

# **Report of the Chief Executive to the Chair and Members of the Police Authority Executive, 4 August 2011**

**Status: For Agreement**

## **Cleveland Police Authority Business Report – 2011 / 12**

### **1 Purpose**

- 1.1 To agree the Police Authority Panel Structure, Membership and terms of reference for each Panel.
- 1.2 To outline an annual meetings schedule for the Police Authority and the Panels.
- 1.3 To outline an annual schedule of reports for the Police Authority Executive and the Panels.

### **2 Recommendations**

- 2.1 That Members agree the Police Authority Panel Structure (Appendix A i), Membership (Appendix A ii) and Terms of Reference (Appendix A iii) for each Panel as attached to the report.
- 2.2 That Members agree the Meetings Schedule as attached at Appendix B to the report.
- 2.3 That Members agree the Outline Annual Schedule of Reports as attached at Appendix C to the report.

### **3 Reasons**

- 3.1 Cleveland Police Authority annually reviews its Panel Structure and membership of each of those Panels taking into consideration any changes in legislation and requirements to ensure we remain efficient and effective.
- 3.2 We also conduct a Members skills and interest audit to ensure they are appointed to the most appropriate Panel.

- 3.3 In addition we annually review the terms of reference for each of the Panels in conjunction with the Chair and Vice Chair of each to ensure they are still fit for purpose and to incorporate or remove any changes which have occurred due to changes in legislation or working requirements.
- 3.4 The meetings schedule has been drawn up in consultation with the Force Executive to ensure appropriate planning in the scrutiny process.
- 3.5 The outline schedule of reports has been drawn up in consultation with the Force Executive and should be viewed as a basic annual requirement, with the dates and contents being both outline and flexible, reliant upon the availability of the data and information. The Police Authority Executive and the Panels may require ad-hoc reports from time to time, so the attached outline schedule should not be assumed to constitute the complete report cycling for the authority.

#### 4. **Implications**

##### Financial Implications

- 4.1 The Panel Structure has not changed therefore there are no financial implications in relation to the members allowance scheme.
- 4.2 The statutory financial reporting requirements are reflected in the outline schedule of reports.

##### Diversity and Equal Opportunities

- 4.2 The statutory diversity and equal opportunity reporting requirements are reflected in the outline schedule of reports.

##### Risk Management

- 4.3 The ability to plan meetings and the reporting cycle and therefore the scrutiny function which enables us to monitor service initiatives and performance in a timely and effective way, will enhance the risk management capabilities of the Authority and the Force.

##### 4.4 Human Rights Act

Human Rights Act reporting requirements are reflected in the outline schedule of reports.

##### 4.5 Sustainability

The meetings schedule and outline schedule of reports are an integral part of the management controls in place to ensure that the authority fulfils its statutory responsibilities in scrutinising and overseeing policing activities.

## 5 **Conclusions**

- 5.1 The annual review of the Panel structure, meeting schedule and outline schedule of reports enables the Police Authority business to be more effectively and efficiently planned and executed.

Julie Leng  
Acting Chief Executive  
01642 301467  
[julie.leng@cleveland.pnn.police.uk](mailto:julie.leng@cleveland.pnn.police.uk)

Background Papers:-

Members skills and interest audit.  
Previous Panel Structures