

Revised by PA on 28 may 2010



**HERTFORDSHIRE**  
**POLICE AUTHORITY**



**STANDING ORDERS**

**SCHEME OF DELEGATIONS TO OFFICERS**

**SCHEME OF DELEGATIONS TO COMMITTEES**

## **HERTFORDSHIRE POLICE AUTHORITY**

### **STANDING ORDERS**

#### **1. MEETINGS OF THE AUTHORITY**

- (1). The Annual Meeting of the Authority shall be held: -
  - (a) in a year of ordinary elections of County Councillors, on the second Friday after the Annual Meeting of Hertfordshire County Council, except if this falls within school half-term, in which case the meeting will be held on the third Friday after the Annual Meeting of Hertfordshire County Council.
  - (b) in any other year, on the last Friday in May.
- (2). The Authority shall hold such other meetings, preferably on a Friday, as it determines.
- (3). The Authority may decide to hold a meeting on any other date.
- (4). The Authority shall determine the venue for meetings under (1), (2), and (3) above.
- (5). The Chair may call an extraordinary meeting of the Authority at any time and in any place in the Hertfordshire Police District.
- (6). On a requisition signed by three members of the Authority, the Chair shall call an extraordinary meeting. If the Chair refuses or fails to do so within 7 days after presentation of the requisition, the three members may call an extraordinary meeting at any time and in any place in the Hertfordshire Police District. The requisition shall state the business which the extraordinary meeting is to consider. No other business shall appear on the agenda for the extraordinary meeting.
- (7). At least seven clear working days before a meeting:
  - (a) notice shall be published of the time and place;
  - (b) an agenda shall be sent to every member stating the time and place of the meeting and the business to be transacted;
  - (c) the minutes of the last meeting shall be sent to every member.

## 2. CHAIR AND VICE CHAIR

- (1). The first business of the Annual Meeting of the Authority shall be to elect a member as Chair and then to elect a member as Vice Chair.
- (2). At the commencement of the Annual Meeting of the Authority, the Chief Executive shall preside over the meeting and call for nominations for Chair. Once elected, the Chair of the Authority shall preside over the meeting and call for nominations for Vice Chair.
- (3). Both Chair and Vice Chair shall hold office until the moment before the commencement of the next annual meeting. If there is neither a Chair nor a Vice Chair more than a month before the Annual Meeting, a meeting will be held to elect a member as Chair and then to elect a member as Vice Chair.
- (4). The Chair if present shall preside.
- (5). If the Chair is absent, the Vice Chair shall preside; if the Vice Chair is also absent, another member chosen by the members present shall preside.
- (6). Any power or duty of the Chair in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

## 3. QUORUM

- (1). The quorum for meetings of the Authority is five.
- (2). If, during any meeting of the Authority, the number of members present is less than five, the Chair shall adjourn the meeting to a specified date when the remaining business will be concluded.
- (3). For the purposes of ensuring a quorum at any meeting, the Chief Executive, or his deputy, in consultation with the Chair of the Authority, can appoint another member to attend for that meeting only.

## 4. MINUTES

- (1). Minutes of meetings shall be entered in a book kept for the purpose by the Chief Executive and shall be signed at the next ordinary meeting by the Chair.
- (2). Minutes of previous meetings shall be taken as read and no motion shall be put, or discussion take place, except upon their accuracy, but members may request confirmation that actions required have been taken.

## 5. **QUESTIONS**

- (1). At each meeting of the Authority, questions relating to matters on the agenda shall be asked when the matter is discussed.
- (2). At each meeting of the Authority, there shall be an opportunity for each member to ask one oral question relating to the business of the Authority ("question time"). The questions shall be given in writing to the Chief Executive at least five clear working days before the meeting and shall be dealt with, in order of receipt, after the minutes of the previous meeting have been approved and after Chair's announcements but before other business. No further questions shall be asked after 10 minutes from the beginning of question time. Any questions remaining thereafter shall be dealt with in writing.
- (3). Questions may be addressed to the Chair, or to an officer, who may answer orally; may undertake to provide a written reply within 7 days; or may decline to answer.
- (4). All questions shall be put and answered without discussion.

## 6. **PUBLIC PETITIONS AND QUESTIONS**

- (1). Any member of the public resident in Hertfordshire or any business ratepayer of Hertfordshire may, provided at least fourteen clear days' notice is given to the Chief Executive, present a petition relating to any function of the Authority containing ten or more signatures of residents or business ratepayers of Hertfordshire. The presenter of the petition may address the Authority for no more than three minutes on the subject of the petition, but thereafter shall not have the right to speak further. If the subject matter of the petition is not the subject of a report on the agenda of the meeting, the petition will be referred to the next meeting or to officers for consideration and report to members of the Authority.
- (2). Any member of the public resident in Hertfordshire or any business ratepayer of Hertfordshire may, provided at least seven clear days' notice is given to the Chief Executive, ask a question relating to any function of the Authority (but excluding matters confidential to the Authority or any person). An answer will be given orally (and in writing if requested).
- (3). Public petitions and questions will be taken after Chair's announcements, unless a petition relates to an item on the agenda when it will be taken immediately before that item.

## 7. **MOTIONS AND AMENDMENTS**

- (1). A motion or amendment shall not be discussed unless it has been proposed and seconded; except that a motion by the Chair shall not require a seconder.
- (2). If required by the Chair, the mover of a motion or amendment shall put it in writing and hand it to the Chair before it is further discussed.
- (3). An amendment shall be either
  - (a) to leave out words;
  - (b) to put in words; or
  - (c) to leave out words and put in others instead,but an amendment shall not negative a motion.
- (4). If an amendment is lost, other amendments may be moved except that the Chair may disallow repetitious amendments. If an amendment is carried, it is incorporated into the original motion upon which other amendments may then be moved before the original motion itself is considered.
- (5). The mover of a motion or amendment may, with the agreement of the seconder, amend or withdraw the motion or amendment.

## 8. CONDUCT OF BUSINESS

- (1). A member, when speaking, shall address the Chair.
- (2). Only one member shall speak at once. The Chair shall determine which member shall speak and in which order.
- (3). All speeches shall be concise and relevant to the matter in hand.
- (4). A member may make a point of order and shall be entitled to be heard immediately. A member who makes a point of order shall specify the Standing Order concerned.
- (5). A member may make a point of personal explanation and shall be entitled to be heard immediately. A personal explanation shall be confined to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate.

## 9. VOTING

- (1). Except where otherwise required by law or by these Standing Orders, all questions shall be decided by a majority of members present and voting by a show of hands.
- (2). Where a decision relates to the issue of a precept under Section 40 of the Local Government Finance Act 1992 or to the making of the calculations required by Section 43 of that Act, the members approving it must:
  - (a) constitute at least half of the total membership at the time of the decision; and
  - (b) include more than half of the members (at that time) appointed by Hertfordshire County Council.
- (3). In the case of an equality of votes, the Chair shall have a second or casting vote, except in 2 above.
- (4). Before any vote is taken, any three members may, by show of hands, require a recorded vote.
- (5). Any member may require that the minutes record whether they gave their vote for or against a proposition or abstained from voting.
- (6). Where three or more persons are nominated for one position to be filled by the Authority, and of the votes cast there is not a majority in favour of one person, the name of the person having the least votes

shall be struck off the list and a fresh vote taken until a majority of votes is cast in favour of one person.

- (7). Where any position is to be filled by the Authority and there are more candidates than the number of positions, votes shall be cast by written ballot.

## 10. **MEETINGS OPEN TO THE PUBLIC**

- (1). All meetings of the Authority shall be open to the public to the extent of the safe capacity of the room and subject to the power of the Authority to exclude them under Section 100(a) of the Local Government Act 1972.
- (2). No person may take photographs or make any form of sound or vision record of the proceedings of the Authority without the express consent of the Chair.

## 11. **MISCONDUCT AND DISORDER**

- (1). If a member persistently disregards the ruling of the Chair, behaves in a disorderly manner or wilfully obstructs the business of the meeting: -
- (a) The Chair may adjourn or suspend the meeting for so long as seems fit; and/or
  - (b) a member may move “that the member named be not further heard” or “that the member named leave the meeting” and, upon being seconded, such motion shall be put without discussion and shall, if passed, be complied with forthwith. If the member named does not comply or otherwise persists in misconduct, the Chair may order that the member be removed.
- (2). If a member of the public interrupts the meeting or behaves in a disorderly manner, the Chair shall give a warning. If the warning is disregarded, the Chair may order that the member of the public be removed and may adjourn or suspend the meeting for so long as seems fit.
- (3). In the case of general disturbance by members of the public, the Chair may order that all or part of the room be cleared.

## 12. **MOBILE PHONES/BLACKBERRIES**

- (1). Members shall ensure that their mobile phones/blackberries are switched off or otherwise silenced during all meetings.

## 13. **REQUISITION OF ITEMS**

- (1). The Chief Executive, Monitoring Officer, Treasurer and Chief Constable may place items on the agenda of a meeting of the Authority.
- (2). The Chair and any Committee may require that an item be placed on the agenda of a meeting of the Authority.
- (3). Any member of the Authority may require that an item be placed on the agenda of a meeting of the Authority, provided that:
  - (a) they give notice in writing to the Chief Executive at least 28 clear days before the meeting.
  - (b) they consult the Chair before submitting the notice to the Chief Executive.
  - (c) the item relates to a function of the Authority.

## 14. **APPOINTMENT OF COMMITTEES**

- (1). The Authority may appoint such Committees as it thinks fit and will appoint the membership of such Committees at its Annual Meeting.
- (2). The Authority, at its Annual Meeting, shall appoint the Chairs of any Committees, who will hold office until the next Annual Meeting of the Authority after their appointment.
- (3). The Authority may remove a Chair of a Committee before his/her term of office has expired.
- (4). The Chair of a Committee shall, if present, preside over the meeting. If the Chair is absent, the Vice Chair of the Committee (if one has been appointed by the Authority) shall preside. If no Vice Chair has been appointed, another member of the Committee chosen by the members of the Committee present shall preside.
- (5). The Chair of the Authority or Chair of any Committee may call an extraordinary meeting of any Committee; notice of such a meeting shall be given to all members of the Authority.

**15. PROCEEDINGS OF COMMITTEES**

- (1). The quorum of every Committee shall be three.
- (2). Any member of the Authority may attend meetings of a Committee of which he is not a member and may speak with the permission of the Chair but may not vote.
- (3). If any member dissents on a report to the Authority from the Committee, upon request, the name of that member shall appear on the report and the member may present an independent minority report to the Authority, provided it is submitted in writing to the Chief Executive at least 7 clear days before the meeting of the Authority.
- (4). Standing Orders 1(7), 2(3), 2(4), 2(5), 2(6), 4, 6, 7, 8, 9, 10, 11, 12, 13, and 14 shall apply with any necessary modifications to Committees.

**16. VARIATION, REVOCATION AND SUSPENSION**

- (1). The Authority may only vary or revoke these Standing Orders upon consideration of a written report.
- (2). A motion to suspend any of the preceding Standing Orders should not be moved unless at least nine members of the Authority are present.

**17. INTERPRETATION OF STANDING ORDERS**

- (1). The ruling of the Chair as to the construction or application of any of these Standing Orders, or as the proceedings of the Authority shall be final and shall not be challenged at any meeting of the Authority.

## HERTFORDSHIRE POLICE AUTHORITY

### SCHEME OF DELEGATION TO OFFICERS

Any delegations below may be exercised (in accordance with any directions issued by the postholder) by the postholders' deputy or by another officer specifically designated in writing.

#### 1. Introduction

- (a). This Scheme of Delegations is made by Hertfordshire Police Authority in accordance with its powers under the Local Government Act 1972, amended by the Local Government Act 2000.
- (b). The delegation of powers to officers under this Scheme does not prevent an officer from referring a matter to the Authority or a Committee for decision if the officer wishes.
- (c). The Authority (and any Committee with authority to do so) may require that a specific matter be referred to it for decision and not dealt with under delegated powers.

#### 2. Chief Constable

- (a). The Authority delegates to the Chief Constable its functions in respect of securing an efficient and effective police force except for those matters which are by statute or otherwise specifically the responsibility of a Police Authority, (eg to set the precept), except that the following matters have been delegated by agreement:
  - \* management and Reporting of any Asbestos Release Incidents - The Police Authority agreed to delegate to the Chief Constable the responsibility for the management of asbestos release incidents and that, in respect of any incident, the Constabulary report actions taken to the Chief Executive of the Police Authority for circulation to members of the Human Resources Working Group [HPA - 3 June 2005].
  - \* Disability Discrimination Act – Ill Health Pension Provisions. The Police Authority agreed to delegate to the Chief Constable the responsibility for decisions on eligibility for ill-health benefits [HPA - 11 February 2005].
  - \* Collaboration arrangements made on strictly operational issues but which are ongoing arrangements involving minimal funding (for example incidental expenses for court travel on

Hertfordshire cases). These will be notified to the Authority as part of the reporting process [HPA – 26 November 2004].

- \* Collaboration – The Police Authority delegated “enabling” expenditure to the Chief Constable meaning reasonable expenditure on matters required for the production of business cases on topics agreed by the Authority (via the Collaboration Working Group) and any necessary costs of the Eastern Region central team, subject to reporting on progress on collaborative working to the Collaboration Working Group. (HPA 24 November 2006)
  - \* Secondment of Officers to Foreign Countries - The Police Authority confirmed delegation to Chief Constable of Section 26 of the Police Act 1996 to provide advice and assistance, including the temporary secondment of staff but excluding financial help, to international organisations and overseas police forces and authorities. The Authority may charge for this help [HPA - 9 July 1999].
  - \* Scheme for Sale of Police Houses - The Chief Constable is authorised to specify houses to be excluded from the Housing Disposal Scheme for operational or investment reasons.
  - \* The Chief Constable is authorised to sell on the open market, at full value, houses which become vacant in the ordinary course of business [HPA – 20 February 1998].
- (b). all delegated powers are subject to the following limitations on their exercise:
- i) the Chief Constable shall observe the requirements of the Authority’s Financial Regulations and the requirements of the Authority’s Contract Regulations and Procurement Principles and the principles set out in any Home Office Guidance on Financial Management.
  - ii) the Chief Constable shall have regard to the requirements of the Strategic Plan and the local Policing Plan and any other policy adopted by the Authority.
  - iii) the control of any budget sum specified by the Authority as being for the Authority’s own use is excluded from delegated powers.

3. Chief Executive

The Authority delegates to the Chief Executive:

- (a). The power to appoint a member to a Committee for the duration of a meeting as a substitute in place of a member of the Committee who will be absent from that meeting; the Chief Executive to exercise this power only after consultation with the member who will be absent.
- (b). The power, in consultation with the Chair and Vice Chair of the Authority, to appoint Hertfordshire Police Authority representatives to any other body other than the Association of Police Authorities (HPA – 28 May 2004, as amended and HPA 26 May 2006)].
- (c).
  - (i) The power to appoint a solicitor to the Authority and, after consultation with the Chair and Vice Chair of the Authority, authorise the solicitor to institute, defend and compromise legal proceedings on behalf of, or against, the Authority.
  - (ii) Costs incurred on behalf of the Authority in conducting legal proceedings shall not exceed £5,000.00 without approval from the Authority.
  - (iii) The Chief Executive will always ensure that legal proceedings of any significance are reported to the Authority or to the appropriate Committee as soon as possible.
- (d). In cases of urgency, and to the extent permitted by legislation, after consultation with the Chair and other members as necessary, or if there is no Chair, or in his/her absence, the Vice Chair of the Authority, the power to take any decision which could be taken by the Authority. Urgent decisions taken under delegated authority in this way must be reported to the next meeting of the Authority or relevant Committee for information.
- (e). The power to sub delegate all functions includes but is not limited to the witnessing of the Seal.

4. Treasurer

The Authority delegates to the Treasurer the functions allocated to that post as specified in the Authority's Financial Regulations, and in particular the power:

- (a). to borrow on behalf of the Authority such sums as are required to meet approved capital expenditure within the limits of supplementary credit approvals; this power to be exercised in accordance with any requirements and /or guidance issued by Government.
- (b). to borrow temporarily on behalf of the Authority such sums as are needed to meet cashflow requirements.
- (c). to invest the Authority's cash balances in accordance with the Authority's investments' policy.

## **HERTFORDSHIRE POLICE AUTHORITY**

### **SCHEME OF DELEGATION TO COMMITTEES**

As a matter of administrative practice, the following functions will be dealt with directly by the full Authority. This is not intended to be a comprehensive list of the powers and duties of the Authority, but may detail those issues specifically not delegated to any of the Authority's Committees.

1. To ensure the maintenance of an efficient and effective police force for the area, and to consider any matters of policy or strategy which will enable this duty to be performed.
2. To consider and approve, having regard to the national objectives issued by the Secretary of State, and in consultation with the Chief Constable and the local community, a 3-year Policing Plan based on local objectives and performance targets for policing in the area.
3. To consider and approve the annual capital and revenue budget and set the precept to be levied in the area.
4. To monitor the Chief Constable's performance against the Policing Plan.
5. To consider, approve and issue an Annual Report, including an assessment of the extent to which the Policing Plan for the previous year has been carried out.
6. To consider the acquisition, change of use or discontinuation of use of significant capital assets.
7. To approve, in relation to treasury management, the Authority's policy and annual strategy and to note reports on performance.
8. To consider a report from each of the Committees following each main meeting.
9. To receive and comment on, and invite the Chief Constable to comment on, Her Majesty's Inspector of Constabulary's reports and to publish such comments.
10. To appoint the membership of all the Committees and Police Authority Leads (PALs) at its Annual Meeting, including the Chief Officer Personnel Committee.

## **SCRUTINY COMMITTEE**

The committee will comprise 6 members and usually meet 6 times a year.

The Terms of Reference of the committee are:

1. To scrutinise Constabulary performance against the three-year Policing Plan. This scrutiny will cover all sections of the plan including those related to human resources.
2. To establish and quality assure topic groups to investigate any particular issues that merit more detailed scrutiny.
3. To monitor the Constabulary's implementation of various reports containing recommendations e.g. HMIC.
4. To report to the full Police Authority following each full meeting.

## **COMMUNITY ENGAGEMENT COMMITTEE**

The committee will comprise 10 members (all the appointed CDRP PALs) and usually meet 4 times a year.

The Terms of Reference of the committee are:

1. To ensure the Authority fulfils its statutory responsibilities in relation to consultation.
2. To devise the structure, content and implementation of engagement plans with the general public.
3. To manage all statutory requirements with regard to complaints about the police as well as overseeing all matters related to public satisfaction with the police service.
4. To ensure that the Authority participates effectively in partnership working with community stakeholders concerned with community safety, including Local Strategic partnerships
5. To agree "county wide" priorities for CDRP Police Authority Leads (PALs) promoting the aims and objectives of the current policing plan. To provide briefings for PALs throughout the year as appropriate to support this objective.
6. To ensure adequate arrangements for recruitment, training, support for Independent Custody Visitors and to monitor the output of their work.

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7. To consider reports on Stop and Search issues and other associated data.
8. To consider any issues arising from the Police Authority's own equality schemes.
9. To consider reports relating to professional standards, civil cases, the Independent Police Complaints Commission, Police Misconduct Panels and any other relevant reports.
10. To consider any complaints procedures including the Police Authority's own initial handling and recording of inappropriate conduct and direction and control complaints.
11. Where appropriate, to conduct such activities jointly with those of the Constabulary and other stakeholders.
12. To receive twice-yearly reports from the Complaints, Service Recovery and Professional Standards Sub Committee.
13. To report to the full Police Authority following each meeting.

## **RESOURCES COMMITTEE**

The committee will comprise 7 members and usually meet 6 times a year.

The Terms of Reference of the committee are:

1. To examine the draft revenue and capital budgets for the ensuing year and to recommend to the Authority a budget set in accordance with the Authority's Strategic and Policing Plans.
2. In accordance with financial regulations, to consider and approve, or recommend to the Authority, major capital programme schemes including financial appraisals, justifications and briefs.
3. In accordance with contract regulations, to consider and award, or recommend to the Authority any major contracts.
4. To consider directly, or by reference from other Committees, all policy proposals with significant financial implications.
5. To receive regular monitoring reports from the Treasurer and Chief Constable on revenue and capital budget performance and achievement of the efficiency plan.

6. To consider, in relation to treasury management, the Authority's policy and annual strategy; to implement and monitor treasury management polices and practices and make recommendations to the Full Authority.
7. To consider the financial risks to which the Authority is exposed and to approve measures to reduce, eliminate or insure against them.
8. To consider the Authority's arrangements for delivering value for money.
9. To report to the full Authority any matters requiring attention or formal decision.
10. To examine the draft domestic budget for the ensuing year and to recommend to the Authority a budget set in accordance with the Authority's Strategic and Policing Plans.
11. To receive regular monitoring reports from the Chief Executive on the domestic budget.
12. To report to the full Police Authority following each meeting.

## **AUDIT COMMITTEE**

The committee will comprise 5 members and usually meet 3 times a year.

The Terms of Reference of the committee are:

1. To undertake an annual review of the Authority's system of internal audit
2. To review and endorse the plans of internal and external audit
3. To review progress in delivering the work of internal and external audit
4. To review matters arising from the work of internal and external audit, including the external auditor's Annual Audit letter
5. To consider and approve the Police Authority Governance Statement, the Statement of Accounts and Statement on Internal Control (SIC), a

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6. To review the Authority's and Constabulary's risk management processes.
7. To receive and scrutinise performance reports on treasury management and to ensure effective scrutiny of the treasury management strategy and policies.
8. To report to the full Police Authority following each meeting.

## **HUMAN RESOURCES COMMITTEE**

The committee will comprise 6 members. The committee will normally meet quarterly.

The terms of reference for the committee are:

1. To consider matters relating to the recruitment, retention, training, development, equal opportunities, diversity and Conditions of Service of police officers and civilian staff.
2. To examine potential significant developments in policy and practice in the light of current thinking on police personnel issues
3. To overview the Authority's responsibilities for Health and Safety issues and to liaise with the Constabulary as required.
4. To monitor and review the implementation of the Diversity Strands within the Constabulary (includes monitoring various equality schemes and receiving updates from the Local Diversity Boards). All diversity-related matters regarding the conduct of the Constabulary and their relationships with the community will be handled by the Community Engagement Committee.
5. To monitor progress against Policing Plan indicators and targets relating to diversity which are both 'inward' e.g. recruitment, and 'outward' e.g. satisfaction levels.
6. To review local codes of corporate governance, standards and behaviour relating to police officers and police staff.
7. To appoint two members of the Committee to the Constabulary's Pay and Performance Board.
8. To consider any other HR issues as they arise that require Authority decision.
9. To report to the Full Authority following each meeting.

## **CHIEF OFFICER PERSONNEL COMMITTEE**

The committee will comprise the Chair of the Full Authority plus 4 other members. The committee will meet at least annually to consider Chief Officer performance and at other times as required.

The Terms of Reference of the committee are:

1. To consider appeals from police officers under Regulation 7 of the Police Regulations 2003 (business interest incompatible with membership of a police force).
2. To arrange for the appointment of the Authority's Chief Officers of Police (ACPO ranks) subject to regulations and the involvement of the Home Secretary and to have an oversight of all administrative work associated with such appointments.
3. To arrange for the appointment of the Authority's Chief Executive and Treasurer and for designation of its Monitoring Officer, and to determine terms and conditions for the Chief Executive.
4. To determine all locally agreed terms and conditions for ACPO officers, including any bonus, and to consider Post Related Allowances for Chief Superintendents.
5. To consider any investigations of complaints against ACPO officers arising under Section 68 Police Act 1996.
6. To consider any investigations of complaints against the Authority's Chief Executive and Monitoring Officer.

## **COMPLAINTS, SERVICE RECOVERY AND PROFESSIONAL STANDARDS SUB COMMITTEE**

The sub-committee meetings will be held in public and minutes will be taken. The sub-committee will comprise 4 members, requires a quorum of 3 members and will usually meet 4 times a year.

The Terms of Reference of the committee are:

1. To oversee the complaints procedures as they are applied locally by the Force to ensure that they comply fully with the provisions set out in sections 67 to 76 of the Police Act 1996 (Handling of Complaints), and related Home Office guidance. To achieve this, the sub-committee will:
  - a. Understand local Force policies and procedures for the recording and handling of complaints, be satisfied that they represent best

- practice, and that the Force has effective managerial oversight of the relevant processes.
- b. Develop contacts with local partners including HMIC and IPCC and other partner organisations in order to obtain an independent assessment of the adequacy of Force procedures.
  - c. Devise the Authority's systems for implementing new "complaints" regulations, for example the 2010 statutory guidance particularly those relating to the "intervention" of the Police Authority.
2. To consider more widely issues raised by complaints as they impact on the efficiency and effectiveness of the Force, including the cause and instances of complaints, the response of the Force to them, and wider links to general Force policy, style and management. To achieve this, the sub-committee will:
    - a. Undertake dip sampling of finalised complaint files to understand further the processes for handling complaints, to check this against stated policy and procedures, and to inform a view about the effectiveness and fairness of management judgement in this area.
    - b. Identify particular trends from performance analysis reports and commission additional reports as necessary to identify the cause and instances of complaints.
    - c. Monitor the Force's progress with service improvements it has identified during the complaint investigation process and recommendations it has agreed to from IPCC investigations and appeal decisions.
  3. To scrutinise the performance of the Force in processing complaints. To achieve this the sub-committee will:
    - a. Monitor how well the Force meets timelines for processing complaints.
    - b. Monitor volumes of complaints against historical levels and compare with national and peer force levels.
  4. To consider general matters relating to professional standards, civil cases, police conduct, the Independent Police Complaints Commission and any other relevant reports.
  5. To consider any complaints procedures including the Police Authority's own initial handling and recording of inappropriate conduct and direction and control complaints.
  6. To report twice-yearly to the Community Engagement Committee.

## **STANDARDS COMMITTEE**

The committee will comprise 3 members of the Authority and 4 other members. The Chair of this committee is required to be one of the lay members.

The Terms of Reference of the committee are:

1. To promote and maintain high standards of conduct by members of the Authority.
2. To assist members of the Authority to observe the Code of Conduct.
3. To advise the Authority on adoption or revision of the Code of Conduct.
4. To consider the operation of the Code of Conduct.
5. To advise, train or arrange to train members on matters relating to the Code of Conduct.
6. To grant dispensation to members from requirements relating to interests set out in the Code of conduct as appropriate.
7. To deal with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter which has been referred to him/her by an Ethical Standards Officer as appropriate, and to determine any complaints referred to the Monitoring Officer by the Standards Board for England for Local Authorities.
8. To deal with other such functions as the Authority considers appropriate.
9. To report to the full Police Authority following each full meeting.

## **POLICY AND PLANNING COMMITTEE**

This committee will comprise 6 members and usually meet 6 times a year. The Terms of Reference of the Committee are as follows:

1. Working with the Constabulary, to prepare and recommend to the Authority a 3-year rolling Policing Plan and consider how this is published and launched. In taking a lead on this, the Committee will consult with all members as appropriate.
2. To lead on the production of the Authority's annual report and any joint annual report prepared in conjunction with the Constabulary.
3. To oversee Hertfordshire's contribution to the joint Bedfordshire/ Hertfordshire collaboration group and consider any other collaboration matters

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4. To consider any matters of policy relating to operation of the constabulary as they arise and make appropriate recommendations to the Full Authority.
5. To oversee the Authority's contribution to and involvement with the Association of Police Authorities with a view to ensuring that Hertfordshire is effectively represented on the national stage.
6. To report to the full Police Authority following each full meeting.