

<b>Committee(s):</b> City of London Police Authority Board	<b>Date(s):</b> 29 July 2020
<b>Subject:</b> City of London Police Authority Board and its Committees 2020/21	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Alistair MacLellan	

### Summary

This report requires Members to agree whether the frequency of meetings of the Board and its Committees should return to a six-weekly/quarterly cycle respectively or move to a monthly/quarterly cycle as per Appendix 1. The report then requires Members to consider the appointment of the Economic Crime Committee, Performance and Resource Management Committee and Professional Standards and Integrity Committee, including agreeing their refreshed terms of references, membership, appointment of co-opted Members, and appointment of Chairs (Appendix 2). Members will note in particular that it is recommended that the Performance and Resource Management Committee adopt a twin-track terms of reference covering both Policing Plan and Performance, and Finance, Asset Management and Change. Members are also called on to consider whether the Chair of the Professional Standards and Integrity Committee should continue to have the power to make determination of reviews of police complaints or whether this power should be returned to a convened Review Panel made up of any three Members of that Committee. Finally, Members are asked to consider whether the Police Accommodation Working Party and Medium Term Financial Plan Working Party remain necessary and require constituting for a further year. Finally, Members are asked to make appointments to a number of other bodies.

### Recommendation(s)

Members are asked to:

- Agree on the frequency of meetings of the Board and its Committees as per paragraph 3 and Appendix 1.
- Consider the proposal to request that role descriptions and person specifications for Members of the Board be refreshed and/or developed, where appropriate (as per paragraph 2 and paragraph 6).
- Appoint the Board's Committees and their respective Chairs as per paragraph 7 and Appendix 2.
- Consider the appointment of Working Parties as per paragraph 8 and Appendix 2.
- Consider appointments to other bodies as per paragraph 9.

### Main Report

#### Current Position

1. Following a delay in the appointment of Grand Committees for 2020/21 due to COVID-19, the Court of Common Council at its 16 July 2020 meeting agreed to establish its Grand Committees, including the City of London Police Authority Board, for the ensuing year. As

this is the first meeting of the Board since its establishment, Members are invited to agree the frequency of the Board's meetings, appoint its Committees, and the make appointments to other bodies.

2. In anticipation of the delivery of recommendations by Lord Lisvane as part of his review of City of London Corporation governance, the report sets out some proposed changes to the terms of reference(s) of the Committees of the Board with a view to strengthening the Authority's scrutiny and oversight of the Force.

## **Proposals**

3. **Frequency of Meetings.** The Board has typically met every six weeks, with its Committees meeting quarterly. At the outset the COVID-19 crisis, this tempo changed to fortnightly and then monthly meetings of the Board, with all Committee meetings cancelled. Members are invited to consider whether they wish to return to a six-weekly tempo of Board meetings and quarterly tempo of Committee meetings, or whether a refreshed tempo of monthly Board meetings and quarterly Committee meetings should be adopted (**Appendix 1**).
4. If the revised tempo of meetings set out at Appendix 1 is adopted, it is recommended that it be adopted from September 2020 onwards and arrangements made accordingly.
5. **Appointment of Committees and Co-Opted Members.** Members are invited to review the various terms of reference of the Board's Committees set out at **Appendix 2**. Each of the proposed Committees includes the appointment of a number of Co-Opted Members. In making those Co-Opted appointments, Members should be mindful of the skills, experience and background that each candidate demonstrates in their supporting statement and make the appointment accordingly. Members are reminded that they may amend the proposed terms of reference and composition of each of these Committees, for example through increasing the number of Co-Opted candidates appointed to each Committee.
6. In being mindful of the skills, experience and background of candidates for co-option, and in anticipation of the delivery of recommendations by Lord Lisvane as part of his review of City of London Corporation governance, Members may also wish to request that the Town Clerk develop role descriptions and person specifications for Members of the Board and its Committees, for review and adoption at a future meeting.
7. The recommendations regarding Committees, Working Parties and other bodies are as follows:
  - a. **Economic Crime Committee**
    - i. Approve its terms of reference.
    - ii. Appoint up to five Members of the Board (in addition to the Chairman and Deputy Chairman).
    - iii. Appoint two Co-Opted Members.
    - iv. Appoint a Chair for 2020/21.

**b. Performance and Resource Management Committee**

- i. Approve its terms of reference (noting that the power of the Chair to make determinations in consultation with two other Members of the Committee and the Chairman and Deputy Chairman of the Board requires review i.e. should that remain the case, or should the power to make determinations lie with a Review Panel).
- ii. Appoint up to five Members of the Board (in addition to the Chairman and Deputy Chairman).
- iii. Appoint two Co-Opted Members.
- iv. Approve the appointment of two Co-Opted Members by the City's Audit and Risk Management Committee, noting that it is proposed that this be reduced to one Co-Opted Member of that the Committee from April 2021.
- v. Approve the appointment of a Member of the Finance Committee.
- vi. Appoint a Chair for 2020/21.

**c. Professional Standards and Integrity Committee**

- i. Approve its terms of reference, noting (1) the proposed addition of responsibility for monitoring equality, inclusion and engagement by the Force and (2) the requirement to review whether it remains appropriate for the power to make determinations on Review Panel matters continues to lie with the Chair of the Committee in consultation with at least two Committee colleagues, and the Chairman and Deputy Chairman of the Board.
- ii. Appoint up to five Members of the Board (in addition to Chairman and Deputy Chairman).
- iii. Appoint two Co-Opted Members.
- iv. Note the ongoing appointment of Mia Campbell as external Co-Opted Member for a term expiring September 2021.
- v. Appoint a Chair for 2020/21.

**d. City of London Police Pensions Board**

- i. To appoint the Chair and Deputy Chair.
- ii. Endorse the amended terms of reference.

8. **Working Parties.** Members are invited to consider whether the following Working Parties should be established for 2020/21, or whether their areas of work can be included in the terms of reference of the Board's Committees.

- a. **Police Accommodation Working Party.** This met six times during 2019/20. As per its terms of reference at **Appendix 2** its role is to oversee Force requirements with regards to the Police Accommodation Strategy and Decant, prior to those matters being considered by the Capital Buildings Committee. If Members choose

to move to a monthly meeting tempo for the Board, it is recommended that this Working Party be discontinued and its business referred to the Performance and Resource Management Committee, and the Board where appropriate. This would arguably be a more efficient use of Member and Officer time given that the Board's monthly meetings would fall at convenient intervals between the six annual meetings of the Capital Buildings Committee.

- b. **Medium-Term Financial Plan Working Party.** This met twice during 2019/20. Members are invited to consider whether it should continue into 2020/21 or whether its business can be handled by either the Performance and Resource Management Committee and/or the Board.

9. **Appointments to other Bodies.** Members are asked to consider the following appointments for 2019/20.

- i. **Streets and Walkways Sub (Planning and Transportation) Committee** – One Member. Previously Alderman Alison Gowman.
- ii. **Digital Services Sub (Finance) Committee** – One Member. Previously Deputy Keith Bottomley.
- iii. **Homelessness and Rough Sleeping Sub (Community and Children's Services) Committee** – Up to two Members. Previously Tijs Broeke and one vacancy held over.
- iv. **Safer City Partnership** – One Member. Previously Doug Barrow.

b. Note the appointment of Chairman and Deputy Chairman of Police Authority Board to the **Capital Buildings Committee**.

c. Note appointment of Chairman and Deputy Chairman (or their representatives) to the **Crime and Disorder Scrutiny Committee**.

d. **Association of Police and Crime Commissioners** – One Member. Currently Simon Duckworth OBE DL (appointed 14 May 2020 for a final term for 2020/21, who has since left the Board).

10. **Committee Key Contacts.** For reference, Members are informed of lead officers/teams responsible for the work for each Committee at **Appendix 3**.

### Appendices

- Appendix 1 – Frequency of Meetings 2019 / Proposed Tempo 2020/21
- Appendix 2 – Committee Terms of Reference(s)
- Appendix 3 – Committee Headline Key Contacts

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**Appendix 1 – Frequency of Meetings 2019 / Proposed Tempo 2020/21**

<b>Quarter</b>	<b>Month</b>	<b>2019 Tempo (for comparison)</b>	<b>Proposed Tempo</b>
Quarter 4	January	ECC (late month) PAB (late month)	PAB (early month)  Committees (late month, or early February) (Q3 reporting)
	February	PRM (early month) PAB (late month)	PAB
	March	PSI (mid-month)	PAB
Quarter 1	April	PAB (early month) ECC (early month) PRM (late month)	PAB (early month)  Committees (late month, or early May) (Q4 reporting)
	May	PAB (mid-month)	PAB
	June	PSI (early month) PRM (late month)	PAB
Quarter 2	July	ECC (early month) PAB (mid-month)	PAB (early month)  Committees (late month, or early September) (Q1 reporting)
	August	Recess	
	September	PSI (mid-month) PAB (mid-month)	PAB
Quarter 3	October	ECC (mid-month) PAB (late month)	PAB (early month)  Committees (late month, or early November) (Q2 reporting)
	November	PRM (late month) PSI (late month) PAB (late month)	PAB
	December		PAB

## Appendix 2 – Committee Terms of Reference(s)

**PROPOSED DELETIONS ARE STRUCK THROUGH AND PROPOSED ADDITIONS ARE MARKED IN RED TEXT**

### Economic Crime Committee

#### Composition

- ~~• The Chairman and Deputy Chairman of the Police Authority Board (ex-officio).~~
- ~~• Up to five Members of the Police Authority Board appointed by the Police Authority Board.~~
- Up to six Members of the Police Authority Board appointed by the Police Authority Board (in addition to the Chairman and Deputy Chairman of the Board)
- Up to two co-opted Members to be appointed by the Police Authority Board.

#### Terms of Reference

*To be responsible for:*

- Overseeing the force's national responsibilities for economic crime and fraud having regard to the strategic policing requirement in this area;*
- monitoring government, and other external agencies' policies and actions relating to economic crime; and,*
- Making recommendations to the Police Authority Board in matters relating to economic crime.*

#### Membership 2019/20

Nick Bensted-Smith (Chairman)  
Deputy Keith Bottomley  
Simon Duckworth  
Alderman Emma Edhem  
Andrew Lentin  
Deputy Henry Pollard  
James Tumbridge (Co-Opted)  
Deputy Robert Merrett (Co-Opted)  
Doug Barrow (Ex-Officio)  
Deputy James Thomson (Ex-Officio)

#### Frequency of Meetings

Quarterly

## Performance and Resource Management Committee

### Composition

- ~~The Chairman and Deputy Chairman of the Police Authority Board (ex-officio);~~
- Up to five Members of the Police Authority Board appointed by the Police Authority Board, **in addition to the Chairman and Deputy Chairman;**
- Two co-opted Members to be appointed by the Audit and Risk Management Committee; and
- Up to ~~one~~ **two** co-opted Member to be appointed by the Police Authority Board.
- **A co-opted Member to be appointed by the Finance Committee.**

### Terms of Reference

To be responsible for:

#### **Policing Plan and Performance**

- a. overseeing the monitoring of performance against the City of London Policing Plan **and measure crime and harm reduction against appropriate benchmarks;***
- b. monitoring government, policing bodies and other external agencies' policies and actions relating to police performance and advising the Police Authority Board or Commissioner as appropriate;*
- c. Oversight of the delivery of the City of London Police Corporate Plan and Strategic Policing Requirement;*
- d. Monitoring of HMICFRS reporting and implementation of recommendations, and other relevant reporting.*
- e. Monitoring of Human Resources issues not covered by the Professional Standards and Integrity Committee.*

#### **Finance, Asset Management and Change**

- f. overseeing the Force's resource management in order to maximise the efficient and effective use of resources to deliver its strategic priorities **including monitoring against budget, scrutiny of proposed budgets, and the Medium Term Financial Plan;***
- g. Scrutiny and recommendations around capital spend and programmes.*
- h. Oversight of Force Commercial Projects;*
- i. Oversight of Risk and Transform;*
- j. Scrutiny of Police Accommodation strategy requirements.*
- k. Scrutiny of internal audit reporting and implementation of recommendations.*

*l. making recommendations to the Police Authority Board to change procedures, where necessary, ~~to bring about improvements in performance;~~*

*m. any other matter referred to it by the Police Authority Board.*

**Membership 2019/20**

Deputy James Thomson (Chairman)

Doug Barrow (Ex-Officio)

Nicholas Bensted-Smith

Deputy Keith Bottomley

Tijs Broeke

Andrew Lentin

Deborah Oliver

Dawn Wright (Co-Opted)

Kenneth Ludlam (later Dan Worsley) (Audit and Risk Management Committee Co-Opted Member)

Caroline Mawhood (Audit and Risk Management Committee Co-Opted Member)

**Frequency of Meetings**

Quarterly

## Professional Standards and Integrity Committee

### Composition

- ~~• The Chairman and Deputy Chairman of the Police Authority Board (ex-officio)~~
- Up to five Members of the Police Authority Board appointed by the Police Authority Board, **in addition to the Chairman and Deputy Chairman**
- Up to two co-opted Common Council Members to be appointed by the Police Authority Board
- One external co-opted Member to be appointed by the Police Authority Board.

### Terms of Reference

*To be responsible for:*

- overseeing the handling of complaints and the maintenance of standards across the force, where necessary recommending changes in procedures and performance to the Police Authority Board;*
- ~~*monitoring the Police Authority Board's work in respect of conduct and appeals proceedings; and,*~~
- monitoring the Force's handling of misconduct cases and related organisational learning;***
- monitoring government, police authorities and other external agencies' policies and actions relating to professional standards and advising the Police Authority Board or Commissioner as appropriate.*
- overseeing the work of the City of London Police Integrity Standards Board, whose purpose is to direct and co-ordinate the auditing of the key indicators in relation to the City of London Police Integrity Dashboard, delivery of associated action plans and promoting the understanding of the Police Code of Ethics.*
- the determination of reviews of police complaints submitted to the City of London Police Authority.*
- The power to make a determination on reviews to lie with the Chair of the Committee, who in doing so is required to consult with at least two other Members of the Committee*
- In making their determination the Chairman of the Committee will also consult with the Chairman and Deputy Chairman of the Police Authority Board.*
- ~~*The power of the Chair of the Committee to make a determination to be reviewed by 1 July 2020.*~~
- Overseeing measures to promote equality, inclusion and engagement by the Force.***

### Membership 2019/20

Alderman Alison Gowman (Chair)

Caroline Addy (Co-Opted Common Councillor)

Doug Barrow (Ex-Officio)  
Nicholas Bensted-Smith  
Tijs Broeke  
Mia Campbell (Co-Opted External Member)  
Alderman Emma Edhem  
Deborah Oliver  
Deputy James Thomson (Ex-Officio)  
James Tumbridge (Co-Opted Common Councillor)

**Frequency of Meetings**

Quarterly

## City of London Police Pensions Board

*(Note for the City of London Police Authority Board – these changes bring the terms of reference in closer alignment with the Police Pensions Regulations 2015, and have been reviewed by the Police Pensions Board at its October 2019 meeting, and are now put to the Board for endorsement).*

### Composition

- ~~• Three Scheme Manager Representatives~~
- ~~• Three Scheme Member Representatives~~
- ~~1. The Chairman of the Sub-Committee is appointed by the Police Authority Board. The Chairman of the Police Pensions Board then appoints the Committee.~~
- A Chair and Deputy Chair appointed by the Scheme Manager<sup>1</sup>
- The Chair and Deputy Chair shall not both be Employer representatives<sup>2</sup> or Member representatives<sup>3</sup>
- At least four, and no more than twelve, voting Members appointed by the Chair with Scheme Manager approval
- An equal number of Employer representatives and Member representatives shall be appointed to the Board
- The Chair may appoint, with Scheme Manager approval, up to four independent<sup>4</sup>, non-voting Members to the Board

### Terms of Reference

In line with the requirements of the Public Services Pensions Act 2013 and the Police Pensions Regulations 2015 for the management of the City of London Police's Pension Scheme, to be responsible for assisting the Scheme Manager (the City of London Police) in the following matters:

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<sup>1</sup> The Scheme Manager for the City of London Police Force (except the Commissioner) is the Commissioner of the City of London Police (Regulation 7 of Police Pension Regulations). The Scheme Manager for the Commissioner of Police is the Court of Common Council. The functions in relation to both to be delegated to the Police Authority Board (Regulation 11(2) of the Police Pension Regulations).

<sup>2</sup> An Employer representative is a person appointed to the Board for the purpose of representing employer for the scheme.

<sup>3</sup> A Scheme Member representative is a person appointed to the Board for the purpose of representing members of the scheme.

<sup>4</sup> An Independent Member is a person who is neither an employer representative nor a member representative.

- a) Securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme and any statutory pension scheme that it is connected to with
- ~~b) Securing compliance with requirements imposed in relation to the scheme and any connected scheme by the Pensions Regulator; and~~
- c) Securing compliance with requirements imposed in relation to the scheme and any connected scheme by the Pensions Regulator in relation to the Scheme, or any statutory pension scheme that is connected with it; and
- d) The performance of the scheme manager's functions under the Police Pensions Regulations 2015
- e) Other such matters as the scheme regulations may specify.

### **Quorum**

- Three Members, with at least one Employer Representative and one Scheme Member representative present.

### **Frequency of Meetings**

- Three times per year

### **Terms**

- Board Members are appointed to three 4-year terms (total 12 years).

### **Membership 2019//20**

Alderman Ian Luder (Chair – Scheme Manager)  
John Todd (Deputy Chair – Scheme Member)  
Alex Barr (Scheme Manager)  
Helen Isaac (Scheme Manager)  
Tim Parsons (Scheme Member)  
Mike Reed (Scheme Member)

## **Police Accommodation Working Party**

### **Composition**

- a. Chairman and Deputy Chairman of the Police Authority Board;
- b. Police Committee Members who are also Members of the Capital Buildings Committee;
- c. Commissioner of the City of London Police;
- d. City Surveyor;
- e. Chamberlain (or nominated deputy);
- f. Town Clerk (or nominated deputy);
- g. Police Accommodation Programme Director (City of London Police);
- h. Director of Estates and Support Services (City of London Police)

### **Terms of Reference**

To be responsible for:

- a. Reviewing the requirements proposed by the Force for the new police station;
- b. Reviewing the requirements proposed by the Force for the different strands of the decant;
- c. Challenging the requirements to ensure that they are sufficient to meet the current and future needs of the Force, while representing value for money; and
- d. Defining the Force requirements for sign-off by the Police Authority Board prior to submission to the Capital Buildings Committee.
- e. Ensuring that the Capital Buildings Committee is fully informed of the dependencies and that these are reflected in the overall accommodation programme.
- f. Ensuring that the disposal strategy does not compromise operational requirements and that contingencies are appropriately considered.

### **Membership 2019/20**

Doug Barrow

Deputy James Thomson

Deputy Keith Bottomley

Sheriff Chris Hayward

Alderman Alison Gowman

Alderman Ian Luder

Commissioner of the City of London Police

City Surveyor

Chamberlain

Town Clerk

Director of Estates and Support Services, City of London Police

Assistant Director of Estates and Support Services, City of London Police

**Frequency of Meetings**

The working party is proposed to meet initially on a monthly basis before moving to bimonthly as agreed appropriate by its members (*N.B. in practice this Working Party has met every six weeks*).

## **Medium Term Financial Plan Working Party**

### **Composition**

- Chairman of Police Authority Board
- Deputy Chairman of Police Authority Board
- Three Members of the Police Authority Board

### **Terms of Reference**

- To provide additional Member scrutiny of the Medium-Term Financial Projections which will inform the Medium-Term Financial Plan;
- To review further relevant information regarding City of London Police Force requirements ahead of the January 2019 Resource Allocation Sub (Policy and Resources) Committee.

### **Membership 2018/19**

Doug Barrow (Chairman)

Deputy James Thomson (Deputy Chairman)

Andrew Lentin

Nick Bensted-Smith

Tijs Broeke

### **Frequency of Meetings**

As required.

### Appendix 3 – Committee Key Contacts

Committees	Force	Authority
Economic Crime Committee	Commander (NPCC Coordinator for Economic Crime)	Police Authority Team
Professional Standards and Integrity Committee	Head of Professional Standards Directorate	Police Authority Team
Performance & Resource Management Committee	Head of Strategic Development	Police Authority Team and Corporate Strategy and Performance
City of London Police Pensions Board	Chief Operating and Chief Financial Officer	Corporate Treasurer