



MEMBER ROLE PROFILES AND RESPONSIBILITIES

This paper outlines the standard role and responsibilities of all Members and explains the additional roles of post-holders and Lead Members. All Members have a general role in developing; agreeing and effectively implementing the Authority's mission, vision and aims – which are set out below:-

Mission - *To work in partnership with Cheshire Constabulary and others to create safer communities; and increase confidence and satisfaction in policing.*

Vision - *To ensure an efficient and effective police service, that is built on neighbourhood policing, tackles all levels of criminality, and makes the citizens of Cheshire safe and feel safer.*

Aims -

- *To assist in achieving a consistently high performing force*
- *To ensure improvements in performance and scrutiny, underpinned by robust governance structures and appropriate Members' support*
- *To provide better and more effective engagement with stakeholders*
- *To improve partnership working (both with the Constabulary and externally)*
- *To be a community leader in policing and community safety*

The standard role profile and responsibilities for all Members of the Authority are:-

MEMBERS OF THE AUTHORITY

Role

- To ensure that there is an effective and efficient police service for Cheshire.
- To hold the Chief Constable and other chief officers to account for the policing service delivered in Cheshire.
- To set the strategic direction for the Constabulary and exercise effective oversight of performance.
- To ensure continuous improvements in the way the Authority and the Constabulary deliver policing services to the public.
- To determine the policing precept (the element of council tax that supports local policing) and the police budget (including capital programme and efficiency plan), and ensure that arrangements are in place for proper financial management and value for money.
- To represent the interests of all those who live in, work in, or visit Cheshire and to ensure that the views of local people are reflected in the nature and style of local policing.

- To monitor the way in which complaints are dealt with by the Constabulary and directly consider complaints against chief officers.
- To ensure that policing services are provided fairly and in a way which does not discriminate against any group or individual.
- To participate constructively in the good governance of both the Authority and the Constabulary and, where appropriate, of activities undertaken jointly with partners.

Responsibilities

- To carry out collectively all statutory and locally determined requirements of a police authority member, including participation in the formulation of policy, decision-making and other activities of the full Authority (such as determining the budget and precept, determining strategic direction and local policing priorities, agreeing policing and improvement plans for the force area, developing the Authority's corporate/strategic plan).
- To participate actively and effectively as a member of any committee, panel, group appointed to by the Authority.
- To participate actively and effectively as a member of any external board, committee, panel, or post, to which appointed to represent the Authority (e.g, crime and disorder reduction partnerships, local strategic partnerships, local authority scrutiny committees, answering questions at council meetings, joint committees overseeing shared services).
- To participate actively in scrutiny reviews of Constabulary or Authority effectiveness or efficiency, and contribute to ensuring improvements and major change programmes are implemented successfully.
- To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics.
- To maintain an up-to-date knowledge and awareness of key national and local policing issues and to attend local, regional and/or national conferences/seminars/briefings, if nominated by the Authority.
- To maintain a good working knowledge of force policies and practices and ensure they meet the requirements of all relevant legislation (including health and safety, human rights, race relations and disability), and to establish effective working relationships with officers of both the Authority and the Constabulary.
- To scrutinise, challenge and monitor rigorously all aspects of Constabulary performance.
- To participate fully in developing the Authority's community engagement strategies with local people about local policing services.
- To present the views of the Authority within local communities and the views of local communities to the Authority.
- To be involved in the appointment, discipline or dismissal of senior officers and staff, as appropriate.
- To champion human rights and equality of opportunity, and work to eliminate unlawful discrimination both internally within the Authority and force and in the provision of policing services.
- To attend and actively participate in training programmes relevant to the role of Members of the Authority.
- To contribute to the maintenance of an effective independent custody visiting scheme.

CHAIRMAN OF THE AUTHORITY

Role

- To provide strategic leadership to the Authority.
- To ensure that the Authority adopts a corporate approach in its policy making, which optimises value for money.
- To ensure that the Authority's policies and practices are underpinned by human rights.
- To act as Lead Member in relation to the Authority's staff.
- To provide an effective link between the Authority and the Chief Constable.

Responsibilities

- To chair meetings of the Authority and ensure that Members have an equal opportunity to participate in the debate.
- To develop, review and monitor implementation of the policies and strategies of the Authority.
- To represent the Authority on the Association of Police Authorities and other national and local bodies, as approved by the Authority.
- To represent the Authority at regional meetings of police authorities and lead the development of collaborate activities.
- To act as key spokesperson and Lead Member in relation to the Authority's media relations.
- To act as Lead Member in promoting the profile of the Authority, e.g. meeting with Ministers, MPs and inviting organisations/individuals to Cheshire Police Authority.
- To act as lead member for counter terrorism and protective policing services receiving appropriate briefings on policing operations and providing an oversight role on behalf of the Authority.
- To be available to be briefed on operational and organisational matters as appropriate, offering advice on such matters where necessary and making decisions when required under the Authority's urgency procedures.

VICE-CHAIRMAN OF THE AUTHORITY

Role

- To support the Police Authority Chairman in providing strategic leadership to the Authority.
- To be responsible for a particular policy portfolio.
- To reflect the corporate views of the Authority in discussions/negotiations with Cheshire Constabulary and other external organisations.

Responsibilities

- To deputise for the Chairman when necessary.
- To liaise closely with and assist the Chairman, in overseeing the conduct of the Authority's business as described in the Chairman's role profile.
- To represent the Authority on external bodies as agreed by the Authority.
- To contribute towards the development of the Authority's strategic policies and plans in accordance with priorities determined by the Authority.
- To attend regular meetings with the Chairman; Authority staff; and Constabulary officers.

CHAIRMEN OF COMMITTEES AND PANELS

Role

- To support the Chairman of the Police Authority in providing strategic leadership to the Authority.
- To be responsible for a particular policy portfolio.
- To reflect the corporate views of the Authority in discussions/negotiations with Cheshire Constabulary and other external organisations.

Responsibilities

- To chair the meetings to which he/she has been appointed Chairman and to report to the Authority on those meetings.
- To represent the Authority on external bodies as agreed by the Authority.
- To act as a link between his/her respective committee; the Authority and the Constabulary
- To contribute towards the development of the Authority's strategic policies and plans in accordance with priorities determined by the Authority.
- To act as the Authority's Lead Member for a particular policy area.
- To attend regular meetings with the Chairman; Authority staff; and Constabulary officers.
- To act as lead spokesperson on media issues relating to the work of the Committee/Panel as agreed with the Chairmen of the Authority.

VICE-CHAIRMEN OF COMMITTEES AND PANELS

Vice-Chairmen of Committees and Panels support the work of their respective Chairmen, deputising for them as necessary.

The specific responsibilities of the Vice-Chairmen are agreed between the Chairman and Vice-Chairman and reported to the Authority annually.

HAVE YOUR SAY CHAIRMEN

Role:

- To chair Have Your Say meetings

Responsibilities:

- To encourage community participation in meetings.
- To be well briefed on policing activities in the area.
- To promote the role and work of the Authority at meetings.
- To report to the Authority.

PARTNERSHIP LEAD MEMBERS

Role:

- To effectively represent the Authority at partnership meetings; primarily Crime & Disorder Reduction Partnerships, Local Strategic Partnerships and Children's Trusts.

Responsibilities:

- To attend meetings and contribute to the work of the partnerships making decision as appropriate on behalf of the Authority within such partnerships and in accordance with the Authority's agreed policies, plans and budget.
- To report to the Authority on the work of the partnership.
- To report any partnership risks, financial or performance issues to the Authority as necessary.
- To be available for regular briefings from the Authority's staff and/or Constabulary officers.

LEAD MEMBERS

The Authority appoints on an annual basis a series of Lead Members who act as a link between the Authority and Constabulary on key issues. These are in addition to the Lead Member roles performed by Chairmen and Vice-Chairmen.

Lead Members are required to ensure they keep themselves updated on activities and local and national developments within their lead responsibility; represent the Authority as appropriate; and report to the Authority as necessary.

Lead Member roles are as follows:-

- Health & Safety
- Risk Management
- Diversity
- Criminal Justice
- Air Support
- Human Rights
- Estate

CHAIRMAN OF STANDARDS COMMITTEE

Role

- To support the Police Authority in ensuring strict adherence of the ethical framework by all Members, including the Authority's Code of Conduct.

Responsibilities

- To chair the Committee meeting and report to the Authority.
- To act as a link between their respective committee and the Authority.
- To ensure adequate training is provided for all Members of the Police Authority with respect to the Code of Conduct.
- To ensure the Authority meets all its statutory obligations with regard to allegations of misconduct.
- To ensure an effective and transparent local assessment of complaints process against breaks in the Members' Code of Conduct.