

**ANNEX 1**  
**SUSSEX POLICE AUTHORITY**

**MEMBERS' ROLES AND RESPONSIBILITIES**

**Police Authority Member**

**Role**

- to ensure that there is an effective and efficient police force for the area
- to ensure that local communities receive best use of resources in local policing services
- to set the strategic direction for the force and exercise effective oversight of force performance
- to represent the interests of all those who live in, work in, or visit the police authority area and to ensure that the views of local people are reflected in the nature and style of local policing
- 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 force

**Responsibilities**

1. 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 local policing priorities, agreeing the annual policing and other strategies).
2. to participate effectively as a member of any committee, panel, taskgroup or other authority forum to which the member is appointed
3. to participate in reviews, as nominated by the authority
4. to comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics
5. to maintain an up-to-date knowledge and awareness of national and local policing issues
6. to maintain a good working knowledge of force policies and practices and to establish good working relationships with officers of both the authority and the force

7. to rigorously scrutinise, challenge and monitor all aspects of force performance
8. to participate fully in local consultative arrangements and actively engage in communication and dialogue with local people about local policing services
9. to represent the views of the police authority within local communities and the views of local communities to the authority
10. to participate actively in any outside body or forum on which the member is appointed to represent the authority
11. to be involved in the appointment, discipline or dismissal of senior officers, as appropriate
12. to monitor the way in which complaints are dealt with by the force and deal with complaints against chief officers
13. to promote equality of opportunity and work to eliminate unlawful discrimination both internally within the authority and force and in the provision of policing services
14. to attend local, regional and national conferences/seminars/briefings, and participate in the work of the Association of Police Authorities if nominated by the authority
15. to answer questions at council meetings, if nominated to do so by the authority
16. to ensure that an effective Independent Custody Visiting Scheme is maintained
17. to participate in inspections and audits of the force and authority
18. To seek and take into account the advice of the Chief Executive, Treasurer and Chief Constable as appropriate, and to have regard to the guidance contained in the Police Authority Handbook in carrying out their role and responsibilities.

### **Chairmen of Committees or Panels**

#### **Role**

- to fulfil the basic responsibilities of a police authority member and to chair a committee, panel or similar of the authority

#### **Additional Responsibilities**

1. to lead the work of a committee of the authority

2. to act as the Authority's lead member and spokesperson on the areas within the committee's remit
3. to develop and maintain up-to-date knowledge and specialist expertise in the area for which responsible
4. to liaise closely with authority and force staff in developing and managing the work of the committee
5. to contribute to national policy development, national events or APA networks or initiatives on the areas for which responsible

### **Vice-Chairman**

#### **Role**

- to fulfil the basic responsibilities of a police authority member and to hold the office of vice-Chairman of the authority

#### **Additional Responsibilities**

1. to deputise for the Chairman when necessary
2. to liaise closely with the Chairman and assist him/her in overseeing conduct of the authority's business as described in the Chairman's job profile
3. to represent the authority on the APA

### **Chairman of the Authority**

#### **Role**

- to fulfil the basic responsibilities of a police authority member and hold the office of chairman of the authority

#### **Additional Responsibilities**

1. to provide leadership, ensuring that the authority works as a coherent and corporate body
2. to preside at authority meetings, applying standing orders and ensure that members have a fair opportunity to participate in debates
3. to represent the authority to the press and outside organisations
4. to oversee co-ordination of police authority business at member level and develop, review and monitor implementation of the policies and strategies of the police authority

5. to liaise with the Chief Executive, Treasurer and Chief Constable to facilitate authority business and to hold regular strategic meetings with the chief constable
6. to undertake the performance review of the Chief Constable with the Vice-Chairman assisted by the Chief Executive
7. to appoint the police authority's officers and staff and ensure that arrangements are in place for effective management of officers and staff
8. to ensure that authority members receive the support and training they need to carry out their functions effectively
9. to represent the authority at the Association of Police Authorities
10. to attend regional networks and national tripartite gatherings, as required

