



City of London Police Authority Board

Date: MONDAY, 25 APRIL 2022
Time: 9.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Caroline Addy
Munsur Ali
Nicholas Bensted-Smith
Deputy Keith Bottomley
Alderman Timothy Hailes
Deputy Graham Packham
Deputy James Thomson
Dawn Wright
Andrew Lentin (External Member)
Sir Craig Mackey (External Member)
*Vacancy
*Vacancy
*Vacancy

***MEMBERSHIP SUBJECT TO ELECTION AT THE COURT OF COMMON COUNCIL ON THURSDAY 21 APRIL 2022.**

Enquiries: Polly Dunn
Polly.Dunn@cityoflondon.gov.uk

Accessing the virtual public meeting
Members of the public can observe this public meeting at the below link:
<https://youtu.be/e29k0dJ1IM4>

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

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 21 April 2022.

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

For Decision
5. **ELECTION OF DEPUTY CHAIR**
To elect a 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.

For Decision
(Pages 3 - 40)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
8. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

Agenda Item 6

Committee(s) City of London Police Authority Board	Dated: 25/04/2022
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, Principal Governance and Member Services Manager	

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. This process includes agreeing refreshed terms of reference, membership and the appointment of Chairs and Deputy Chairs (**Appendix 2**). Proposals also include the confirmation of role descriptions (**Appendix 3**) and invites members to note the Special Interest Area integrated with responsibilities of the Chairs/Deputy Chairs of each committee (**Appendix 5**).

Members are asked to consider its nomination rights to a number of other Committees and bodies.

Finally, Members are invited to consider how it wishes to proceed with its recent External Member vacancy.

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**.

- Note the continuation of the Special Interest Area (SIA) Scheme at **Appendix 5, and** that it will be reviewed in July 2022.
- Appoint the Board's Committees and their respective Chairs and Deputy Chairs as per paragraphs 7a-e and **Appendix 2**.
- Consider how to proceed with appointing to its recent External Member Vacancy
- Consider nominations to other bodies.

Main Report

Current Position

1. 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 for the year ensuing.
2. The City of London Police Authority Board underwent a significant Governance Review in 2020/21 and as such proposals this day are minor revisions to better reflect the work and oversight of the Committees.

Proposals

3. **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. These monthly meetings have now been held for over a year. Members are invited to consider whether they wish to maintain a tempo of monthly Board meetings and quarterly tempo of Committee meetings, or propose an entirely different tempo (**Appendix 1**).
4. **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 were approved in April 2021 and are provided at **Appendix 3** for information.
5. 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 officers are indicated with ~~deletions~~ and additions. These proposed amendments have been made to better reflect the work of the Committees as they have developed over the past year.
6. Committee Membership from 2021/22 is provided for the Board's information in **Appendix 4**.

7. 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. Note that following the meeting, expressions of interest for the two Co-Opted Members of the Court of Common Council will be sought, with appointments to be made at the May 2022 Board meeting.
- vi. Appoint a Chair and Deputy Chair for 2022/23.

b. Strategic Planning & Performance Committee (SPPC)

- i. Approve the terms of reference for the SPPC as proposed in **Appendix 2**.
- ii. Appoint up to five Members of the Board (in addition to the Chair and Deputy Chair).
- iii. Note that following the meeting, expressions of interest for the two Co-Opted Members of the Court of Common Council will be sought, with appointments to be made at the May 2022 Board meeting.
- iv. 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).
- v. Appoint a Chair and Deputy Chair for 2022/23.
- vi. Note that the Neighbourhood Policing SIA forms part of the role of the Chair or Deputy Chair of the SPPC as per **Appendix 5**.

c. Resource, Risk & Estates Committee (RREC)

- i. Approve the terms of reference for the RREC as proposed in **Appendix 2**.
- ii. Appoint up to five Members of the Board (in addition to the Chair and Deputy Chair).
- iii. Note the responsibility for the Audit & Risk Management Committee to Co-Opt one to the RREC.
- iv. Note that the Chairman of Finance, or their nominee, will have a place on the RREC.
- v. Note that following the meeting, expressions of interest for the two Co-Opted Members of the Court of Common Council will be sought, with appointments to be made at the May 2022 Board meeting.
- vi. Appoint a Chair and Deputy Chair for 2022/23.
- vii. Note that the Transform SIA forms part of the role of the Chair or Deputy Chair of the RREC as per **Appendix 5**.

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, as proposed in **Appendix 2**.
- ii. Appoint up to six Members of the Board (in addition to Chair and Deputy Chair).
- iii. Note that following the meeting, expressions of interest for the two Co-Opted Members of the Court of Common Council will be sought, with appointments to be made at the May 2022 Board meeting.
- iv. Appoint a Chair and Deputy Chair for 2022/23.
- v. Note that the Human Resources, Equality and Inclusion SIA forms part of the role of the Chair or Deputy Chair of the PS&I Committee as per **Appendix 5**.

e. City of London Police Pensions Board

- i. To appoint the Chair and Deputy Chair.
- ii. Endorse the terms of reference at **Appendix 2**.

8. **Appointments to other Bodies.** Members are asked to consider the following appointments for 2022/23.

- i. **Streets and Walkways Sub (Planning and Transportation) Committee** – One Member. Previously Deputy Graham Packham.
 - ii. **Digital Services Committee** (formerly the Digital Services Sub (Finance) Committee) – The Chairman, or their nominee. One Member. Previously Dawn Wright.
 - iii. **Homelessness and Rough Sleeping Sub (Community and Children’s Services) Committee** – Up to two Members. Previously Tijs Broeke and Munsur Ali.
 - iv. **Safer City Partnership** – One Member, who will serve as Deputy Chair of the SCP. Previously Tijs Broeke.
 - v. **Association of Police and Crime Commissioners** – One Member. Currently Deputy James Thomson.
- a. Note the proposed appointment of Chair and Deputy Chair of Police Authority Board to the **Capital Buildings Board** (formerly the Capital Buildings Committee). This is subject to approval at Policy & Resources on 5 May 2022.
 - 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 6**).

10. Following Deborah Oliver’s election to the Court of Common Council, she may no longer act as an external Member to the Board. As such, this is now a vacancy. As per the Membership Scheme, Deborah Oliver was a one of the two residential appointees. Members will want to consider how it approaches filling this vacancy.

Appendices

- **Appendix 1** – 2022 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
- **Appendix 3** – Role Descriptions
- **Appendix 4** – 2021/22 Committee Membership

- **Appendix 5** – Special Interest Area (SIA) Scheme
- **Appendix 6** – Membership Scheme

Polly Dunn

Senior Committee and Member Services Assistant
Town Clerk's Department

T: 020 7332 3726

E: polly.dunn@cityoflondon.gov.uk

Appendix 1: Schedule of City of London Police Authority Board and Committee Meetings 2022

City of London Police Authority Board meetings 2022 (12)

27 January
16 February
25 April
28 April
25 May
30 June
20 July
27 September
27 October
24 November
14 December

Economic and Cyber Crime Committee meetings 2022 (4)

14 February
13 May
5 September
18 November

Strategic Planning and Performance Committee meetings 2022 (4)

7 February
5 May
12 September
17 November

Resource Risk and Estates Committee meetings 2022 (4)

4 February
27 May
5 September
4 November

Professional Standards & Integrity Committee meetings 2022 (4)

18 February
25 May
26 September
29 November

This page is intentionally left blank

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 Chair and Deputy Chair of the Board).
- Up to two co-opted Court of Common Council 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 two external 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:

- overseeing the force's national responsibilities for economic, fraud and cyber crime, having regard to the strategic policing requirement and relevant national strategies in this area;*
- monitoring government, and other external agencies' policies and actions relating to economic and cyber crime;*
- overseeing the delivery of the City's economic and cyber crime strategies, programmes, projects and other relevant improvement plans including (but not limited to) the ~~of London~~ National Lead Force Plan, Strategic Communications and Engagement Plan, NPCC Cyber Crime Programme, Cyber Griffin and Fraud and Cyber Reporting & Analysis Service Programme;*
- ~~monitoring the implementation of any external review recommendations related to economic, fraud and cyber crime (including, but not restricted to, Mackey Review, HMICFRS Fraud related inspections, Tori Consultant Review);~~*
- d. overseeing ~~of~~ the City of London Police's private sector partnerships with regard to ~~the tracking of~~ fraud, ~~cyber-crime &~~ economic and cyber crime;*
- identifying and overseeing opportunities to exploit the synergies between the Corporation's Cyber Security agenda and that of the City of London Police;*
- overseeing the business strategy, service and financial performance of the Economic and Cyber Crime Academy;*

~~g. overseeing the Force's national responsibilities as the National Police Chiefs Council (NPCC) lead for the Cyber Portfolio;~~

~~h. overseeing the work of Cyber Griffin initiative; and~~

i. making recommendations to the Police Authority Board in any other matters relating to economic and cyber crime.

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 two external independent 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:

Policing Plan and Performance

- overseeing delivery of the City of London Policing Plan aims and objectives including how the vision, values, priorities and cultural principles are being engrained;
- monitoring and scrutinising performance against the Policing Plan priorities, taking into account the Strategic Policing Requirement, acknowledging success and challenging areas of concern;
- receiving reports and presentations on strategic priorities and areas of particular interest and/or concern to the police authority and local communities;
- reviewing and challenging the effectiveness of City of London Police's community engagement and partnership working arrangements to address the root causes of crime and policing demand (including the Safer City Partnership)
- ~~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 and good practice 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;~~ ensuring any areas for improvement are addressed;

~~i. Monitoring of Human Resources issues not covered by the Professional Standards and Integrity Committee in particular work force planning.~~

~~j. Community Engagement Update~~

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 Chair~~man~~ and Deputy Chair~~man~~;
- One co-opted Member to be appointed by the Audit and Risk Management Committee; and
- Up to two co-opted Members of the Court of Common Council to be appointed by the Police Authority Board.
- The Chair~~man~~ of Finance Committee or their nominee.
- Up to two external independent 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:

Finance, Risk, Estates

- monitoring and challenging City of London Police's use of resources to deliver its strategic priorities efficiently and effectively
- overseeing ~~the Force's~~ City of London Police's financial resource management in order to maximise the efficient and effective use of resources to deliver its strategic priorities including monitoring in-year financial performance against revenue and capital budgets, scrutiny of proposed revenue and capital budgets and the Medium Term Financial Plan;
- overseeing the City of London Police's human resource management including strategic workforce planning and establishment strength;
- ~~Scrutinising and recommendations around capital spend and other investment programmes.~~ overseeing commercial projects and major change programmes and scrutinising capital spend and other investment to ensure value for money;
- ~~Overseeing of commercial projects;~~
- ~~Overseeing of Risk;~~ monitoring the corporate risks and mitigations of the City of London Police and Police Authority;
- scrutinising ~~of~~ internal audit reporting and implementation of recommendations;
- ~~Overseeing major change programmes including Transform;~~

- i. ~~scrutinising of Estates~~ the police estates strategy requirements to ensure effective delivery of services that meet community needs.
- j. ~~Making recommendations to the Police Authority Board or Commissioner, where necessary.~~

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 Chair~~man~~ and Deputy Chair~~man~~.
- Up to three co-opted Common Council Members to be appointed by the Police Authority Board
- 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:

- overseeing implementation of City of London Police's Professionalism and Trust strategy and related action plans including tackling violence against women and girls, improving professional conduct and measures to rebuild community confidence in policing;
- overseeing implementation of City of London Police's Equality and Inclusion Strategy and action plan and monitoring of workforce diversity data and measures to promote equality, diversity and inclusion;
- overseeing the handling of complaints and the maintenance of professional standards across the force including acceptance of gifts and hospitality, and where necessary recommending changes in procedures and performance to the Police Authority Board;
- scrutinising use of stop and search and use of force to ensure powers are being used proportionately and correct procedures are followed;
- monitoring the ~~Force's~~ City of London Police's handling of misconduct cases and related organisational learning;
- monitoring government, police authorities and other external agencies' policies and actions relating to good practice in 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 coordinate 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;

- h. the determination of reviews of police complaints submitted to the City of London Police Authority, with a Review Panel composed of at least three Members of the Committee;*
- ~~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.~~*

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 polices 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 4: City of London Police Authority Board – Committee Memberships

Economic Crime Committee

Chair: James Thomson

Deputy Chair: Tijs Broeke

Serial	Role	Member
1	Chair of PAB	James Thomson
2	Deputy Chairman of PAB	Tijs Broeke
3	Board Member #1	Keith Bottomley
4	Board Member #2	Alderman Professor Emma Edhem
5	Board Member #3	Alderman Tim Hailes
6	Board Member #4	Andrew Lentin
7	Board Member #5	Dawn Wright
8	Co-Opted Member #1	Alderman Bronek Masojada
9	Co-Opted Member #2	Graeme Doshi-Smith
10	Policy & Resources	Catherine McGuinness
11	Policy & Resources	Edward Lord
12	External Member #1	Michael Landau
13	External Member #2	Vacant

Strategic Planning and Performance Committee

Chair: Tijs Broeke

Deputy Chair: Andrew Lentin

Serial	Role	Member
1	Chair of PAB	James Thomson
2	Deputy Chairman of PAB	Tijs Broeke
3	Board Member #1	Caroline Addy
4	Board Member #2	Munsur Ali
5	Board Member #3	Keith Bottomley
6	Board Member #4	Alderman Tim Hailes
7	Board Member #5	Andrew Lentin
8	Board Member #6	Deborah Oliver
8	Co-Opted Member #1	Helen Fentimen
9	Co-Opted Member #2	Philip Woodhouse
10	External Member #1	Moawia Bin-Sufyan
11	External Member #2	Adrian Hanstock

Resource Risk and Estates Committee

Chair: Tim Hailes

Deputy Chair: James Thomson

Serial	Role	Member
1	Chair of PAB	James Thomson
2	Deputy Chairman of PAB	Tijs Broeke
3	Board Member #1	Keith Bottomley
4	Board Member #2	Alderman Tim Hailes
5	Board Member #3	Andrew Lentin
6	Board Member #4	Graham Packham
7	Board Member #5	Dawn Wright
8	Co-Opted Member #1	Helen Fentimen
9	Co-Opted Member #2	Philip Woodhouse
10	Audit & Risk Management	Dan Worsley
11	Finance Committee	Jamie Ingham Clark
12	External Member #1	Adrian Hanstock
13	External Member #2	Michael Landau

Professional Standards and Integrity Committee**Chair: Caroline Addy****Deputy Chair: Deborah Oliver**

Serial	Role	Member
1	Chair of PAB	Deputy James Thomson
2	Deputy Chairman of PAB	Tijs Broeke
3	Board Member #1	Caroline Addy
4	Board Member #2	Doug Barrow
5	Board Member #3	Nick Bensted-Smith
6	Board Member #4	Alderman Professor Emma Edhem
7	Board Member #5	Deborah Oliver
8	Board Member #6	Vacancy
9	Co-Opted Member #1	Mary Durcan
10	Co-Opted Member #2	Helen Fentimen
11	Co-Opted Member #3	James Tumbridge
12	External Member #1	Michael Mitchell
13	External Member #2	Alice Ripley

City of London Police Pensions Board

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

Streets and Walkways Sub (Planning and Transportation) Committee

Serial	Member
1	Graham Packham

Digital Services Sub (Finance) Committee

Serial	Member
1	Dawn Wright

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

Serial	Member
1	Tijs Broeke
2	Munsur Ali

Safer City Partnership

Serial	Member
1	Tijs Broeke

Association of Police and Crime Commissioners

Serial	Member
1	James Thomson

This page is intentionally left blank

Appendix 5 - 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 start of the municipal year 2022/23, it is proposed that the Board continue with one SIA role remain in place: that of Safeguarding and Public Protection (Vulnerability and ICV Scheme), which is currently undertaken by Deputy Keith Bottomley.
4. The SIA Scheme will be reviewed in July 2022.

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>Chair of the Police Authority Board</i>
Neighbourhood Policing	<i>Chair or Deputy Chair of the Strategic Planning & Performance Committee</i>
Road Safety (and Casualty Reduction)	<i>Deputy Chair of the Police Authority Board</i>
Human Resources, Equality and Inclusion	<i>Chair or Deputy Chair of the Professional Standards and Integrity Committee</i>
Transform	<i>Chair or Deputy Chair of the Resource, Risk & Estates Committee</i>

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.

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.

This page is intentionally left blank