

**SUFFOLK  
INDEPENDENT ADVISORY GROUP**

**TERMS OF REFERENCE  
AND  
WORKING GUIDELINES**

**June 2006**

# SUFFOLK INDEPENDENT ADVISORY GROUP

## **1. NAME**

Suffolk Independent Advisory Group (hereinafter referred to as “The IAG”).

## **2. TERMS OF REFERENCE**

To advise and make recommendations to the Suffolk Police Authority and Suffolk Constabulary in:

- reviewing and improving the investigation and prevention of hate crime;
- creating a police service that is fully inclusive of diversity;
- creating a police service that does not unlawfully discriminate;
- the handling and resolution of critical incidents;
- improving the trust and confidence of Suffolk’s diverse communities in their police service;
- any other aspect of the policing of Suffolk which impacts upon minority communities.

## **3. MEMBERSHIP**

3.1 Membership of the IAG shall not exceed 24 advisers. A maximum of five additional people may be co-opted by the IAG to advise on areas of special interest as and when required.

3.2 So far as is possible, Advisers will be drawn equally from the three geographical policing areas of the Constabulary. Individual advisers will be expected to be able to provide specialist knowledge or advice to assist the work of the IAG in respect of gender, race, age, disability, LGBT issues, faith perspectives, Gypsies and Travellers, refugees and asylum seekers.

3.3 Each adviser will be appointed for a period of three years. Constabulary and Police Authority staff, or those who in the opinion of the Chief Executive of the Suffolk Police Authority (hereinafter referred to as the “Chief Executive”) cannot be considered to be independent of the Police, shall be ineligible to become Advisers.

3.4 Membership of the IAG will be reviewed annually at the Annual General Meeting.

## **4. OFFICERS**

4.1 A Chair and Vice Chair, with a tenure of 12 months, will be elected from the membership at the Annual General meeting.

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4.2 Nominations for the Chair and Vice Chair must be submitted to the Chief Executive 21 days prior to the Annual General Meeting. Nominations will be limited to Advisers.

4.3 The current Chair and Vice Chair can seek re-nomination each year.

## 5. ADMINISTRATION

5.1 The Chief Executive will provide administrative and secretarial support for the IAG.

5.2 Minutes, agendas and details of the meetings will be circulated to IAG members two weeks prior to a meeting.

5.3 Items for the agenda are to be notified to the Chief Executive at least three weeks prior to a meeting.

### 5.4 Finance

- Suffolk Police Authority will provide funding for expenses.
- Funding will be administered by the Chief Executive.

### 5.5 Expenses

- Members, co-opted members and invited guests are entitled to claim expenses for travel to and from IAG meetings, subsistence, childcare/carer costs and expenses for interpreters and other reasonable adjustments required to support advisor's specific needs on completion of a standard form supported by expenditure receipts where appropriate.
- Travel and subsistence expenses can be claimed, with prior agreement by the Chair and Chief Executive, for members attending other meetings, conferences, etc. on behalf of the IAG.
- The Chief Executive will make expenses claim forms available to all members of the IAG.

## 6. MEETINGS

### 6.1 General Meetings

- There will be at least four general meetings per year.
- The duration of general meetings will normally be no longer than two hours.
- Additional General Meetings may be convened at the discretion of the Chair in consultation with the Chief Executive.

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## 6.2 **Agenda for General Meetings**

- The agenda will be structured as follows:
  - apologies;
  - minutes of the last meeting;
  - matters arising;
  - agenda items;
  - any other business (to be declared at the start of the meeting);
  - details of next meeting.

## 6.3 **Quorum for General Meetings**

- A quorum for all general meetings will be four advisers or 25% of the membership (whichever is the greater).

## 6.4 **Annual General Meetings (AGM)**

- These will be held in [insert month] each year.
- The purpose of the AGM will be to:
  - elect a Chair and Vice Chair;
  - review the activity of the previous 12 months;
  - plan activity for next 12 months;
  - review group membership;
  - review the Terms of Reference and Working Guidelines and make recommendations to the Chief Executive for revision.
- Annual General Meetings will be open to the general public and include a question and answer session.

## 6.5 **Subgroups**

- Subgroups may be set up by the IAG as required to deal with ad hoc issues.
- Subgroups will appoint a Chair.
- Subgroups will report to the next general meeting.
- Subgroups will have the power to recommend on issues and, if necessary, reconvene to review any further issues.
- Subgroups may invite or co-opt an individual with specialist knowledge to assist in their work.

## 7. **ANNUAL REVIEW AND REPORT**

7.1 An Annual Report will be presented to the Annual General meeting and will record the activity of the previous 12 months and plans for the next 12 months.

7.2 The Annual Report will contain a review of finances.

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## **8. ALTERATIONS**

- 8.1 Any proposed alterations to the Terms of Reference and Working Guidelines must be submitted in writing by members to the Chief Executive at least 21 days prior to the Annual General Meeting.
- 8.2 Proposed alterations to the Terms of Reference and Working Guidelines will be discussed and agreed at the Annual General Meeting, or by convening an Extraordinary General Meeting.
- 8.3 Proposed changes to the Terms of Reference and Working Guidelines will be submitted to the Chief Executive for determination.

## **9. CONFIDENTIALITY AND COMMUNICATIONS**

- 9.1 All communication from the IAG into the public domain will be by the Chair, or their nominee, through the Constabulary Press Office and/or Chief Executive of the Police Authority.
- 9.2 Contact details of members can be freely circulated within the IAG. These details are not to be circulated in the public domain without the individual's prior agreement.
- 9.3 Confidential issues discussed at any meeting are not to be discussed outside the meeting.
- 9.4 Agendas and non confidential reports in whole or in part, of any IAG meeting can be circulated at the Group's discretion, if they are considered relevant to a particular member of the Group's organisation, or if it will assist in the work of the IAG.
- 9.5 All members of the IAG, co-optees and guests will abide by these Working Guidelines.

## **10. DISSOLUTION**

The IAG may at anytime be dissolved by resolution of the Police Authority or a resolution passed by a two-thirds majority of the IAG membership, provided at least 21 days' notice of the intention to move such a resolution has been given in writing to the Chief Executive by any member.