



College of
Policing

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Professional Committee

Terms of Reference

Version 0.1

1. Role and Purpose

1.1 The Professional Committee (the Committee) is a Committee of the College of Policing's Board of Directors (the Board). Its role and purpose are defined by, and may be amended by, the Board.

1.2 The Board sets the overall strategic direction of the College and approves its annual business plans. The College's strategic objectives are:

- setting standards of professional practice for police officers, police staff and all who work in policing
- supporting the professional development of those working in policing
- identifying, developing and promoting good policing practice based on the best available evidence
- supporting police forces and other organisations to work together to protect the public and prevent crime
- identifying, developing and promoting ethics, values and standards of integrity for the police

The work of the Committee will be consistent with these objectives, the College's Five-year Strategy and its annual plans.

1.3 **The Committee's purpose is to:**

- Identify priorities across policing where national standards are required, including professional development, policy, training and practice;
- Provide scrutiny and advice to ensure that the national standards and related products that support the professional development of the College's members are based on the best possible evidence and draw on good practice across all sectors;
- Ensure that the College is sighted on and responsive to emerging risks, challenges and opportunities facing the profession and provide a forum where recurring member and public concerns are considered;
- Provide oversight and support to the priority work programmes that will report to the Committee including risk management;
- Make decisions, in line with its delegated authority from the Board, on exceptional in-year commissions where there is an agreed need for national standards outside of the College's annual planning cycle;
- Recommend national standards and codes of practice to the College Board for approval;

- Consult the National Police Chiefs' Council on implementation issues and the Association of Police and Crime Commissioners on resourcing issues relating to national standards; and
- Lead debate on policing standards issues, including in response to recommendations arising from other public agencies, Home Office, HMIC, IPCC etc.

1.4 **The threshold criteria for Committee consideration is that the work proposed:**

- addresses significant gaps, threats or opportunities where national standards and/or professional development are required across the profession; and or
- is in a high risk area for the public;
- may have an impact on public confidence in the police;
- may have an impact on the public's perception of the integrity / professionalism of the police;
- requires consistency of approach and/or interoperability between forces or between the police and other agencies
- involves (non-resource) development costs above £50k
- involves opportunity costs of implementation for the police above £1m

1.5 The Committee will assess proposals for new work against agreed criteria, ensuring that each one:

- is consistent with the College's strategic priorities and is supported by the service
- has a clear and compelling case for a national response led by the College
- is based on evidence and knowledge, including defined impact and benefits
- is necessary, affordable and practical
- has been commissioned in line with agreed processes
- has had the right expertise, knowledge and consultation informing every stage of its development

1.6 The Committee will monitor the progress of approved commissions through their development and receive regular progress reports as needed.

Capability

- 1.7 The Committee's capability will be ensured through its breadth of experience, knowledge and perspective. It is inclusive of the workforce and representative of all ranks, grades and staff associations. It has an independent academic member providing additional scrutiny and challenge and will bring in subject matter expertise from across all sectors as required to further support its work.

2. Membership

- 2.1 The College's CEO is a member and will chair the Committee. Its membership comprises representatives from:

- National Police Chiefs' council (3)
- Chairs of Professional Communities (4)
- Police Superintendents' Association of England and Wales (1)
- Police Federation of England and Wales (3)
- Trade Unions (1)
- Association of Special Constabulary Chief Officers (1)
- Police and Crime Commissioners (2)
- Chief Police Officers' Staff Association (1)
- Academic member (1)

18 Members altogether

Attending members without voting rights

- Association of Police and Crime Commissioners
- Metropolitan Police Trade Union
- National Crime Agency
- British Transport Police
- NPCC Leads on specific agenda items

- 2.2 Committee members are entitled to send personal representatives from their own organisation in their absence, at the Chair's discretion.

Other Attendees

- 2.3 At the discretion of the Chair, College staff and other subject matter experts and specialists may be invited to attend to contribute to particular agenda items and will do so in an advisory capacity. Such attendees will not have voting rights.

Decision making arrangements

- 2.4 The aim will be for concensus but, where a vote is needed, each member (or their representative) present will have a single vote
- 2.5 The Chair will have a casting vote.
- 2.6 The details of votes will be recorded in the minutes.
- 2.7 Where the vote shows clear disagreement within the Committee, the Chair may escalate the decision to the Board.

3. Delegated Authority from the College Board

- 3.1 The Committee will propose priority areas of work that will inform the College's annual corporate business plan. The priorities will be in line with the College's overall strategy.
- 3.2 The College CEO, on behalf of the Committee, will provide an update of the Committee's decisions /recommendations to every Board meeting. The report will include details of progress or risks in relation to current commissions and details of emerging proposals.
- 3.3 The Chair has the discretion to escalate/or refer any issues for Board consideration and decision.
- 3.4 To ensure proportionate decision making, the Board delegates to the Committee the authority to approve exceptional in-year commissions and assess progress of current work unless any one of the following criteria applies. The work will:
- result in a significant/contentious change to national policing practice
 - be challenged by significant sectors of policing and / or PCCs
 - require the amendment or cancellation of other current projects previously approved by the Board
 - require the re-assignment of significant staff, finances or other resources
 - lead to new or amended legislation, regulations or code of practice
 - have a major impact on the work of external policing partners

- represent a material risk to the reputation of the College

4. Committee Meetings

- Meetings will be held bi-monthly at the College's London offices at Riverside House.
- The schedule for the following year will set in June each year. Notice of changes to meetings to be given as early as possible and at least three weeks in advance
- Papers will be shared five working days before each meeting. Meeting minutes will be published on the College website.
- Quorum for the meeting is 50% plus 1
- Extraordinary meetings may be called outside the annual schedule and some Committee business may be considered through correspondence between meetings.