Northern Ireland Policing Board

NORTHERN IRELAND POLICING BOARD

TERMS OF REFERENCE OF THE STANDING COMMITTEES OF THE BOARD

NORTHERN IRELAND POLICING BOARD

STANDING COMMITTEES

TERMS OF REFERENCE

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1. INTRODUCTION

The Northern Ireland Policing Board (the Board) is an independent public body made up of 10 Political and 9 Independent Members established to ensure for all the people of Northern Ireland an effective, efficient, impartial, representative and accountable police service which will secure the confidence of the whole community, by reducing crime and the fear of crime.

The Board is responsible for overseeing all aspects of policing. In addition to monthly meetings, the Policing Board has five Committees to take forward detailed scrutiny of the work of the Police Service of Northern Ireland (PSNI) and fulfil its range of legislative duties. These are:

- Performance Committee
- Resources Committee
- Partnership Committee
- Audit and Risk Assurance Committee
- Professional Standards Committee

Pursuant to paragraph 24 of Schedule 1 to the Police (NI) Act 2000, the Board's Standing Orders (Policing Board Standing Orders | Northern Ireland Policing Board (nipolicingboard.org.uk)) provide for the constitution of committees of five or more of its Members as the Board may appoint. In addition to those Committees outlined above, the Board has also agreed the establishment of the additional committees/groups listed below. The main responsibilities of each of these are also outlined in this Terms of Reference document.

- Special Purposes Committee
- Chair's Advisory Group
- Senior Officer Employee Matters Group

Details of discussions and decisions taken by the Board's Committees are routinely published on the Board's website (Board Minutes | Northern Ireland Policing Board (nipolicingboard.org.uk)).

NORTHERN IRELAND POLICING BOARD

PERFORMANCE COMMITTEE

1 Role and Authority

1.1 The NI Policing Board (the Board) has established a Performance Committee (the Committee) to support it in its responsibilities for issues related to PSNI operational performance to include performance against the Policing Plan measures specific to the committee, Human Rights compliance and the Professional Standards of Police Officers. The Committee will also oversee the exercise of the functions of the National Crime Agency (NCA) in Northern Ireland.

1.2 The Committee is an advisory sub-Committee of the Board with no executive functions.

1.3 The Terms of Reference for the Committee are approved by the Board.

2 Membership

2.1 Members of the Committee are normally appointed for the period of their appointment to the Board. Details of Membership can be found on the Board's website.

2.2 The Committee will be provided with a secretarial function by the Director of Performance.

3 Meetings

3.1 The Committee will meet every month unless otherwise agreed; however, the Chair of the Committee may convene additional meetings as deemed necessary.

3.2 A minimum of 5 Members of the Committee will be present for the meeting to be deemed quorate.

3.3 Committee meetings will normally be attended by the Chief Executive, the Director of Performance and the Board's Human Rights Advisor.

3.4 The Committee may ask any other officials of the organisation (Board or PSNI) or Advisors to attend to assist it with its discussions on any specific matter.

3.5 The Committee may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion of particular matters.

3.6 The Board may ask the Committee to convene further meetings to discuss particular issues on which it wants the Committee's advice.

4 Reporting

4.1 The Committee's agenda and minutes will be made available to all Board Members and political party Researchers to keep them up-to-date with the work of the Committee.

4.2 The Committee Chair will formally report back to the Board after each meeting. This report will include the Committee's draft minutes and will clearly communicate the Committee's advice and recommendations to the Board.

4.3 The Committee will provide the Board with an Annual Report, timed to support finalisation of the Accounts and the Governance Statement, summarising its conclusions from the work it has done during the year.

5 Responsibilities

5.1 The overarching Strategic Objective of the Performance Committee is:

To monitor Police Performance against the Measures identified within the Policing Plan and PSNI's compliance with the Human Rights Act 1998. PSNI's performance will also be measured in relation to Professional Standards and against reports from other oversight bodies and scrutiny organisations.

5.2 The Committee will:

Governance and General Matters

- Review policies and procedures pertinent to the Committee's Terms of Reference and make recommendations to the Board in respect thereof.

- Monitor police performance against the measures/indicators specific to the Committee in the Annual Policing / Performance plan and support the Board in holding the Chief Constable to account for delivery of the Plan.

Other Police Performance

- Keep under review the outcome of external inspections/research or reviews of PSNI performance in the core policing functions of preventing and detecting crime;
- Monitor the implementation of recommendations from PSNI oversight bodies in respect of police performance, practice and policy;
- Consider reports from Independent Reviewers in respect of PSNI use of powers in the Terrorist Act 2000 (TACT) and the Justice & Security (NI) Act 2007(JSA);
- Monitor the work of PSNI Legacy Investigation Branch.

Human Rights

- Monitor PSNI compliance with the Human Rights Act 1998;
- Produce an annual report on PSNI compliance with the Human Rights Act 1998 and consider and make recommendations to the Board in respect thereof;
- Consider the Board's human rights thematic reports and make recommendations to the Board in respect thereof;
- Monitor the implementation of recommendations from the Board's Human Rights Reports.

Police Professional Standards

- Revise the Code of Ethics for Police Officers and make recommendations to the Board in respect of the publication thereof;
- Asses the effectiveness of the Code of Ethics;
- Monitor trends and patterns in complaints against PSNI;
- Keep under review the outcome of disciplinary procedures;
- Consider investigation reports of the Police Ombudsman and liaise with the Police Ombudsman in relation to policy and practice;
- Keep under review the outcome of Police Appeal Tribunals;
- Consider appeals on PSNI Officer Business Interests.

National Crime Agency

- Consider any changes to the Memorandum of Understanding between the Board and the NCA and make recommendations to the Board in respect thereof.

6 Rights

6.1 The Committee may procure specialist ad-hoc advice at the expense of the organisation subject to budgets agreed by the Board.

7 Information requirements

7.1 As appropriate, the Committee will be provided with:

- Reports on progress against the specific measures / indicators relating to the committee in the Policing / Performance Plan;
- Reports from police oversight bodies and relevant research reports;
- Reports from the Independent Reviewers of TACT and JSA;
- Update reports from the Human Rights Advisor;
- Progress updates on Human Rights Advisor recommendations;
- Information from the Office of the Police Ombudsman;
- Information from PSNI Discipline Branch; and
- Information from NCA.
- Information from PSNI in respect of the areas within the Human Rights Monitoring Framework.

8 Evaluation of Performance

8.1 The Committee will assess its own effectiveness on an annual basis and will formally report the results of its review of effectiveness to the Board.

NORTHERN IRELAND POLICING BOARD

RESOURCES COMMITTEE

TERMS OF REFERENCE

1 Role and Authority

1.1 The NI Policing Board (the Board) has established a Resources Committee (the Committee) to support it in fulfilling its legislative and oversight responsibilities for all issues related to PSNI Finance, Human Resources (including Representativeness, Pensions and Injury on Duty Awards), Land and Property, Information Technology and Equality in the PSNI, and particularly those at Section 5.

1.2 The Committee is an advisory sub-Committee of the Board with no executive functions.

1.3 The Terms of Reference for the Committee are approved by the Board.

2 Membership

2.1 Members of the Committee are normally appointed for the period of their appointment to the Board. Details of Membership can be found on the Board's website.

2.2 The Committee will be provided with a secretarial function by the Director of Resources.

3 Meetings

3.1 The Committee will meet every month unless otherwise agreed; however, the Chair of the Committee may convene additional meetings as deemed necessary.

3.2 A minimum of 5 Members of the Committee will be present for the meeting to be deemed quorate.

3.3 Committee meetings will normally be attended by the Chief Executive, the Director of Resources, the Finance Manager and the People and Organisational Development Manager.

3.4 The Committee may ask any other officials, (Board or PSNI) or Advisors to attend and to assist it with its discussions on any specific matter. In particular, the PSNI's Senior Officers will be expected to be available for each meeting.

3.5 The Committee may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion on particular matters.

3.6 The Board may ask the Committee to convene further meetings to discuss particular issues on which it wants the Committee's advice.

4 Reporting

4.1 The Committee's agenda and minutes will be made available to all Board Members and political party Researchers to keep them up-to-date with the work of the Committee.

4.2 The Committee Chair will formally report back to the Board after each meeting. This report will include the Committee's draft minutes where possible, and will clearly communicate the Committee's advice and recommendations to the Board.

4.3 The Committee will provide the Board with an Annual Report, timed to support finalisation of the Accounts and the Governance Statement, summarising its conclusions from the work it has undertaken during the year.

5 Responsibilities

5.1 Strategic Objective of the Committee

To monitor resourcing plans for the PSNI, advocating on issues which support policing including transformational change and delivery of a representative service; and to deliver independent, fair and transparent processes in line with Police Pension, Injury Benefit and Appeals legislation.

The Committee will:

5.2 *Governance and General Matters*

- Review policies and procedures pertinent to the Committee's Terms of Reference and make recommendations to the Board in respect thereof.
- Monitor police performance against the measures/indicators specific to the committee in the Policing Plan and Annual Performance plan and support the Board in holding the Chief Constable to account for delivery of the Plans.
- Monitor and approve as appropriate, PSNI strategies relevant to the work of the Committee

5.3 *Financial Management*

- Oversee and report to the Board on the functions performed by the Chief Constable on behalf of the Board[1] namely:
  - Keeping proper accounts and related records; and
  - Preparing and submitting an annual statement of accounts in relation to amounts put at his/her disposal.

- Make a recommendation to the Board regarding approval of the PSNI's budget for the financial year.

- Monitor the effectiveness of the PSNI's strategic financial planning process including monitoring and scrutiny of management accounts, the budget and forward financial forecasts.

- Consider and approve expenditure above delegated limits and novel, contentious or repercussive proposals in respect of PSNI and make a recommendation to the Board accordingly.

- Consider and approve issues relating to borrowing, gifts made, write-offs, losses and other special payments in respect of PSNI and make a recommendations to the Board accordingly.

- Monitor and consider compensation claims made against the Chief Constable.

- Consider and approve expenditure above delegate limits in respect of compensation claims against the Chief Constable and make a recommendation to the Board accordingly.

- Monitor, review and, if appropriate, approve any Finance or associated Strategies. [2]

[1] Statutory requirement outlined in the Police (NI) Act 2000
[2] e.g. Capital and Procurement

5.4 *Estates*

- Oversee functions performed by the Chief Constable on behalf of the Board namely - Providing and maintaining buildings and equipment for police purposes.

- Monitor, review and approve, the PSNI's Estate and any associated strategies.

- Consider and recommend to the Board acquisition, vesting and disposal of land and property.

- Monitor, review and, if appropriate, approve all strategies relating to police equipment.[3]

5.5 *Human Resources*

- Oversee the functions performed by the Chief Constable on behalf of the Board namely - Directing and controlling Police staff.

- Monitor trends and patterns in the recruitment of police and police support staff.

- Assess the effectiveness of measures taken to ensure that membership of the police service and the police support staff is representative of the community.

- Monitor the representativeness and composition of the PSNI Senior Officer and staff equivalent positions and assess the effectiveness of measures taken to address underrepresentation in the Senior Management Team

- Undertake the Board's responsibilities in relation to the provision of advice and assistance to international organisations etc.by PSNI officers and staff up to and including the rank of Chief Superintendent.

- Exercise strategic oversight of equality and diversity and monitor the implementation of Section 75 within PSNI.

[3] E.g. The Fleet and Digital Strategies

- Consider the approval of payment for accommodation and, if necessary, storage costs for PSNI Officers and Staff under the PSNI/DoJ Assisted Removals Scheme should there be a requirement for such provision beyond the 26-week limit.

- Undertake the Board's responsibilities in relation to police pay, allowances and conditions of service and provide a recommendation to the Board on input to the Police Remuneration and Review Body (PRRB) and Senior Salaries Review Body (SSRB) annual review of pay for police officers.

- Undertake the Board's responsibilities under Police and Police Pension Regulations.

- Make recommendations to the Board in respect of pension forfeiture cases.

- Monitor, review and approve the PSNI Workforce Strategy and related components[4].

5.6 *Police Training*

- Advise the Board as appropriate on the facilities and provision of both pre-service and in-service training and development for police officers and staff, and oversee quality standards.

- Monitor the provision of continuous professional development and the opportunities for career development of all police officers and staff.

6 Rights

6.1 The Committee may procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

[4] e.g. Health & Wellbeing, Training, Leadership and Equality & Diversity and Inclusion.

7 Information requirements

7.1 For each routine meeting the Committee will be provided with a:

- PSNI Finance Report or a report in relation to a specific area of financial interest requested by the Committee.

7.2 As appropriate, the Committee will be provided with the following information relating to PSNI:

- Reports on progress against the specific measures / indicators relating to the committee in the Policing / Performance Plan;
- External Auditor Reports to those Charged with Governance;
- Reports on Direct Award Contracts;
- Reports on Human Resources issues; and
- Other Reports relating to the Responsibilities in paragraph 5.2. and 5.3.

8 Evaluation of Performance

8.1 The Committee will assess its own effectiveness on an annual basis. The Committee will formally report the results of its review of effectiveness to the Board.

NORTHERN IRELAND POLICING BOARD

PARTNERSHIP COMMITTEE

TERMS OF REFERENCE

1 Role and Authority

1.1 The Northern Ireland Policing Board (the Board) has established a Partnership Committee (the Committee) to support it in its statutory responsibilities for Partnership working, including: Policing and Community Safety Partnerships (PCSPs), implementation of the Police Property Fund, oversight of the PSNI Policing with the Community Strategy, Board and PSNI communications activity, strategic engagement and community consultation, particularly those at 5.1.

1.2 The overarching strategic objective of Partnership Committee is to engage with communities to promote understanding of the role of the Board, to monitor how the police carry out their work with the aim of acting in cooperation with the local community and to inform, monitor and evaluate the effectiveness of local policing and accountability arrangements including through effective advocacy, engagement, and outreach.

1.3 The Committee is an advisory sub-Committee of the Board with no executive functions.

1.4 The Terms of Reference for the Committee are approved by the Board.

2 Membership

2.1 Members of the Committee are normally appointed for the period of their appointment to the Board. Details of Membership can be found on the Boards website.

2.2 The Committee will be provided with a secretarial function by the Director of Partnership.

3 Meetings

3.1 The Committee will meet seven times per year unless otherwise agreed; however, the Chair of the Committee may convene additional meetings as deemed necessary.

3.2 A minimum of 5 Members of the Committee will be present for the meeting to be deemed quorate.

3.4 The Committee may ask any other officials of the organisation (Board, PSNI or PCSP) or Advisors to attend to assist it with its discussions on any specific matter.

3.5 The Committee may ask any or all of those who normally attend, but who are not Members, to withdraw to facilitate open and frank discussion of particular matters.

3.6 The Board may ask the Committee to convene further meetings to discuss particular issues on which it wants the Committee's advice.

4 Reporting

4.1 The Committee's agenda and minutes will be made available to all Board Members and political party Researchers to keep them up to date with the work of the Committee.

4.2 The Committee Chair will formally report back to the Board after each meeting. This report will normally take the form of the Committee's minutes and will clearly communicate the Committee's advice and recommendations to the Board.

4.3 The Committee will provide the Board with an Annual Report, timed to support finalisation of the Accounts and the Governance Statement, summarising its conclusions from the work it has done during the year.

5 Responsibilities

5.1 The Committee will:

PSNI Governance and General Matters

- Monitor police performance against the measures/indicators specific to the committee in the Annual Policing / Performance plan(s) and support the Board in holding the Chief Constable to account for delivery of the Plan.
- Review policies and procedures pertinent to the Committee's Terms of Reference and make recommendations to the Board in respect thereof.
- Monitor progress in the work of Neighbourhood Policing Teams and police working in partnership with the community, including through the relevant Policing Plan Measure(s)
- Monitor progress of the PSNI Children and Young People's Strategy

- Monitor the implementation of the Cross Border Policing strategy activities relating to the work of the Committee
- Monitor PSNI custody provision and the associated custody policy
- Monitor the steps taken by PSNI to improve Road Safety

Policing and Community Safety Partnerships (PCSPs)

- Annually monitor, support and evaluate the effectiveness of PCSPs and report to the Board.
- Attend PCSP and Policing Committee meetings and PCSP events to provide support and enable greater insight into delivery of Action Plans.
- Monitor the Reconstitution of PCSPs (usually every four years) and make recommendations to the Board concerning the appointment/removal of independent PCSP members as necessary.
- Nominate Members to become Joint Committee members to manage in partnership with the Department of Justice, the Policing and Community Safety Partnership programme.
- Delegate authority to the Joint Committee Members in a dynamic fashion in advance of Joint Committee meetings, depending on the issue.
- Monitor the work of the Policing Committees of the PCSPs and the delivery of Strategic Priority 3 of the PCSP Action Plans.
- Contribute to the Strategic direction of PCSPs utilising the Committee's nominated Joint Committee Members and through Committee consideration of relevant items for discussion.

Communications

- Monitor the Board's communications activity.
- Monitor PSNI communication plans and activity.

Engagement

- Develop a Board Engagement Strategy
- Develop and Monitor the delivery of an Annual Programme of Work to support the Board's Engagement Strategy
- The programme of work should:

support confidence and co-operation of the public with the police, including community consultation activities, and through participation, Develop, implement and monitor activities which secure community involvement in policing, including community consultation activities.

- Manage and promote the Independent Custody Visitors Scheme (ICV) and the Independent Community Observer Scheme (ICO), and approve the ICV annual report for publication

Police Property Fund

- Develop and administer the Police Property Fund.
- Monitor progress of individual projects funded by the Police Property Fund.

6. Rights

6.1 The Committee may procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

7. Information requirements

7.1 As appropriate, the Committee will be provided with:

- Progress against the specific measures / indicators relating to the committee in the Policing / Performance Plan;
- Updates on delivery by Policing & Community Safety Partnerships (PCSPs)
- Joint Committee business updates and sight of Joint Committee meeting agenda ahead of Joint Committee meetings. In addition, items that are likely to need more in-depth discussion will be flagged up in advance in a timely fashion.
- The Board's Engagement Strategy;
- Information on the work of Neighbourhood Policing Teams and police working in partnership with the community;
- The Board's Communications programme;
- The ICV and ICO Schemes; and
- Updates on the implementation of the Police Property Fund.

8 Evaluation of Performance

8.1 The Committee will assess its own effectiveness on an annual basis. The Committee will formally report the results of its review of effectiveness to the Board.

NORTHERN IRELAND POLICING BOARD

AUDIT AND RISK ASSURANCE COMMITTEE

TERMS OF REFERENCE

1. Role and Authority

1.1 The Northern Ireland Policing Board (the Board) has established an Audit and Risk Assurance Committee (the Committee) to fulfil the Board's oversight responsibilities for all issues related to Board Governance. The Committee will support the Board it in its responsibilities relating to Organisational Performance, Finance, Human Resources, risk, control, governance, and assurance by reviewing the comprehensiveness of the Board and PSNI's governance framework in meeting the Board's and the Accounting Officer's assurance needs, and reviewing the reliability and integrity of these assurances, particularly those in Sections 6.2 (Board) and 6.3 (PSNI).

1.2 The Committee has been established and functions in accordance with best practice contained in the revised Audit and Risk Assurance Committee (NI) Handbook issued by the Department of Finance in April 2018 and Effective Audit and Risk Assurance Committees – A Good Practice Guide issued by the NIAO in March 2025.

1.3 The Committee is an advisory sub-Committee of the Board with no executive functions.

1.4 The Terms of Reference for the Committee are approved by the Board.

2. Membership

2.1 Members of the Committee are normally appointed for the period of their appointment to the Board. Details of Membership can be found on the Board's website.

2.2 The Committee will be provided with a secretarial function by the Director of Resources.

3. Meetings

3.1 The Committee will meet at least 4 times a year; however, the Chair of the Committee may convene additional meetings as deemed necessary. One of these meetings should include a

meeting for consideration of the Annual Governance Statement and Remuneration Report and Financial Statements. The Chair of the PSNI Audit and Risk Assurance Committee and the Chair of Police Pensions Board will be invited to a meeting once a year to discuss matters arising from the PSNI Committee.

3.2 A minimum of 3 Members of the Committee will be present for the meeting to be deemed quorate.

3.3 Committee meetings will normally be attended by the Accounting Officer, the Director of Resources, the Finance Manager, the Head of Internal Audit, a representative of External Audit and an observer from the Department of Justice.

3.4 The Committee may ask any other officials of the organisation (Board or PSNI) or advisors to attend to assist it with its discussions on any particular matter.

3.5 The Committee may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion of particular matters.

3.6 The Board may ask the Committee to convene further meetings to discuss particular issues on which it wants the Committee's advice.

4. Access

4.1 The Head of Internal Audit and the NIAO/External Audit representative will have free and confidential access to the Chair of the Committee.

5. Reporting

5.1 The Committee's agenda and minutes will be made available to all Board Members and political party Researchers to keep them up-to-date with the work of the Committee.

5.2 The Committee Chair will formally report back to the Board after each meeting. This report will clearly communicate the Committee's advice and recommendations to the Board. Draft minutes will be made available as soon as possible following each meeting.

5.3 The Committee will provide the Board with an Annual Report, timed to support finalisation of the Accounts and the Governance Statement, summarising its conclusions from the work it

has done during the year.

6. Responsibilities

6.1 The Strategic Objective of the Committee is to provide oversight and assurance of the Board's financial, audit and corporate governance arrangements recognising the co-dependencies between the Board and PSNI's Audit and Risk Assurance Committees. The Committee also has responsibility for oversight of the Board's organisational performance including financial management, and this is detailed in para 6.2.

6.2 **Board**

The Committee will review and advise the Board and Accounting Officer on:

- Strategic processes for risk, control and governance and the Governance Statement and assurances relating to the risk management framework and processes and corporate governance requirements for the organisation. This includes the review of the Corporate Risk Register on behalf of the Board.
- Accounting policies, the financial statements, Remuneration Report, including the process for review of the accounts prior to submission for audit, levels of error identified, and Management's letter of representation to the external auditors.
- Planned activity and results of both Internal and External Audit.
- The adequacy of management response to issues identified by audit activity, including External Audit's Report to those charged with Governance.
- External Audit Annual Strategy and the Internal Audit Strategy and Internal Audit Annual Plans.
- The Accounting Officer's 6-monthly Stewardship Statement.
- The Audit & Risk Assurance Committee Annual Report.
- The Board's Gifts and Hospitality Register.
- Directly Awarded Contracts in respect of the Board.
- Anti-fraud policies and Raising Concerns processes.
- Complaint Handling Process and update on any complaints received.

The Committee will also:

- Make a recommendation to the Board regarding approval of the Board's budget for the financial year.

- Monitor the Board's financial performance, including scrutiny of management accounts, the budget, the contracts register, and forward financial planning.

- Consider and approve expenditure above delegated limits and novel, contentious or repercussive proposals in respect of the Board and make a recommendation to the Board accordingly.

- Consider and approve expenditure in respect of compensation and other legal cases against the Board and make a recommendation to the Board accordingly, and

- Exercise strategic oversight of equality and diversity and monitor the implementation of Section 75 within the Board.

- Exercise oversight of organisational performance through reports provided on the Corporate plan (Objective E).

- Consider and approve issues relating to borrowing, gifts made, write-offs, losses, and other special payments in respect of the board and make a recommendation to the board accordingly.

Annually, the Committee will also make a recommendation to the Accounting Officer on the signing of the Board's Annual Report & Financial Statements following the completion of the external audit and before they are laid before the NI Assembly.

6.3 **PSNI**

In respect of PSNI, the Committee will:

- Ensure attendance by a Board representative[5] at PSNI Audit and Risk Assurance Committee meetings.

[5] Chief Executive or other Board official nominated by the Chief Executive

- Be provided with all PSNI Audit and Risk Assurance Committee papers and minutes;
- Require input on occasion[6] from the PSNI Audit and Risk Assurance Committee to the Board's own Audit and Risk Assurance Committee; and
- Review the PSNI's Audit and Risk Assurance Committee terms of reference and be notified by PSNI of any subsequent changes.

6.4 **Delegated Matters**

The Committee has delegated authority to act for the Board in respect of the following matters:

- To approve the annual Internal Audit programme for the Board.
- To approve the Internal Audit Charter and Mandate.

7 Rights

The Committee may procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

8 Information Requirements

8.1 For each routine meeting the Committee will be provided with:

- Risk Management

  A report summarising any significant changes to the strategic risks and a copy of the Corporate Risk Register.

- Internal Audit

  A progress report from the Head of Internal Audit summarising:

  - work performed (and a comparison with work planned);
  - key issues emerging from Internal Audit work;
  - management response to Audit recommendations;
  - changes to the Annual Audit Plan; and

[6] Twice yearly, unless decided otherwise by the Board ARAC

- any resourcing issues affecting the delivery of Internal Audit objectives.

- External Audit

  A progress report from the External Audit representative(s), summarising work done and emerging findings.

- Board Finance

  The Committee will be provided with a Board Finance Report on a quarterly basis.

- PSNI Audit and Risk Assurance Committee

  A verbal report on the latest Committee meeting(s) including, where appropriate:

  - Risk Management;
  - Directly Awarded Contracts;
  - Suspected/Actual Frauds;
  - Internal Audit Reports and Recommendations;
  - External Audit Reports and Recommendations;
  - Year End Financial Reports; and
  - Governance Statements.

  The Committee will also have access to the PSNI Audit and Risk Assurance Committee meeting papers

8.2 As appropriate, or upon the Committee's request, the Committee will be provided with:

- The draft Governance Statement and Annual Accounts;
- A report on any changes to accounting policies;
- Internal Audit's Annual Assurance Statement;
- Proposals for the Terms of Reference of Internal Audit;
- The Internal Audit Strategy and Audit Plans;
- The Annual Internal Audit Charter and Mandate
- Quality Assurance reports on the Internal Audit function;
- The External Audit strategy;
- External Audit's Report to those Charged with Governance;
- A report on any proposals to tender for audit functions;

- Fraud Reports;
- Dear Accounting Officer (DAO) letters and Public Accounts Committee (PAC) Reports;
- The Risk Management Strategy;
- Reports on Human Resources issues;
- Reports on Direct Award Contracts within the Board;
- Board Members' and Staff Gifts and Hospitality Register, and
- Other Reports relating to the Responsibilities in paragraph 6.2

9 Evaluation of Performance

9.1 The Committee will assess its own effectiveness on an annual basis. The Committee will formally report the results of its review of effectiveness to the Board.

NORTHERN IRELAND POLICING BOARD

PROFESSIONAL STANDARDS COMMITTEE

TERMS OF REFERENCE

1 Role and Authority

1.1 The Northern Ireland Policing Board (the Board) has established a Professional Standards Committee (the Committee) to discharge the Board's responsibilities as appropriate authority for senior officers'[7] conduct in the Police Service of Northern Ireland [PSNI], as set out in the Police (Conduct) Regulations (Northern Ireland) 2016.

1.2 The Committee is established pursuant to paragraph 24 of Schedule 1 of the Police (Northern Ireland) Act 2000.

1.3 The Committee provides assurance that conduct matters are considered fairly, proportionately and in line with the PSNI Code of Ethics.

1.4 The Committee does not have a remit in relation to criminal investigations, matters of performance governed by the Police (Performance and Attendance) Regulations (NI) 2016 or Employment-related issues.

1.5 The Terms of Reference for the Committee are approved by the Board.

2 Membership

2.1 Members of the Committee are normally appointed for the period of their appointment to the Board. Details of current Membership can be found on the Board's website.

2.2 Members of the Committee shall comprise five members appointed by the Board and will be representative of the political and independent members of the Board. There will be three political members, two independent members with the Chair of the Committee role performed by an independent member.

[7] Senior Officer' is defined as a member **above** the rank of Chief Superintendent [Reg 3 – Police (Conduct) Regulations (NI) 2016]

2.3 The Committee will be provided with secretarial support by the Director of Resources.

2.4 The work of the Professional Standards Committee involves the consideration of conduct matters in relation to senior officers. Members of the Committee, officials and other advisors at all times undertake not to disclose or discuss any matters considered at Committee to any third party, unless required to do so by law.

2.5 Members of the Committee must declare any conflicts of interest.

3 Meetings

3.1 The Committee will meet as required by casework; however, the Chair of the Committee may convene additional meetings as deemed necessary.

3.2 The Board may ask the Committee to convene further meetings to discuss particular issues on which it requires the Committee's advice.

3.3 A minimum of 3 Members of the Committee, including the Chair of the Committee, will be present for the meeting to be deemed quorate.

3.4 Committee meetings will normally be attended by the Chief Executive and the Director of Resources.

3.5 The Committee may ask any other Board officials or external Advisors to attend and assist as appropriate on any specific matter.

3.6 In the event legal advice is sought and provided, this advice will be legally privileged.

3.7 The Committee may ask any non-Members to withdraw to facilitate open and frank discussion on particular matters.

3.8 All matters considered by the Committee will be deemed confidential and as such will not be communicated outside of the Committee, other than as agreed by the Committee for the purpose of meeting the requirements of paragraph/section 4.1.

4 Reporting

4.1 After each meeting the Chair of the Committee will provide a report to the Board outlining a summary of the work of the Professional Standards Committee, to include any emerging issues, anonymised where necessary to protect the confidentiality of information.

4.2 A confidential minute of the meetings of the Committee will be ratified by the Committee and securely stored and will only be shared with Members of the Committee, officials designated to support it and, where deemed appropriate by the Chair, any other expert advisors.

4.3 The Committee will provide the Board with an Annual Report, timed to support finalisation of the Accounts and the Governance Statement, summarising its work during the year.

5 Responsibilities

5.1 The Committee will discharge the Board's role as appropriate authority for Senior Police Service of Northern Ireland (PSNI) Officers' conduct as outlined in the Police (Conduct) Regulations (Northern Ireland) 2016 (the Regulations).

5.2 All conduct will be assessed against the standards provided in the relevant PSNI Code of Ethics.

5.3 This role can be summarised as follows but the detail set out in the Regulations should be referred to:

5.3.1 Suspension

When an allegation comes to the attention of the Committee, suspension can be considered in line with the conditions set out in Regulation 10 and where relevant subject to the notification and approval of the Police Ombudsman.

5.3.2 Gateway assessment

a. The Committee should then conduct an assessment of whether the alleged conduct, if proved, would amount to misconduct or gross misconduct or neither.

b. If it is assessed that the conduct complained of would amount to neither misconduct nor gross misconduct the following options are available:

(i) no further action in respect of any rank of senior officer

(ii) in the case of a senior officer below the rank of Chief Constable, management action or referral under the Performance Regulations may be recommended to the Chief Constable [See Regulation 12(2)].

(iii) in the case of the Chief Constable the Professional Standards Committee will consider appropriate next steps.

c. If it is assessed that the conduct, if proved, would amount to misconduct, consideration should be given to whether it is necessary for the matter to be investigated and if yes, the AA must determine whether any misconduct proceedings would be via a meeting or hearing. See Regulation 12(3).

d. If it is assessed that the conduct, if proved, would amount to gross misconduct, "the matter shall be investigated". See Regulation 13.

5.3.3 Consider case to answer

a. Upon receipt of the Investigator's Report, as soon as practicable, undertake the "case to answer" decision and, if appropriate, refer to misconduct proceedings. See Regulation 21.

b. If a case is referred to misconduct proceedings, serve the charge and case papers on the accused officer and manage disclosure issues. See Regulation 23.

c. Act as prosecuting authority until the matter is brought before a misconduct panel. See Regulations 24 to 36.

5.4 Where appropriate, the Committee may recommend referral of matters to the Police Ombudsman as specified in the 2016 Regulations.

6 Rights

6.1 The Committee may procure specialist ad-hoc advice at the expense of the Board, subject to available budget and agreed by the Board.

7 Information requirements

7.1 For each meeting the Committee will be provided with all relevant information in respect of the particular case being considered.

8 Evaluation of Performance

8.1 The Committee will assess its own effectiveness on an annual basis. The Committee will formally report the results of its review of effectiveness to the Board.

NORTHERN IRELAND POLICING BOARD

SPECIAL PURPOSES COMMITTEE

TERMS OF REFERENCE

1 Role and Authority

1.1 The Northern Ireland Policing Board (the Board) has established a Special Purposes Committee (the Committee) to receive confidential briefings for the purpose of monitoring the PSNI in accordance with the statutory functions of the Board set out in Sections 59[8] and 60[9] of the Police (Northern Ireland) Act 2000, and particularly those at Section 5.1.

1.2 The Committee is an advisory sub-Committee of the Board with no executive functions.

1.3 The Terms of Reference for the Committee are approved by the Board

2 Membership

2.1 The Committee is comprised of the Board Chair, Vice-Chair and Chairs of each of the Board's Committees, plus one additional member to be determined by the Board.

2.2 Members of the Committee are normally appointed for the period of their appointment to the Board.

2.3 The Committee will be provided with a secretariat function by the Chief Executive.

3 Meetings

3.1 The Committee will meet as and when required with the agreement of the Chair.

[8] General duty of Chief Constable to report to Board – link to legislation below:
https://www.legislation.gov.uk/ukpga/2000/32/section/59

[9] Inquiry by Board following report by Chief Constable – link to legislation below:
https://www.legislation.gov.uk/ukpga/2000/32/section/60

3.2 A minimum of 3 Members of the Group will be present for the meeting to be deemed quorate.

3.3 Committee meetings will normally be attended by the Chief Executive.

3.4 The Committee may ask any other officials of the organisation (Board or PSNI) or Advisors to attend to assist it with its discussions on any specific matter.

3.5 The Committee may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion of particular matters.

4 Reporting

4.1 The Committee will keep the Board informed through briefings from the Chair.

5 Responsibilities

5.1 The Committee will:

- receive sensitive information following a section 59 request from the Board; (Information which if disclosed would be likely to put an individual in danger; information which ought not to be disclosed on grounds of national security; information which is sensitive personnel information; or information which if disclosed would, or would be likely to, prejudice proceedings which have been commenced in a court of law);

- receive information where the Chief Constable has been directed to provide such information by the Secretary of State/Justice Minister; or

- receive information from a person conducting an inquiry under section 60 should they have advised the Board that they have received certain sensitive information[10] from the Chief Constable that they wish to share with a Special Purposes Committee[11].

[10] As above

[11] The Board can only have one Special Purposes Committee.

6 Information requirements

6.1 For each meeting the Committee will be provided with any papers relevant to the agenda of the meeting.

7 Confidentiality

7.1 Any confidential information provided to the Committee by the Chief Constable or by any other person must not be disclosed beyond Members of the Committee and staff of the Board who provide services to the Committee; to do so is an offence.

8 Evaluation of Performance

8.1 The Committee will assess its own effectiveness on an annual basis. The Committee will formally report the results of its review of effectiveness to the Board.

NORTHERN IRELAND POLICING BOARD

CHAIR'S ADVISORY GROUP

TERMS OF REFERENCE

1 Role and Authority

1.1 The NI Policing Board (the Board) has established a Chair's Advisory Group (the Group) to provide advice to the Board Chair and to discuss urgent issues which may arise between Board meetings.

1.2 The Terms of Reference for the Group are approved by the Board.

2 Membership

2.1 The Group is comprised of the Board Chair, Vice-Chair and Chairs of each of the Board's Committees.

2.2 Any political party that does not have a Committee Chair position will also be represented by the lead Member of that party.

2.2 Members of the Group are normally appointed for the period of their appointment as Committee Chairs.

2.3 The Board Chair will chair meetings of the Group.

2.4 The Group will be provided with a secretarial function by the Chief Executive.

3 Meetings

3.1 The Board Chair will arrange meetings of the Group as and when required.

3.2 The Group may ask any other officials of the Board or PSNI to attend to assist it with discussions on any specific matter.

3.3 The Group may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion of particular matters.

4 Reporting

4.1 The Chair will update all Board Members as and when required.

5 Responsibilities

5.1 The Group will:

- provide advice to the Board Chair as required; and
- discuss and advise the Chair on urgent issues which may arise between Board meetings.

NORTHERN IRELAND POLICING BOARD

SENIOR OFFICER EMPLOYEE MATTERS GROUP (SOEM)

TERMS OF REFERENCE

1. Role and Authority

1.1 The NI Policing Board (the Board) has established a Senior Officer Employee Matters Group (the Group) to provide advice to the Board on Senior Officer Employee Matters including but not limited to any matters pertaining to their letter of appointment, and terms and conditions of service within the PSNI, and any issues related to removal from office.

1.2 The Group is not a decision making group, save for the decision referenced in 5.1.5 below, but will act in an advisory capacity to the Board.

1.3 The Group is established pursuant to paragraph 24 of Schedule 1 of the Police (Northern Ireland) Act 2000.

1.4 The Terms of Reference for the Group are approved by the Board.

2. Membership

2.1 Members of the Group are normally appointed for the period of their appointment to the Board. Details of current Membership can be found on the Board's website.

2.2 Membership of the Group shall comprise the Board Chair, Vice-Chair, a representative from each of the three largest political parties represented on the Board, and an independent Member nominated by the Board.

2.3 The Board Chair will chair meetings of the Group.

2.4 The Group will be provided with a secretarial function by the Chief Executive.

2.5 The work of the Group involves the consideration of sensitive material and members of the Group, officials and other advisors at all times undertake not to disclose or discuss any matters considered at the Group to any third party, unless required to do so by law.

3. Meetings

3.1 The Board Chair will arrange meetings of the Group as and when required.

3.2 A minimum of 3 Members of the Group will be present for the meeting to be deemed quorate.

3.3 The Group may ask any other officials of the Board, PSNI, legal advisors or the Board's retained Human Resources Advisors to attend to assist it with discussions on any specific matter.

3.4 The Group may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion of particular matters.

3.5 In the event legal advice is sought and provided, this advice will be legally privileged.

3.6 All matters considered by the Group will be deemed confidential and as such will not be communicated outside of the Group, other than as agreed by the Group for the purpose of meeting the requirements of paragraph 4.1 below.

4. Reporting

4.1 After each meeting the Chair of the Group will provide a report to the Board outlining a summary of the work of the Group, to include any emerging issues, anonymised where necessary to protect the confidentiality of information.

4.2 A confidential minute of the meetings of the Group will be drafted, agreed by the Group, and securely stored and will only be shared with Members of the Group, officials designated to support it and, where deemed appropriate by the Chair, any other expert advisors.

4.3 The Group will provide the Board with an Annual Report, timed to support finalisation of the Accounts and the Governance Statement, summarising its work during the year.

5. Responsibilities

5.1 The Group will:

1. Discuss and advise the Board on senior officer employee matters that arise in connection with their appointment, terms and conditions of service and on issues related to removal from office.

2. Discuss with PSNI, then seek Board agreement on, a process for handling grievances against senior officers and consider final grievance reports ensuring same are forwarded to the Board's Professional Standards Committee to consider if any misconduct matters arise. ;

3. Discuss with PSNI, then seek Board agreement on, the scheme of delegations setting out Board expectations on how the employer functions delegated to the Chief Constable, should be managed.

4. Discuss with PSNI, then seek Board agreement on, how the employer functions in relation to the Chief Constable should be managed.

5. Make decisions on appeals by Senior Officers in relation to Sick Pay decisions.

6. Agree updates to be provided to all Board members; and

7. Agree proposals that need to be brought to the Board for decision.

6. Rights

6.1 The Group may procure specialist ad-hoc advice at the expense of the Board, subject to available budget and agreed by the Board.

7. Information Requirements

7.1 For each meeting the Group will be provided with all relevant information in respect of the particular case being considered.

8. Evaluation of Performance

8.1 The Group will assess its own effectiveness on an annual basis. The Group will formally report the results of its review of effectiveness to the Board.

Northern Ireland Policing Board

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DOCUMENT TITLE

Northern Ireland Policing Board Terms of Reference of the Standing Committees of the Board

DISCLAIMER

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