



City of London Police Authority Board

Date: FRIDAY, 16 APRIL 2021
Time: 10.00 am
Venue: VIRTUAL MEETING – ACCESSIBLE REMOTELY

Members*: Deputy James Thomson
Douglas Barrow
Caroline Addy
Munsur Ali
Tijs Broeke
Alderman Emma Edhem
Alderman Timothy Hailes
Dawn Wright
Andrew Lentin (External Member)
Deborah Oliver (External Member)

***MEMBERSHIP SUBJECT TO CONFIRMATION AT THE COURT OF COMMON COUNCIL ON THURSDAY 15 APRIL 2021**

Enquiries: Polly Dunn
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Accessing the virtual public meeting

Members of the public can observe this virtual public meeting via YouTube at the following link <https://youtu.be/obeeXTSvebE>.

Meeting Recordings

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

Future Meeting Dates
20 April 2021, 10am
18 May 2021, 9am
22 June 2021, 9am
29 July 2021, 10am
23 September 2021, 9am

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council appointing the Board dated 15 April 2021.

For Information
(To Follow)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in line with Standing Order 29.

For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in line with Standing Order 30.

For Decision
6. **CITY OF LONDON POLICE AUTHORITY BOARD'S COMMITTEES AND APPOINTMENTS**
Report of the Town Clerk.

To be read in conjunction with confidential appendix at item 13.

For Decision
(Pages 1 - 40)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential - circulated separately

12. **STAFFING MATTER**
Report of the Town Clerk.

For Decision
(To Follow)

13. **CONFIDENTIAL APPENDIX: APPOINTMENT OF COMMITTEES AND OTHER APPOINTMENTS**
Confidential appendix to be read in conjunction with item 5 on the agenda.

For Decision

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Agenda Item 6

Committee(s) City of London Police Authority Board	Dated: 16/04/2021
Subject: City of London Police Authority Board's Committees and Appointments	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 8 & 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: The Town Clerk	For Decision
Report author(s): Polly Dunn, Senior Committee and Member Services Officer	

Summary

This report requires Members to approve a number of recommendations in relation to the Board's committees and their composition.

First, Members are invited to agree whether the frequency of meetings of the Board and its Committees should maintain a monthly/quarterly cycle (**Appendix 1**).

Then, Members are to consider the appointment of its Committees and Working Parties. This process includes agreeing refreshed terms of reference, membership and the appointment of Chairs and Deputy Chairs (**Appendix 2**). Proposals also include the introduction of role descriptions (**Appendix 3**) and how the responsibilities historically assigned by Special Interest Areas might be better integrated with responsibilities of the Chairs/Deputy Chairs of each committee (**Appendix 6**).

Members are invited to approve the appointment of two external Members to the Professional Standards & Integrity Committee, and to note the proposed introduction of external Members to all other Committees.

Members are asked to make appointments to a number of other bodies.

Finally, Members are asked to consider the re-appointment of an External Member to the Board, for onward approval by the Court of Common Council.

Recommendation(s)

Members are asked to:

- Agree on the frequency of meetings of the Board and its Committees as per **Appendix 1**.

- Approve the Chair, Deputy Chair, Member, External Member and Committee Member role descriptions at **Appendix 3**.
- Approve the proposals for the Future of Special Interest Area Scheme at **Appendix 6**.
- Appoint the Board's Committees and their respective Chairs and Deputy Chairs as per paragraphs 6a-e and **Appendix 2**.
- Appoint two External Members to the Professional Standards & Integrity Committee for a term of four years concluding April 2025.
- Consider the reappointment of an External Member to the City of London Police Authority Board, for onward approval by the Court of Common Council.
- Consider the appointment of Working Parties.
- Consider appointments to other bodies.

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. The appointments cycle has now returned to normal despite the pandemic and the Court is to appoint its committees for 2021/22 on 15 April 2021. As this will be 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.

Proposals

2. **Frequency of Meetings.** The Board historically met every six weeks, with its Committees meeting quarterly. At the outset the COVID-19 crisis, this tempo changed to monthly meetings of the Board, with all Committee meetings being held quarterly. Members are invited to consider whether they wish to maintain a tempo of monthly Board meetings and quarterly Committee meetings, return to a six-weekly tempo of Board meetings and quarterly tempo of Committee meetings, or propose an entirely different tempo (**Appendix 1**).
3. **Appointment of Committees and Co-Opted Members.** Following the recommendations of Lord Lisvane as part of his review of City of London Corporation governance, Members requested that the Town Clerk develop role descriptions and person specifications for Members of the Board and its Committees. These have been presented at previous Board meetings and have now been commented on by the Force. The final versions are provided at **Appendix 3** for final approval.

4. Once agreed, Members are invited to review the various terms of reference of the Board's Committees as set out at **Appendix 2**. Any changes recommended by the Committees themselves are indicated with ~~deletions~~ and additions. Any subsequent proposed changes (from Officers and the Chair) that have not been reviewed more widely by Members are **highlighted**. Some key matters to draw to your attention include:
 - The Strategic Planning & Performance Committee and the Resource, Risk & Estates Committee are proposed to replace the Performance & Resource Management Committee. This will have resource implications for both the Force and the Police Authority Officers.
 - It is now proposed that the Economic [and Cyber] Crime Committee adopts the responsibilities previously shouldered by the Cyber Security Steering Group. There are notable changes to composition of the Committee as a consequence of the increased relevance to the City's work on Policy, Innovation and Growth.
 - The Chair would like for the Professional Standards & Integrity Committee to increase its External Membership from one to two. The details of candidates have been provided in **confidential Appendix 4**. These names have been put forward following a thorough and fair recruitment process including, advertising online, shortlisting and interviews conducted by a panel consisting of the Chair of the Board, the Chair of PS&I and a member of the Police Authority Team.
 - 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.
 - In making those (and all other) appointments, Members should be mindful of the skills, experience and background that each candidate demonstrates in their supporting statement and make the appointment accordingly.
5. Committee Membership from 2020/21 is noted for the Board's information in **Appendix 5**.
6. The recommendations regarding Committees, Working Parties and other bodies are as follows:
 - a. **Economic & Cyber Crime Committee (ECCC)**
 - i. Approve its revised terms of reference and composition as proposed in **Appendix 2**.
 - ii. Appoint up to five Members of the Board (in addition to the Chair and Deputy Chair).

- iii. Note inclusion of the appointment of the Chair of Policy & Resources Committee to the ECCC.
- iv. Note the responsibility for the Policy & Resources Committee to appoint a further one of its Members to the ECCC.
- v. Appoint two Co-Opted Members.
- vi. Appoint a Chair and Deputy Chair for 2021/22.
- vii. Note the external independent member within the Committee's composition and agree for the Town Clerk to commence a recruitment campaign for this position (with the final appointment to be brought back to the Board for approval in due course).

b. Strategic Planning & Performance Committee (SPPC)

- i. Note the bifurcation of the Performance & Resource Management Committee into two Committees (the SPPC and RREC)
- ii. Approve the terms of reference for the SPPC as proposed in **Appendix 2**.
- iii. Appoint up to five Members of the Board (in addition to the Chair and Deputy Chair).
- iv. Appoint two Co-Opted Members from the Court of Common Council.
- v. Note the external independent member within the Committee's composition and agree for the Town Clerk to commence a recruitment campaign for this position (with the final appointment to be brought back to the Board for approval in due course).
- vi. Appoint a Chair and Deputy Chair for 2021/22.
- vii. Note that the Neighbourhood Policing SIA is to become part of the role of the Chair or Deputy Chair of the SPPC as per **Appendix 6**.

c. Resource, Risk & Estates Committee (RREC)

- i. Note the bifurcation of the Performance & Resource Management Committee into two Committees (the SPPC and RREC)
- ii. Approve the terms of reference for the RREC as proposed in **Appendix 2**.
- iii. Appoint up to five Members of the Board (in addition to the Chair and Deputy Chair).

- iv. Note the responsibility for the Audit & Risk Management Committee to Co-Opt one to the RREC.
- v. Note that the Chairman of Finance, or their nominee, will have a place on the RREC.
- vi. To co-opt two further Members of the Court of Common Council to the Committee.
- vii. Note the external independent member within the Committee's composition and agree for the Town Clerk to commence a recruitment campaign for this position (with the final appointment to be brought back to the Board for approval in due course.
- viii. Appoint a Chair and Deputy Chair for 2021/22.
- ix. Note that the Transform SIA is to become part of the role of the Chair or Deputy Chair of the RREC as per **Appendix 6**.

d. Professional Standards & Integrity Committee

- i. Approve its revised terms of reference, including 1) 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 Chair and Deputy Chair of the Board and 2) the increase to two external independent members as proposed in **Appendix 2**.
- ii. Appoint up to six Members of the Board (in addition to Chair and Deputy Chair).
- iii. Appoint up to three Co-Opted Members from the Court of Common Council.
- iv. Approve the appointment of two external Members (background material provided within Confidential **Appendix 4**) for a term of four years concluding April 2025.
- v. Appoint a Chair and Deputy Chair for 2021/22.
- vi. Note that the Human Resources, Equality and Inclusion SIA is to become part of the role of the Chair or Deputy Chair of the PS&I Committee as per **Appendix 6**.

e. City of London Police Pensions Board

- i. To appoint the Chair and Deputy Chair.

- ii. Endorse the terms of reference at **Appendix 2**.
7. **Working Parties.** Members are invited to consider whether the following Working Parties should be established for 2021/22, 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 one time during 2020/21. As per its terms of reference at **Appendix 2** its role was originally to oversee Force requirements with regards to the Police Accommodation Strategy and Decant, prior to those matters being considered by the Capital Buildings Committee. This Working Party is currently called as required, but Members may feel that matters could now be referred to the Resource, Risk & Estates Committee.
8. **Appointments to other Bodies.** Members are asked to consider the following appointments for 2020/21.
- 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 (with Alderman Alison Gowman appointed directly to the Sub-Committee by the Court of Common Council)
 - iv. **Safer City Partnership** – One Member. Previously Doug Barrow.
 - v. **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).
- a. Note the appointment of Chair and Deputy Chair of Police Authority Board to the **Capital Buildings Committee**.
 - b. Note appointment of Chair and Deputy Chair (or their representatives) to the **Crime and Disorder Scrutiny Committee**.
9. **External Member Appointment**
The constitution of the City of London Police Authority Board allows for the recruitment of two external individuals (i.e. not Members of the Common Council) onto the Committee, through an open process and in accordance with the Membership Scheme (**Appendix 7**).

10. As per the City of London Police Authority Board Court Order, as of April 2021, there is a maximum continuous service limit of three terms of four years. Andrew Lentin is coming to the end of his first term, which is due to expire on 21 September 2021.
11. Andrew Lentin has expressed an interest to serve on the Board for a further four-years. Members are therefore invited to consider whether it wishes to support the re-appointment of Andrew Lentin for a term ending September 2025. The alternative would be to commence a recruitment campaign and seek alternative candidates.
12. If the proposal for re-appointment is supported, it will be referred for decision to the Court of Common Council.

Appendices

- **Appendix 1** – 2021 Schedule of City of London Police Authority Board meetings (and its Committees)
- **Appendix 2** – Draft Terms of Reference for the City of London Police Authority Board Committees and Working Party
- **Appendix 3** – Role Descriptions
- **Appendix 4 [CONFIDENTIAL]** – Details of PS&I Committee External Member Candidates
- **Appendix 5** – 2020/21 Committee Membership
- **Appendix 6** – Future of Special Interest Area (SIA) Scheme
- **Appendix 7** – Membership Scheme

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Appendix 1: Schedule of City of London Police Authority Board and Committee Meetings

City of London Police Authority Board meetings 2021 (12)

7 January
17 February
25 March
16 April
20 April
18 May
22 June
29 July
23 September
21 October
22 November
13 December

Economic [and Cyber] Crime Committee meetings 2021 (4)

3 February
5 May
7 September
4 November

Performance & Resource Management Committee meetings 2021* (4)

2 February
4 May
6 September
3 November

**Proposal is for the two Committees replacing PR&M to also meet quarterly*

Professional Standards & Integrity Committee meetings 2021 (4)

5 February
5 May
8 September
5 November

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Appendix 2: Proposed Terms of Reference for City of London Police Authority Board Committees

Strategic Planning and Performance Committee

Composition

- 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 Court of Common Council Members to be appointed by the Police Authority Board.
- Up to one external independent member, to be appointed by the Police Authority Board.

Frequency of meetings

The Committee shall meet four times per annum.

Quorum

Any three members

Terms of Reference

To be responsible for:

Policing Plan and Performance

- Overseeing the monitoring of policing performance against the City of London Policing Plan and measure crime and harm reduction against appropriate benchmarks;*
 - 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;*
 - Overseeing of the delivery of the City of London Police Corporate Plan and Strategic Policing Requirement;*
 - Monitoring of HMICFRS inspections, reporting and implementation of recommendations, and other relevant reporting;*
 - Monitoring of Human Resources performance and data issues not covered by the Professional Standards and Integrity Committee in particular work force planning.*
-

Resource, Risk and Estates Committee

Composition

- Up to five Members of the Police Authority Board appointed by the Police Authority Board, in addition to the Chairman and Deputy Chairman;
- One co-opted Member to be appointed by the Audit and Risk Management Committee; and
- Up to two co-opted Members to be appointed by the Police Authority Board.
- The Chairman of Finance Committee or their nominee.
- One external independent member, to be appointed by the Police Authority Board.

Frequency of meetings

- The Committee shall meet four times per annum.

Quorum

Any three members

Terms of Reference

To be responsible for:

Finance, Risk, Estates and Change

- Overseeing the Force's resource management in order to maximise the efficient and effective use of resources to deliver its strategic priorities including **workforce planning**, monitoring in-year financial performance against revenue and capital budgets, scrutiny of proposed revenue and capital budgets and the Medium Term Financial Plan;*
 - Scrutinising and recommendations around capital spend and other investment programmes.*
 - Overseeing of commercial projects;*
 - Overseeing of Risk;*
 - Scrutinising of internal audit reporting and implementation of recommendations.*
 - Overseeing major change programmes including Transform;*
 - Scrutinising of Estates strategy requirements*
 - Making recommendations to the Police Authority Board or Commissioner, where necessary.*
-

Economic and Cyber Crime Committee

Composition

- 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 four co-opted Members to be appointed by the Police Authority Board.
- Chair and one other Member of the Policy and Resources Committee, to be appointed by that Committee.
- Up to one external Member, to be appointed by the Police Authority Board.

Frequency of meetings

- The Committee shall meet four times per annum.

Quorum

Any three members

Terms of Reference

To be responsible for:

- a. overseeing the force's national responsibilities for economic crime, and fraud and cyber crime having regard to the strategic policing requirement in this area;*
 - b. monitoring government, and other external agencies' policies and actions relating to economic crime;*
 - c. overseeing the delivery of the City of London National Lead Force Plan;*
 - d. monitoring the implementation of any external review recommendations related to economic crime, fraud and cyber crime (including, but not restricted to, Mackey Review, HMICFRS Fraud related inspections, Tori Consultant Review);*
 - e. overseeing of the City of London Police's private sector partnerships with regard to the tracking of fraud, cyber-crime & economic crime as well as the joint Cyber Griffin Project.;*
 - f. identifying and oversee opportunities to exploit the synergies between the Corporation's Cyber Security agenda and that of the City of London Police;*
 - g. overseeing the business strategy, service and financial performance of the Economic Crime Academy;*
 - h. overseeing the Force's national responsibilities as the National Police Chiefs Council (NPCC) lead for the Cyber Portfolio;*
 - i. overseeing the work of Cyber Griffin initiative; and*
 - j. making recommendations to the Police Authority Board in any other matters relating to economic crime.*
-

Professional Standards and Integrity Committee

Composition

- Up to six Members of the Police Authority Board appointed by the Police Authority Board, in addition to the Chairman and Deputy Chairman.
- Up to three co-opted Common Council Members to be appointed by the Police Authority Board
- One **Two** external co-opted Members, to be appointed by the Police Authority Board.

Frequency of meetings

- The Committee shall meet four times per annum.

Quorum

Any three members

Terms of Reference

To be responsible for:

- a. 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;*
 - b. monitoring the Force's handling of misconduct cases and related organisational learning;*
 - c. 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;*
 - d. 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;*
 - e. the determination of reviews of police complaints submitted to the City of London Police Authority;*
 - f. The power to make a determination on reviews to lie with a Review Panel composed of at least three Members of the Committee.*
 - g. Overseeing measures to promote equality, inclusion and engagement by the Force.*
-

City of London Police Pensions Board

Composition

- A Chair and Deputy Chair appointed by the Scheme Manager¹
- The Chair and Deputy Chair shall not both be Employer representatives² or Member representatives³
- 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 independent⁴, 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:

- 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 in relation to the Scheme, or any statutory pension scheme that is connected with it; and
- c) The performance of the scheme manager's functions under the Police Pensions Regulations 2015
- d) 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).

¹ 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).

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

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

⁴ An Independent Member is a person who is neither an employer representative nor a member representative.

Police Accommodation Working Party

Composition

- a. Chair and Deputy Chair 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.

Frequency of Meetings

The working party is proposed to meet as required.

Appendix 3a

Chair of the City of London Police Authority Board – Role Profile

Appointment	Elected annually by the Members of the Police Authority Board for a term up to a maximum of four years.
Overall Responsibilities	<ul style="list-style-type: none">• To provide day-to-day leadership on behalf of the Police Authority Board in its work with the City of London Police.• To be the key spokesperson for the Police Authority on matters relating to policing and crime.• To chair the Police Authority Board.
Time Commitment	<ul style="list-style-type: none">• Chairing 12 Police Authority Boards per year.• Attending Police Authority Board (sub) Committees as appropriate.• Ex-officio Member of Policy & Resources Committee.• Regular meetings with Commissioner and Police Authority Chief Executive.• Undertaking a regular engagement programme with the Force and key stakeholders on behalf of the Police Authority Board.

Background

The role of the City of London Police Authority is to provide scrutiny and challenge to the work of the City of London Police (CoLP). In discharging more than 60 statutory duties, the Police Authority must ensure that CoLP delivers efficient and effective policing for the public within a sustainable medium-term financial plan (MTFP), and hold the City of London Police Commissioner to account for the delivery of policing within the Square Mile and in its capacity as the national lead force for economic crime as set out in the Policing Plan.

The City is exceptional in retaining a police authority in the form of the Court of Common Council, acting through the City of London Police Authority Board to which the Common Council has delegated its general functions. The Police Authority Board provides a directly elected scrutiny body mirroring the model deployed for Police & Crime Commissioners (PCCs). In fulfilling its role, the Police Authority Board must be mindful of public confidence in policing, ensure the Force provides value for money, and that the needs of local communities are met as effectively as possible by CoLP.

Key Responsibilities

On behalf of the Police Authority Board, the Chair has the following responsibilities:

- to provide political leadership to the Force on behalf of the Police Authority, including day-to-day oversight of the Force's strategic priorities as set out in the Policing Plan;
- to be responsible for the totality of policing in the City of London;
- to hold the Police Commissioner to account, ensuring the Force is accountable to the communities they serve;

- to ensure the Police Authority Board discharges its responsibilities for monitoring and challenging crime performance, the efficiency and effectiveness of the Force, and the provision of value for money;
- to ensure that our local communities needs are identified, considered and met as effectively as possible by facilitating and enhancing relationships between the Force and its local stakeholders;
- to work in partnership with a range of agencies at a local and national level, ensuring there is a unified approach to preventing and reducing crime in the City of London;
- to bring together community safety and criminal justice partners to make sure local priorities are coordinated to support the Force;
- to act as the key spokesperson for the City of London Corporation in its capacity as the Police Authority for the City of London, helping to raise the profile of the City's contribution in preventing and tackling crime;
- to act as the Police Authority's principal point of contact at a local, regional and national level in matters relating to policing and crime, particularly the Home Office, HMICFRS, Association of Police and Crime Commissioners (APCC);
- to represent the Police Authority Board at APCC meetings and, subject to nomination, to act as a portfolio holder or as a member of the APCC Board;
- to chair the appointment panel for the post of Commissioner on behalf of the Court of Common Council;
- to contribute to the annual performance development review of the Police Commissioner;
- to uphold and promulgate the Police Authority Board's policy statements, including on financial assurance and diversity and inclusion.
- to lead otherwise the work of the Police Authority Board and make sure it carries out its business according to its terms of reference.

**Guildhall,
April 2021**

Appendix 3b

Deputy Chair of the City of London Police Authority Board – Role Profile

Appointment	Elected annually by the Members of the Police Authority Board for a term up to a maximum of four years (typically including a year if stepping down as Chair).
Overall Responsibilities	<ul style="list-style-type: none">• To assist and work with the Chair of the Police Authority Board to provide day-to-day leadership on behalf of the Police Authority Board in its work with the City of London Police.• To deputise for the Chair where appropriate.
Time Commitment	<ul style="list-style-type: none">• Attending 12 Police Authority Boards per year.• Attending Police Authority Board (sub) Committees as appropriate.• Monthly meetings with the Commissioner and Police Authority Chief Executive.

Background

The role of the City of London Police Authority is to provide scrutiny and challenge to the work of the City of London Police (CoLP). In discharging more than 60 statutory duties, the Police Authority must ensure that CoLP delivers efficient and effective policing for the public within a sustainable medium-term financial plan (MTFP), and hold the City of London Police Commissioner to account for the delivery of policing within the Square Mile and in its capacity as the national lead force for economic crime as set out in the Policing Plan.

The City is exceptional in retaining a police authority in the form of the Court of Common Council, acting through the City of London Police Authority Board to which the Common Council has delegated its general functions. The Police Authority Board provides a directly elected scrutiny body mirroring the model deployed for Police & Crime Commissioners (PCCs). In fulfilling its role, the Police Authority Board must be mindful of public confidence in policing, ensure the Force provides value for money, and that the needs of local communities are met as effectively as possible by CoLP.

Key Responsibilities

On behalf of the Police Authority Board, the Deputy Chair has the following responsibilities:

- to assist the Chair of the Police Authority Board in providing political leadership to the Force on behalf of the Police Authority, including day-to-day oversight of the Force's strategic priorities as set out in the Policing Plan;
- to assist the Chair of the Police Authority Board with their key responsibilities, including:
 - to hold the Police Commissioner to account on a day-to-day basis, ensuring the Force is accountable to the communities they serve;
 - to ensure the Police Authority Board discharges its responsibilities for monitoring and challenging crime performance, the efficiency and effectiveness of the Force, and the provision of value for money;

- to ensure that our local communities needs are identified, considered and met as effectively as possible by facilitating and enhancing relationships between the Force and its local stakeholders;
- to develop a particular interest in key areas of the Force’s activities, including neighbourhood policing and road safety (and casualty reduction), working closely with relevant officers in the Force, Police Authority and City Corporation to identify opportunities for collaboration and partnership working;
- to deputise for the Chair in their absence from Police Authority Board meetings and, where necessary, to carry out the requirements of their role profile during a period of sustained absence;
- to carry out any other duties considered necessary to support the work of the Police Authority Board in accordance with its terms of reference.

**Guildhall,
April 2021**

Appendix 3c

Chair of a City of London Police Authority Board (sub) Committee – Role Profile

Appointment	Elected annually by the Members of the Police Authority Board for a term up to a maximum of four years.
Overall Responsibilities	<ul style="list-style-type: none">• To provide political leadership to the Force on behalf of the Police Authority Board in the areas covered by the given Committee's terms of reference;• To act as a point of contact on behalf of the Police Authority with partner organisations in matters relating to the Committee's terms of reference;• To chair the Committee, reporting back to the Police Authority Board on its work.
Time Commitment	<ul style="list-style-type: none">• Chairing 4 Committee meetings per year.• Attending Police Authority Board as appropriate.• Discharging Special Interest Area responsibilities as appropriate.• Regular meetings with Force Chief Officers responsible for the areas covered by the given Committee's terms of reference.

Background

The role of the City of London Police Authority is to provide scrutiny and challenge to the work of the City of London Police (CoLP). In discharging more than 60 statutory duties, the Police Authority must ensure that CoLP delivers efficient and effective policing for the public within a sustainable medium-term financial plan (MTFP), and hold the City of London Police Commissioner to account for the delivery of policing within the Square Mile and in its capacity as the national lead force for economic crime as set out in the Policing Plan.

The City is exceptional in retaining a police authority in the form of the Court of Common Council, acting through the City of London Police Authority Board to which the Common Council has delegated its general functions. The Police Authority Board provides a directly elected scrutiny body mirroring the model deployed for Police & Crime Commissioners (PCCs). In fulfilling its role, the Police Authority Board and its Committees must be mindful of public confidence in policing, ensure the Force provides value for money, and that the needs of local communities are met as effectively as possible by CoLP.

Key responsibilities

On behalf of the Police Authority Board, the Chair of one of its Committees has the following responsibilities:

- to provide political leadership to the Force on behalf of the Police Authority Board in the areas covered by the given Committee's terms of reference;
- to act as a spokesperson for the City of London Corporation in its capacity as the Police Authority for the City of London in the areas covered by the given Committee's terms of reference;

- to develop a particular interest in the policies that underpin the areas covered by the given Committee's terms of reference, working closely with officers in the Force, Police Authority and City Corporation to identify opportunities for collaboration and partnership working (building on the Police Authority's Special Interest Area (SIA) Scheme);
- to act as a point of contact on behalf of the Police Authority with partner organisations in matters relating to the Committee's terms of reference;
- to support the Force's engagement with agencies at local and national level in matters relating to the Committee's terms of reference, ensuring there is a unified approach to preventing and reducing crime;
- to report back to the Police Authority Board on the work of the Committee;
- to lead otherwise the work of the committee and make sure it carries out its business effectively and efficiently within its terms of reference.

**Guildhall,
April 2021**

Appendix 3d

Member of the City of London Police Authority Board – Role Profile

Appointment	Appointed by the Court of Common Council for a term up to a maximum of four years. There is a maximum continuous service limit of three terms of four years.
Overall Responsibilities	<ul style="list-style-type: none">• As a Member of the Police Authority Board to:<ul style="list-style-type: none">○ To hold the Police Commissioner and the Force to account, ensuring the Force is accountable to the communities they serve.○ To contribute proactively to the oversight and scrutiny of the Force’s strategic priorities as set out in the Policing Plan.○ To monitor and challenge crime performance, the efficiency and effectiveness of the Force, and the provision of value for money.
Time Commitment	<ul style="list-style-type: none">• Attending 12 Police Authority Boards per year.• Attending Police Authority Board (sub) Committees as appropriate.• Undertaking Special Interest Area responsibilities as appropriate.

Background

The role of the City of London Police Authority is to provide scrutiny and challenge to the work of the City of London Police (CoLP). In discharging more than 60 statutory duties, the Police Authority must ensure that CoLP delivers efficient and effective policing for the public within a sustainable medium-term financial plan (MTFP), and hold the City of London Police Commissioner to account for the delivery of policing within the Square Mile and in its capacity as the national lead force for economic crime as set out in the Policing Plan.

The City is exceptional in retaining a police authority in the form of the Court of Common Council, acting through the City of London Police Authority Board to which the Common Council has delegated its general functions. The Police Authority Board provides a directly elected scrutiny body mirroring the model deployed for Police & Crime Commissioners (PCCs). In fulfilling its role, the Police Authority Board and its Committees must be mindful of public confidence in policing, ensure the Force provides value for money, and that the needs of local communities are met as effectively as possible by CoLP.

Key Responsibilities

The roles and responsibilities of a Police Authority Board Member through membership of, and participation at, meetings of the City of London Police Authority Board or its committees are as follows:

- to hold the Police Commissioner and the Force to account, ensuring the Force is accountable to the communities they serve;
- to contribute proactively to the oversight and scrutiny of the Force’s strategic priorities as set out in the Policing Plan;
- to monitor and challenge crime performance, the efficiency and effectiveness of the Force, and the provision of value for money;

- to be committed to the delivery of a fair and equitable policing service to all of our communities;
- to contribute proactively to the oversight and scrutiny of the Force's policies, strategies and service delivery;
- to make sure that the principles of equality and fairness are integral to all actions and policies of the Force;
- to participate in any committee, panel, or special interest area to which they are appointed on behalf of the Police Authority Board;
- to develop and maintain a working knowledge of the Force's and the City Corporation's services, management arrangements, powers, duties and resource constraints;
- to develop and maintain a good knowledge of the Policing Plan and the corporate policies of the City Corporation;
- to promote effective and efficient policing and establish constructive partnerships with the City of London Police and other relevant bodies;
- to adhere to the City Corporation's code of conduct and Seven Principles of Public Life.

**Guildhall,
April 2021**

Appendix 3e

External Member of the Police Authority Board – Role Profile

Appointment	Appointed by the Court of Common Council for a term up to a maximum of four years. There is a maximum continuous service limit of three terms of four years.
Overall Responsibilities	<ul style="list-style-type: none">• As a member of the Police Authority Board to:<ul style="list-style-type: none">○ To hold the Police Commissioner and the Force to account, ensuring the Force is accountable to the communities they serve.○ To contribute proactively to the oversight and scrutiny of the Force’s strategic priorities as set out in the Policing Plan.○ To monitor and challenge crime performance, the efficiency and effectiveness of the Force, and the provision of value for money.
Time Commitment	<ul style="list-style-type: none">• Attending 12 Police Authority Board meetings per year.• Attending Police Authority Board (sub) Committees as appropriate.• Undertaking Special Interest Area responsibilities as appropriate.

Background

The role of the City of London Police Authority is to provide scrutiny and challenge to the work of the City of London Police (CoLP). In discharging more than 60 statutory duties, the Police Authority must ensure that CoLP delivers efficient and effective policing for the public within a sustainable medium-term financial plan (MTFP), and hold the City of London Police Commissioner to account for the delivery of policing within the Square Mile and in its capacity as the national lead force for economic crime as set out in the Policing Plan.

The City is exceptional in retaining a police authority in the form of the Court of Common Council, acting through the City of London Police Authority Board to which the Common Council has delegated its general functions. The Police Authority Board provides a directly elected scrutiny body mirroring the model deployed for Police & Crime Commissioners (PCCs). In fulfilling its role, the Police Authority Board and its Committees must be mindful of public confidence in policing, ensure the Force provides value for money, and that the needs of local communities are met as effectively as possible by CoLP.

Key Responsibilities

The roles and responsibilities of a Police Authority Board External Member through membership of, and participation at, meetings of the City of London Police Authority Board or its committees are as follows:

- to hold the Police Commissioner and the Force to account, ensuring the Force is accountable to the communities they serve;
- to contribute proactively to the oversight and scrutiny of the Force’s strategic priorities as set out in the Policing Plan;
- to monitor and challenge crime performance, the efficiency and effectiveness of the Force, and the provision of value for money;

- to be committed to the delivery of a fair and equitable policing service to all of our communities;
- to contribute proactively to the oversight and scrutiny of the Force's policies, strategies and service delivery;
- to make sure that the principles of equality and fairness are integral to all actions and policies of the Force;
- to participate in any committee, panel, or special interest area to which they are appointed on behalf of the Police Authority Board;
- to develop and maintain a working knowledge of the Force's and the City Corporation's services, management arrangements, powers, duties and resource constraints;
- to develop and maintain a good knowledge of the Policing Plan and the corporate policies of the City Corporation;
- to promote effective and efficient policing and establish constructive partnerships with the City of London Police and other relevant bodies;
- to undertake any training and development deemed necessary by the City Corporation and Police Authority, providing feedback to the Police Authority Board where appropriate;
- to adhere to the City Corporation's code of conduct and Seven Principles of Public Life.

**Guildhall,
April 2021**

Appendix 5: City of London Police Authority Board – Committee Memberships and SIAs

Economic Crime Committee

Chair 2020/21: James Thomson

Serial	Role	Member
1	Chair of PAB	James Thomson
2	Deputy Chairman of PAB	Doug Barrow
3	Board Member #1	Nick Bensted-Smith
4	Board Member #2	Tijs Broeke
5	Board Member #3	Alderman Tim Hailes
6	Board Member #4	Dawn Wright
7	Board Member #5	Andrew Lentin
8	Co-Opted Member #1	Deputy Robert Merrett
9	Co-Opted Member #2	Benjamin Murphy
10	Co-Opted Member #3	James Tumbridge
11	Co-Opted Member #4	Deputy Philip Woodhouse

Performance & Resource Management Committee

Chairman 2020/21: Doug Barrow

Serial	Role	Member
1	Chair of PAB	James Thomson
2	Deputy Chairman of PAB	Doug Barrow
3	Board Member #1	Deborah Oliver
4	Board Member #2	Tijs Broeke
5	Board Member #3	Deputy Keith Bottomley
6	Board Member #4	Andrew Lentin
7	Board Member #5	Alderman Tim Hailes
8	Co-Opted Member #1	Helen Fentimen OBE JP
9	Co-Opted Member #2	Graham Packham
10	ARM Co-Opted Member #1	Caroline Mawhood
11	ARM Co-Opted Member #1	Dan Worsley
12	Finance Committee Appointee	Jamie Ingham Clark

Professional Standards and Integrity Committee

Chairman 2020/21: Alderman Alison Gowman

Serial	Role	Member
1	Chair of PAB	Deputy James Thomson
2	Deputy Chairman of PAB	Doug Barrow
3	Board Member #1	Alderman Alison Gowman
4	Board Member #2	Nick Bensted-Smith
5	Board Member #3	Deborah Oliver
6	Board Member #4	Tijs Broeke
7	Board Member #5	Caroline Addy
8	Board Member #6	Alderman Emma Edhem
9	Co-Opted Member #1	Mary Durcan
10	Co-Opted Member #2	Alderman Gregory Jones QC
11	Co-Opted Member #3	James Tumbridge
12	External Co-Opted Member #1	Vacancy

Police Accommodation Working Party

Serial	Role	Member/Officer
1	Chair of PAB	Deputy James Thomson
2	Deputy Chairman of PAB	Doug Barrow
3	PAB Members who are also Members of Capital Buildings committee	Deputy Keith Bottomley
4	PAB Members who are also Members of Capital Buildings committee	Sheriff Christopher Hayward
5	PAB Members who are also Members of Capital Buildings committee	Alderman Alison Gowman
6	Ian Dyson	Commissioner - COLP
7	Paul Wilkinson	City Surveyor
8	Peter Kane	Chamberlain
9	John Barradell	Town Clerk
10	Martin O'Regan	Director of Estates and Support Services, COLP
11	Rachel Vipond	Assistant Director of Estates and Support Services, COLP

City of London Police Pensions Board

Serial	Role	Member
1	Chairman	John Todd
2	Deputy Chairman	Alex Barr

Streets and Walkways Sub (Planning and Transportation) Committee

Serial	Member
1	Alderman Alison Gowman

Digital Services Sub (Finance) Committee

Serial	Member
1	Deputy Keith Bottomley

Homelessness and Rough Sleeping Sub (Community and Children's Services) Committee

Serial	Member
1	Tijs Broeke
2	Alderman Alison Gowman

Safer City Partnership

Serial	Member
1	Doug Barrow

Association of Police and Crime Commissioners

Serial	Member
1	Simon Duckworth

Cyber Security Steering Group

Serial	Member
1	Dawn Wright

Special Interest Areas 2020/21 – See Appendix 6

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Appendix 6 - Future of Special Interest Area Scheme

1. The Police Authority Board has operated a Specialist Interest Area (SIA) Scheme since 2007. The purpose of the SIA Scheme is for Members of the Board to have oversight of specific areas of City of London Police work, to provide focused scrutiny on key areas of Force business and gain specialist knowledge and expertise, thus enhancing the Committee's scrutiny and performance management role (see appendix 3a for further background).
2. At Police Authority Board on 25 March, 2021, it was agreed that the SIA Scheme should be further revised in advance of the new municipal year (see appendix 3b for 20/21 SIA roles). In particular, Members agreed that a number of the SIA roles should be integrated into the role profiles of the Chairs (or where appointed Deputy Chairs) of the various Police Authority Board Committees, as well as the roles of Police Authority Board Chair and Deputy Chair, given the extent to which the SIAs now overlap with the responsibilities of these roles.
3. To this end, for the municipal year 2021/22, it is proposed that only one SIA role remain in place: that of Safeguarding and Public Protection (Vulnerability and ICV Scheme), which is currently undertaken by Deputy Keith Bottomley. In tandem, appropriate changes have also been made to the various role profiles for Police Authority Board Members to reflect these proposals.

SIA	PAB Lead Member
Safeguarding and Public Protection (Vulnerability and ICV Scheme)	A nominated Police Authority Board Member (currently Deputy Keith Bottomley)
Counter Terrorism	<i>To become part of the role of Chair of the Police Authority Board</i>
Neighbourhood Policing	<i>To become part of the role of Chair or Deputy Chair of the Strategic Planning & Performance Committee</i>
Road Safety (and Casualty Reduction)	<i>To become part of the role of Deputy Chair of the Police Authority Board</i>
Human Resources, Equality and Inclusion	<i>To become part of the role of Chair or Deputy Chair of the Professional Standards and Integrity Committee</i>
Transform	<i>To become part of the role of Chair or Deputy Chair of the Resource, Risk & Estates Committee</i>

Appendix 6a: SIA Scheme Objectives

The SIA Scheme operates through a direct liaison between lead officers at Force and Members. A contact in the relevant area of business is tasked to make regular contact with their respective SIA Lead Members, keeping them informed of developments or issues which may arise throughout the year. Lead Members are also expected to oversee the work that takes place, challenging and following up issues where necessary. Lead Members are encouraged to raise issues at the Police Authority Board where necessary to ensure that appropriate action is taken, as well as reporting back on their work on a regular basis.

The objective of the SIA Scheme is not to give an 'operational' role to Members; instead, it is intended to boost the level of scrutiny and challenge which the Police Authority Board provides to the Force, something which has previously been recognised as a notable practice within the sector. City Corporation 'link officers' provide professional advice and guidance to SIA Lead Members where required, in addition to support from the Police Authority Team.

The objectives of the SIA Scheme are as follows:

- to fill any potential gaps in oversight by a given Police Authority Board Committee, i.e. any important areas of policing that are not fully covered by Committee business;
- to provide more informed oversight and scrutiny of the Force (particularly when PAB is making decisions on complex issues);
- to enable Members to share their professional knowledge, skills and expertise with the Force, acting as a 'critical friend' to suggest potential areas for improvement where appropriate;
- to broaden the engagement of Board Members in the work of the Police, alongside their work on behalf of Police Authority Board Committees;
- to improve the knowledge of members (particularly newer Members to the Board) about key areas of national and local policing undertaken by the City Police;
- to ensure Members develop a deep understanding of the Force's activities on a day-to-day basis.

Appendix 6b: 2020/21 SIAs

SIA	PAB Lead Member	COLP Key Contact	COL Link Officers
Human Resources, Equality and Inclusion	Tijs Broeke Deborah Oliver (Deputy)	HR Director (HR) & Head of Strategic Development (E&I)	<i>Assistant Director, Corporate HR</i>
Counter Terrorism	James Thomson	Detective Superintendent, Crime Directorate	<i>Director of Security</i>
Neighbourhood Policing	Deborah Oliver Munsur Ali (Deputy)	Superintendent (s), Uniformed Policing	<i>Head of Community Safety</i>
Road Safety (and Casualty Reduction)	Alison Gowman	Superintendent, Uniformed Policing	<i>Strategic Transportation Officer</i>
Safeguarding and Public Protection (Vulnerability and ICV Scheme)	Keith Bottomley	Detective Chief Inspector, Public Protection Unit	<i>Assistant Director, Social Care Service</i>
Transform	Andrew Lentin	Detective Superintendent, Transform Programme	<i>Head of Police Authority Finance</i>

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POLICE COMMITTEE MEMBERSHIP SCHEME

NB: The use of “he” in this scheme shall mean “he or she”. The scheme also reflects the decision to reduce the size of the Committee taken in 2012

Members of the Police Committee

1. The Police Committee shall be made up of 13 members.
2. There shall be 11 Members of the Court of Common Council who should have served a minimum of two years on the Court of Common Council.
3. Members of the Court of Common Council who stand for election or re-election to the Police Committee should be required to submit a CV to the Court in support of their nomination.
4. There shall be no limit to the number of continuous terms of office that Members of the Court of Common Council may serve on the Police Committee.
5. There shall be two external members (i.e. non-Members of the Court of Common Council) on the Committee appointed in accordance with paragraph 7.
6. External members shall not be eligible to serve as Chairman or Deputy Chairman.

Appointment of external members

7. External members of the Police Committee shall be appointed—
 - (a) by the Court of Common Council,
 - (b) from among persons recommended by a selection panel.
8. The Town Clerk shall arrange for a notice stating—
 - (a) the name of each of its external members appointed;
 - (b) such other information relating to each of such members as the police authority considers appropriate,to be published in such manner as he considers appropriate.

External members – Disqualification

9. A person shall be disqualified from being appointed as or being an external member of the Police Committee of the City of London, if:-
 - (a) he is under 18 years of age;
 - (b) he—
 - i. does not have his primary or only place of residence in the City of London, or
 - ii. does not have his primary or only place of work in the City of London.
 - (c) has not lived or worked in the City of London for at least twelve months prior to his application;

- (d) he holds any paid office or employment appointment to which is or may be confirmed by the Police Committee of the City of London or any committee or sub-committee of the City of London, or by a joint committee on which the City of London is represented, or by any person holding any such office or employment;
- (e) he is an employee of the City of London Corporation;
- (f) he is a Member of the Court of Common Council;
- (g) he is a member of the City of London Police or any other police force;
- (h) he is an officer or an employee of any police authority;
- (i) he is an officer or an employee of a council which appoints members to a police authority - unless he is a head teacher or principal of a school, college or other educational institution or establishment which is maintained or assisted by a local education authority; or a teacher or lecturer in any such school, college institution or establishment.
- (j) he has had a bankruptcy order made against him and the bankruptcy order has not been previously annulled or he has not obtained a discharge; or
- (k) his estate has been sequestrated and the sequestration has not been recalled or reduced or he has not obtained a discharge;
- (l) he has made a composition or arrangement with, or granted a trust deed for, his creditors and he has not paid off the debts in full, or five years have not yet passed since they fulfilled the terms of the deed of composition or arrangements or trust deed;
- (m) he is subject to a disqualification order under the Company Directors Disqualification Act 1986, to a disqualification under Part II of the Companies (Northern Ireland) Order 1989, to a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or to an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order); or
- (n) in the five years before the date of his appointment to the Police Committee or since his appointment, he has been convicted of an offence and had passed on him a sentence of imprisonment (including a suspended sentence) of three or more months. For this purpose the date of a conviction shall be taken to be the ordinary date on which the period allowed for making an appeal or application expires or if an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of its non-prosecution.

Tenure of Office

10. A person shall hold and vacate office as an external member of the Police Committee of the City of London in accordance with the terms of his appointment and the present Scheme.

11. A person shall be appointed to hold office as an external member of the Police Committee for—

- (a) a term of four years, or
- (b) such shorter term as the Police Committee may determine in any particular case.

12. Subject to paragraph 13 a person who ceases to be an external member, for reasons other than by his removal, may (if otherwise eligible) be re-appointed whether at the expiry of his term or subsequently.

13. An external member of the Police Committee shall not—

(a) be appointed to serve more than two terms of office;

(b) be appointed to serve a further term of office until four years after the expiry of his second term; and

(c) be appointed to serve a further term unless the selection panel is satisfied with his performance as a member during his previous term.

14. An external member may at any time resign his office by notice in writing to the Town Clerk.

15. The Police Committee may remove an external member from office by notice in writing if—

(a) he has been absent from meetings of the Police Committee for a period longer than three consecutive months without the consent of the Police Committee,

(b) he has been convicted of a criminal offence,

(c) the Police Committee is satisfied that the external member is incapacitated by physical or mental illness, or

(d) the Police Committee is satisfied that the external member is otherwise unable or unfit to discharge his functions as a member.

Validity of acts

16. The acts and proceedings of any person appointed to be an external member of the Police Committee, and acting in that office shall, notwithstanding his disqualification or want of qualification, be as valid and effectual as if he had been qualified.

17. The proceedings of the Police Committee shall not be invalidated by any defect in the appointment of a person as an external member.

Selection Panel

18. A selection panel will be appointed by the Police Committee for the purposes of selecting suitable candidates to serve as external members onto the Police Committee and make recommendations for appointment to the Court of Common Council accordingly.

19. The selection panel shall consist of four members —

(a) the Chairman and Deputy Chairman of the Police Committee for the time being;

(b) one Member serving on the Police Committee for the time being; and

(c) a person to be appointed by (a) and (b) above.

20. The person in paragraph 19(c) shall be disqualified from being appointed as or being a member of a selection panel if he is disqualified by virtue of paragraph 9(a), (d), (e), (g), (h), (i), (j), (k), (l), (m) or (n).

21. The Police Committee may remove a member of the Selection Panel and appoint a suitable replacement, if—

- (a) the panel member has been absent from two consecutive meetings of the selection panel without the consent of the panel,
- (b) the panel member has become otherwise disqualified during service; or
- (c) the Members of the Police Committee are satisfied that the panel member is otherwise unable or unfit to discharge his functions in the panel.

22. The acts and proceedings of any person appointed to be a member of a selection panel and acting in that office shall, notwithstanding his disqualification or want of a qualification, be as valid and effectual as if he had been qualified.

23. The proceedings of a selection panel shall not be invalidated by —

- (a) a vacancy in the membership of the selection panel, or
- (b) a defect in the appointment of a selection panel member.

Functions of selection panel

24. The selection panel shall consider all applications for the purpose of recommending suitable candidates to serve as external members of the Police Committee to the Court of Common Council.

25. In exercising its functions, the selection panel shall have regard to the desirability that the persons nominated—

- (a) represent the interests of a wide range of people within the resident and business communities of the City of London, and
- (b) include persons with skills, knowledge or experience which are under-represented among the existing Members of the Police Committee.
- (c) fulfil the criteria set out in the competency framework for external members of the Police Committee.

26. All members of the selection panel will be expected to be present for the purposes of agreeing a final list of candidates. However, a quorum of four will apply if one member of the panel cannot be present.

27. A decision of a selection panel to recommend a person to the Court of Common Council may be taken by a simple majority of their members.

Notifications by the Town Clerk

28. Not less than four months before the term of office of an external member is due to expire, the Town Clerk shall notify the Members of the Police Committee of this fact.

29. As soon he becomes aware that an external member has ceased to be a Member of the Police Committee for reasons other than the expiry of his term of office, the Town Clerk shall notify the Members of the Police Committee of this fact.

Vacancy Advertisements

30. When a vacancy arises, the Town Clerk shall arrange for an advertisement to be published in at least two newspapers circulating in the City of London and shall inform interested persons of the eligibility criteria, the duties involved and other information as appropriate.

Applications

31. A member of the public who wishes to be considered for appointment as external member shall submit an application setting out—

- (a) his name and address;
- (b) his current occupation, if any, and any positions held by him up to ten years before the date of the application;
- (c) his relevant skills, experience and his academic, professional and vocational qualifications, if any; and
- (d) the reasons why he wishes to be so considered.

32. The Town Clerk will provide application forms, provided that the persons are not otherwise disqualified under paragraph 9. Accompanying documentation about the selection process should also be provided in the application pack.

33. Where an application has been received at a time when no appointment is required to be made, the Town Clerk may delay considering it until such time as the panel are required to nominate persons willing to be so appointed.

34. The Town Clerk shall maintain a record of the persons who have applied to be considered for appointment as an external member of the Police Committee. The record maintained should include the name and address of every applicant and details about the application considered appropriate by the selection panel. In the case of a person who is found to be disqualified by the selection panel, the grounds of the disqualification should be kept.

35. Records shall be kept for at least 4 years.

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