

DYFED-POWYS POLICE AUTHORITY

**MEMBERS ALLOWANCES AND EXPENSES
SCHEME**

(Effective from 1st April 2010)

1 ENABLING POWERS

1.1 In exercise of the powers conferred by The Police Act 1996 and regulation 29 of the Police Authority Regulations 2008, the Dyfed-Powys Police Authority hereby makes the following Scheme:-

2 THE SCHEME

2.1 The Scheme may be cited as the “Dyfed-Powys Police Authority Members Allowances and Expenses Scheme” and shall have effect from 1st April 2010 and subsequent years. It replaces any previous scheme.

2.2 The Scheme provides for the payment of:-

- a Basic Allowance (BA), payable to each Police Authority Member;
- a Special Responsibility Allowance (SRA) for designated Police Authority Members undertaking “special duties”, as defined by the Authority;
- a Travelling Time Allowance (TTA) to take into account time spent by Police Authority Members in travelling to and from their usual place of residence to meetings arranged by the Authority or meetings to which they are authorised to attend by the Authority.

2.3 There are also travel allowances and subsistence allowances and other allowances payable in connection with approved duties. These may be payable to both Authority and non-Authority (Lay) Members as further described in this Scheme.

3 DEFINITIONS

3.1 “Authority” or “Police Authority” means the Dyfed-Powys Police Authority.

3.2 “Member” means a Member of the Dyfed-Powys Police Authority by virtue of being:-

- a Councillor appointed to the Authority; or
- an Independent Member appointed to the Authority.

3.3 “Lay Member” means a person appointed as a representative to assist the Authority’s Ethical Standards Committee, Independent Members Selection Panel, or any Misconduct Panel set up by the Dyfed-Powys Police Force to which he/she is invited to attend.

3.4 “Year” means 12 months ending with 31st March.

3.5 “The Force” means the Dyfed-Powys Police Force.

4 **CLAIMS AND ENQUIRIES**

4.1 All claims and enquiries relating to this Scheme should be made to the Chief Executive to the Police Authority, P.O. Box 99, Llangunnor, Carmarthen, Carmarthenshire, SA31 2PF Tel: 01267 226440 Fax: 01267 226448 or e-mail police.authority@dyfed-powys.pnn.police.uk

5 **BASIC ALLOWANCE (BA)**

5.1 A Basic Allowance (BA) as specified in **Schedule 1** is:-

- payable to all Members;
- payable automatically in 12 equal instalments so that Members do not need to claim it;

Special supplementary allowances may be payable in addition, as specified in Paragraphs 16, 18, 19 and 20 or as may be further authorised by the Authority.

5.2 Basic Allowance recompenses Members for time devoted to their work on Authority business and is intended to cover:-

- approved duties, including use of the Member’s home;
- reading time;
- dealing with correspondence;
- attendance at Authority, Committee, Sub-Committee, Best Value Programme or Review Boards, Appeals’ Panels and Working Party meetings;
- attendance at seminars, conferences and training sessions;
- attendance on “outside bodies”;
- other incidental costs, such as the use of the Member’s private telephone, postage, stationery, etc., for which no other specific provision is made;
- meetings with Authority and Force officers.

6 **SPECIAL RESPONSIBILITY ALLOWANCE (SRA)**

6.1 A Special Responsibility Allowance (SRA) as specified in **Schedule 1** is:-

- payable to Members who have clearly defined special responsibilities;
- allocated on a basis of degree of responsibility and upon a perceived call on Members’ time, as agreed by the Authority;

- paid automatically in 12 equal instalments (therefore no need to claim);

Special supplementary allowances may be payable in addition, as set out in Paragraphs 16, 18, 19 and 20 or any others that may receive specific Authority approval.

7. TRAVEL TIME ALLOWANCE (T.T.A.)

7.1 Travel Time Allowance (T.T.A.) as specified in **Schedule 1** is:-

- payable to all Members at the rate set out in the Bands in Schedule 1 which are based upon the most direct distance usually travelled from the Members' usual place of residence to the Police Authority Offices at Llangunnor and a return to the Members' usual place of residence.
- Payable automatically in 12 equal instalments (therefore no need to claim).
- The banding of Members shall be determined by the Financial Adviser of the Authority.

8. ABSENCE THROUGH SICKNESS/ILL-HEALTH OR OTHER FACTORS

- 8.1 A Member in receipt of BA, SRA, or TTA who, through sickness, ill-health or any other factor is unable to carry out their responsibilities, either in whole or in part, shall continue to receive their allowance for a period of three months from the date on which the Chief Executive is notified of the position by the Member. It is incumbent on the Member to notify the Chief Executive as soon as this situation arises.
- 8.2 If, at the end of the three-month period the Member continues to be unable to fulfil their responsibilities either in whole or in part, the Police Authority shall determine whether that Member should be asked to step down from the office or be removed from the appointment.
- 8.3 In the event of a Member who has not notified the Chief Executive of an inability to undertake their responsibilities under 8.1, being absent from four consecutive meetings of each and every meeting of the Authority and any committee, sub committee, working party, panel (including Consultative Fora) and any other meeting of a body to which that member has been appointed, that Member's entitlement to BA, SRA, and TTA shall be removed pending consideration by the Authority of an appropriate course of action.
- 8.4 If a Member misses three consecutive meetings as described in 8.3 above, the Chair of the Authority shall contact that Member to discuss the circumstances of the absence and to request the Member to consider whether a notification to the Chief Executive under 8.1 would be appropriate.
- 8.5 When the Authority has been convened due to the operation of 8.2 or 8.3 above, the Authority shall notify the Member concerned that it intends to consider what course of action would be appropriate. The Authority shall give the Member concerned an opportunity to make representations both orally and in writing.
- 8.6 The Authority's decision will be taken in closed session by a simple majority of those present and voting. The Authority's decision shall be final.

9. **ARRIVAL OF A NEW CHILD**

- 9.1 A Member in receipt of SRA, BA or TTA who is unable to carry out their role either in whole or part due to the arrival of a new child (including through adoption) shall continue to receive it/them for a period of three months or for as long as he or she continues to hold the office or appointment, whichever is the shorter.
- 9.2 A Member shall notify the Chief Executive of the position as soon as reasonably possible.

10. **SUSPENSION FROM OFFICE OR APPOINTMENT**

- 10.1 If a Member is suspended or partially suspended from the Authority or any of its committees or sub committees for any reason, or in the case of a Councillor Member from his or her local authority, that Member shall be likewise suspended from the Authority's proceedings, meetings and events during the period and from carrying out his or her responsibilities. No allowance shall be paid by the Authority to that Member during the period of suspension save that in a case of partial suspension, the Authority shall determine whether any allowance, or part thereof, shall still remain payable.
- 10.2 If a Member who has been suspended is subsequently exonerated, he or she should receive the remuneration to which he or she was entitled during the period of suspension.
- 10.3 If there is a dispute about a Member's entitlement to receive remuneration in these circumstances, the matter shall be referred to the Authority for decision. The Authority shall give the Member concerned an opportunity to make representations both orally and in writing before it considers the matter.
- 10.4 The Authority's decision shall be taken in closed session by a simple majority of those present and voting. The Authority's decision shall be final.
- 10.5 In considering any case under this section, the Authority shall examine each case on its merits in the light of the general policy framework set out above.

11. **PENSIONS**

- 11.1 No allowance paid under the Police Authority's Scheme shall give rise to any pension rights and no pension will be paid to any Member under this Scheme.

12. **JOB PROFILES**

- 12.1 All police authority members will sign a declaration that they will undertake the full range of duties required by the Authority commensurate with the Members Allowance Scheme and that an annual report on members' attendance be presented to the Authority and to the appropriate appointing body.
- 12.2 The job profiles setting out the role and responsibilities expected of Police Authority Members, are set out in **Schedule 4**. All Members are expected to undertake the full range of duties that may be required of them or specifically assigned to them as set out in the job profiles.

13. **RENUNCIATION**

13.1 A Member may, by notice in writing to the Chief Executive, elect to forego all or any part of his/her entitlement to any allowance. Any sum that a Member decides to renounce will remain available for use for other Police Authority purposes.

13.2 A Member may also elect, by giving notice to the Chief Executive, that an amount, not exceeding the amount of his/her unrenounced allowance, be paid to a charity (or charities) under the "Give as You Earn" Scheme. (*Members should note that the amounts notionally received and passed to charity may still attract National Insurance*).

14. **ASSOCIATION OF POLICE AUTHORITIES (APA)
POLICE AUTHORITIES OF WALES (PAW)**

14.1 The contribution that Members make to the work of the APA and/or PAW is factored into the job profiles for Members. However, office holders appointed by the APA or those who are appointed by the APA to represent it on external bodies or organisations will be remunerated directly by the APA for that national work.

15. **CONFERENCES**

15.1 For the time being, Section 175 of the Local Government Act 1972 (Allowances for attending Conferences and Meetings) still applies to Members of Police Authorities attending conferences or meetings convened by Police Authorities or by the Association of Police Authorities (APA). The Authority's BA, SRA and TTA, however, include an allowance for this work and Members will no longer be eligible to claim the conference rate.

16. **CARERS/DEPENDANTS ALLOWANCE**

16.1 A Member or a Lay Member may claim a Carers/Dependants Allowance where he/she has incurred expenditure on engaging a carer for a dependant in order to carry out duties required by the scheme, subject to the following:-

- For an allowance to be payable to the dependant being cared for must be in one of the following groups:-
 - ◆ a child under 16 years of age;
 - ◆ an elderly person;
 - ◆ a person with a physical or mental disability;
 - ◆ a person with a learning disability;

and must live with the Member as part of his/her family and must not be able to be left unsupervised.

16.2 A carer (ie the person being paid to act as carer whilst the Member is carrying out his/her Police Authority duties) is defined as someone who does not normally live with the Member as part of the Member's family and is not part of the extended family.

16.3 Payments will be made on the basis of the reimbursement of actual expenditure incurred up to a maximum of an hourly rate as specified in **Schedule 1** for each hour of absence from home,

and subject to a daily maximum as stated in the same **Schedule 1**. The claim should be included on the allowances claim form, with a receipt from the carer attached.

- 16.4 It should be noted that such payments are not covered by any special exemptions for taxation purposes. They are treated as emoluments (remuneration) of the office and will be taxed accordingly.

17. **NON-POLICE AUTHORITY (LAY) MEMBERS**

- 17.1 Lay Members appointed to the Authority's Ethical Standards Committee, the Independent and Lay Justices Members Selection Panel and a Misconduct Panel arranged by the Force will be entitled expenses and allowances in accordance with the amounts specified in paragraphs 5, 6 and 8 of **Schedule 1** to this Scheme.

- 17.2 Lay Members will also be entitled to claim expenses for Travel and Subsistence at the rates set out in **Schedule 2**.

18. **INDEPENDENT SELECTION PANEL (POLICE AUTHORITY MEMBER)**

- 18.1 A Police Authority member appointed by the Authority to a Selection panel under Schedule 3 and 3A of the Police Act 1996 shall be entitled to those allowances set out in **Schedule 1**, paragraph 6 of this Scheme

19. **POLICE APPEAL TRIBUNALS**

- 19.1 Police Appeal Tribunals are the final appellate body in police discipline cases. Police Authority Members who are required to sit on these Tribunals will be paid allowances and expenses as set out in **Schedule 1** paragraph 7 in addition to the allowances set out in **Schedule 1**, paragraphs 1 to 4.

20. **SPECIFIC TASKS OVER AND ABOVE NORMAL RESPONSIBILITIES**

- 20.1 From time to time, Members may be called upon to carry out duties beyond those contained within the job profiles. On such occasions, those duties will be designated at a full meeting of the Authority and a decision taken as to the level and type of allowance payable.

21. **APPROVED DUTIES**

- 21.1 The list of approved duties for which Members can claim Travel and Subsistence and the Carers/Dependants Allowance, as appropriate, is shown at **Schedule 3**.

22. **TRAVEL AND SUBSISTENCE ALLOWANCES**

- 22.1 Members and Lay Members may be reimbursed for reasonable and necessary travelling expenses incurred by:-

- public transport including, where appropriate, the cost of taxi fares;
- use of own private vehicle or one belonging to a member of his/her family or otherwise provided for his/her use including, where appropriate, reimbursement of tolls and parking

fees;

in order to undertake Police Authority business.

22.2 If travelling by rail, Members are entitled to travel first class.

22.3 The rates for travel and subsistence have been deregulated by virtue of the provisions of the Police Reform Act 2002 and will be as specified from time to time by the Authority. The current rates are as shown in **Schedule 2**.

22.4 In relation to claims for both travel and subsistence, the following points should be noted:-

- if a meal is provided without charge by the Authority or any other body as part of an approved duty, no subsequent claim for subsistence can be made;
- receipts should be submitted wherever possible to support expenditure claims as this will enable the Authority to reclaim the appropriate element of VAT.

23. **PART YEAR ENTITLEMENTS**

23.1 BA, TTA and SRA are calculated by reference to 12 monthly periods and are paid by instalments through the year. From time to time changes may take place, eg:-

- where a Member becomes or ceases to be a Member of the Authority at sometime during the year;
- where a Member accepts or relinquishes special responsibilities which attract SRA; or
- where the Authority amends its Scheme of Allowances.

23.2 When a change occurs, a Member will be entitled to payment of the allowance appropriate for the responsibilities being carried out during the period when and at the rate which was current at the time that the responsibilities were performed.

24. **CLAIMS AND PAYMENTS**

24.1 Payments in respect of BA, SRA and TTA will be made automatically after completion of initial details.

24.2 Claims for:-

- travelling and subsistence allowances;
- carers/dependants allowances;
- Ethical Standards Committee Lay Members allowances;
- Independent and Lay Justice Member Selection Panel Members and lay member allowances;
- Police Appeal Tribunals allowances;
- Independent Member sitting on a Misconduct Panel allowance;

should be made within three months of the date on which the duty for which entitlement to the allowance arises is carried out. Such claims must be claimed on the Members claim form copies of which are obtainable from the Chief Executive.

24.3 Allowances must not be claimed when the Member is entitled to receive payment from another body.

24.4 The normal method of payment for any claim will be the BACS (Bankers Automated Clearing System) method. Tax and National Insurance deductions will be made in accordance with the legal requirements on all allowances.

25. **PUBLICITY**

25.1 Details of this Scheme, or any amended scheme, will be publicised within the Dyfed-Powys Police Authority's area and must be undertaken before any payments are made under it.

26. **ANNUAL REVIEW OF ALLOWANCES**

26.1 The allowances provided for within this Scheme will be reviewed automatically on an annual basis using the following criteria:-

- the increase of allowances in **Schedule 1** (paragraphs 1 to4) will be based upon **Police Staff Council** annual reviews;
- increases for Schedule 1 (paragraphs 5 to 8) payments and related allowances will be determined by the Authority based upon Home Office Police Appeals Tribunal rates and allowances;
- increases for Travel and Subsistence (**Schedule 2**) payments will be as determined by the Authority.

RATES OF ALLOWANCE

(Effective from 1st April 2010)

1. BASIC ALLOWANCE (BA)

Basic Rate Allowance (BA) for all Members £9,053 pa

2. SPECIAL RESPONSIBILITY ALLOWANCE (SRA) (IN ADDITION TO THE BASIC ALLOWANCE (BA))

• Chairman of the Police Authority £12,632 pa

Vice-Chair and Chairs of “Main” Committees £4,776 pa
(Finance and General Purposes, Planning Performance and Scrutiny, Community Engagement and External Relations, Human Resources and Staff Liaison, Audit and Review, Professional Standards)

• Lead Members £1,310 pa
(Qualification as determined by Finance, Resources & General Purposes Committee or the Authority)

3. TRAVELLING TIME ALLOWANCE (TTA)

MEMBERS

Band	Round Journey (miles)	£ pa
A	Up to 30	Nil
B	30 to 59	Nil
C	60 to 89	£350
D	90 to 139	£886
E	140 to 189	£1,420
F	190 plus	£1,957

CHAIR (Additional to the above)

Band	Round Journey (miles)	£ pa
A	Up to 30	Nil
B	30 to 59	Nil
C	60 to 89	£755
D	90 to 139	£1,924
E	140 to 189	£3,092
F	190 plus	£4,260

4. CARERS’/DEPENDANTS’ ALLOWANCE

Hourly rate not exceeding the actual sums paid up to **£7.32 per hour** and subject to a maximum daily payment of **£58.56**.

5. INDEPENDENT REPRESENTATIVES ON THE ETHICAL STANDARDS COMMITTEE (LAY MEMBERS)

Daily rate of £211.50 or £104.50 per half day (includes attendance at meetings of the Authority, Ethical Standards Committee, meetings with officers, Seminars and Conferences).

Preparation Time - £15 per hour in respect of report writing, including written work for Seminars and Conferences.

Notes:

- (i) These payments are **not** payable to Police Authority Members appointed to the Standards Committee.
- (ii) Half day is up to 4 hours. Travelling time may be included for this calculation.

6. INDEPENDENT MEMBERS SELECTION PANEL REPRESENTATIVES AND POLICE AUTHORITY MEMBERS

Daily rate of £211.50 or £104.50 per half day (including interviews, preliminary meetings, Seminars and Conferences).

Preparation time - £15 per hour in respect of report writing, reading of applications, preparation for interviews or preparation for preliminary meeting).

Notes

- (i) Half day is up to 4 hours. Travelling time may be included for this calculation.
- (ii) Payment made to Police Authority Members will not be regarded as part of their BRA or SRA.

7. POLICE APPEALS TRIBUNAL MEMBERS

Daily rate of £211.50 or £104.50 per half day.

Preparation time - £15 per hour (Reading time and report writing). Not claimable for days when the Tribunal sits).

Notes:

- (i) This payment is payable to the Police Authority Member of an Appeals Tribunal and will not be regarded as part of their BRA or SRA.
- (ii) Half day is up to 4 hours. Travelling time may be included for this calculation.

8. INDEPENDENT MEMBER – MISCONDUCT PANEL

Daily rate of £211.50 or £104.50 per half day.

Preparation time - £15 per hour (Reading time and report writing). Not claimable for days when the Panel sits.

Note:

- (i) Half day is up to 4 hours. Travelling time may be included for this calculation.

DYFED POWYS POLICE AUTHORITY

Members' Allowances and Expenses Scheme

Travel and Subsistence Expenses

Hotel Accommodation

Hotel accommodation to be booked by the Authority and either paid directly by the Authority or Members reimbursed for actual receipted expenditure.

Subsistence Expenses

For absences away from the usual place of residence, actual receipted expenditure up to the maxima set out below.

Up to 12 hours	£10
Over 12 hours/Less than 24 hours	£20
Overnight – 24 hours	£30

Meals on Trains

Actual receipted expenditure.

Travel Expenses

Members may be reimbursed for reasonable and necessary travelling expenses by public transport, including the cost of taxi fares where appropriate, in order to undertake Police Authority business. If travelling by rail, Members are entitled to travel first class.

- a). For the use of a motor vehicle of cylinder capacity:

Capacity	Rate (pence per mile)
0 – 1100 cc	40p
1101 – 1400 cc	40p
+1401 cc	40p

- b). The rates set out in paragraph 1 above shall apply to the first 10,000 miles claimed by a Member in the financial year. Thereafter a standard rate of 25 pence per mile will be paid.

APPROVED DUTIES

1. Meetings of the Dyfed-Powys Police Authority.
2. Meetings of the Authority's Committees, Sub-Committees, Panels, Working Groups, Programme Boards, Seminars, Training Sessions or inspection visits.
3. Community Consultative Groups and Consultation meetings.
4. Dyfed-Powys Custody and Animal Welfare Visiting Panel meetings, Conferences or Seminars.
5. Meetings, Conferences or Seminars convened by the Independent Custody Visiting Association (ICVA).
6. Meetings of the Area Consultative Committees of the National Crime Squad (NCS) and/or National Criminal Intelligence Service (NCIS).
7. Meetings with Ministers, National Assembly for Wales officials, Government Departments, HM Inspector of Constabulary; where the Member has been appointed to represent the Authority and provided that the business of the meeting relates to the Dyfed-Powys Police Authority.
8. Meetings of Community Safety Leadership/Partnership Groups where the Member has been appointed to represent the Authority.
9. Meetings with officers of the Authority or Force in relation to Police Authority business.
10. Representing the Authority at local and national ceremonies, presentations or awards.
11. National, Regional, or local conferences as may be approved by the Authority.
12. Opening of Tenders.
13. Association of Police Authorities (APA) meetings or related business.
14. Police Authorities of Wales (PAW) meetings or related business.
15. Meetings of Crimestoppers, Neighbourhood Watch Associations, Community Council Associations or any "outside body" approved by the Police Authority.
16. Approved rota visits to the Force Professional Standards Department and satellite offices.
17. Any other attendance for which prior approval has been given by the Authority or the Chief Executive or Financial Adviser acting under delegated powers.

JOB PROFILES

1. POLICE AUTHORITY MEMBER

Role

- To ensure that there is an effective and efficient police service for the Dyfed-Powys Police area.
- To ensure that local communities receive Best Value in local policing services.
- To set the strategic direction for the force and exercise effective oversight of service performance.
- To represent the interests of all those who live in, work in, or visit the Dyfed-Powys Police area and to ensure that the views of local people are reflected in the nature and style of local policing.
- To ensure that policing services are provided fairly and in a way that does not discriminate against any group or individual.
- To participate constructively in the good governance of both the Authority and service as a whole.
- To actively promote the health, safety and well being of officers and staff of the Force and Authority and hold the Force to account in respect of these issues.

Responsibilities

- To carry out collectively all statutory and locally determined requirements of a Police Authority Member, including participation in the formulation of policy, decision-making and other activities of the full Authority (such as determining the budget and precept, determining local policing priorities, agreeing the annual policing/best value plan and other strategies). A list of Police Authority statutory responsibilities is contained within Schedule 5.
- To participate effectively as a Member of any Committee, Panel, Project Board, Working Group or other Authority forum to which the Member is appointed.
- To participate in Best Value Reviews, as nominated by the Authority.
- To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics.
- To maintain an up to date knowledge and awareness of national and local policing issues.
- To maintain a good working knowledge of Dyfed-Powys Police Authority and Force policies and practices, and to establish good working relationships with officers of both the Authority and the Force.
- To rigorously scrutinise, challenge and monitor all aspects of service performance.

1. **POLICE AUTHORITY MEMBER**

Responsibilities – cont'd /

- To participate fully in local consultative arrangements and actively engage in communication and dialogue with local people about local policing services.
- To represent the views of the Police Authority within local communities and the views of local communities to the Authority.
- To participate actively in any outside body or forum on which the Member is appointed to represent the Authority and ensure appropriate feedback is given, and direction obtained, from the Authority, its committees and officers (as appropriate).
- To be involved in the appointment, discipline or dismissal of chief officers, as appropriate.
- To monitor the way in which complaints are dealt with by the service and deal with complaints against Chief Officers.
- To promote equality of opportunity and work to eliminate unlawful discrimination both internally within the Authority and Force and in the provision of policing services.
- To attend local, regional and national seminars/conferences/briefings, if nominated by the Authority.
- To attend local, regional and national ceremonies, presentations and awards.
- To answer questions at Council meetings, if nominated to do so by the Authority.
- To ensure that an effective Independent Custody Visiting Scheme and Animal Welfare Scheme is maintained.
- To participate in inspections and audits of the service, as appropriate.
- Where appointed as Vice-Chair of a committee, sub-committee, working party or panel, to deputise for the Chair, where required.
- Where appointed as a 'Link Member' to assist the Lead Members and/or the Authority by undertaking any duties assigned to that role.

2. **CHAIRMAN OF THE AUTHORITY**

Role

- To fulfil the basic responsibilities of a Police Authority Member and hold the office of Chairman of the Dyfed-Powys Police Authority.

Additional Responsibilities

- To provide leadership, ensuring that the Authority works as a coherent and corporate body.
- To preside at Authority meetings, applying Standing Orders and ensuring that Members have a fair opportunity to participate in debates.
- To represent the Authority to the press and outside organisations.
- To oversee co-ordination of Police Authority business at Member level and develop, review and monitor implementation of the policies and strategies of the Police Authority.
- To meet and liaise with the Chief Executive, Financial Adviser, Chief Financial Officer and Chief Constable to facilitate Authority business.
- To hold regular strategic meetings with the Chief Constable.
- To ensure that arrangements are in place for the effective appointment and management of officers and staff.
- To ensure that Authority Members receive the support and training they need to carry out their functions effectively.
- To participate in the process of undertaking Performance and Development Reviews (PDRs) for the Chief Constable.
- To represent the Authority on the APA (Association of Police Authorities).
- To attend regional networks and national tripartite gatherings, as required.

3. VICE-CHAIRMAN OF THE AUTHORITY

Role

- To fulfil the basic responsibilities of a Police Authority Member and hold the office of Vice-Chairman of the Dyfed-Powys Police Authority.

Additional Responsibilities

- To support the Chair in the management of Police Authority business and in representing the Authority, and to demonstrate and apply, as necessary, the expertise to deputise for the Chair in his or her absence.

4. **CHAIRS OF COMMITTEES / WORKING PARTIES**

Role

- To fulfil the basic responsibilities of a Police Authority Member and to Chair a Committee / Working Party.

Additional Responsibilities

- To lead the work of the relevant Committee / Working Party of the Authority.

4. **Chairs of Committees etc**

Additional Responsibilities cont'd/

- To develop and maintain up to date knowledge and specialist expertise in the area for which responsible.
- To liaise closely with Authority and Force staff in developing and managing the work of the relevant Committee.
- To contribute to national policy development, national events or APA networks or initiatives on the areas for which responsible.
- To co-ordinate and monitor the work of “lead” members which falls within the remit of the Committee.

5. **LEAD MEMBERS**

a) Lead Member Responsibilities and Activities

Lead Members will sit on (or Chair as appropriate) the Committee to which their portfolio reports.

Lead Members will be responsible for the following:

- Maintaining up to date knowledge of the local, regional and national context of their portfolio via contact with the Force and their own research (supported by the Staff of the Authority);
- Providing the relevant Committee of the Authority with informed information in respect of their portfolio, in order to enable the Authority to make informed decisions.

Lead Members will carry out the following activities:

- Establishing (through the Chief Officers of the Force), a main contact (or contacts) within the Force for their portfolio;
- Maintaining regular contact via meetings/email/telephone with their key contacts in the Force to understand the issues associated with the portfolio;

- Sitting in an observational capacity on relevant Force groups, as deemed appropriate by the Force contacts and Chief Officers;
- Attending relevant conferences, training, meetings, etc. that relate to their portfolio to gain additional knowledge, as identified by the individual, the Committee or the Authority staff;
- Representing the Authority on external committees, groups, forums, etc. that relate to their portfolio as requested by the Committee;
- Chairing/Leading any sub-group established within the Authority to take forward any area of work falling within their portfolio;
- Keeping up to date with national and regional developments in respect of their portfolio;
- Making recommendations to the relevant Committee on possible actions the Authority may wish to take in respect of the portfolio to enable achievement of the statutory duties of the Authority;
- Providing a brief Member update at every Committee meeting of any relevant and current issues;
- Posting information and feedback on meetings attended (via the Staff of the Police Authority) on the Authority web site Member area on a regular basis to keep other Members informed of developments/issues/priorities;
- Submitting a bi-annual report to the Chair of the Authority in respect of the portfolio and work carried out by the Lead Member;
- Regularly liaising with Authority Staff on planned and completed activities in respect of their portfolio;
- Liaising with other Members appointed to assist them in the discharge of their obligations as Lead Members.

Authority staff will:

- Forward to the Lead Member any relevant information which falls within their portfolio, received by the central office (e.g. APA Circulars, etc.);
- Consult with the Lead Member on any activities that fall within their portfolio.

b) Appointment of Lead Members

The Lead Member portfolios associated with Chair/Vice Chair roles will be allocated through the existing process of appointing Chairs. Members who accept a position as a Chair of a Committee, Chair/Vice Chair of the Authority, will accept their responsibilities as a Lead Member for the relevant portfolio as set out

in 5a) above. Separate Lead Member portfolios will be appointed by the Police authority or the Committee to which the subject reports, and again on acceptance of their appointment will accept the responsibilities outlined in 5a) above.

c) Term and Review

The appointment of Lead Members will be reviewable on an annual basis.

d) Allowances

The Chair, Vice Chair and Chairs of main Committees receive Special Responsibility Allowance as detailed in the allowances scheme in addition to basic allowance. They would **not** receive additional Lead Member allowance for their portfolio. Their Lead Member portfolio and associated duties as outlined in 5a) above would be seen as an integral part of the responsibilities of the role of Chair/Vice Chair/Committee Chair. Lead Members who did not hold one of the above positions would receive Special Responsibility Allowance in the form of Lead Member allowance in reflection of their additional duties as outlined in 5a) above.

SCHEDULE 5

SUMMARY OF POLICE AUTHORITY STATUTORY DUTIES/RESPONSIBILITIES

The Police Authority's three key functions are:

- To secure an efficient and effective Police Service (Section 6, Police Act 1996).
- To secure Best Value i.e. continuous improvement in the way (its functions) are exercised having regard to economy, efficiency and effectiveness (Section 3, Local Government Act 1999).
- To make arrangements for obtaining:
 - the views of local people about the policing of their area; and
 - the co-operation of local people in preventing crime.

(Section 96, Police Act 1996)

The Authority has a whole range of statutory duties which underpin these functions. The following is not an exhaustive list – in particular, it does not detail procedural matters under Local Government legislation or those relating to the appointment or responsibilities of Police Authority Officers/Staff under Police/Local Government legislation. Instead, it focuses on key responsibilities that the Police Authority is required to fulfil as part of its functions. These are:

- To determine the local priorities for policing – after consulting local people and the Chief Constable (Section 7, Police Act 1996).
- To publish an Annual Policing Plan on a 3 year rolling programme.
- To report back to the community at the end of the year on the extent to which the Policing Plan has been met (Section 9, Police Act 1996).
- To appoint and dismiss the Chief Constable subject to the approval of the Secretary of State (Section 11, Police Act 1996).
- To appoint and dismiss the Deputy Chief Constable, Assistant Chief Constables (Section 12, Police Act 1996 and Police Regulations).
- To hold the Police Fund and maintain accounts (Section 14, Police Act 1996 and Section 40, Local Government Finance Act 1992).
- To nominate one or more Members of the Authority to answer questions on the discharge of the Authority's functions at a meeting of a relevant Council when given reasonable notice of this by the Council (Section 20, Police Act 1996).

- To collaborate with other Police Authorities to jointly provide equipment, premises, to other material facilities, where appropriate (Section 23, Police Act 1996).
- To require the force to co-operate with other forces where to do so would be in the interest of the efficiency or effectiveness of the force.
- To decide the charges for the provision of special Police Services (Section 25, Police Act 1996).
- To provide advice and assistance to an international organisation, institution or a police body outside the UK (includes secondment of Police Officers), subject to the consent of the Home Secretary (Section 26, Police Act 1996). The Authority can charge for such advice/assistance.
- To comply with any direction given by the Secretary of State on performance targets for Ministerial priorities (Section 38, Police Act 1996).
- To comply with any Codes of Practice issued by the Secretary of State relating to the discharge of Police Authority functions (Section 39, Police Act 1996).
- To comply with any direction made by the Secretary of State following an adverse report by HMIC i.e. that the force is not, or will cease to be, effective or efficient (Section 40, Police Act 1996).
- To comply with any direction made by the Secretary of State as to the budget requirement (Section 41, Police Act 1996).
- To comment on any HMIC report on the Force and any comments made by the Chief Officer about the report and to publish those comments (Section 55 Police Act 1996).
- To investigate complaints about the conduct of Chief Police Officers (Section 68, Police Act 1996) or where appropriate refer complaints to the IPCC (Section 70, Police Act 1996 and any subsequent amending / repealing legislation).
- To keep itself informed of the workings of the complaints and discipline procedures (Section 77, Police Act 1996).
- To have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters (Sections 83 & 87 Police Act 1996).
- To pay out of the Police Fund, in such cases and to such extent as it thinks appropriate, any damages or costs awarded against the police in respect of torts or in relation to the settlement of a claim (Section 88, Police Act 1996).

- To receive grants from any local Council which falls wholly or partly within the Authority area either unconditionally or, subject to conditions agreed with the Chief Officer of Police (Section 92, Police Act 1996).
- 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 (Section 93, Police Act 1996).
- To work with other 'responsible authorities' in formulating and implementing crime and disorder audits and strategies for each Unitary Council in its area (Section 5, Crime & Disorder Act 1998).
- To exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area (Section 17, Crime & Disorder Act 1998).
- To comply with the requirements of the Freedom of Information Act 2000.
- To have due regard of the need to:
 - Eliminate unlawful racial discrimination;
 - Promote equality of opportunity and good relations of persons of different racial groups.

(Section 2, Race Relations (Amendment) Act 2000)
- To comply with the duties placed upon Police Authorities to draw up and implement Race, Diversity and Gender Equality Schemes and comply with statutory duties placed upon Police Authorities in these areas.
- To promote diversity and equality within the force.
- To ensure the force complies with duties imposed by the Human Rights Act 1998.
- To maintain an effective Independent Custody Visitors Scheme.
- To maintain an effective Animal Welfare Visiting Scheme (non-statutory).

[Note: the nature and extent of statutory duties/responsibility may be altered by subsequent legislation].