

Police Authority Governance Arrangements – Phase 2 Timetable (December Refresh - 11/12/2020)

Ref	Task	Lead	By	Comments
Governance				
1	A review of PAB's Terms of Reference (ToRs), in light of the Lisvane Review	Polly Dunn (PD)	PAB Feb 2021	To provide greater clarity to CoLP about which City Corporation Committees would regularly be expected to provide scrutiny of CoLP business on behalf of PAB. This should also consider the question of term limits for PA Members as set out in the Lisvane Review NB Review of COLPAB TOR should happen no later than February PAB so that amendments can be recommended to March Policy/April Court.
2	The bifurcation of Performance & Resource Management (P&RM) into two separate sub-committees: one committee to focus on the City Policing Plan and CoLP performance; the other committee to focus on finance, risk, CoLP accommodation and change programmes	PD	PAB Feb 2021	N.B Committee TORs can be reviewed by Committees themselves at their Q3 meetings (February) and considered by COLPAB at its March meeting. The new Committees with their finalised TORs will be appointed by COLPAB at its April 2021 meeting.
3	A review of the Economic Crime Committee (ECC) ToRs	PD	PAB Feb 2021	To widen its remit to cover the CoLP NLF Plan, CoLP's private sector partnerships in this area, Cyber Griffin, and the newly acquired National Police Chiefs Council (NPCC) Cyber Portfolio. (N.B Please see comments box - ref 2 – for timings)
4	Co-option of additional external Members (with a specific background in policing and/or law enforcement), including two external Members onto PAB and where appropriate up to two external Members on each of the various sub-committees.	PD	PAB Feb 2021	Additional external members on COLPAB needs to be considered at Feb COLPAB and recommended to March Policy and April Court as per Ref 1. Additional external members on Committees is within the gift of COLPAB and it can amend Committee TORs accordingly as per the timeline outlined above at Ref 2 and Ref 3.
5	Introduce an annual skills audit prior to the Spring Court of Common Council elections for new PAB Members	PD	March 2021	The skills audit should be conducted across both COLPAB and its Committees in March 2021 to avoid cutting across the work undertaken on terms of references.
6	Creation of JDs for PAB Chairman, Deputy Chairman and Sub-Committee Chairmen, and a generic role profile for a PAB Member	AO/SL/PD	PAB Feb 2021	Drafted the JD for the PSI external member. The recruitment pack including the JD is currently being reviewed by HR.

7	Ensure reporting of the Transform Programme meets the requirements of the PA Board	AL/ AC	PAB Jan 2021	Transform is now a standing item at PAB & P & RM Committee. A report providing proposals for future reporting to PAB is being presented to the Dec 2020 PAB. The reporting requirements therefore will be in place for the Jan 2021 PAB.
8	Refresh the Crime and Disorder Scrutiny Committee - to scrutinise the delivery of the SCP Strategy for 2020/21	CST/DCCS	PAB Oct 2021	Will include the Chairman of the SCP, Deputy Chairman & the appropriate SIA Lead (s)
9	Introduce a Financial Reserves Policy	PK/AC	PAB Dec 2020	
10	Introduce a Finance Oversight framework – to clarify the PA/COLP Roles & Responsibilities (lines of demarcation)	PK/AC	PAB Jan 2021	
11	Ensure all SIA Leads have an opportunity to provide early input to and feedback on the formulation of the CoLP Policing Plan.	AO/SL	Aug 2021	Propose to have the first Policing Plan Workshop in Mid - September and then November in 2021. Supporting information for the workshop will be provided by Corporation Officers by Mid Aug
Member knowledge framework (Support, Guidance & Advice)				
12	Compile an induction pack for new PAB members	PD/PAT	Ongoing	The pack will cover legislative background, policies, guidance notes, PAT JD's/role profiles.
13	Develop guidance pack for SIA Leads	AO/CLO's/SL	PAB Feb 2021	The pack includes SIA role profile and bespoke information sheet developed by the Corporation Lead Officer (CLO)
14	Develop a robust PA monitoring framework to strengthen the oversight & scrutiny of the Transform Programme in terms of measuring progress, delivery & outcomes	AL/AC/SL	PAB Jan 2021	To ensure better visibility of the programme and improve the scrutiny of progress, costs & delivery.
Policy Development				
15	Develop Police Authority Equality & Inclusion Strategy (aligned with TRT)	RW/AO	PAB April 2021	
16	Input into the Corporation/SCP Strategic Needs Assessment for 2020/21	CST/DCCS	TBA	
17	Input into the Safer City Partnership Strategy for 2021/22 & the development of the Corporation's crime prevention strategy	CST/DCCS	TBA	
18	Develop a PA Future of Policing policy	PAT	PAB May 2021	
PAB Communications				
19	Review of the current COLPA website and implement changes – so that meets the requirements of the Joint Communications & Engagement Plan/mirrors other policing bodies sites	PAT/ Internal Comms	March 2021	

20	Implementation of a Joint Communication & Engagement Plan plus Community Engagement Plan to support the work of the PA.	BR/SL/TLT CSP Team	PAB Feb 2021	Key areas of focus raising awareness of CoLP's NLF activities and specialist protective security programmes, as well as community engagement
Police Authority – Operational Arrangements				
21	The creation of formal roles for PA Deputy Chief Executive and PA Deputy Treasurer as part of the implementation of the City Corporation's TOM, including whether any formal delegations should be provided to each post by the PA Chief Executive and Treasurer	SL	TBA	Role of PA Deputy Chief Executive created as part of TOM changes agreed by December CoCo.
22	Develop a high-level costed Business plan for 21/22 & PA Risk Register	SL/AO	PAB Feb 2021	
23	Request a designated PA budget against which spending on PA activities across the City Corporation can be reported to relevant committees, as well as benchmarked against other police authorities	AC/CAB	PAB Feb 2021	
24	Introduce service level agreements (SLAs) between the PA and key City Corporation Services - including Comptrollers', Human Resources, Corporate Strategy & Performance, Chamberlain's and City Surveyors'.	AO/SL	March 2021	
25	Commission the City Corporation's Corporate Strategy & Performance Team to review performance data and reports on community feedback and provide performance outturn report to Policing Plan Workshop	KS (CSP)	Jan 19 th Workshop	The City Corporation's Strategy & Performance Team provided a performance outturn for last year's workshop as well as a verbal update on community feedback. This analysis helped to the inform priority setting for the COLP Policing Plan.