Annex 3 - Appendix 1

POLICE AUTHORITY COMMITTEES

Strategy, Budget & Performance Monitoring

Overall purpose

To set the strategic direction for the Authority and the Force, ensuring that there is adequate funding, that finance and performance are linked and that resources are properly and effectively allocated and managed.
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To determine and recommend to the Authority action in respect of:

- The overall strategy for the Authority and Force
- The 3-year Policing Strategy
- The Medium Term Financial Strategy
- The annual Revenue and Capital Budgets
- The annual Police Plan
- The links made between financial performance and operational performance

To decide/agree

- Actions to be taken following the scrutiny of the Force's performance against:
  - The annual Revenue and Capital Budgets
  - The objectives and targets set out in the annual Policing Plan
- The programme of Management or other reviews designed to promote efficiency, effectiveness and economy, and the improvement programmes arising from them
- The Authority's Business Plan
- Detailed scheme approvals arising from projects within the approved capital programme which require Authority approval

Membership

Urmila Banerjee	Chairman
Sir David O'Dowd	
Robin Gisby	
James King	
Christine Knights	
Michael Holden	
Ray O'Toole	
Jeroen Weimar	
Ian Dobbs	

Professional Standards

Purpose

- To oversee the work of the Professional Standards Department and to make appropriate recommendations to the Chief Constable
- To review progress of cases/complaints that are under investigation
- To track trends in relation to public complaints, non complaint investigations and investigations into civil claims and internal matters conducted by the PSD and make recommendations as appropriate
- To satisfy itself as to the operation of the Complaints and Discipline processes within the Force
- To review any complaint received about a Chief Officer and to make recommendations to the Chairman in relation to the need to carry out an investigation
- To monitor the mandatory requirement for referral of cases

Membership

Wendy Towers	Chairman
Ian Dobbs	
Colin Foxall	
Ron Culley	

Human Resources and Remuneration Committee

Purpose

To oversee the Authority's policies and procedures in relation to Human Resources. **To ensure that the Force's HR departmental strategy supports the force strategy and the overall drive towards efficiency and effectiveness.**

To monitor and recommend actions to the Authority in respect of:

- The Force's employment and retention policies and strategies
- The Force's training and development plans
- The Force's Diversity and Equality strategies and policies to implement them
- Actions arising out of any specific Management reviews within the Terms of Reference
- Actions arising from Staff Attitude Surveys and/or Cultural Audits
- Relevant HMIC recommendations

To ratify/agree

- Major changes to pay and conditions of all staff
- Relevant Force policies, eg, Health and Safety, Diversity and Equality
- The Authorities own policies in relation to HR issues

Membership

Christine Knights	Chairman
Lew Adams	
Ron Culley	
Wendy Towers	

Audit and Corporate Governance

Purpose

To keep under review and advise the Authority on all matters relating to the internal and external audit of the Authority. To provide an opinion on the effectiveness of the monitoring processes and whether reliance can be placed upon all internal control systems.

To monitor and recommend to the Authority action in respect of:

- The effectiveness of financial management, internal business processes and control systems
- The performance, effectiveness of and results from the Authority's audit arrangements, both internal and external
- The implementation of agreed audit-based recommendations from any management letters received from internal or external auditors
- The accounting policies and the accounts, including the process for review of the accounts prior to submission for audit, levels of error identified, and management's letter of representation to the external auditors.
- The Force's plan for risk management, business continuity (including disaster recovery) and the strategic processes for risk, control and governance and the Statement on Internal Control
- The corporate governance requirements for the Authority

To decide/agree

- The planned activity for internal audit, including the arrangements for and the appointment of the Authority's internal Auditors
- The annual Audit Plan
- A programme of Member training and development to satisfy corporate governance guidelines
- The Force's policies on fraud, irregularity and corruption, and to monitor the effectiveness of such policies

Membership and Meetings

Sir David O'Dowd	Chairman
Colin Foxall	
Michael Holden	
Suzanne May	
Jeroen Weimar	

The Committee shall meet at least 3 times a year. The quorum (as determined by the Authority) is 2 Members. The proceedings of the Committee shall be governed by the Authority's Standing Orders, amended where necessary.

Information requirements

- The Audit Committee will be provided with:
  - For each meeting:
    - A report summarising any significant changes to the organisation's Risk Register

- A progress report from the Head of Internal Audit summarising:
    - work performed (and a comparison with work planned)
    - key issues emerging from Internal Audit work
    - management response to audit recommendations
    - changes to the Periodic Plan
    - any resourcing issues affecting the delivery of Internal Audit objectives
- A progress report from the External Audit representative summarising work done and emerging findings.

o As appropriate

- Proposals for the Terms of Reference of Internal Audit
- The Internal Audit Strategy
- The Head of Internal Audit's Annual Opinion and Report
- Quality Assurance reports on the internal audit function
- The draft accounts of the organisation
- The draft Statement on Internal Control
- A report on any changes to accounting policies
- External Audit's management letter
- A report on any proposals to tender for audit functions
- A report on co-operation between Internal and External Audit

Stakeholder Relations and Community Strategy

To monitor and recommend action to the Authority in respect of:

- The strategy to be adopted for consulting and obtaining the opinions about policing of the railways of:

  - Passengers on the railways
  - Groups of persons representing passengers on the railways
  - Persons providing railway services
  - Organisations representing persons providing railway services
  - Employees of persons providing railway services
  - Organisations representing employees of persons providing railway services
  - The Scottish Ministers
  - The National Assembly for Wales
  - Organisations representing local authorities in England
  - the Office of Rail Regulation, the Rail Accident Investigation Branch, the Health and Safety Executive

- The effectiveness of the Authority's communications with the rail industry
- Actions arising out of any management reviews within the Terms of Reference
- Arrangements to prevent crime on the railways and promote reassurance within our community

To decide/agree

- The programme of consultations to be undertaken by the Authority
- The relationships to be developed and implemented with partner and stakeholder organisations
- The Authority's communications strategy
- Appropriate partnership arrangements with strategies and plans to implement them

Membership

James King	Chairman
Lew Adams	
Michael Holden	
Suzanne May	
Ray O'Toole	