arrangements for the appointment of Members.
3. To consider and shortlist applications to be an Independent Member of the Police Authority and the Standards Committee.
4. To conduct interviews and make recommendations, as appropriate, to the full Police Authority on the appointment of new Independent Members.
5. To seek to ensure that the membership of the Police Authority reflects the diversity of the community it serves.
6. To consider Member remuneration issues prior to these issues being discussed by the Standards Committee and/or Police Authority Executive, as appropriate.

In relation to the Force Executive

7. To develop arrangements with the Force which fulfil the statutory requirements placed on the Authority to hold the Chief Constable to account.
8. To ensure that such arrangements are constructive in nature and designed to further the achievement of the objectives of the Police Authority and the Force.
9. To have oversight of the arrangements for appointment to the Force Executive.
10. To consider and shortlist applications for Chief Constable, Deputy Chief Constable, Assistant Chief Constable and Assistant Chief Officer.
11. To conduct interviews and make appointments.
12. To consider and determine all matters falling to be determined by a Police Authority concerning pay, conditions of service, severance payments, redundancy, and redundancy payments, including the application of the national bonus scheme for Chief Police Officers. These matters to be supported by appropriate options and financial appraisals.
13. To ensure that appropriate Personal Development Reviews take place.

14. To consider and hear representations in connection with overall Performance Development Review (PDR) assessments.

In relation to Police Authority Staff

15. To have oversight of the arrangements for appointments to the staff of the Police Authority.
16. To consider and shortlist applications for Chief Executive, Deputy Chief Executive, Treasurer and Monitoring Officer.
17. To conduct interviews and make appointments.
18. To consider and determine all matters falling to be determined by a Police Authority concerning pay, conditions of service, severance payments, redundancy, and redundancy payments. Matters to be supported by appropriate options and financial appraisals.
19. To ensure that appropriate Personal Development Reviews take place.
20. To consider and hear representations in connection with overall Performance Development Review (PDR) assessments.

Governance Matters

21. The panel has plenary powers except in those matters reserved for decision by the full Police Authority.
22. To consider any matter of urgency that does not warrant the calling of the full Police Authority. (Decisions taken under urgency arrangements are to be reported to the next meeting of the full Police Authority by way of Panel minutes or by way of a specific report should the matter be of sufficient importance.)
23. To monitor the implementation of the CPA Business Plan.
24. To monitor the implementation of the CPA Risk Register and supporting action plan.
25. To agree the distribution of the CPA's annual revenue budget over spending heads, and income.
26. To receive regular budget monitoring reports relating to the CPA budget.
27. To oversee the responses to freedom of information requests and other data requests that relate to senior officers, Members and issues of a particularly sensitive nature.
28. This Panel has, in addition to the Audit and Internal Control Panel, the authority to agree exemptions to Contract Standing Orders. Any such exemptions will subsequently be reported to the full Police Authority Executive for scrutiny.