

Terms of Reference of Committees, etc.

1 Resource Management Committee (Monthly)

- (a) To monitor the approved revenue budget and capital programme
- (b) To approve the Authority's Statement of Accounts and arrange for the audit of the Accounts
- (c) To accept on behalf of the Authority, tenders invited in accordance with approved procedures.
- (d) To receive periodical statements of accounts under £1,000 which have been written off and consider requests for the writing off of amounts in excess of this sum.
- (e) To consider and approve applications for capital and revenue funding prior to submission to the Home Office.
- (f) To consider a report before any expenditure is incurred on a scheme in the capital programme where the estimated cost exceeds the amount stated in European Procurement Directives, including the revenue implications of such expenditure.
- (g) (i) To determine proposals to exercise virement where:
 - (a) The total cost exceeds £250,000; and/or
 - (b) There are revenue implications in future years, or any financial implications of a capital nature.
- (h) To approve the making of contracts for the procurement of goods or materials, services and works and provision for the maintenance thereof, where the estimated cost exceeds the amount stated in

European Procurement Directives.

- (i) To review and approve fees and charges.
- (j) To monitor the implementation of the following strategies:-
 - (i) ICT Strategy
 - (ii) Estates Strategy
 - (iii) Procurement Strategy
 - (iv) Fleet Strategy
- (k) To deal with applications for the reinstatement of widows' pensions.
- (l) To approve the purchase and/or disposal of property at its open market value as certified by a qualified valuer, with a capital value which exceeds £100,000.
- (m) To receive reports, as appropriate, on human resources issues including:
 - (i) Establishment changes.
 - (ii) Proposed changes to terms and conditions of employment.
 - (iii) Updates on national agreements and initiatives.
 - (iv) Updates on local agreements / arrangements and initiatives.
 - (v) Responses to consultation documents relating to employee matters.
 - (vi) Police Officers and Police Staff sickness management information.
- (n) To monitor the Authority's Efficiency Statement.
- (o) To consider decisions in relation to the CCTV strategy throughout the force.
- (p) To monitor the work of the North East Air Support Unit Joint Advisory Group.

2 Audit and Scrutiny Committee (Quarterly)

- (a) To consider both the external and internal audit plan and activity with a specific brief to independently contribute to the overall process of ensuring that an effective internal control environment is in place in the Authority, and to consider any matters referred to it by the Authority.
- (b) To approve the Authority's Statement on Internal Control.
- (c) To receive Inspection Reports, including Audit Commission and HMIC reports.
- (d) To regularly review Police performance on targets set by the Authority and the impact these have for local people.
- (e) To review the impact on local people of the Authority's priorities and service delivery.
- (f) To monitor the Authority and force's equality policies.
- (g) To consider the three-year policing strategy and draft Policing Plan and make recommendations to the Authority regarding the objectives and targets contained in these documents.
- (h) To monitor the Best Value Implementation Plans.
- (i) To monitor the implementation of the Authority's Risk Management Strategy.

3 Citizen Focus Committee (Quarterly)

- (a) To agree and evaluate the effectiveness of

the arrangements for the co-ordination of views expressed at the Police and Community Forums and to advise the Authority on any matters accordingly.

- (b) To ensure that the Authority is an effective and active responsible Authority within the Crime and Disorder Reduction Partnerships and receive reports and recommend action where appropriate.
- (c) To review, monitor and improve the Authority's consultation arrangements.
- (d) To consider, monitor and improve the effectiveness of the Authority's partnership arrangements.
- (e) To oversee and approve the arrangements for the Authority's custody visiting scheme.
- (f) To ensure effective engagement with all communities, specifically including the black and minority ethnic communities, vulnerable people, hard to reach groups and other communities of interest.
- (g) To raise and market the profile of the Authority to ensure it is known in the community and its role is understood by local people.
- (h) To monitor and review the Race Equality Schemes of both the Authority and force and evaluate and ensure their effectiveness in the community.

4 Police and Community Forums (10 per year in each Area Command)

To act as a forum in accordance with Section 106 of the Police and Criminal Evidence Act 1984 for the obtaining of views of people in a given area about matters concerning the policing of that area and for obtaining their co-operation with the Police in preventing crime in that area.

5 Professional Standards Committee (8 per year)

- (a) To keep themselves informed on behalf of

the Authority about the working of the complaints and discipline procedure in accordance with Section 77 of the Police Act 1996 and the Police Reform Act 2002.

- (b) To receive information relating to:-
 - (i) Internal investigations that have commenced and also those which have been finalised;
 - (ii) Disciplinary hearings where officers have appeared before the Chief Constable;
 - (iii) To receive details of civil claims against the Chief Constable.

6 Liaison Committee (As required)

To provide for an informal channel of communication between representatives of the Authority and the Staff Associations to facilitate a two-way exchange of views and to make recommendations accordingly.

7 Appeals Committee (as and when)

To act as the final decision making body for appeals on Police Staff matters where the force policies allow such right of appeal.

8 Interim Business Committee (May and August)

To consider matters of the utmost urgency.

9 Standards Committee (Quarterly)

- (a) Promote and maintain high standards of conduct by members of the Authority.
- (b) Assist the members to observe the Code of Conduct.
- (c) Advise the Authority on the adoption or revision of the Members' Code of Conduct.
- (d) Monitor the operation of the Members' Code of Conduct.
- (e) Advise, train or arrange to train Members

on matters relating to the Members' Code of Conduct.

- (f) Grant dispensations to any member from requirements relating to interests set out in the Members' Code of Conduct.
- (g) Deal with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter which is referred by an ethical standards officer to the monitoring officer.

10 Advisory Group (Monthly)

To consider other issues, such as responses to consultation papers, referred by the Authority.

11 Selection Panel for the Appointment of Chief Officers

To appoint the Chief Constable, Deputy Chief Constable and Assistant Chief Constables and Directors of Finance and Resources and Human Resources, and to determine the level of remuneration of such officers

12 Police Appeals Tribunal

To deal with Police Appeals Tribunals under Section 85 of the Police Act 1996.