

Independent Advisory Group Review 2006

Draft Recommendations - For Consultation -

Appendix 1

Introduction

This document outlines the emerging recommendations from the Independent Advisory Group (IAG) Review 2006. Each recommendation will need to be considered in context with the review findings.

Draft Recommendations (DR)

Independence and Governance of IAGs

DR1

The following definitions will apply:

Independent Advisory Groups

“A group that consists of voluntary independent advisors who are brought together to provide independent advice and ideas to the police within the role and parameters that are defined by the Metropolitan Police Service.’

Independent Advisor

‘An Independent Advisor is a person who is independent of the police service, of other independent advisors, and independent of any government body or linked organisation that has a formal monitoring or scrutinising responsibility for police performance or activity.’

Independent Advice

‘Advice or an idea that is provided to the police by an independent advisor or community contact, that may or may not be applied and which carries no liability to the person giving the advice or idea.’

DR2

The current Independent Advisory Groups for Disability, LGBT, Race, Travellers and Youth, will be considered as having parity with each other and be known as Corporate Independent Advisory Groups.

DR3

MPS Advisory Groups will operate within the structure and framework that is set out in the MPA and MPS Community Engagement Strategy 2006 – 2009.

Specialist and Community advisory groups

DR4

Independent advisory groups that have been created to provide advice relating to a specialist area of work, and which are neither one of the five Corporate

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IAGs nor a local Borough IAG, will each be known as a 'Specialist Advisory Group' and not as an 'Independent Advisory Group'.

DR5

A Directorate that introduces or has current ownership of a Specialist Advisory Group will be solely responsible for its maintenance, resourcing and support.

DR6

Borough advisory groups that are not IAGs but are used on a regular basis to provide advice to the police will be known as 'Community Advisory Groups.'

Deployment

DR7

An IAG will identify a person who will be responsible for the deployment of appropriately skilled or experienced independent advisors within their respective IAG to deal with a request from the MPS for independent advice. This person will provide a specific point of contact for the deployment of independent advisors.

DR8

All requests to use an independent advisor from a Corporate IAG must be made through the Communities Together Strategic Engagement Team (CTSET). CTSET will identify the appropriate IAG that can best support the request. It will pass the request on to the nominated point of contact for that group that is responsible for deployment, who will nominate the most suitable independent advisor to deal with the task.

Resources for IAGs

DR9

A dedicated Independent Advisory Group Coordination Unit will be appointed to provide support and co-ordination to the IAG process. The function of this team will include:

1. Attendance at all Corporate IAG meetings and sub-group meetings to:
 - a. Provide administrative support for meetings, as agreed between respective chairpersons and the MPS
 - b. Deal with all physical and information access issues
 - c. Address Health and Safety issues
 - d. Capture topics being discussed to enable co-ordination of the wider IAG process
 - e. Follow up actions that facilitate the effectiveness of the IAG process
2. Promoting understanding of the MPS independent advisory group process to internal and external stakeholders, that includes:

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- a. Dealing with all requests and freedom of Information Act enquiries
- b. Giving presentations
3. Maintenance and Development of existing and new systems and initiatives that enhance the effectiveness of the IAG process
4. Coordination of efficient and effective learning for Corporate independent advisors, that includes:
 - a. Training
 - b. Attendance at appropriate conferences
 - c. Facilitation of appropriate visits
5. Effective communication between Corporate IAGs, Specialist Advisory Groups and Local IAGS, Diversity and Citizen Focus Diversity Strands, CTSET, other MPS departments and portfolios, the MPA and ACPO.
6. Management of Corporate IAG budget processes.
7. Administration and monitoring of the Corporate independent advisor recruitment process
8. Oversight of security clearance arrangements
9. Monitoring equity of independent advisor deployment in liaison with IAG specific points of contact for deployment, to ensure that no one advisor is overburdened.

Finances

DR10

Corporate Independent Advisors will forward claims within one month to the IAG Coordination Unit for processing. Only claims that are submitted within the time period will be processed for payment, other than in exceptional circumstances. Expense claim forms will be redesigned to be compatible with MPS financial management systems.

DR11

IAG budgets will be managed in accordance with financial arrangements for the MPS and be fully auditable. Where concerns arise about proposed or actual expense claims from an independent advisor the matter will in the first instance be addressed through the relevant IAG Chair. Thereafter, if the issue has still not been resolved, it will be referred to the Director of the Diversity and Citizen Focus Directorate, as necessary.

Recognition

DR12

The MPS recognises that some independent advisors contribute a significant amount of energy and effort in their own time in support of the independent advisory process. It is important that this is acknowledged in some way by the organisation.

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Recruiting

DR13

An independent advisor may be a member of only one independent advisory group (This recommendation is made subject to the implementation of recommendations relating to Specialist Advisory Groups).

DR14

The process to recruit new independent advisors will be a joint responsibility between the MPS and the respective IAG, based on the current publication of 'The Commissioner for Public Appointments Code of Practice For Ministerial Appointments to Public Bodies' in respect of Lower Tier Bodies¹. The Director of the Diversity and Citizen Focus Directorate will ultimately be responsible for appointing an independent advisor.

DR15

A recruitment process will focus on appropriate target audiences for respective Corporate IAGs.

DR16

An independent advisor will be appointed for three years. An Individual may apply for reappointment, but must not serve for more than two terms in the role. An independent advisor may serve a second term with the agreement of the IAG chairperson and the Director of the Diversity and Citizen Focus Directorate.

IAG Terms of Reference

DR17

Each IAG will have a 'Terms of Reference' that will reflect the recommendations of this review and include:

- a. The group will annually elect a chairperson or a maximum of two co-chairpersons.
- b. Sub-groups may be formed, but where the MPS determines that different groups are examining the same or similar issues the Director of the Diversity and Citizen Focus Directorate may direct that one corporate sub-group, that includes a representative from each IAG, will be formed instead. A corporate sub-group will be chaired by an independent advisor who is elected annually by the sub-group.
- c. An IAG will meet at regular intervals, as determined by the group, and agreed by the MPS.
- d. The IAG chairperson(s) and the MPS may table agenda items for meetings.
- e. The Nolan recommendation relating to the '*Seven Principles of Public Life*'

¹ 'The Commissioner for Public Appointments Code of Practice For Ministerial Appointments to Public Bodies' has superseded the Nolan recommendations for Public Appointments.

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will apply to appointed independent advisors.

Monitoring systems

DR18

An IAG will prepare a work schedule, which is agreed with the MPS within the parameters of the group, regarding its plans for the police-reporting year.

DR19

Each IAG will complete a structured annual report. The framework for this report will be developed by the MPS, in consultation with Corporate IAG chairpersons.

DR20

The IAG process will be reviewed once every three years. The next review will take place in August 2009.

Standard Operating Procedures

DR21

The MPS will formulate standard operating procedures that reflect the agreed recommendations of this review.

DR22

The MPS will update the 'Guide for Independent Advisors' and 'Guide for Establishing Independent Advisory Groups'. These will be reviewed annually to ensure that they remain current and relevant.

Vetting

DR23

An Independent advisor will not ordinarily be vetted unless they are voluntarily involved in specialist work that requires it, in which case they must receive full security clearance compatible with the nature of work for which they will be involved.

Cohesion of the IAG process

DR24

The Director of the Diversity and Citizen Focus Directorate will meet at least two times a year with Corporate IAG chairpersons. Each attendee may table agenda items for these meetings.

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DR25

The MPS will organise an annual conference for the chairpersons of all MPS Independent Advisory Groups, Specialist Advisory Groups and Community Advisory Groups that will be aimed at learning, sharing good practice, and promoting the overall cohesiveness across all advisory groups.

DR26

A member of the Diversity and Citizen Focus Directorate senior management team will attend full meetings of Corporate Independent Advisory Groups.

Nolan Recommendation 16

DR27

The MPS will draw up a protocol in relation to disclosure of documentation and the rationale for decisions to independent advisors.