

THE CHIEF CONSTABLE OF LINCOLNSHIRE

Scheme of Delegation

V1.0 August 2014

LIST OF CONTENTS

SECTION ONE 3
INTRODUCTION 3
 STATUTORY BACKGROUND 3
 PURPOSE 3
 KEY ROLES OF THE POLICE AND CRIME COMMISSIONER 4
 KEY ROLES OF THE CHIEF CONSTABLE 5

SECTION TWO 6
DEFINITIONS 6

SECTION THREE 8
GENERAL PRINCIPLES OF DELEGATION 8

SECTION FOUR 10
DEVELOPMENT AND REVIEW OF THE POLICY FRAMEWORK 10
 PF1 APPROVAL 10
 PF2 CONSULTATION 10
 PF3 POLICE AND CRIME PLAN 10
 PF4 THE OPERATIONAL POLICING DELIVERY PLAN 11
 PF5 OTHER PLANS AND STRATEGIES COMPRISING THE POLICY FRAMEWORK 11
 PF6 ACTION AND DELIVERY PLANS 12

SECTION FIVE 13
MANAGEMENT OF HUMAN RESOURCES AND DESIGNATED FUNCTIONS 13
 DEPUTY CHIEF CONSTABLE 13
 HR1 FUNCTIONS DESIGNATED TO THE DEPUTY CHIEF CONSTABLE 13
 FORCE CHIEF FINANCE OFFICER 13
 HR2 FUNCTIONS DESIGNATED TO THE FORCE CHIEF FINANCE OFFICER 13
 HR3 DEPUTY CHIEF CONSTABLE 14
 HR4 APPOINTMENT OF CIVILIAN STAFF 14

SECTION NINE 15
URGENCY POWERS 15

SECTION ONE

INTRODUCTION

STATUTORY BACKGROUND

- 1.1. The Police Reform and Social Responsibility Act 2011 (“the Act”) makes provision about the administration and governance of police forces. The Act charges the Chief Constable with exercising the power of direction and control in such a way as is reasonable to assist the Police and Crime Commissioner to exercise his/her functions.
- 1.2. Section 2.3 of the Act makes provision for the creation of the Chief Constable as a corporation sole. In Lincolnshire, this corporation sole will be known as “The Chief Constable of Lincolnshire”.
- 1.3. The Policing Protocol Order 2011 sets out how the new policing governance arrangements will work. It clarifies the role and responsibilities of Police and Crime Commissioners, Chief Constables and Police and Crime Panels. It outlines what these bodies are expected to do and how they should work together to fight crime and improve policing.
- 1.4. The Financial Management Code of Practice (FMCP) is issued under section 7 of the Police Reform and Social Responsibility Act 2011. Chief Constables must have regard to this code in carrying out their functions.

PURPOSE

- 1.5. This Scheme of Delegation forms part of a four document set making up the full Scheme of Arrangements for the discharge of functions of the Police and Crime Commissioner and Chief Constable. The four documents are:
 - Scheme of Consent
 - Financial, Contract and Procurement Regulations
 - Police and Crime Commissioner’s Scheme of Delegation
 - Chief Constable’s Scheme of Delegation
- 1.6. All powers given to the Deputy Chief Constable and Force Chief Finance Officer within this scheme are delegated and not consented and may be limited or removed by the Chief Constable at any time.
- 1.7. This scheme provides a framework which makes sure the business is carried out efficiently, ensuring that decisions are not unnecessarily delayed.
- 1.8. The Commissioner’s approval of this Scheme of Delegation will be written into his/her Scheme of Consent.
- 1.9. The Commissioner may set out reporting arrangements on any authorised powers.

- 1.10. Powers are given to the Chief Constable by laws, orders, rules or regulations. Also, national conditions of employment give powers to the Commissioner or the Chief Constable or, as in the case of police regulations, the Secretary of State for the Home Department.
- 1.11. The powers given to the professional officers should be exercised in line with the Chief Constable's and Commissioner's delegation, consent, the law, and also policies, procedures, plans, strategies and budgets. This scheme does not identify all the statutory duties which are contained in specific laws and regulations.

KEY ROLES OF THE POLICE AND CRIME COMMISSIONER

- 1.12. The key roles of the Commissioner are to:
 - provide an efficient and effective police service for the area
 - set the budget, and the precept, and allocate funds to the Chief Constable.
 - appoint and, if necessary dismiss the Chief Constable
 - hold the Chief Constable to account on behalf of the people of Lincolnshire, ensuring they have regard to the Police and Crime Plan and the Strategic Policing Requirement.
 - set the strategic direction and objectives of Lincolnshire Police through the Police and Crime Plan, monitoring the performance of the force against the agreed priorities.
 - scrutinise, support and challenge overall performance of the force.
 - make crime and disorder reduction grants
 - produce an annual report.
 - have regard to statutory responsibilities e.g. Freedom of Information Act 2000, and all human rights and equality laws
 - maintain an effective 'independent custody visiting scheme' for monitoring facilities for people being held in custody;
 - provide the local link between the police and communities, working to translate the legitimate desires and aspirations of the public into action.
- 1.13. The Commissioner will receive all funding, including the government grant and precept, and other sources of income (including that received in payment for policing of events), related to policing and crime reduction. All funding for the force must come via the Commissioner. How this money is allocated will be decided by the Commissioner in consultation with the Chief Constable, or in accordance with any grant terms.
- 1.14. The Police and Crime Panel have responsibility to scrutinise the Police and Crime Commissioner's decisions. This responsibility does not extend to the Chief Constable, who is accountable to the Police and Crime Commissioner.

- 1.15. The Commissioner may appoint a deputy to exercise his/her functions, with the exception of those which cannot be delegated.
- 1.16. The Commissioner will be responsible for handling complaints and conduct matters in relation to the Chief Constable, monitoring complaints against all other police officers and police staff, and complying with the requirements of the Independent Police Complaints Commission.
- 1.17. The Commissioner is the legal contracting body owning all the assets and liabilities, with the responsibility for the financial administration of his/her office, including all borrowing limits.
- 1.18. The Chief Constable is responsible for the financial administration of the force through the appointment of the Force Chief Finance Officer.

KEY ROLES OF THE CHIEF CONSTABLE

- 1.19. The key roles of the Chief Constable are to:
 - Maintain the Queen's peace and have direction and control over the force's officers and staff.
 - Be accountable for the exercise of police powers, and to the Commissioner for the delivery of efficient and effective policing, and management of resources and expenditure by the police force.
 - Carry out his/her functions in accordance with the formal consents as detailed in the Scheme of Consent.
- 1.20. The Chief Constable will appoint a deputy to exercise his/her functions, with the exception of those which cannot be delegated. The Commissioner must be consulted prior to confirmation of such appointment.

SECTION TWO

DEFINITIONS

- 1.21. “**The Budget**” means the Annual Revenue Budget and capital programmes prepared and approved in accordance with Section FR11 of this Scheme
- 1.22. “**CFO**” means Chief Finance Officer
- 1.23. “**Chief Constable**” means the person appointed under Section 2 of the Police Reform and Social Responsibility Act 2011 with responsibility for the direction and control of Lincolnshire Police Force
- 1.24. “**Force Chief Finance Officer**” means the person responsible to the Chief Constable for financial management within the Force and who is charged with the duties of a chief finance officer as set out in Sections 111 to 116 of the Local Government Finance Act 1988 and paragraph 4 of Schedule 2 and paragraph 1 of Schedule 4 to the Police Reform and Social Responsibility Act 2011
- 1.25. “**Chief Executive**” means the person appointed as head of the PCC’s staff with responsibility for its general administration and as defined by the Police Reform and Social Responsibility Act 2011
- 1.26. “**Chief Officer**” means the Chief Constable, the Deputy Chief Constable, Assistant Chief Constable or Force Chief Finance Officer.
- 1.27. “**Commissioner**” means the police and crime commissioner for Lincolnshire.
- 1.28. “**Commissioner’s Chief Finance Officer**” means the person responsible to the Commissioner for financial management within the Office of the Commissioner and who is charged with the duties of a chief finance officer as set out in Sections 111 to 116 of the Local Government Finance Act 1988 and paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011
- 1.29. “**Force**” means those working under the direction and control of the Chief Constable as set out in Section 15 of the Police Act 1996. It includes both Police Officers and Police Staff, which goes beyond the legal definition of a Force but is used for the sake of brevity and simplicity.
- 1.30. “**Monitoring Officer**” means the Chief Executive who is designated as Monitoring Officer by Schedule 16 of the Police Reform and Social Responsibility Act 2011 and in accordance with Section 5(1C) of the Local Government & Housing Act 1989.
- 1.31. “**Office of the Police and Crime Commissioner**” means the staff employed directly by the Commissioner to carry out managerial, administrative and support work on his/her behalf and managed by the Chief Executive. The abbreviation OPCC may also be used.
- 1.32. “**Officer**” means any person to whom the Chief Constable or Commissioner authorises to act on their behalf.
- 1.33. “**Police and Crime Panel**” means the panel established by Section 28 of the Police Reform & Social Responsibility Act 2011 to support the effective exercise of the functions of the Police & Crime Commissioner.

1.34. **“Police Officers”** means all police officers appointed in accordance with the Police Regulations.

1.35. **“Police Staff”** means all civilian support staff appointed on the terms and conditions agreed by the Police Support Staff Council.

1.36. **“Policy Framework”** means

- The Police and Crime Plan;
- the Finance Strategy (including the Medium Term Financial Strategy, Treasury Management Strategy, Procurement Strategy, Value for Money Plan and Financial Plan);
- the People Strategy;
- the ICT Strategy
- The Asset Strategy.
- Any other plans and strategies which are expressed to form part of the Policy Framework.

SECTION THREE

GENERAL PRINCIPLES OF DELEGATION

- GPD1** The powers delegated and/or designated to the Deputy Chief Constable and Force Chief Finance Officer shall be exercised in accordance with:
- All relevant legislation;
 - The Budget;
 - The Policy Framework;
 - All relevant provisions of this Scheme;
 - All other policies, principles, procedures, precedents, plans, strategies and budgets of the Commissioner as may be current from time to time.
- GPD2** The Commissioner may require that a specific matter be referred to him/her for decision and not dealt with by an officer under delegated powers.
- GPD3** The scheme does not attempt to list all matters which form part of everyday management responsibilities.
- GPD4** The delegation of powers to officers under this scheme does not prevent an officer from referring a matter to the Commissioner for decision if the officer wishes or considers it appropriate. In particular the Commissioner requires officers to draw to his/her attention sensitive issues or any matter which may have a significant financial implication.
- GPD5** The Deputy Chief Constable or Force Chief Finance Officer, when considering a professional or technical matter that is also within the sphere of competence of the other officer, must consult with that officer before authorising the action.
- GPD6** Any reference in this scheme to any Statute or Statutory Instrument or any Section or Regulation thereof shall also be to the same as at any time amended or where such Act, Instrument, Section or Regulation has been replaced, consolidated or re-enacted, with or without amendment, such reference shall be to the provisions of the replacing, consolidating or re-enacting Statute or Instrument.
- GPD7** All decisions made by officers under powers delegated to them by the Chief Constable shall be properly documented and available for inspection.
- GPD8** Except where the context otherwise requires, references in this document to the Deputy Chief Constable and Force Chief Finance Officer shall include such other officers as may be authorised by them to act on their behalf.
- GPD9** The Deputy Chief Constable and Force Chief Finance Officer shall maintain a record of those officers authorised to act on their behalf.
- GPD10** The Chief Constable shall be responsible for ensuring that the provisions and obligations of this scheme are properly drawn to the attention of members of staff under his/her employ.
- GPD11** The Force Chief Finance Officer has statutory powers and duties relating to their position, and therefore does not rely on matters being delegated to them to carry these out.
- GPD12** The scheme provides an officer with the legal power to carry out duties of the Chief Constable. In carrying out these duties the officer must comply with all

other statutory and regulatory requirements and relevant professional guidance including:

- The Police Reform and Social Responsibility Act 2011 and other relevant legislation issued under this Act.
- Financial Regulations
- Home Office Financial Management Code of Practice
- CIPFA statement on the role of the CFO of the Chief Constable
- Contract Regulations
- The Commissioner's governance framework
- The Commissioner's and Lincolnshire Police's employment policies and procedures.
- The Data Protection Act 1998 and the Freedom of Information Act 2000
- Health and Safety at Work legislation and codes

SECTION FOUR

DEVELOPMENT AND REVIEW OF THE POLICY FRAMEWORK

PF1 APPROVAL

PF1.1 The Commissioner will approve all strategies and plans comprising the Policy Framework.

PF2 CONSULTATION

PF2.1 In formulating or amending or updating any policy or document forming part of the Policy Framework the Commissioner and the Chief Constable shall have regard to any views expressed by the people within the Policing Area about matters concerning the policing of the Area.

PF2.2 In accordance with Section 96 of the Police Act 1996 and Section 14 of the Police Reform and Social Responsibility Act 2011 the Commissioner shall make and from time to time review arrangements for obtaining the views of people in the Policing Area having consulted with the Chief Constable as to the arrangements that would be appropriate.

PF3 POLICE AND CRIME PLAN

PF3.1 In accordance with Section 5 of the Police Reform and Social Responsibility Act 2011, the Commissioner must issue a police and crime plan within the financial year in which each ordinary election is held.

PF3.2 Before issuing such a plan the Commissioner must

- prepare a draft of the plan,
- consult with the Chief Constable in preparing the draft,
- send the draft to the police and crime panel,
- have regard to any report or recommendations made by the panel,
- give the panel a response to any such report or recommendations, and
- publish any such response.

PF3.3 A police and crime plan must set out, in relation to the planning period

- the Commissioner's police and crime objectives,
- the policing of the area which the Chief Constable is to provide,
- the financial and other resources the Commissioner is to provide to the Chief Constable for him to exercise his functions,
- the means by which the chief constable will report to the Commissioner on the chief constable's provision of policing,
- the means by which the chief constable's performance in providing policing will be measured;
- the crime and disorder grants which the Commissioner is to make and any conditions of these.

PF3.4 The planning period begins with the day on which the plan is issued or takes effect and ends with the last day of the financial year in which the next ordinary election is expected to take place.

PF4 THE OPERATIONAL POLICING DELIVERY PLAN

PF4.1 The Chief Constable is required to issue an Operational Policing Delivery Plan in response to the Commissioner's Police and Crime Plan.

PF4.2 Before issuing such a plan the Chief Constable must

- prepare a draft of the plan,
- consult with the Commissioner in preparing the draft.

PF4.3 The Operational Policing Delivery Plan must set out, in relation to the planning period

- the Chief Constable's interpretation of the Commissioner's police and crime objectives,
- how the force will achieve the Commissioner's objectives,
- how the force will work with partners, including regional and other forces, to achieve the Commissioner's objectives.
- the means by which the Chief Constable will monitor performance against the objectives;

PF4.4 The planning period begins with the day on which the plan is issued or takes effect and ends with the last day of the financial year.

PF5 OTHER PLANS AND STRATEGIES COMPRISING THE POLICY FRAMEWORK

PF5.1 The Commissioner shall adopt the following non-statutory plans and strategies, namely:

- the Financial Strategy (including the Medium Term Financial Plan, Treasury Management Strategy, Procurement Strategy and Value for Money Plan)
- the People Strategy;
- the ICT Strategy;
- the Asset Strategy;
- any other plans and strategies which are expressed to form part of the Policy Framework.

PF5.2 Before adopting any of the plans and strategies listed in paragraph PF5.1, the Commissioner shall consult with the Chief Constable.

PF5.3 The contents of any non-statutory plan shall not purport to derogate from the Chief Constable's statutory powers and responsibilities for the direction and control of the Force.

PF6 ACTION AND DELIVERY PLANS

- PF6.1 The Chief Constable will prepare action and delivery plans which will underpin the plans and strategies comprising the Policy Framework
- PF6.2 Action and delivery plans will be approved by the Commissioner annually or in accordance with a timetable agreed between the Chief Constable and the Chief Executive (or in default of agreement determined by the Commissioner)

SECTION FIVE

MANAGEMENT OF HUMAN RESOURCES AND DESIGNATED FUNCTIONS

DEPUTY CHIEF CONSTABLE

HR1 FUNCTIONS DESIGNATED TO THE DEPUTY CHIEF CONSTABLE

- HR1.1 The Chief will appoint a deputy to exercise his/her functions (except those which cannot be delegated, these are listed in paragraph HR2.2). The Deputy Chief Constable can give consent to the Assistant Chief Constable to carry out any functions in his/her absence (defined as leave or illness).
- HR1.2 The Chief Constable cannot give consent to his/her deputy to carry out the following functions:
- issuing the Operational Policing Delivery Plan;
 - appointment, suspension or removal of the Assistant Chief Constable by requiring him/her to retire or resign;

FORCE CHIEF FINANCE OFFICER

HR2 FUNCTIONS DESIGNATED TO THE FORCE CHIEF FINANCE OFFICER

- HR2.1 The Force Chief Finance Officer is the financial adviser to the Chief Constable and has statutory responsibility to manage his/her financial affairs as set out in paragraph 4 of schedule and paragraph 1 of schedule 4 to the Police Reform and Social Responsibility Act 2011, section 114 of the Local Government Finance Act 1988 and the Accounts and Audit (England) Regulations 2011.
- HR2.2 The Force Chief Finance Officer must ensure that the financial affairs of the Chief Constable and force are properly administered having regard to their probity, legality and appropriate standards and to the Value for Money requirements of the Chief Constable.
- HR2.3 Sufficient resources will be in place to enable the Finance function to fulfil requirements.
- HR2.4 The Force Chief Finance Officer will be a member of the Chief Officer Group
- HR2.5 The delegations, listed below, are those given to the Force Chief Finance Officer, which are in effect at the time of the publication of this scheme.
- HR2.6 To approve the arrangements for securing and preparing the Chief Constable's accounts, and seek assurances that there are appropriate arrangements in place for the preparation of the force's accounts.
- HR2.7 To settle appeals against decisions of the Senior Administrator of the Local Government Pension Scheme, in line with the Occupational Pension Schemes (Internal Dispute Resolution Procedures) Regulations 1996, in relation to employees of the Chief Constable.

- HR2.8 To settle appeals against decisions of the Administrator of the Police Pension Scheme, in line with the Internal Dispute Resolution procedure under the Police Pension Regulations 1987 and the New Police Pension Scheme 2006.
- HR2.9 To prepare and annually review draft financial and contract regulations, in consultation with the PCC CFO, for approval by the Commissioner, or Deputy Commissioner, if appointed.
- HR2.10 To prepare and annually review draft expenses and benefits framework for approval by the Chief Constable.
- HR2.11 To determine when goods are surplus to requirements or obsolete and arrange for disposal in line with financial regulations.
- HR2.12 Provide for an adequate and effective joint internal audit service.
- HR2.13 To report to the external auditor on relevant matters.
- HR2.14 To report to the Chief Constable and the external auditor any unlawful or potentially unlawful spending by his/her, or the force's officers.
- HR2.15 To approve the Information Sharing Protocol for Financial Information.

HR3 DEPUTY CHIEF CONSTABLE

- HR3.1 To undertake the management of staffing resources for all staff employed by the Chief Constable in line with agreed policies and procedures.
- HR3.2 To obtain legal or other expert advice and to appoint legal professionals whenever this is considered to be in the Chief Constable's best interests and for his/her benefit and where this is necessary to enable the Chief Executive to properly discharge his/her duties as Monitoring Officer.
- HR3.3 To make sure, in consultation with the Chief Constable, appropriate arrangements are made to gather the community's views on the policing of Lincolnshire and preventing crime.

HR4 APPOINTMENT OF CIVILIAN STAFF

- HR4.1 The Chief Constable may appoint such staff as he/she thinks appropriate to enable him/her to exercise the functions of the Chief Constable. The appointment and dismissal of such staff is also delegated to other Chief Officers.

All civilian staff appointments shall be made on the terms and conditions agreed by the Police Staff Support Council or on terms and conditions agreed by the Commissioner.

SECTION NINE

URGENCY POWERS

- UP1** Where a matter which is not delegated to any officer under this scheme requires a decision that cannot wait for the attention of the Chief Constable, and only in such circumstances, the Deputy Chief Constable and/or Force Chief Finance Officer may take the necessary decision provided that the provisions of paragraphs UP2 to UP4 are complied with.
- UP2** Before taking a decision under paragraph UP1 the Deputy Chief Constable and/or Force Chief Finance Officer shall consult each other and in accordance with the Financial, Contract and Procurement Regulations.
- UP3** Every effort must be made to discuss the proposed decision with the Chief Constable using the most appropriate means of communication.
- UP4** Urgent decisions taken under delegated authority in accordance with these provisions must be reported to the Chief Constable.