



**POLICE & CRIME
COMMISSIONER**

for Leicester, Leicestershire & Rutland
Your Communities - Your Commissioner

Ethics and Transparency Panel

TERMS OF REFERENCE

Purpose

The Ethics and Transparency Panel is responsible for enhancing external and internal trust and confidence in the ethical governance and actions of Leicestershire Police and the Office of The Police and Crime Commissioner. The Panel will seek to do this by:

- Promoting high standards of ethical conduct and service standards
- Consider the ethical impact of any planned organisational changes
- Providing a focus for education and understanding around ethical issues.
- Scrutinising Force values and their application.
- Encouraging discussion within and outside of the organisation especially but not exclusively around issues affecting organisational culture.

Objectives

- Meetings will be largely strategic in focus and the Panel will consider a range of matters, the remit of which is flexible.
- The Panel is an advisory body and the final decision on any matter will always lie with the Police and Crime Commissioner (PCC) or Deputy Police and Crime Commissioner (DPCC).
- The Panel must feel able to challenge and where necessary ensure that matters are highlighted to members of the Police's Senior Team and/or OPCC
- The Panel will have an advisory role in providing independent assurance that crime sampling and overall complaints, are managed in an ethical and proportionate way. The PCC/DPCC and the Chief Constable could equally ask for specific assurance relating to a case involving complaints of race or sexual harassment be monitored and reported against.
- It is not expected that this Panel will scrutinise individual complaints or discipline hearings except in exceptional circumstances after the fact.

- An operational approach may be required occasionally and this can be facilitated by utilising a small cohort from the panel on a flexible basis.
- The Panel has the potential to improve and strengthen the delivery of Policing services to the public by adding value beyond audit and scrutiny.
- The Panel may receive ethical issues / dilemma's faced by officers and staff within the force. This could be opened up for submissions by anyone in any role across the force, again removing filters and demonstrating inclusivity and access.
- The Panel will provide independent insight and ensure that the highest level of ethical decision-making is being embedded when considering the service offer given to victims of crime.

Membership of the Ethics and Transparency Panel

- Panel members will be appointed for a period of up to 2 years. However, this may be subject to increase or decrease as decided by the PCC and/or DPCC.
- The Panel will have a Chair and a Deputy Chair who will be elected to the roles at the inaugural meeting. The members elected to serve as Chair and Deputy Chair will only do so for no more than a term of 2 years. The Deputy Chair will act as Chair at meetings in the absence of the Chair. If the Chair can no longer continue in this role, the Deputy Chair will act as the Chair until the formal election of a new Chair.
- If the Panel is disbanded at any point, member allowances will be paid only up until the moment of disbandment of the group or if significant work has been carried out by members, up until the following quarter to cover any expenses. This will be decided by the PCC/DPCC or in the PCC/DPCC's absence, by the Chief Executive Officer.
- Disbandment of the Panel for any reason will be decided by the PCC and/or DPCC.

Working Arrangements

The time commitment for members is to attend 4 meetings per year. There is a requirement for members to produce reports, undertake crime sampling and on occasion attend training between meeting dates to gain and produce the assurances mentioned above, as well as to meet the PCC/DPCC on an ad hoc basis as is mutually convenient. The working arrangements of the Panel will be as follows:

- a) The group will be subject to the Freedom of Information Act for any meetings conducted. Any reports and minutes will be published on the Office of the Police and Crime Commissioners ('OPCC') website.

- b) Any changes made to the Terms of Reference or membership will have to be brought to the attention of and signed off by the PCC and/or DPCC.
- c) Meetings will take place in public where possible except when considering restricted information, in which case the meeting will be in private.
- d) Locations of meetings will be in person unless there are exceptional circumstances that prevent this, in which case they may proceed virtually online.
- e) The location of meetings may vary across LLR to give a balanced representation and be dependent on suitable venues being identified, secured and safe travel conditions permitting.
- f) The PCC and/or DPCC, in consultation with the Deputy Chief Constable and the Chair, will set the agenda for each meeting and ensure that members have sufficient information in advance to contribute to discussions.
- g) Submissions for items to be included on the agenda will be made via email or by personal approach to the Chair, Deputy Chair or the OPCC by any panel member.
- h) Agendas will be published no later than 5 working days prior to the meeting date. Meeting dates will be scheduled at least 12 months in advance, however this may be subject to change with agreement from the PCC or if a quorum cannot be met and rescheduling is necessary.
- i) A quorum (minimum number of attendees) for all meetings will be three members, one of whom must be either Chair or Deputy Chair.
- j) Attending the Panel meetings will be the Chief Executive Officer of the OPCC and their deputies, the Deputy Chief Constable and the Head of Professional Standards from the Force and their deputies and others from the OPCC and/or Leicestershire Police when appropriate.
- k) Appointed members will be expected to attend all 4 meetings. Repeated non-attendance may lead to the PCC reviewing a member's suitability for appointment.
- l) Individuals with experience or knowledge specific to particular subjects may be invited to attend meetings by the Chair or PCC in order to contribute to the debate on a non-voting basis.
- m) The OPCC will offer secretarial support for agenda setting, collation and distribution of reports and minute taking.