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# TERMS OF REFERENCE

# Lincolnshire Police Independent Advisory Group

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# Lincolnshire Police Independent Advisory Group – Terms of Reference

## Introduction

Independent Advisory Groups (IAGs) were introduced in 2001 following the McPherson Inquiry into the death of Stephen Lawrence. They were created to help build a ‘genuine partnership’ between the police and all sections of the community.

The Lincolnshire Police IAG is a group of people from local communities in Lincolnshire who provide independent advice to the police on a range of issues. Anyone interested in policing and its impact upon their community can apply to join the Lincolnshire Police IAG. No formal qualifications are required. The ‘Gold Group’ is limited to twelve members but there is no limit to membership of the IAG network. IAG members are valued volunteers to ensure independent advice. They are not paid but reasonable expenses are reimbursed.

## Strategic Role Statement

The role of an IAG is to help us to build insight into the needs, wants and assets of the groups who are under-represented in our normal decision-making processes. We use this insight to shape our service for the benefit of all our communities and engender trust and confidence.

**“IAGs enable us to create a genuine partnership with our communities. IAGs are independent only in relation to their views.”**

‘Independent Advisory Groups – Considerations and advice for the police service on the recruitment, role and value of IAGs’ (College of Policing – 2015)

## Articles

1. **Name**

Lincolnshire Police Independent Advisory Group.

2. **Type**

Voluntary Standing Committee

3. **Purpose**

To help Lincolnshire Police build insight into the needs, wants and expectations of groups and communities in Lincolnshire to shape delivery of service for the benefit of all groups and communities, and to engender trust and confidence.

4. **Scope**

Provision of independent involvement and advice is the process by which people independent of Lincolnshire Police observe, monitor, mentor or advise on aspects of policing, both in terms of the functions and policies of the service and the way in which Lincolnshire Police interact with the broader community. IAG members do not have an audit or formal scrutiny role as this function is undertaken by other bodies but will review aspects of police activity to consider the appropriateness of actions and outcomes. The police are not ‘answerable’ to the IAG. IAG members do not, and will not be asked to:

- Act as mediators or advocates with interaction with victims, families or witnesses.

- Trace witnesses or act as intermediaries between victims of crime and investigation teams.
- Participate in cases where they know the victim(s), suspect(s) or witness(es) of a crime.
- Self-task.

## 5. **Authority**

The IAG is not a decision-making group for Lincolnshire Police.

## 6. **Role**

IAG members are 'critical friends' to the Police and provide informed information to communities to support and reinforce Police communications strategy. Their advice helps to develop and improve plans and policies which will shape the way the community is served, with the intent of improving the quality of policing services, building trust and confidence, and providing reassurance to the community. Details are at [Annex A](#).

## 7. **Structure and Organisation**

IAG structure and organisation is at [Annex B](#).

## 8. **Membership**

IAG membership is open to individuals who reside or work in Lincolnshire and who wish to serve the community by providing independent supportive advice to Lincolnshire Police and an informed point of contact for their community. Details are at [Annex C](#).

## 9. **Code of Conduct**

IAG members shall have regard to the seven principles of public life (the 'Nolan' principles'). IAG members shall discharge their duty with integrity, fairness, politeness, tolerance, courtesy, respect, openness and truthfulness and without fear or favour. Gold Group IAG members shall report any changes in circumstance that may affect their vetting status. Details are at [Annex D](#).

## 10. **Meeting Arrangements and Procedures**

IAG meeting arrangements and procedures are at [Annex E](#).

## 11. **Lincolnshire Police Support and Resources**

The IAG Gold Group will be resourced by a combination of Lincolnshire Police staff, policy and financial support, and IAG self-help. Details are at [Annex F](#).

## 12. **Relationships with other Groups**

IAG members will attend Police and other groups as required to represent IAG.

## 13. **Budget and Allowances**

IAG has no specific budget. Its activities are funded by the Chief Officers' Group budget, primarily on travel expenses. Claims for reimbursement of such expenses will be in accordance with Lincolnshire Police procedures. A summary specific to IAG members is at [Annex G](#).

## 14. **Review**

IAG Terms of Reference will be reviewed annually in March.

## **IAG Role, Duties, Criteria for Membership, Selection Process, Operating Protocol**

### **IAG Members' Role**

IAG members act as 'critical friends' who provide independent, supportive challenge to the Police, and who provide informed information back to their community on key Police matters. IAG members are volunteers who aspire to represent themselves and their community, and who are not linked to the judiciary, or employed or substantially connected to the 'police family'.

IAG members will, ideally, have broad expertise and experience, and links with diverse communities, so that they can articulate a wide range of viewpoints. Individually and as a group, the IAG:

- Works constructively, both individually and as a team member, to monitor, mentor and advise the Local Policing Lead on community police matters;
- Listens to, reflects and advocates the diverse experiences of communities;
- Provides informed information back to their communities on key Police matters to support and reinforce Police communications strategy.
- Provides advice<sup>1</sup> and guidance to the police to help prevent critical incidents<sup>2</sup> escalating.
- Provides a sounding board for the police to understand the potential impact on communities of police policies, practices and operations.
- Reviews selected 'Stop & Search' records and Professional Standards files on complaints against the police, to consider the appropriateness of policies, actions and resolutions.
- Asks probing and thought-provoking questions on behalf of communities in order to be able to provide informed and insightful advice to those communities.

Where appropriate and necessary the police may seek an IAG advisor to:

- Provide constructive assessment and advice on police actions and policies from the perspective of a receiver of police services and a member of the community.
- Act as a confidential sounding board and advisor in respect of the police response to any critical incident through active participation in one or more Groups as required.

### **IAG Members – Main Duties**

- Attend regular meetings of the IAG and any sub-Groups to which they are appointed;
- Actively participate in professional conversation in the IAG, including proactively bringing issues of concern to meetings, questioning and challenging both ways where appropriate, to provide independent assurance;
- Confidently articulate the views of communities in their area;
- Participate with the IAG in assessing and prioritising the work it undertakes;
- Effectively and consistently contribute to the development of effective, consistent and constructive advice;
- Provide advice on specific issues which could include (but will not be limited to):

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<sup>1</sup> Advice is given by non-police persons either on an *ad hoc* basis or as members of a recognised advisory Group. Their advice is independent of police and carries no responsibility or liability for outcomes. Such advisors are not answerable to police and police are neither responsible for advisor actions nor obliged to follow any of the advice they give. Accordingly, advisors are independent.

<sup>2</sup> Any incident where the effectiveness of the police response is likely to have a significant impact on the confidence of the victim, their family and/or the community. This definition is deliberately broad, which should ensure that seemingly straightforward incidents with potential to escalate to a critical incident are not missed. It recognises the fundamental importance of community confidence and trust in the police response to critical incidents.

- Critical incidents (murder, serious assault, repeat victimisation, domestic violence etc.);
- Improving trust and confidence of the community in Lincolnshire Police;
- Contributing to the development of policy and production of written reports;
- Undertaking and contributing to research;
- Keeping up to date with the concerns of the wider communities relating to the police;
- Keeping up to date with external contexts (for example political changes) that may affect the work of the IAG.

### **IAG Members' Contact**

- Routine contact with IAG members will be conducted through the Co-ordinator.
- Short notice contact will be facilitated by maintenance of a contact list for the ACC. This list will detail IAG membership by location and background to facilitate short notice selection of independent advice for major and critical incidents.

### **IAG Operating Protocol**

The basis of policing by Lincolnshire Police is one of consent. To ensure that the good relationship currently enjoyed between the Force and the Communities not only continues but also develops, the Force continues to embrace the challenges and changes that confront it. The involvement of independent, community advisors underpins these aspirations. The guiding protocols for IAG and Police interaction require:

- Any disclosures of a personal nature at any IAG meeting or an operational incident *will* be dealt with in the strictest confidence, and in accordance with the Data Protection Act;
- Executive Committee meetings will be documented. The minutes will contain brief summaries, decisions, actions, formal advice or recommendations;
- Gold Group meetings will be documented. Notes will summarise issues discussed and will record decisions made;
- Police Officers with relevant responsibilities e.g. recruitment, training, investigation will be invited to attend meetings as necessary;
- Any statement to the Press, or other news media, about generic matters about the activities of the IAG should be agreed and documented in the IAG communication strategy. This strategy should be devised in consultation with the head of media services for Lincolnshire police and approved by the IAG Gold Group. IAG members will not give information on any specific operational or critical incidents to the media or any other parties;
- The IAG process must be ethical and be seen to be so. The following ethics protocol should ensure that IAG members meet the rigorous standards expected in public roles:
  - A register of interests will be maintained;
  - Members will declare financial and personal interests at meetings, which will be recorded in the minutes. The group will then determine the extent of continued individual participation;
  - Members are not to use their position as IAG members to further or advantage their own financial or personal interests;
  - Members are to respect the diverse backgrounds and views of the membership and contribute in a prejudice-free manner;

### **IAG Membership Criteria**

- No serious convictions or serious allegations for criminal offences. A criminal record will not necessarily be a bar to selection but may restrict involvement in sensitive matters;
- Willing to undergo security checks as per Force policy;
- Willing to be subject to the Official Secrets Act;

- Willing to serve a minimum of four years.
- Willing and able to devote time and personal commitment;
- Willing to engage to further the interests of the community;
- Agreeable to involvement to be made known to the wider public;
- Committed to eliminating all forms of discriminatory practice.

### **IAG Selection Process**

- Individuals may respond to an advertising campaign or be invited to apply by IAG members or the police or make contact directly with an existing member of the IAG.
- Applications online are made through the link on <https://www.police.uk/lincolnshire/> or Lincs Alert <https://www.lincolnshirealert.co.uk/>, with a written CV.
- Candidates will be invited to attend a selection interview with an IAG Interview Board.
- Appointment of successful candidates will be subject to successful Non-Police Personnel Vetting (NPPV) Level 3. This may take some weeks.

### **Disclosure of Information to the IAG**

The following information will routinely be made available to panel members to assist in meeting their aims and objectives:

- Equality information on operational service delivery and work force data;
- Details of specific incidents. There may be occasions where it is necessary for the police to share information about individuals for the furtherance of the agreed aims and objectives. This information is subject to the Data Protection Act 1988 and other legal obligations, such as a duty of confidence, may also apply.

### **Disclosure of Information by IAG Members**

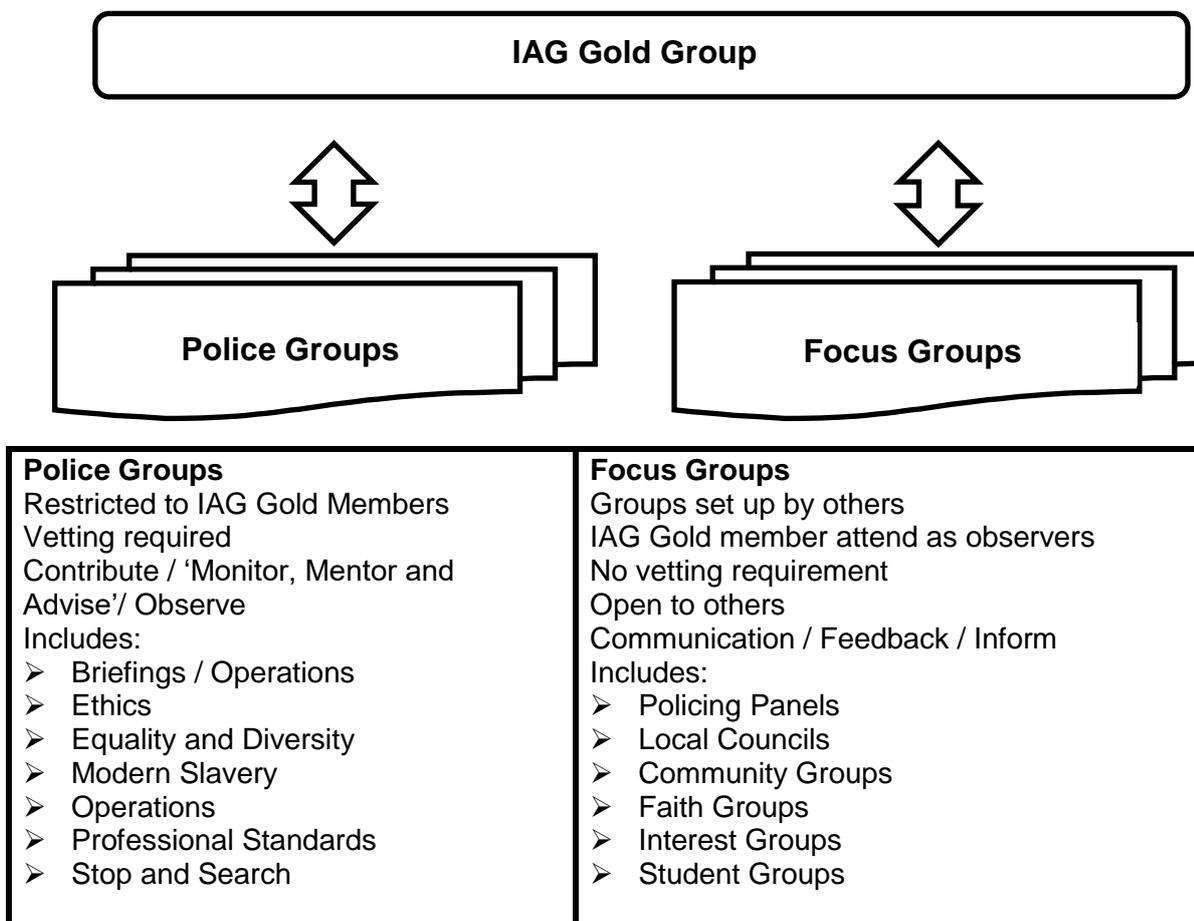
IAG members may publicise their activities in line with the approved communication strategy but not the specifics, or confidential aspects of incidents and cases in which they have been involved. Media outlets including the Lincolnshire Police website, LincsAlert, Parish magazines and village newsletters, local papers and social media may be used to inform the public.

**IAG Structure and Organisation**

**Structure**

Level	Primary IAG / Police Interface	Vetting Requirement
IAG Gold Group 12 Members	<ul style="list-style-type: none"> <li>• ACC / Local Policing lead</li> <li>• OPCC representative</li> <li>• Associated Police groups, including Ethics Panel, Modern Slavery Panel.</li> <li>• On call – Police Gold Group or multi-agency Strategic Co-ordination Group</li> <li>• By invitation – selected religious, student and other representatives</li> </ul>	Non-Police Personnel Vetting (NPPV) Level 3
IAG Network of Focus Groups Membership variable	<ul style="list-style-type: none"> <li>• LincsAlert / social media</li> <li>• Telephone / email communication with IAG Gold Group Co-ordinator</li> <li>• Selected IAG Focus Group meetings</li> </ul>	Nil

**Organisation Chart**



## **IAG Membership**

### **Criteria**

- Membership is open to individuals who reside or work, either permanently or temporarily, in Lincolnshire. Gold Group members must be prepared to undergo vetting.
- A desire to serve the community by providing independent, supportive advice to Lincolnshire Police is the key requirement – no qualifications are needed.
- IAG members decide on appointment to the group, in consultation with Lincolnshire Police and will be open to public scrutiny. Gold Group appointment will be conditional on vetting.
- IAG Gold Group members will, as far as is possible, be representative of Lincolnshire's diverse communities.
- IAG Gold Group members are expected to commit to serve a minimum of four years.

### **Resignation / De-selection**

- An IAG Member may resign at any time. The Co-ordinator should be informed.
- Members of the IAG may be de-selected in the following circumstances:
  - Failure to attend three consecutive meetings of the IAG without giving an apology or acceptable reason, other than special or urgent meetings;
  - Failure to fulfil designated actions or prepare for meetings without acceptable reason;
  - Action judged to undermine the credibility and legitimacy of the Group or fundamentally weaken aspects of its work;
  - Breach of the Code of Conduct.
- An IAG Member must return Police identity card, Force HQ entry pass and business cards as soon as possible after resignation / deselection

## IGAG Code of Conduct and Duties

IGAG members shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership<sup>3</sup>.

1. **Selflessness.** Holders of public office should act solely in terms of the public interest.
2. **Integrity.** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity.** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability.** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness.** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty.** Holders of public office should be truthful.
7. **Leadership.** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Every IGAG member shall discharge their duties with integrity, fairness, politeness, tolerance, courtesy, respect, openness and truthfulness and without fear or favour. In particular:

- Avoid all form of harassment, victimisation, unreasonable discrimination, abusive or derisive attitudes or behaviour towards other individuals and groups;
- Behave in a manner that does not bring discredit to the Group;
- Avoid favouritism to any individual or group;
- Treat any information that comes in to their possession in the course of their duties as confidential. Such information will not be used for personal benefit, nor divulged to other parties, except in the proper course of the IGAG business.
- Report any changes in circumstance that may affect their vetting status.

### Breach of Code or Duty

IGAG members are not employers or employees. However, any allegation of a breach in the Code of Conduct or in the discharge of duties will be investigated by the IGAG Gold Group, which will resolve the issue or take such other decision as may be necessary. The ACC will be informed of the allegation as a matter of course and may be approached for advice on the Lincolnshire Police position. If appropriate, the Gold Group will act in accordance with the 'ACAS Guide on Discipline and Grievance at Work' (August 2017): <http://www.acas.org.uk/media/pdf/9/g/Discipline-and-grievances-Acas-guide.pdf>.

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<sup>3</sup> The seven principles of public life (the 'Nolan principles') – the basis of the ethical standards expected of public office holders – published 31 May 1995.

## IAG Meeting Arrangements and Procedures

- IAG members attendance at meetings should be characterised by full participation in discussions in an open, free and constructive manner.
- The IAG Gold Group will appoint a Co-ordinator, normally on a six-month rotation, to be its focal point for Lincolnshire Police. He / she will chair IAG meetings and lead on IAG internal administration. The Co-ordinator will be supported by a deputy, who will be the Co-ordinator (designate), to maintain continuity of focus and activity, and provide resilience and secretariat functions as required.
- The IAG Gold Group will meet up to twelve times a year. Meetings will normally be attended by a Police staff officer from the Chief Officers' Group (COG).
- The ACC will normally attend around four IAG Gold Group meetings a year. Minutes of these meeting will be taken and distributed by a member of COG. The IAG Co-ordinator will draft the agenda and will liaise with COG over arrangements, including briefing the ACC on key agenda points.
- A representative from the OPCC will attend IAG Gold Group meetings, as determined by the PCC.
- The IAG Co-ordinator will organise IAG Gold Group meetings not attended by the ACC (with support from the Police staff officer), will draft the agenda and will monitor actions agreed. The Co-ordinator (designate) will take and distribute notes of these meetings.
- The IAG network of focus groups will meet and communicate as required.
- IAG Gold Group meetings forecast, agendas, minutes and other relevant documents will be published on the Lincolnshire Police website. Meeting dates will be forecast a year in advance.
- The IAG quorum for Gold Group meetings is a minimum of *five* members. Decisions may be taken by e-mail for ratification at the next meeting. In this event, no response will be taken to mean agreement.
- The IAG may be dissolved on the authority of the Gold Group by a majority vote at an Extraordinary General Meeting convened specifically for this purpose.
- The IAG opposes discrimination on the grounds of political opinion, age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. It will not practise such discrimination.

## **Lincolnshire Police Support and Resources**

The IAG Gold Group will be resourced by a combination of Lincolnshire Police staff, policy and financial support, and IAG self-help. Lincolnshire Police has agreed to:

- Provide staff to facilitate links with the IAG and secretariat support to meetings attended by the ACC, and rooms in Police HQ for meetings.
- Support IAG's provision of independent, critical appraisal of organisational policies, practices and procedures by engaging the group early in drafting and development of such policies, practices and procedures.
- Support IAG engagement with Neighbourhood Policing Teams to reinforce communications between Lincolnshire Police and the diverse communities of the County.
- Support IAG monitoring of effect by maintaining records of IAG advice and action taken.
- Support IAG awareness and development by invitations to observe conferences, seminars and exercises, and enabling IAG input to these events where appropriate.
- Support IAG ability to contribute independent advice to incident response or engagement in Gold / Strategic Co-ordination Groups by providing timely access to relevant, up to date information. Access to information will be determined by legal and regulatory constraints (e.g., Official Secrets Act, Data Protection Act) and sensitivity (e.g., confidential information relating to individuals, and intelligence relating to police operations and public safety).
- Support induction of new members with training or visits to police activities and events.
- Support the enhancement of the IAG profile alongside other Police Panels as part of routine Police communications via the website, press releases, news articles and social media.
- Support maintenance and development of IAG visibility to the public by publishing details of meetings online.
- Provide IAG members with a Police identity card, Force HQ entry pass, business cards, and classified IT access (via individual Police National Network (PNN) and Criminal Justice Secure eMail (CJSM) accounts).
- Enable entry passes to be valid (activated) for the local Police Station of the IAG Gold Group member.

## Budget and Allowances<sup>4</sup>

IAG members are not paid. They are valued volunteers to ensure independent advice. They may be paid authorised allowances, which are reimbursement of expenses incurred by members in the exercise of IAG functions.

### Authorised allowances

The purpose of authorised allowances is to reimburse expenses incurred by IAG members in meeting their responsibilities to the IAG and Lincolnshire Police. These include:

- Travel expenses
- Subsistence expenses

### IAG member authorised allowances:

Type of expense	Condition	Rates
Mileage allowances	Travel to and from IAG meetings	As per HMRC rates
Taxis	Where public transport not available	Cost of taxi fare
Subsistence	To be agreed in advance	Actual costs, subject to Lincolnshire Police guidance
Train	To be agreed in advance	Reimbursed up to standard class rates
Hotel accommodation	To be agreed in advance.	Value for money and best use of public funds – lower priced suitable accommodation

### Procedure

All claims for reimbursement of expenses will be submitted using the enclosed form through the Staff Officer to the COG for process in accordance with Lincolnshire Police procedures.

<sup>4</sup> Edited extract from: <https://www.gov.uk/government/publications/expenses--2/expenses>.



## Independent Advisory Group Expenses Claim Form



Name		Division	
Unit / Dept.		Role	
Home Address			

cc of Vehicle Used		Travelling		Miscellaneous Expenses £	Sub-Total £	Nature of Expenses
		Either	Or			
Date	No. of Hours	No. of Miles	Public Transport Fares			
<b>Total</b>						

<b>I certify that all entries above are true</b>			
Signed by IAG Member.....			
Print Name		Date	
<b>I have examined the above claims and am satisfied that they are correct</b>			
Signed by IAG Member's counter-signatory.....			
Print Name		Date	

**All relevant receipts must be attached (if appropriate)**

Finance Use only – Invoice Analysis					
Cost Centre	Account Code	Job Code	Net Amount	Vat Code	Vat Amount
			£		£
			£		£
			£		£
Totals					
Prices / Arithmetic Correct (Initials)					
Goods / Service Received (Initials)					
Authorised Signature					