

TERMS OF APPOINTMENT AS AN INDEPENDENT MEMBER TO THE DISTRICT POLICING PARTNERSHIP OR TO A SUB-GROUP OF BELFAST DISTRICT POLICING PARTNERSHIP

Revised February 2008

1. Appointment:

Your appointment as an independent member of **X** is made under Schedule 3 to the Police (Northern Ireland) Act 2000, as amended.

2. Allowances:

Under the Police (Northern Ireland) Act 2000 as amended, the Council may, with the approval of the Policing Board, pay to you such allowances as the Council may determine. Allowances are paid in recognition of out of pocket expenses that you may incur in undertaking the role of a member of a DPP / Belfast sub-group. The appropriate allowances payable to you as an independent member serving on the DPP / Belfast sub-group are set out in the Policing Board's Code of Practice on the Functions and Responsibilities of DPPs.

3. Tax:

The Council will deduct tax and National Insurance at source in line with normal practice.

4. Travel and Subsistence:

In addition to the allowances mentioned above, a travel and subsistence allowance will be paid in line with Local Government rates and conditions.

5. Time Commitment:

Typically, members of a DPP / Belfast sub-group are expected to be able to commit at least 2 days per month on DPP / Belfast sub-group business. You will also be expected to be available for relevant training and to attend all public and private meetings of the DPP / Belfast sub-group.

Under Article 78 of the Employment Rights (Northern Ireland) Order 1996, your employer is required to allow you time off during working hours to carry out your responsibilities as a member of the DPP / Belfast sub-group. If this affects your pay, this matter should be resolved between you and your employer.

6. Period of Office:

In accordance with Paragraph 4 of Schedule 3 to the Police (Northern Ireland) Act 2000 as amended, your appointment will continue until the date of the next local general election.

7. Removal from Office:

You may be removed from office if during the period referred to in paragraph 6 above the Policing Board, or the Council with the approval of the Policing Board, is satisfied that –

- You have failed to make the necessary disclosure in relation to a conviction for a criminal offence in Northern Ireland or elsewhere;
- You have acted in breach of the terms of a declaration against terrorism;
- You have been convicted in Northern Ireland or elsewhere after the date of your appointment of a criminal offence (whether committed before or after that date);
- You have become bankrupt or have made a composition or arrangement with your creditors;
- You have failed to comply with any of the terms of your appointment; or
- You are otherwise unable or unfit to discharge your functions as a member of the DPP / Belfast sub-group.

8. Probity:

During the period of your appointment as an independent member of the DPP / Belfast sub-group you must ensure that your integrity and impartiality are beyond reproach and that your actions do not bring the DPP / Belfast sub-group into disrepute.

You will also ensure the proper, effective and efficient use of resources.

If you take up any other appointment following your appointment to the DPP / Belfast sub-group, you should declare this to the Chairman of the DPP or Belfast sub-group who will notify the Policing Board.

If you have any doubts or concerns over whether or not something is covered by this paragraph, you should consult the Policing Board.

9. Confidentiality and Sensitivity of Information:

Whilst the aim of the DPP / Belfast sub-group is to carry out its work in the most open and transparent way possible, you will be expected to recognise and respect the sensitivity of some of the issues you will be dealing with and the information you will have access to in the course of your membership of the DPP / Belfast sub-group.

10. Appraisal:

In line with guidance on Public Appointments, your performance as an Independent Member of the DPP / Belfast sub-group will be the subject of an annual performance appraisal to be carried out by the Vice-Chairman of the DPP / Belfast sub-group and in accordance with the guidelines issued by the Policing Board.

11. Ownership of Assets:

All assets provided for the use of the DPP / Belfast sub-group are the property of the Council or the Policing Board.

12. Equality:

In discharging your duties as a member of the DPP / Belfast sub-group you will be expected to adhere to the statutory obligations of the DPP / Belfast sub-group including equality and human rights legislation.

MODEL TERMS OF APPOINTMENT FOR POLITICAL MEMBERS TO THE DISTRICT POLICING PARTNERSHIP AND/OR BELFAST SUB-GROUP

REVISED DECEMBER 2007

Your appointment as a political member of **(Name of DPP)** District Policing Partnership (DPP) is made pursuant to Schedule 3 to the Police (Northern Ireland) Act 2000 (as amended). A copy of Schedule 3 (as amended) is attached hereto as Appendix A and a summary note on the powers and functions of DPPs is set out in the document attached hereto as Appendix B. The terms of appointment set out below apply and must be read in conjunction with Appendices A and B.

Allowances:

1. Under the Police (Northern Ireland) Act 2000, the Council may, with the approval of the Policing Board, pay to you such allowances as the Council may determine. Allowances are paid to DPP members in recognition of out of pocket expenses that may be incurred in undertaking the role of a DPP member. The appropriate allowances payable to you as a political member serving on the DPP are set out in the Policing Board's Code of Practice on the Functions and Responsibilities of DPPs. A copy of the relevant section of the Code is attached hereto at Appendix C.

Travel and Subsistence:

2. In addition to the allowances mentioned above, a travel and subsistence allowance is payable at the agreed rate as detailed in the Code of Practice at Appendix C.

Time Commitment:

3. Typically DPP members are expected to be able to commit at least 2 days per month in the work of the DPP. You will also be expected to be available for any

relevant training and maintain a satisfactory level of attendance at meetings of the DPP or Belfast sub-group.

Under Article 78 of the Employment Rights (Northern Ireland) Order 1996, your employer is required to allow you reasonable time off during working hours to carry out your responsibilities as a member of the DPP. If this affects your pay, this matter should be resolved between you and your employer.

Removal from Office:

4. You may be removed from office if during the period referred to in paragraph 4 above the Policing Board, or the Council with the approval of the Policing Board, is satisfied that –

- You have been convicted in Northern Ireland or elsewhere after the date of your appointment of a criminal offence (whether committed before or after that date).
- You have become bankrupt or have made a composition or arrangement with your creditors;
- You have failed to comply with any of the terms of your appointment; or
- You are otherwise unable or unfit to discharge your functions as a member of the DPP.

Probity:

5. During the period of your appointment as a political member of the DPP you must ensure that your integrity and impartiality are beyond reproach.

You will also ensure the proper, effective and efficient use of resources.

If you take up any other appointment following your appointment to the DPP, you should declare this to the Chairman of the DPP who will notify the Council's Chief Executive.

If you have any doubts or concerns over whether or not something is covered by this paragraph, you should consult the Chairman of the DPP.

Confidentiality and Sensitivity of Documents

6. Whilst the aim of the DPP is to carry out its work in the most open and transparent way possible, you will be expected to recognise and respect the sensitivity of some of the issues you will be dealing with and the information you will have access to in the course of your membership of the DPP.

Tax:

7. The Council will deduct tax and National Insurance at source in line with normal practice.

Ownership of Assets:

8. All assets provided for the DPP's use are the property of the Council and/or the Policing Board.

Equality:

9. In discharging your duties as a member of the DPP or Belfast sub-group(s) you will be expected to adhere to the statutory obligations of the DPP including equality and human rights legislation.

Acknowledgement/Acceptance of the Appointment.

It should be noted that Political members will be asked to sign an acknowledgement/acceptance proforma in respect of their Terms of Appointment an example of which is attached.

Example of Acknowledgement/Acceptance Proforma

**[Name of DPP and/or Belfast sub-group] District Policing
Partnership**

**I, [Name of DPP], hereby acknowledge receipt of and agree to abide by the
Terms of my appointment as a Political Member of the
[Name of DPP] District Policing Partnership furnished to me on [date].**

Dated this day of 2007

Signed: _____

Please return this document to Council Chief Executive.

MODEL TERMS OF APPOINTMENT FOR CHAIRMAN TO THE DISTRICT POLICING PARTNERSHIP AND/OR BELFAST SUB-GROUP

REVISED DECEMBER 2007

Appointment

1. Your appointment as Chairman of **(Name of the DPP)** District Policing Partnership (DPP) or Belfast sub-group is made under paragraph 9 of Schedule 3 to the Police (Northern Ireland) Act 2000 as amended. Your appointment will continue for a period of 12 months commencing on **(date)**

A copy of Schedule 3, as amended, is attached as Appendix A and a summary note on the powers and functions of DPPs is set out in the document attached as Appendix B. These terms of appointment apply and must be read in conjunction with Appendices A and B

Allowances:

2. Under the Police (Northern Ireland) Act 2000, the Council may, with the approval of the Policing Board, pay to you such allowances as the Council may determine. Allowances are paid to DPP members in recognition of out of pocket expenses that you may incur in undertaking the role of a DPP member. The appropriate allowances payable to you as Chairman serving on the DPP and or Belfast sub-group are set out in the Policing Board's Code of Practice on the Functions and Responsibilities of DPPs. A copy of the relevant section of the Code is attached as Appendix C.

Travel and Subsistence:

3. In addition to the allowances mentioned above, a travel and subsistence allowance will be paid in line with Local Government rates and conditions.

Tax:

4. The Council will deduct tax and National Insurance at source in line with normal practice.

Time Commitment:

5. Typically DPP members are expected to be able to commit at least 2 days per month in the work of the DPP. You will also be expected to be available for any relevant training and to attend all public and private meetings of the DPP. In addition you may be required to undertake additional duties relevant to the office of Chairman.

Under Article 78 of the Employment Rights (Northern Ireland) Order 1996, your employer is required to allow you time off during working hours to carry your responsibilities as a member of the DPP. If this affects your pay, this matter should be resolved between you and your employer.

Removal from Office

6. You may be removed from office if during the period referred to in paragraph 1 above the Policing Board, or the Council with the approval of the Policing Board, is satisfied that –

- You have been convicted in Northern Ireland or elsewhere after the date of your appointment of a criminal offence (whether committed before or after that date).
- You have become bankrupt or have made a composition or arrangement with your creditors;
- You have failed to comply with any of the terms of your appointment; or

- You are otherwise unable or unfit to discharge your functions as a member of the DPP

Probity:

7. During the period of your appointment as Chairman of the DPP you must ensure that your integrity and impartiality are beyond reproach and that your actions do not bring the DPP into disrepute.

You will also ensure the proper, effective and efficient use of resources.

If you take up any other public appointment following your appointment to the DPP, you should declare this to the DPP Manager who will notify the Policing Board.

If you have any doubts or concerns over whether or not something is covered by this paragraph, you should consult the DPP Manager.

Confidentiality and Sensitivity of Information:

8. Whilst the aim of the DPP is to carry out its work in the most open and transparent way possible, you will be expected to recognise and respect the sensitivity of some of the issues you will be dealing with and the information you will have access to in the course of your membership of the DPP.

Ownership of Assets:

9. All assets provided for the DPP's use are the property of the Council and/or the Policing Board.

Equality:

10. In discharging your duties as a member of the DPP or Belfast sub-group you will be expected to adhere to the statutory obligations of the DPP including equality and human rights legislation.

Acknowledgement/Acceptance of the Appointment.

It should be noted that as Chairman you will be asked to sign an acknowledgement/acceptance proforma in respect of your Terms of Appointment an example of which is attached.

Acceptance of the Office of Chairman

[Name of DPP/Belfast sub-group] District Policing
Partnership

I, [Name of Chairman], hereby acknowledge receipt of and agree to
abide by the Terms of my appointment as Chairman of the [Name of
DPP] District Policing Partnership furnished to me on [date].

Dated this day of 2007.

Signed: _____

This form should be returned to the Council's Chief Executive, on completion.

**MODEL TERMS OF APPOINTMENT FOR VICE CHAIRMAN
(INDEPENDENT MEMBER) TO THE DISTRICT POLICING PARTNERSHIP /
BELFAST SUB-GROUP**

Revised February 2008

Appointment

1. Your appointment as Vice Chairman of (Name of DPP) District Policing Partnership (DPP) / Belfast sub-group is made under paragraph 9 of Schedule 3 to the Police (Northern Ireland) Act 2000 as amended.

Your appointment will continue for a period of 12 months commencing on **(date)**.

A copy of Schedule 3, as amended, is attached as Appendix A and a summary note on the powers and functions of a DPP / Belfast sub-group is set out in the document attached as Appendix B. These terms of appointment apply and must be read in conjunction with Appendices A and B

Allowances:

2. Under the Police (Northern Ireland) Act 2000, the Council may, with the approval of the Policing Board, pay to you such allowances as the Council may determine. Allowances are paid to members of a DPP / Belfast sub-group in recognition of out of pocket expenses that you may incur in undertaking the role of a DPP / Belfast sub-group member. The appropriate allowances payable to you as Vice Chairman serving on the DPP / Belfast sub-group are set out in the Policing Board's Code of Practice on the Functions and Responsibilities of DPPs / Belfast sub-groups. A copy of the relevant section of the Code is attached as Appendix C.

Travel and Subsistence:

3. In addition to the allowances mentioned above, a travel and subsistence allowance will be paid in line with Local Government rates and conditions.

Tax:

4. The Council will deduct tax and National Insurance at source in line with normal practice.

Time Commitment:

5. Typically, members of the DPP / Belfast sub-group are expected to be able to commit at least 2 days per month in the work of the DPP / Belfast sub-group. You will also be expected to be available for any relevant training and to attend all public and private meetings of the DPP / Belfast sub-group. In addition you may be required to undertake additional duties relevant to the office of Vice Chairman.

Under Article 78 of the Employment Rights (Northern Ireland) Order 1996, your employer is required to allow you time off during working hours to carry your responsibilities as a member of the DPP or Belfast sub-group. If this affects your pay, this matter should be resolved between you and your employer.

Removal from Office:

6. You may be removed from office if during the period referred to in paragraph 1 above, the Policing Board or the Council, with the approval of the Policing Board, is satisfied that –

- You have been convicted in Northern Ireland or elsewhere after the date of your appointment of a criminal offence (whether committed before or after that date).
- You have become bankrupt or have made a composition or arrangement with your creditors;
- You have failed to comply with any of the terms of your appointment; or
- You are otherwise unable or unfit to discharge your functions as a member of the DPP / Belfast sub-group.

Probity:

7. During the period of your appointment as Vice Chairman of the DPP / Belfast sub-group, you must ensure that your integrity and impartiality are beyond reproach and that your actions do not bring the DPP / Belfast sub-group into disrepute.

You will also ensure the proper, effective and efficient use of resources.

If you take up any other public appointment following your appointment to the DPP / Belfast sub-group, you should declare this to the Chairman of the DPP / Belfast sub-group who will notify the Policing Board. You should be aware that any actual, perceived or potential conflicts of interest which may arise following your appointment to the DPP / Belfast sub-group should be declared to the Chairman of the DPP / Belfast sub-group.

If you have any doubts or concerns over whether or not something is covered by this paragraph, you should consult the Policing Board.

Confidentiality and Sensitivity of Information:

8. Whilst the aim of the DPP / Belfast sub-group is to carry out its work in the most open and transparent way possible, you will be expected to

recognise and respect the sensitivity of some of the issues you will be dealing with and the information you will have access to in the course of your membership of the DPP / Belfast sub-group.

Appraisal:

9. As Vice Chairman you will be responsible for carrying out an appraisal on the Independent Members in accordance with the guidelines issued by the Policing Board.

Ownership of Assets:

10. All assets provided for the DPP / Belfast sub-group's use are the property of the Council and/or the Policing Board.

Equality:

11. In discharging your duties as a member of the DPP / Belfast sub-group, you will be expected to adhere to the statutory obligations of the DPP / Belfast sub-group including equality and human rights legislation.

Acknowledgement / Acceptance of the Appointment.

It should be noted that as Vice Chairman, you will be asked to sign an acknowledgement / acceptance proforma in respect of your Terms of Appointment an example of which is attached.

Acceptance of the Office of Vice-Chairman

**[Name of DPP] District Policing Partnership /
Belfast [name of sub-group]**

I, [Name of Vice-Chairman], hereby acknowledge receipt of and agree to abide by the Terms of my appointment as Vice-Chairman of the [Name of DPP] District Policing Partnership / Belfast [Name of sub-group] furnished to me on [date].

Dated this day of 2008.

Signed: _____

This form should be returned to the DPP Manager, on completion, to be forwarded to the Policing Board.