



Policing & Community  
Safety Partnerships

making our community safer

# Member Handbook

(June 2024)



## **INTRODUCTION**

The PCSP Member's Handbook is provided to assist new PCSP members in relation to their roles and responsibilities as PCSP members. It sets out an overview of Policing and Community Safety Partnerships in terms of their structure and functions.

In addition, it provides information on the roles and responsibilities of individual members, the role of key partners including the governance role of the Joint Committee and the restricted functions in relation to the Policing Committee including linkages to the NI Policing Plan and associated Annual performance Plan.

The PCSP Members' Code of Conduct is also provided to ensure that members are aware of their obligations in discharging their duties as PCSP Members and how a breach of the Code of Conduct is managed.

Any queries on the content of the Member's Handbook or for further information, contact the Policing Board at:

[pcsp@nipolicingboard.org.uk](mailto:pcsp@nipolicingboard.org.uk)

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## **SECTION 1**

# **OVERVIEW OF POLICING AND COMMUNITY SAFETY PARTNERSHIPS**

## WHAT ARE PCSPS?

Policing and Community Safety Partnerships (PCSPs) are local bodies made up of Councillors and Independent people from each council area who work alongside 7 statutory organisations to make your community safer and ensure that the voices of local people are heard on policing and community safety issues. They are statutory bodies based at each Council.



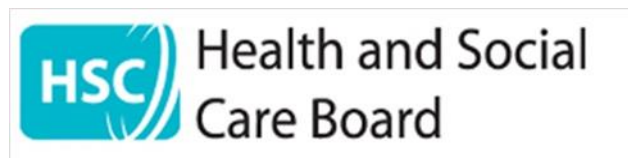
They work with communities to develop solutions to tackle crime, fear of crime and anti-social behaviour.

## MEMBERSHIP AND STRUCTURE

PCSPs comprise 8, 9, or 10 Political Members (Councillors), nominated by the local Council and 7, 8 or 9 Independent Members who are appointed by the Northern Ireland Policing Board. The number of Independent Members is always one less than the number of political members. The Partnership Chair is selected by the Political Members and the Vice Chair by the Independent Members. There are seven organisations

designated by the Department of Justice, as listed within the Policing and Community Safety Partnerships (Designated Organisations) Order (NI) 2013, which are represented on the PCSP and have the same status as Political and Independent Members.

Those organisations are:



Each PCSP also has a Policing Committee made up of Political and Independent Members. This works with local police to develop the Local Policing Plan and monitor their performance against this plan.

The Code of Practice for the Exercise of Functions of PCSPs and DPCSPs dated March 2016 strongly encourages designated members to also attend Policing Committee meetings, given the important link between their work and the discussion topics at Policing Committee meetings.

The operation and administration of PCSPs is supported and funded jointly by the Policing Board and Department of Justice, through a PCSP Joint Committee.

## FUNCTIONS

PCSPS have been tasked with contributing, at a local level, to the achievement of strategic targets set out in the Programme for Government and the Northern Ireland Policing Plan. Taken together with the three PCSP strategic priorities at Section 2 of this handbook, the following overarching functions will shape the work of the Partnerships.

The PCSP will:

- through local community consultation and engagement and drawing on recorded crime data and research, identify and prioritise locally identified and evidenced policing and community safety issues;
- develop a PCSP Action Plan providing local solutions to local problems and regularly monitor the Plan for effectiveness;
- engage with the community, promoting the work of the PCSP;

And through the work of the PCSP Policing Committee it will:

- **engage** with the community, promoting confidence in the PSNI;
- gain the **co-operation** and **confidence** of the community to help the police prevent crime;
- **identify**, through continuous consultation and engagement, local priorities for consideration in the development of the Local Policing Plan ; and
- **monitor** local police performance. An agreed template setting out specific PSNI reporting arrangements to the PCSP is included in Section 5 of this Handbook.

## **SECTION 2**

### **PCSP STRATEGIC PRIORITIES**



## PCSP STRATEGIC PRIORITIES

The Programme for Government alongside the Northern Ireland Policing Plan, sets the strategic context for PCSPs, providing the flexibility to deliver locally identified and agreed priorities in line with the PCSP Strategic Priorities below.

The PCSP Joint Committee has agreed three (3) high level strategic priorities for PCSPs, which are to be reflected in the PCSP Action Plan.

***Strategic Priority 1 – To ensure effective delivery in response to local need, and improve the visibility and recognition of the work of the PCSP through effective consultation, communication and engagement.***

***through:***

- *carrying out meaningful engagement in the district with the local community, relevant statutory partners / agencies, businesses and the community & voluntary sector in the development and implementation of PCSP Action Plans.*
- *ensuring ongoing two-way engagement in the district with the local community, relevant statutory partners / agencies, businesses and the community & voluntary sector to provide a problem-solving forum to identify effective solutions to local issues, ensuring sufficient flexibility to address issues as they emerge, and seeking relevant expertise from the designated organisations as appropriate.*
- *using a range of platforms, including multi-media, to communicate and promote the work of the PCSP; and*
- *increasing awareness of the work of the PCSP.*

**Strategic Priority 2** - *To improve community safety by prioritising and addressing local community safety issues, tackling crime and anti-social behaviour.*

**through**

- *utilising the partnership created by the statutory, elected and independent/ community membership of the PCSP to initiate and lead work to improve community safety and tackle ASB locally.*
- *working in partnership to develop outcome and locality focused interventions to address the most pressing crime types and behaviours impacting local community safety, as evidenced by local need, with appropriate targets and indicators so that impacts can be measured.*
- *drawing on best practice, promote early intervention and collaborating effectively to improve PCSP-supported projects and programmes that address the underlying causes of ASB, crime and the fear of crime in the community, including, where appropriate, a focus on changing behaviours.*
- *enhancing safety and feelings of safety, in particular for those who might be more vulnerable.*
- *engaging with partners in the district, to horizon scan in order to respond to and re-direct resources to respond to emerging local community safety issues.*
- *having cognisance of the Community Safety Framework in developing local plans, and providing a feedback loop to the Community Safety Board on local issues in order to inform community safety policy development – and vice versa; and*
- *providing comprehensive community input into decision making processes about tackling actual and perceived anti-social behaviour and giving feedback to the community on the effectiveness of interventions on meeting outcomes.*

**Strategic Priority 3** – *To support confidence in policing, including through collaborative problem solving with communities.*

**through**

- *ensuring local accountability through the Policing Committee's role in monitoring police performance.*
- *identifying priorities from the PCSP Plan for consideration in the development of the local Policing Plan which are consistent with the Northern Ireland Policing Plan.*
- *providing views to the District Commander through the Policing Committee and supporting the PSNI to engage with the community to identify and address local problems.*
- *delivering initiatives that link to identified local problems that impact confidence in policing.*
- *carrying out meaningful local events aimed at increasing PSNI engagement with local communities to build and strengthen public confidence in policing.*
- *delivering PCSP initiatives in the hardest to reach communities.*
- *providing a platform for the PCSP and PSNI to engage with young people, including on the themes of upholding the rule of law, and of ways of increasing confidence in policing; and*
- *building community confidence in the rule of law by helping mitigate the harm caused to people and communities by paramilitarism, criminality and organised crime consistent with wider Programme for Government objectives and through use of co-design principles, where appropriate.*

## **SECTION 3**

### **INDIVIDUAL ROLES AND RESPONSIBILITIES**

## **ALL PCSP MEMBERS**

Each Member of the PCSP shares a common role in supporting and developing the work of the PCSP to make their community safer. All Members of the PCSP are equal whether they are Political, Independent or Designated Members.

A PCSP Members' principle commitment is to deliver the functions of the PCSP and DPCSP as detailed in the Justice Act (Northern Ireland) 2011, Part 3, Section 21 and 22.

### **Responsibilities of a PCSP Member**

#### Commitment to duties

- ❖ To consult and engage with the local community and statutory groups to identify local concerns relating to policing and community safety and to ensure the PCSP Action Plan and policing plan reflects the views and concerns of the local community.
- ❖ PCSP Members have a general duty to act in the public interest at all times, avoiding conflicts between personal and public interests.
- ❖ To identify local policing and community safety priorities.
- ❖ To assist with the development of PCSP Strategy and Action Plans, in line with Joint Committee guidance.
- ❖ To adhere to relevant statutory provisions and financial regulations.
- ❖ To adhere to the PCSP Members' Code of Conduct.
- ❖ To adhere to PCSP Standing Orders.
- ❖ PCSP Members should declare any personal or business interests, financial or otherwise, which might reasonably be thought by others to conflict with their

responsibilities as a PCSP Member. PCSP Members should be especially mindful in relation to their participation in the approval of projects that they may have an interest in.

### Meetings / Events

- ❖ Members are required to demonstrate a commitment to the work of the PCSP and support PCSP colleagues by attending PCSP meetings, keeping up-to-date with subjects relevant to the work of the partnership.
- ❖ To understand that nonattendance at meetings may lead to removal from the partnership. (See Management of a Breach to the PCSP Code of Conduct at Appendix 1 and the Removal policy at Appendix 2)
- ❖ To attend PCSP events and represent the corporate views of the PCSP.
- ❖ To avail of training opportunities that will develop and enhance their role as a PCSP member.

### Planning and Evaluation

- ❖ To monitor and evaluate performance of the PCSP associated projects effectively using Outcomes Based Accountability (OBA) methodology.
- ❖ To develop a consistent knowledge and understanding of both community safety and policing.
- ❖ To work collectively with the other Members to successfully carry out the statutory duties of the partnership.

### Media

- ❖ To raise awareness of the work of the partnership.

- ❖ Members are encouraged to use social media platforms to raise awareness and promote the work of the PCSP. In doing so, Members should be mindful of their duty to ensure that the PCSP could not potentially be brought into disrepute through misuse of social media.
- ❖ The PCSP Chairperson is responsible for representing the views of the PCSP to the general public and may be asked to speak on behalf of the PCSP to the media or to inform the public about the work of the PCSP. No other members should speak on behalf of the PCSP without the Chairperson's consent.
- ❖ All PCSP members including the Chair and Vice-Chair shall be mindful of their representative positions on behalf of the PCSP in making public comments of a personal or political nature relating to the PCSP.
- ❖ Whenever a PCSP Member expresses a personal or political opinion on an issue relating to the Department of Justice, the Policing Board or their statutory functions, it must be made clear from the outset that the Member is not purporting to speak on behalf of the PCSP.

## **POLICING COMMITTEE RESTRICTED FUNCTIONS<sup>1</sup>**

- ❖ To monitor the performance of the police in each council area against the Local Policing Plan.
- ❖ To provide views to a relevant Area Commander and to the Northern Ireland Policing Board on any matter concerning the policing of the district.
- ❖ To ensure improved policing service delivery in partnership with local communities.
- ❖ To assist with the development of the Local Policing Plan ensuring consultation with the Community and linkages with the PCSP Action Plan.

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<sup>1</sup> The functions of PCSP Members mentioned in subsection (2) (a) (b) are restricted functions and exercised on behalf of the PCSP, by the Policing Committee.

- ❖ To engage with the community to promote confidence in the PSNI and to help the police to prevent crime.
- ❖ To support effective engagement with the police and the local community.

PCSP Members may take on additional duties as Chairperson or Vice Chairperson or may chair a subgroup, but a PCSP Member is first and foremost a Member of the PCSP or DPCSP.

## **PCSP CHAIRPERSON**

The PCSP Chairperson is appointed by the council from among the political membership of the PCSP to the office of Chairperson for a 12 month period.

The position of Chairperson is held in turn by each of the four largest political parties represented by the Council immediately after the last local government election.

It is the Chairperson's responsibility to regulate proceedings in accordance with the PCSP Code of Practice and Standing Orders and to ensure that all members are encouraged to engage / participate as co-equal members in all meetings. It should be made clear by the PCSP Chair to all members that PCSP meetings are not council sub-committee meetings, especially where meetings take place in council chambers.

It is also the Chairperson's responsibility to ensure that the PCSP delivers against the three strategic priorities.

The Chairperson has responsibility for encouraging the development of consensus decisions and a corporate view on issues which arise as the PCSP discharges its statutory duties.



### ***Chairperson's role during PCSP Meetings***

During a meeting of the PCSP, the Chairperson should ensure that discussion is relevant to the item on the agenda, that no individual or group either dominates or is excluded from discussion and that all Members have the opportunity to make an appropriate contribution. The Chairperson is responsible for ensuring that the meeting is held in a manner that enables the PCSP to conduct its business in a positive, non-threatening environment which fully promotes partnership working and efforts should be made to hold PCSP meetings in various locations across the Council area, minimising the use of Council chambers.

In addition the Chairperson is obliged to:

- ❖ Demonstrate a commitment to the work of the PCSP and support and lead his/her colleagues by attending PCSP meetings, training and other events.
- ❖ Ensure Members from the designated bodies are kept informed of information discussed at the Policing Committee on occasions where the Designated member has not attended these.
- ❖ Monitor the attendance of PCSP political and independent members in line with PCSP Attendance requirements and refer issues or concerns to the PCSP Manager.
- ❖ Monitor the attendance of the PCSP Designated members and refer issues or concerns to the Department of Justice.
- ❖ To maintain a neutral, constructive and harmonious environment at meetings of the PCSP. The Chair must ensure that those participating are not subjected to unreasonable questioning, inappropriate challenge, verbal abuse, or challenging an individual's integrity by disputing the truthfulness of the answer provided.
- ❖ Ensure a pre brief is held with the Vice-Chairperson in advance of each PCSP meeting so that he/she may fulfil their role and step in to chair a meeting if required.

- ❖ Ensure that all meetings of the PCSP are properly constituted, that a quorum is present and to be familiar with the business to be conducted and the objectives of the meeting.
- ❖ Ensure that the meeting is conducted in an orderly fashion and brought to a close in a reasonable time.
- ❖ Ensure that discussion and questions are relevant to the work of the PCSP and are in keeping with the agenda for the meeting.
- ❖ Decide if an issue requires to be put to a vote and manage the outcome appropriately.
- ❖ Adjourn the meeting when circumstances justify or require that course of action to be taken, and
- ❖ Declare the meeting closed when its business has been completed.

## **PCSP VICE CHAIRPERSON**

The Vice Chairperson of a PCSP will be elected by the Independent Members of the PCSP to serve at least one 12 month term at a time, noting that a member may serve for more than one term.

The role of the Vice Chairperson is to:

- ❖ Support the Chairperson in fulfilling their responsibilities as set out in the previous section; and
- ❖ Deputise for the Chairperson as required.

## **PCSP MANAGER**

The PCSP Manager is appointed and managed directly by the Council and responsible for the day to day management of strategic and operational issues relating to the PCSP. The Manager's role is to provide advice and support to all PCSP Members to aid decision making and to ensure the effective and efficient operation of the PCSP.

### **Roles and Responsibilities of the PCSP Manager**

In supporting the PCSP Members, the roles and responsibilities of the PCSP Manager include the following:

- ❖ To co-ordinate and assist the work of the PCSP in developing and implementing strategic/operational plans using an Outcomes Based Accountability (OBA) approach.
- ❖ To manage and co-ordinate a comprehensive administrative support service for the PCSP, including financial resources relating to the work of the PCSP and to report on the extent to which the PCSP has achieved its objectives.
- ❖ To communicate advice and guidance to the PCSP on legislation, policy, Joint Committee business updates, commissioning research, PSNI statistical reports and publications relating to policing and the work of PCSPs.
- ❖ To develop local policies and procedures relating to the work of the PCSP, in compliance with statutory requirements, and act as the designated officer for the purposes of complying with Freedom of Information, General Data Protection Regulations and Equality legislation and monitor their implementation.
- ❖ To network with partners, develop and maintain relationships with statutory agencies and other public and private sector organisations, and identify opportunities to market and promote the positive image of the PCSP.

- ❖ To assist the PCSP in identifying policing priorities arising from public consultation as a basis for discussion between the PCSP and the District Commander when developing the Local Policing Plan.
- ❖ To continuously promote the work of the PCSP through the media and all other communications channels, including social media.

## DESIGNATED BODIES

The Justice Act (Northern Ireland) 2011 ('the Justice Act') makes provision for the designation of organisations onto PCSPs. Designation is the mechanism for bringing on board organisations, either statutory, voluntary/community or business-based, that in the view of either the Department of Justice or the local PCSP have a substantial contribution to make in the area of community safety. Designation aims to facilitate joined-up working across statutory agencies and local organisations with PCSPs, to provide effective outcomes for local communities.

There are two forms of designation:

- **Formal designation**, where a number of statutory organisations are designated by an Order which is made by the Department of Justice. This means that these organisations must be represented on all PCSPs and DPCSPs across Northern Ireland and, if designated in this way, must nominate senior representatives accordingly, mindful of the Independent Reporting Commission (IRC) first and second reports on progress towards ending paramilitary activity and on measures being implemented by the Northern Ireland Executive, the UK Government and the Irish Government to tackle the issue.

Recommendation A7 which states that: "The Designated Organisations should also ensure that their representatives are sufficiently senior and committed to building effective partnerships"; and

- **Local designation**, where individual PCSPs and DPCSPs may select organisations which they feel can help them in identifying and delivering solutions to local needs. Further guidance on local designation is provided later in this section.

The seven statutory organisations which are currently formally designated by the Department of Justice are:

- the Police Service of Northern Ireland;
- the Northern Ireland Housing Executive;
- the Probation Board for Northern Ireland;
- the Youth Justice Agency of Northern Ireland;
- the Northern Ireland Fire and Rescue Service;
- the Education Authority; and
- Health and Social Care Trusts (excluding the Northern Ireland Ambulance Service).

These bodies are listed within the Policing and Community Safety Partnerships (Designated Organisations) Order (Northern Ireland) 2013<sup>2</sup>.

## **Roles and responsibilities**

The Justice Act (Northern Ireland) 2011 states that any organisation designated by the Department of Justice through an Order, or designated locally by a PCSP or DPCSP must provide representation at PCSP meetings. The definition of “a meeting” is decided by the PCSP, and may include relevant thematic working groups, community events and public meetings. Further information on types of meetings held by the PCSP or DPCSP is detailed in the Code of Practice for the Exercise of Functions by PCSPs and DPCSPs dated March 2016, and can be found on the PCSP website; [www.pcsp.org](http://www.pcsp.org).

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<sup>2</sup> <http://www.legislation.gov.uk/nisr/2013/38/contents/made>

Designated members organisations have agreed to maintaining no voting rights, however are co-equal members of the PCSPs/DPCSPs in every other way and are expected to actively contribute alongside the political and independent members in all facets of work relating to community safety. This includes being able to attend Policing Committee meetings as detailed in the Code of Practice for the Exercise of Functions referred to above. The relevant responsibilities of the seven organisations represented by the designated members will also be recognised in the development and implementation of the PCSP Action Plan. Designated members will be fully involved in the planning process.

It is expected that designated members, whether formally designated or designated locally will:

- **Contribute to enhancing community safety** in the local area through participation in the partnership – and through the PCSP's engagement with the community;
- Work with the PCSP on **achieving shared objectives** – for those seven statutory organisations which are formally designated, their participation will bring benefits to both the PCSP and to the organisation itself, meeting the objectives of both bodies. This important linkage is detailed in the Criminal Justice Inspectorate follow-up review of PCSPs, published in August 2019, which can be found on their website; [www.cijini.org](http://www.cijini.org).
- Designated organisations should actively contribute to the development of the PCSP action plan, by participating in the problem identification and problem solving process, in keeping with their organisational responsibilities;
- **Provide appropriate representation** – formally designated organisations should:
  - ❖ liaise with PCSPs to ensure that they nominate the most appropriate person,

- ❖ nominate representatives who have the authority to make appropriate decisions on behalf of their organisation, have a good knowledge of their organisation's broader remit and are aware of linkages with wider issues, such as relevant commitments in the Programme for Government<sup>3</sup>; and
  - ❖ ensure that relevant information is shared both within their organisation and with the PCSP.
- 
- Be aware that they are **accountable** together with all other PCSP members for the delivery of the action plan. Representatives of formally designated organisations will not be expected to act outside their remit, but where they have an identifiable contribution to make; this should be detailed in the PCSP action plan.
  - Designated members will also work alongside their fellow PCSP members to **engage with the community** to identify local policing and community safety issues of concern; and
  - Liaise with other organisations in order to **work collaboratively** on issues that will assist in achieving the projected outcomes of the action plan.

## Working in Partnership

The key to effective partnership working is ensuring that all members of the PCSP work together and are committed to achieving the same goal – to make their community safer as detailed in the shared outcome for all PCSPs: “We have a safe community where we respect the law and each other”. Whilst each PCSP may wish to consider setting out terms of participation to ensure **all** members fully understand what is expected of them, there are issues particularly pertinent to designated members:

- **Attendances at meetings** - designated members are expected to attend all relevant meetings of the PCSP. Arrangements for meetings will be agreed by

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<sup>3</sup> <http://www.northernireland.gov.uk>

each PCSP but it is likely that the partnership will meet outside normal working hours;

- **Expected contribution** - designated members are expected to contribute to the delivery of the action plan. This expectation should take into account the statutory responsibilities of the designated organisation and should be compatible with the organisation's own strategic objectives. Formally or locally designated organisations are not usually obliged to make a financial contribution to the PCSP, rather their contribution will be their wealth of specialised knowledge and experience that will assist the PCSP address key issues;
- PCSPs should be aware of the **remit** of the designated organisations and tailor their expectations accordingly – these organisations cannot be expected to act outside their **remit**, but they should contribute to the development of the action plan, as appropriate; and
- The PCSP should act as a **hub for information and knowledge exchange** and representatives of designated organisations should ensure that any relevant information coming from the PCSP, including from the Policing Committee, is disseminated accordingly throughout their organisation.

## Local designation

Each PCSP can locally designate organisations which they feel can make a contribution to the work of their PCSP; however they may wish to consider the following issues when making that decision:

- What **level of input** do you require from other organisations to address specific issues identified with the Action Plan? For example, is the issue so significant that it requires a full time member from a named organisation, or would participation on a thematic delivery group for a fixed period of time be more appropriate?



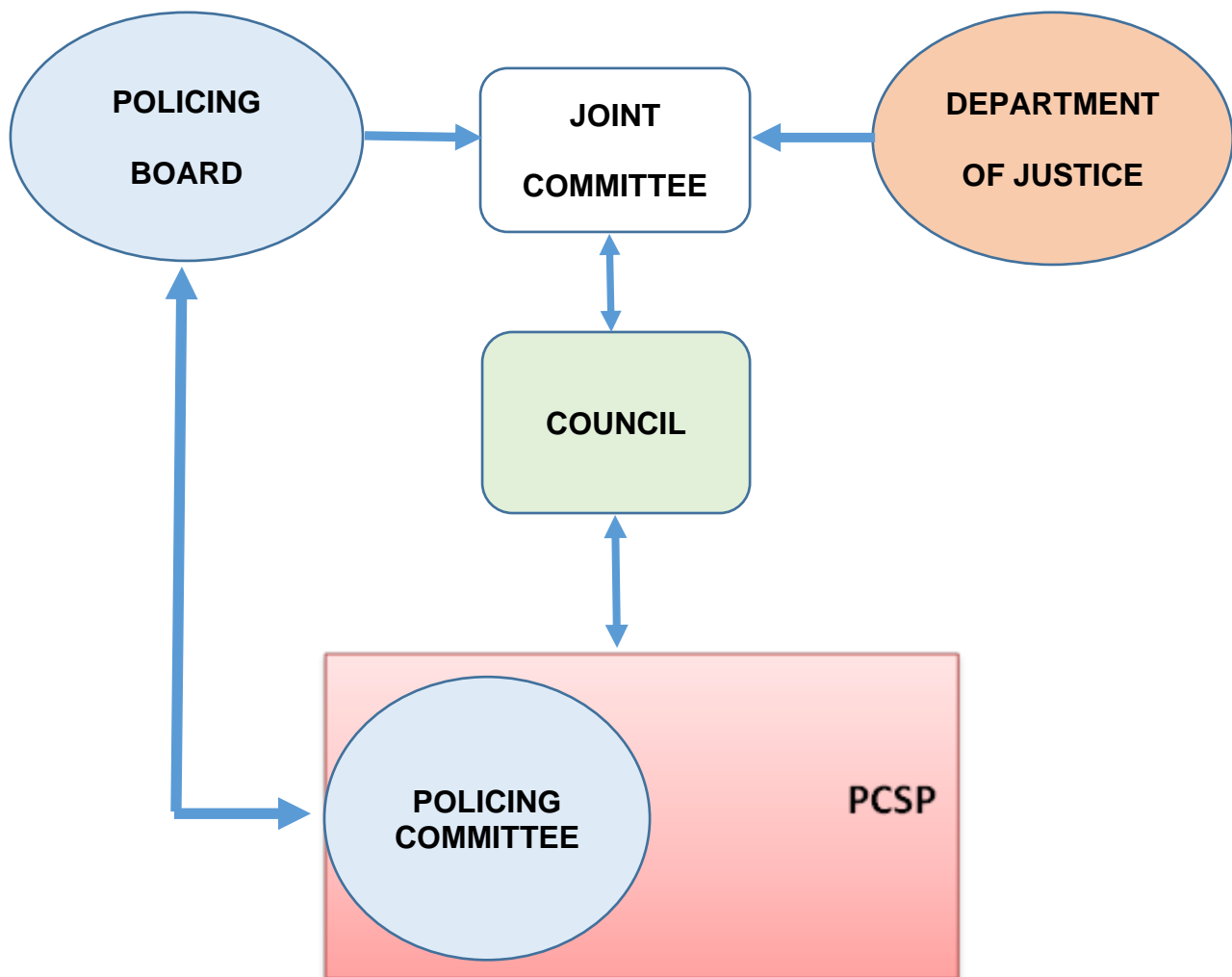
- If the PCSP decides that local designation is necessary it is important to ensure that an **open and transparent criteria** is used for the selection process – you should be able to demonstrate the contribution they will make and why the PCSP requires their input to specific issues. You should also be mindful of the fact that there may be a number of similar groups that can represent certain local issues.
- **Locally designated bodies may not vote on any matter** but are otherwise treated as a member of the PCSP under the Justice Act (Northern Ireland) 2011.
- **Budgetary implications**, as locally designated members are entitled to claim meeting expenses and travel costs, these additional costs will have to be met from within the existing budget. No additional funding will be allocated by the Joint Committee to cover these costs.

There is no legislative requirement to locally designate; remember that PCSPs can work with local organisations without the formality of local designation.

## **SECTION 4**

### **THE ROLE OF KEY PARTNERS**

The PCSP model operates with key partners which include the Department of Justice, the Northern Ireland Policing Board, which together form the Joint Committee, the Council and the PCSP:



PCSPs are jointly funded and supported by the Department of Justice and the Northern Ireland Policing Board which set a number of strategic priorities in line with the Programme for Government to deliver on the vision outlined in the Community Safety Framework and the key outcomes detailed in the Policing Plan.

## THE ROLE OF THE DEPARTMENT OF JUSTICE

The Department of Justice (DOJ) is a Northern Ireland Department which came into existence on 12 April 2010 and was established by the Department of Justice Act (Northern Ireland) 2010. The DOJ's mission is:

'Working in partnership to create a fair, just and safe community, where we respect the law and each other.'

The role of the Department is to support the Minister of Justice to help keep people of Northern Ireland safe.

The Department is responsible for the resourcing, legislative and policy framework for its agencies and arm's-length bodies (which together constitute most of the justice system in Northern Ireland). Together with these organisations, the Department is responsible for ensuring there is a fair and effective justice system in Northern Ireland and for increasing public confidence in that system.

Representing a new collaborative approach, the Department's Corporate, Business and Outcomes Delivery Plans set out how the Department intends to deliver on its mission. These are framed around five departmental priorities:

- Supporting safe and resilient communities;
- Addressing harm and vulnerability;
- Challenging offending behaviors and supporting rehabilitation;
- Delivering an effective justice system;
- Securing confidence in the justice system.

The Department has responsibility for the legislation governing the formation, function and operation of the PCSPs and holds the statutory responsibility for providing the Board and Councils with a Code of Practice on the appointment of Independent Members. The Department is also responsible for the designation of organisations to the PCSPs and

makes funding available to councils as a contribution towards the expenses of the council in connection with PCSP operation.

### **The role of the Community Safety Division (CSD)**

CSD has responsibility for leading on reducing crime and the harm and vulnerability caused by crime within the draft Programme for Government (PfG) Outcomes Delivery Plan. CSD also has responsibility for the delivery of a number of action plans associated with various strategies including the Victim and Witness Strategy; the Stopping Domestic and Sexual Violence and Abuse Strategy; and removal of interface structures under the Executive Office's Together: Building a United Community (T:BUC) Strategy. The Division also leads on support for the delivery of community safety at a local level, through the PCSPs.

### **Key Responsibilities of CSD Include:**

- ❖ Developing a Community Safety Framework for addressing crime and community safety issues;
- ❖ Developing with partners, across government, local government and in the community and voluntary sector, initiatives with the most potential to impact on those communities disproportionately affected by crime, harm and vulnerability;
- ❖ Reducing the level of anti-social behaviour and promoting measures to combat low level neighbourhood disorder;
- ❖ Working with others to reduce levels of domestic and sexual abuse;
- ❖ Tackling hate incidents and crime and increasing support for victims;
- ❖ Contributing to the achievement of the overall aims and objectives of the New Strategic Direction for Alcohol and Drugs;
- ❖ Reducing the fear of crime amongst older and vulnerable people;
- ❖ Improving services for victims and witnesses of crime - speeding up the progress of cases through the criminal justice system;
- ❖ Delivering the Executive's policies and strategies on the removal of interface structures;

- ❖ Managing a range of operational public protection issues including the recall of licensed offenders, casework relating to mentally disordered offenders, electronic monitoring of offenders in the community and oversight of the public protection arrangements; and
- ❖ Supporting and overseeing local PCSPs and assisting in the development of partnerships in their provision of local solutions to local policing and community safety problems.

## THE ROLE OF THE NORTHERN IRELAND POLICING BOARD

The Policing Board (the Board) is an independent public body made up of 19 Political and Independent Members established to ensure for all the people of Northern Ireland an effective, efficient, impartial, representative and accountable police service which will secure the confidence of the whole community, by reducing crime and the fear of crime.

The ten Political Members, who are all Members of the Northern Ireland Assembly, are appointed under d'Hondt principles. The nine Independent Members are appointed by the Justice Minister.

Through meetings of the Policing Board, and through the work of its committees, it holds the Chief Constable to account for his actions and those of his staff.

The main statutory duties and responsibilities of the Policing Board are to:

- ❖ Secure an effective and efficient local police service;
- ❖ Appoint (and dismiss, if necessary) the Chief Constable, Deputy Chief Constable, Assistant Chief Constables and senior civilian staff;
- ❖ Consult widely with local people on how their area is policed;
- ❖ Set priorities and targets for police performance;
- ❖ Monitor the work of the police and how well they perform against the targets set by the Policing Board;
- ❖ Publish a rolling five year policing plan each year which informs people what they can expect from their police service and reports on police performance every year;
- ❖ Ensure local people get best value from the police;
- ❖ Oversee complaints against senior officers;
- ❖ Discipline senior officers.

Further information is available on <http://www.nipolicingboard.org.uk>

## **The Board's role in relation to PCSPs**

The Northern Ireland Policing Board undertakes a number of roles with regard to PCSPs, separate to those that it has with the DOJ through the PCSP Joint Committee (referred to later in this section).

- ❖ To appoint Independent Members to the PCSPs and DPCSPs and provide sufficient induction training.
- ❖ To remove political or independent members from the PCSPs and DPCSPs.
- ❖ To support and oversee the work of the PCSP and DPCSP Policing Committees; and
- ❖ To assess the effectiveness and public satisfaction of PCSP and DPCSP Policing Committees.

## **THE ROLE OF THE PCSP JOINT COMMITTEE**

Under the Justice Act (Northern Ireland) 2011, a Joint Committee was established to oversee the work of Policing and Community Safety Partnerships and District Policing and Community Safety Partnerships for Belfast. It consists of representatives of the Department of Justice and the Northern Ireland Policing Board.

The Joint Committee works on the basis of delegated authority from the Minister of Justice and the Policing Board respectively and has defined functions in statute. The work of the Joint Committee does not change the statutory responsibilities of Minister of Justice or the Policing Board. The PCSP and DPCSP Policing Committees are overseen by and are directly responsible to the Policing Board.

The overall aim of the Joint Committee is to enable the PCSPs to operate effectively and the Joint Committee will give this effect by providing strategic direction to PCSPs and DPCSPs.



It is also responsible for monitoring their effectiveness, assessing public satisfaction and supporting the PCSPs where assistance is required. The Policing Board is directly responsible for monitoring the effectiveness and assessing public satisfaction of the Policing Committees.

The Joint Committee requires PCSPs to prepare plans which reflect the three strategic priorities set by the Joint Committee and, on that basis, allocates funding to PCSPs.

### **Functions of the Joint Committee**

The Joint Committee undertakes a number of functions including:

- ❖ Engaging with PCSPs and DPCSPs on their priorities;
- ❖ Engaging with local government and others on the interface with PCSPs;
- ❖ Agreeing shared-strategic outcomes reflecting the priorities of the Department of Justice and the priorities of the Policing Board to inform the development of programmes of work by the PCSPs and DPCSPs;
- ❖ Approving programmes of work developed by PCSPs and DPCSPs to contribute to the achievement of those strategic outcomes;
- ❖ Agreeing the funding to support the agreed work plan of the PCSPs and DPCSPs;
- ❖ Assessing the effectiveness of PCSPs and DPCSPs including public satisfaction and level of engagement with local communities and key agencies;
- ❖ Issuing (and, where necessary, updating) a code of practice for the operation of PCSPs;
- ❖ Developing and implementing the support, monitoring and oversight arrangements provided by the Department of Justice and the Policing Board for PCSPs including the means of providing assurance to the respective accounting officers on PCSP expenditure; and
- ❖ Reporting, at least annually, to the Minister of Justice and the Policing Board on the work of PCSPs, progress against the strategic outcomes and lessons for the future.

## **Membership of the Joint Committee**

Membership of the Joint Committee comprises up to three (3) standing members each from the Department of Justice and the Northern Ireland Policing Board.

A joint secretariat from one (1) representative from Partnership Branch within NIPB and one (1) from the Community Safety Division within DOJ. Members of the secretariat do not have membership status.

## **THE ROLE OF THE COUNCIL IN RELATION TO PCSPS**

Each council has overall responsibility for establishing and ensuring the effective operation of the PCSP in its district. Key roles are as follows:

- ❖ The council nominates Political Members of a PCSP.
- ❖ The size of the PCSP will be decided by the council and must consist of 15, 17 or 19 Members in total.
- ❖ In making the decision about the size and make-up of the PCSP, the Council must consider the number of councillors it has and should reflect, as far as practicable, the balance of parties on the council.
- ❖ The position of Chairperson of a PCSP/Belfast DPCSPs is held by a Political Member nominated by the Council. The position of Vice-Chairperson of a PCSP/Belfast DPCSPs is held by an Independent Member who must be elected from among the Independent Members.
- ❖ To appoint and manage a PCSP Manager and provide necessary administrative and other support as the Council determines.

## **SECTION 5**

### **PCSP POLICING COMMITTEE**

## **Northern Ireland Policing Plan 2020 - 2025**

The Chief Constable Jon Boucher has enforced his vision for policing in Northern Ireland of:

- a Service which shows it cares, listens and acts in relation to communities, partners and staff;
- Visibility, Accessibility, Responsiveness and Victim Focussed; and
- Appropriate conditions to deliver an effective and productive Service that meets people's expectation.

Effective policing is more than just the role that the PSNI play. The police have key duties to meet in keeping people safe and tackling crime, but they need to work in partnership with the community and others to achieve this.

The Northern Ireland Policing Plan 2020-2025 and Performance Plan 2023/24 were developed using the principles of Outcomes Based Accountability (OBA). They outline Outcomes, Indicators and Measures which clearly demonstrate improvement in police performance, in line with the draft Programme for Government (PfG).

The Policing Plan contains three outcomes for policing over the five years:

- We have a safe community;
- We have confidence in policing; and
- We have engaged and supportive communities.

These outcomes are underpinned by 9 indicators, which will quantify the achievement of the outcome, and the associated measures are used to evaluate how well PSNI are performing in 2023/24. The indicators and measures are outlined in detail in the Annual Performance Plan for 2023/24.

For the 2023/24 Annual Performance Plan, additional measures have been added to reflect the increasing public awareness and interest attached to key issues including: violence against women and girls; police conduct and the responsiveness of the Police Service of Northern Ireland to 999/101 calls.

Whilst the work of the PCSP contributes to each of the three key Policing Plan outcomes, it is identified that they will assist in reporting towards outcome 3;

### **OUTCOME 3: WE HAVE ENGAGED AND SUPPORTIVE COMMUNITIES**

This outcome is about building the relationship between policing and the community. Building communities which are supportive of policing requires PSNI to understand the value and benefits of working collaboratively to empower communities and individuals to help themselves. By adopting this approach PSNI will demonstrate that they understand the needs of the community, involve the public in their decision making and local priority setting, and are accountable for their performance. PCSPs play a particularly important role working collaboratively with partners, and communities, so the PSNI can help make a positive difference to improve the lives of communities and individuals.

There is an evidence base to support the benefits of a sustainable police presence in local communities to prevent crime and enhance community safety. This is particularly important in supporting prosperity and the longer term development of the most deprived areas of Northern Ireland. Locally recognised and visible officers are an essential building block, enabling partnership working and helping to solve public safety problems together with the community

#### **Overview of the Policing Committee**

Each PCSP is required to establish a Policing Committee as provided for in Schedule 1 of the Justice Act (Northern Ireland) 2011. The Policing Committee has specific

statutory authority to exercise the ‘restricted functions’ of the PCSP on behalf of the PCSP. The ‘restricted functions’ are:

- To provide views to the relevant District Commander and to the Policing Board on any matter concerning the policing of the District;
- To monitor performance of the police in carrying out the Northern Ireland Policing Plan in relation to the District and the Local Policing Plan applying to the District;
- To make arrangements for obtaining the co-operation of the public with the police in preventing crime and enhancing community safety in the District.

### **Structure**

The Policing Committee will comprise of the PCSP political and independent Members. Designated organisations are not precluded from attending Policing Committee meetings, as laid out in the Code of Practice for the Exercise of Functions, which strongly encourages designated members attendance at these meetings. Their attendance can ensure that:

- Opportunities for engagement with and consultation about local policing are maximised with thematic and geographic groups across the council area;
- Collaborative approaches are taken to identifying and progressing opportunities for early interventions and obtaining the co-operation of the public with the police to prevent and reduce crime;
- Appropriate statutory agencies and local community partner(s) take the lead in developing, implementing and measuring the impact of local solutions to preventing and reducing crime. The Policing Committee should be mindful that the police may

not be the most appropriate statutory agency to take the lead in delivery and may instead have a supporting role.

- The Chair and Vice Chair of the PCSP should also perform that role in respect of the Policing Committee.
- The quorum for a meeting of the Policing Committee is 5.
- In the absence of the Chair and Vice Chair, members should elect a Chair for that meeting.
- Subject to the conditions above, the Policing Committee may regulate its own procedure.

### **Responsibilities**

The Policing Committee is overseen and directly responsible to the Policing Board for monitoring police performance in their area (see Annex A of this section – *Guidelines for PCSPs on monitoring local police performance*). In performing this function, the Policing Committee should focus on the effective delivery of Strategic Priority 3 of the PCSP Action Plan (to support community confidence in policing), namely;

- Ensuring local accountability through the Policing Committee's role in monitoring police performance;
- Ensuring that policing delivery reflects the involvement, views and priorities of local communities;
- The inclusion of initiatives/projects in PCSP plans aimed directly at meeting the objectives of the Northern Ireland Policing Plan;

- Identifying priorities from the PCSP Plan for consideration in the development of the Local Policing Plan (see Annex B of this section - *Guidelines for PCSPs on Local Policing Plans*) which are consistent with the Northern Ireland Policing Plan;
- Improving policing service delivery in partnership with local communities to build and strengthen public confidence in policing;
- Supporting effective engagement with the police and the local community including building community confidence in the rule of law and enhancing a culture of lawfulness, with specific emphasis on engagement with children, young people, at risk communities and disadvantaged communities;
- Building community confidence in the rule of law and embedding a culture of lawfulness by supporting the locality based engagement that will emerge from local co-design in taking forward the Executive Action Plan as set out in Fresh Start and the Programme for Government.

Evidence of local impact by the Policing Committee will be measured by the Policing Board in three main areas of delivery:

- **Engagement** – in relation to local policing and with local police through local consultation, delivery and public meetings;
- **Monitoring** – in relation to police performance against targets in the Local Policing Plan and targets in the Northern Ireland Policing Plan that reference the police working in in collaboration with PCSPs;
- **Supporting confidence in policing** – in relation to current delivery by or being supported by the PCSP and identifying gaps or where value could be added to current delivery.

The Policing Committee has a key role to play in identifying local priorities for consideration by the District Commander in the annual development of the Local



Policing Plan and should promote effective consultation and engagement to ensure strategic alignment between the needs of the area and the development of the PCSP Action Plan. Annex B provides guidance on development of the Local Policing Plan.

The Policing Committee will also play a key role in monitoring and reporting against the work of the police in their area through the implementation of the Local Policing Plan and initiatives set out in the PCSP Action Plan which support community confidence in policing.

## Annex A

### **Guidelines for PCSPs on monitoring local police performance**

#### **The legislation**

1. These guidelines should be read together with the PCSP Code of Practice, particularly Chapter 4 and Annexes 1 and 2, which sets out PCSPs' responsibilities with regard to monitoring local police performance.
2. PCSPs have a statutory responsibility to monitor local PSNI performance. The main duties and responsibilities are found in Section 21 of the Justice Act (Northern Ireland 2011), which states that the functions of a PCSP shall be:

*(b) to monitor the performance of the police in carrying out— .*

*(i) the policing plan (NI) in relation to the district; and.*

*(ii) the Local Policing Plan applying to the district or any part of the district.*

#### **Effective monitoring**

3. To effectively monitor local police performance, PCSPs must ensure they are:
  - a. measuring progress towards achieving targets contained in the Local Policing Plan and the Northern Ireland Policing Plan as it relates to the District,
  - b. gathering information that may be of interest to the local community, including:
    - I. identifying policing issues affecting the local community,
    - II. negotiating with the PSNI District Commander for these issues to be included in the Local Policing Plan, and
    - III. negotiating with the District Commander to receive information which is in the local interest, even if it is not in the Local Policing Plan.

- c. analysing and interpreting information provided in performance reports from the District Commander, and
- d. asking the appropriate questions of the District Commander when discussing local police performance, and, where appropriate, following up on these questions / issues.

The following paragraphs explain in more detail how this can be achieved.

### **Public Meetings**

- 4. Through their work, the PCSP and the Policing Committee must provide opportunities by which the community is kept informed and can ask questions about what the members of the PCSP and the local police are doing and why. It is recommended that the Policing Committee should facilitate a minimum of two public meetings each year on specific policing issues that may have aroused public interest or concern. The Policing Committee should consider that at least once a year the focus of the public meeting of a Policing Committee should be on police performance. At these meetings, members of the public should be given the opportunity to question the members of the Policing Committee and the PSNI Commander directly on issues of concern and the delivery of local policing services. Members of designated organisations on the PCSP are encouraged to attend public meetings of the Policing Committee, however they have no role in asking questions of the police in relation to what they are doing and why.

### **Monitoring Police Performance**

- 5. The Policing Committee is responsible for enhancing public confidence in policing through its work in monitoring police performance, ensuring that policing services are delivering for local communities.
- 6. It is recommended that the Policing Committee's monitoring role is taken forward in private session on a quarterly basis with the PSNI Commander. The Policing

Committee should consider that at least one of the public meetings of a PCSP referred to at 4 above should focus on police performance. In advance of the meeting, the Commander will provide a written report of police performance against the targets/measures in the Local Policing Plan and work locally to support the delivery of the Policing with the Community 2020 Strategy. The Policing Committee may also want to consider other policing issues affecting public confidence in policing and maintain a right to request PSNI to report on thematic issues or issues arousing significant public interest. Policing Committee members will have an opportunity to consider and discuss with the Commander issues arising from the report or other policing issues relating to the district.

7. The Policing Committee will also facilitate opportunities for the public to raise issues or concerns about policing delivery at Public Meetings of the Policing Committee. These are referenced at 4 above.
8. The PCSP should discuss the timing of monitoring public meetings with the District Commander, in order to align them with the PSNI's reporting cycle. This will ensure relevant performance information is available to the PCSP in advance of each meeting, whilst allowing the police time to prepare the information. PCSPs should also review the arrangements regarding the scheduling of meetings on an ongoing basis.
9. It may be appropriate to schedule each monitoring meeting in public at least six weeks after the end of the reporting period. In particular, PSNI's statistics for the full financial year are not finalised, and therefore are not available, until May, so scheduling of the twelve month/annual monitoring meeting in public should accommodate this.

### **PCSP Reports from the PSNI District Commander**

10. To effectively monitor local police performance, PCSPs need to receive relevant and timely information on the progress that the police are making in achieving both local and Northern Ireland Policing Plan targets, and other information

relevant to the local community. This information should be supplied to the PCSP in the form of a report from the District Commander.

11. As per the Code of Practice, PCSP Reports should be presented to PCSPs in advance of each meeting in public. This will allow PCSPs time to analyse the information contained in the reports and prepare questions for the District Commander.
12. Each PCSP Report should contain progress against each of the targets in the Local Policing Plan and an update on specific issues relating to policing the District that may have aroused the public's interest or concern.
13. When reporting on the six month period ending 30 September and the twelve month period ending 31 March, the PCSP Report should also include the achievement of targets set out in the Northern Ireland wide Annual Policing Plan as they relate to the District, in addition to the achievement of Local Policing Plan targets.

#### **Asking the appropriate questions**

14. Prior to the meeting in public, PCSP members should analyse the information provided in the PCSP Report and prepare appropriate questions for the District Commander. PCSPs should ensure that such questions focus on policing related issues, and avoid questions about individual cases unless they are relevant to the whole community.
15. The District Commander should be informed before the public meeting of any questions that PCSP Members will raise in response to the PCSP Report. This is to allow the District Commander time to provide a detailed answer at the meeting in public.

16. PCSPs should use the meeting in public to ask the District Commander questions about local police performance, the information provided in the PCSP Report and other relevant policing issues. The PCSP should explore issues such as:
  - a. is progress being made towards achieving Local/Northern Ireland Policing Plan Targets and the reasons why/why not progress is being made?
  - b. what steps have the local police taken to improve performance in the short term?
  - c. what steps will the local police take in the future to improve performance?
  - d. what can the PCSP do to help? (N.B. the PCSP has a statutory duty to gain the co-operation of the public with the police in preventing crime.)
17. The PCSP should use the targets set out in the Local Policing Plan (and the Northern Ireland Policing Plan to a lesser extent) to provide a framework for monitoring police performance on an ongoing basis.
18. Occasionally the PCSP may not be entirely satisfied with an answer the District Commander has given in response to a question. The PCSP may wish to follow this up by writing to the District Commander to request further clarification or a more detailed response.

## **Annex B**

### **Guidelines for PCSPs on Local Policing Plans**

1. This guidance, which has been prepared by the Northern Ireland Policing Board (the Board), contains information for PCSPs and DPCSPs (PCSPs) on their role in developing Local Policing Plans. It looks at all aspects of the role along with the responsibilities of the Police Service of Northern Ireland (PSNI).

#### **The Legislation**

2. PCSPs are statutory bodies established under the Justice Act (Northern Ireland) 2011 (the Act). Specifically Sections 21-23 detail the functions in relation to the Local Policing Plan.
3. Under Section 22 of the Police (Northern Ireland) Act 2000: The local PSNI Commander has responsibility to issue the Local Policing Plan; and before issuing or revising a Local Policing Plan, the local PSNI Commander consults the PCSP and takes account of any views expressed.

#### **The Role of the PCSP in the Local Policing Plan**

4. Each PCSP will operate a Policing Committee, comprising its elected and independent members. This will carry out functions in relation to:
  - identifying priorities (through its consultation activities) for consideration in the development of the Local Policing Plan;
  - monitoring police performance against the Local Policing Plan; and
  - gaining the co-operation of the public with the police in preventing crime and enhancing community safety in the district.
5. It should be noted that the role of the PCSP is not to approve the Local Policing Plan. The content, format and publication method of the Local Policing Plan is the responsibility of the PSNI however the local commander is required to consult with the PCSP before publishing the Plan. The Local Policing Plan should be consistent

with the overall Northern Ireland Policing Plan and should align to the PCSP Action Plan.

## **Consultation**

6. Finding out the views of the public concerning the policing of the district is a key element of an effective PCSP. Consultation should be:
  - A structured, well-planned activity which is integrated into the PCSP year;
  - An ongoing year-round activity; and
  - Fully inclusive by obtaining the views of a wide range of stakeholders and Section 75 groups.
7. The priorities identified by the PCSP through their consultation activities will form an integral part of the discussion between PCSPs and the PSNI in the development of the Local Policing Plan.
8. The consultation carried out by PCSPs is also an important source of information used by the Board to help identify policing priorities for inclusion in the Northern Ireland Policing Plan.

## **Other Organisations**

9. It is important that PCSPs work closely with their designated statutory partners and this could, for example, lead to joint consultations. In addition PCSPs should consult with any local voluntary/community organisations with an interest or a role in policing, crime, crime prevention or community safety.

## **Using the Outcomes of Consultation**

10. By the end of September each year PCSPs should:



- Use the outcomes of their consultation to assist in identifying the policing priorities they would like to see included in the following year's Local Policing Plan; and
- Provide the Board with these priorities so that they can be considered in the overall development of the Northern Ireland Policing Plan.

### **Identifying priorities**

11. The results of any surveys (either local or national) will show the issues that people have identified as their biggest concerns, as well as those they want the police to use their resources in tackling. This relatively straightforward quantitative or measureable data needs to be looked at and analysed along with more subjective or qualitative information.

12. PCSPs should consider as many sources of information as possible and identify the priorities they would like to see included in the Local Policing Plan, bearing in mind factors such as;

- Members' knowledge of the district;
- The seriousness of the impact of the issues on the quality of life of people living in the district;
- The economic/social impacts associated with the issues;
- What will happen if no action is taken regarding issues; and
- Whether the issues require a multi-agency approach (for example in the PCSP's Partnership Plan).
- Recognition of other strategies being delivered locally by partners in relation to policing, crime, crime prevention and community safety.

### **Informing PSNI of PCSP priorities**

13. PCSPs should provide the local PSNI Commander with their policing priorities, ideally by the end of September each year. This will give the PSNI a foresight of the locally identified priorities when considering Measures or Targets for the Local

Policing Plan so we suggest that the Policing Committee should liaise with the Local PSNI Commander in advance of the process.

### **Taking account of other relevant information**

14. PCSPs will need to take other relevant information into account in the Local Policing Plan process. This includes:
- The Measures/Targets in the Northern Ireland Policing Plan;
  - Information on local crime trends and PSNI performance against the Local Policing Plan; and
  - Information on the extent to which previous years' local priorities met local needs.

### **Production of the Local Policing Plan**

15. The PCSP should arrange to meet with the local PSNI Commander to discuss the content of the Local Policing Plan. This process may be handled in different ways. For example, in some areas it may simply be done through a meeting, while in other areas the PCSP and the PSNI may hold a joint planning day or seminar. It is important that any meeting or seminar is scheduled and planned well in advance and not left until after the Board has issued the draft Northern Ireland Policing Plan.
16. It should also be remembered that some priorities identified may require a multi-agency approach and, whilst the Policing elements may be important in the context of the Local Policing Plan, the issues may be best addressed in the Partnership Plan.

### **Forewords**

17. The format and content of Forewords to the Local Policing Plan are arranged locally. If the Chair of the PCSP is required to submit a Foreword, this should be within a locally agreed timescale.

## **Format and Publication of the Plan**

18. Whilst the PSNI must consult the PCSP before issuing the Local Policing Plan, PCSP Members should note that the content, format and publication method for the Local Policing Plan is the responsibility of the PSNI. Since 2010, the PSNI policy has been that the Local Policing Plan should only be published electronically on the PSNI website.

19. The Board has no role in relation to the development or publication of any Local Policing Plan however PCSPs should be mindful of the NI Policing Plan priorities.

### **Priorities not included in the plan:**

20. Local Policing Plans typically contain between five and ten Measures or Targets, and it may be the case that not all the priorities identified by PCSPs will be included. If a priority is not included in the Local Policing Plan, this does not mean the PSNI are not dealing with it or that PCSPs cannot follow up the particular issue with the PSNI.

## **SECTION 6**

### **PCSP MEMBERS' CODE OF CONDUCT**

## INTRODUCTION

This section sets out the Code of Conduct for Members of the PCSPS and DPCSPs which should govern their conduct during their term of appointment as a PCSP Member.

Members of PCSPs / DPCSPs are responsible for ensuring that they fulfil their statutory duties under the Justice Act (Northern Ireland) 2011 and other relevant legislation.

In carrying out these responsibilities, PCSP /DPSCP Members, like others who serve the public, should follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life along with the five further principles of conduct that have been adopted by the Northern Ireland Assembly. These are:-

### **Public Duty**

PCSP / DPCSP Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

The have a general duty to act in the interests of the community as a whole.

### **Selflessness**

PCSP /DPCSP Members should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

### **Integrity**

PCSP / DPCSP Members should not place themselves under any financial or other obligation to outside

individuals or organisations that might influence them in the performance of their official duties.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, PCSP / DPCSP Members should make choices on merit.

**Accountability**

PCSP / DPCSP Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**

PCSP / DPCSP Members should be as open as possible about the decisions and actions that they take.

**Honesty**

PCSP / DPCSP Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**

PCSP / DPCSP Members should promote and support these principles by leadership and example.

**Equality**

PCSP / DPCSP Members should promote equality of opportunity and not discriminate against any person by treating people with respect regardless of race, age, religion, gender, sexual orientation, disability, political opinion, marital status and whether or not a person has dependants.

**Promoting Good  
Relations**

PCSP / DPCSP Members should act in a way that is conducive to promoting good relations by providing a positive example for the wider community to follow and which seeks to promote respect, equality and trust and embraces diversity.

**Respect**

The exchange of ideas and opinions on policies may be robust but should be kept in context and not extend to individuals being subjected to unreasonable and excessive personal attack. PCSP / DPCSP Members should keep in mind that rude and offensive behaviour may lower the public's regard for, and confidence in, PCSP / DPCSP Members. PCSP / DPCSP Members should therefore show respect and consideration for others at all times.

**Good  
Relationships**

PCSP / DPCSP Members should work responsibly with other Councillors and Independent Members for the benefit of the whole community. PCSP / DPCSP Members must treat other PCSP / DPCSP Members with courtesy and respect. PCSP / DPCSP Members should promote an effective working environment within their council.

The relationship between PCSP Members and PCSP staff must at all times be professional, courteous and based on mutual respect. PCSP / DPCSP Members should show respect and consideration at all times and ensure that their actions do not compromise the PCSP's impartiality.

## **GENERAL RESPONSIBILITIES OF PCSP / DPCSP MEMBERS**

PCSP / DPCSP Members have a general duty to act in the public interest at all times, avoiding conflicts between personal and public interests.

In fulfilling their statutory responsibilities PCSP / DPCSP Members must at all times:

- observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of the PCSP;
- maximise value for money by ensuring that services are delivered in compliance with council procurement requirements and as set out in the Funding Agreement in the most efficient, effective and economical way, within available resources and with independent validation of performance achieved where practicable;
- be accountable to users of services, the community, the Policing Board and Department of Justice for their activities, their stewardship of public funds and the extent to which key performance targets and objectives have been met;
- ensure that dealings with the public are in accordance with the principle of openness;
- Act with full regard to the duties and obligations expected of a Member of a public body including displaying respect for equality, human rights and diversity.

## **REGISTRATION OF INTERESTS**

All PCSP / DPCSP Members should declare any personal or business interests, financial or otherwise, which might reasonably be thought by others to conflict with their responsibilities as a PCSP / DPCSP Member. The following procedures are aimed at ensuring that any potential conflicts are identified at an early stage and appropriate action taken to resolve them. The PCSP Manager will maintain a Register of Interests for each Member and update annually.



## DUTY OF MEMBERS TO REGISTER INTERESTS

- It is a PCSP / DPCSP Member's own responsibility to declare any personal or business interests, financial or otherwise, which the public might reasonably think could influence a Member's judgment.
- PCSP / DPCSP Members should also declare any relevant past interests or potential future interests where the public could reasonably perceive these to influence a PCSP Member's judgment.
- PCSP / DPCSP Members will be asked to notify the PCSP Manager of all such registerable interests. Any subsequent changes or additions to a PCSP / DPCSP Member's registration should be notified immediately in writing to the PCSP Manager.
- If any PCSP / DPCSP Member is uncertain whether they are required to register a particular interest, they should consult with the PCSP Manager

## DECLARATION OF INTERESTS DURING THE CONDUCT OF BUSINESS

PCSP / DPCSP Members must declare a personal or business interest, financial or otherwise, immediately upon becoming aware of a potential conflict or before discussion on an agenda item begins.

Interests of immediate family members and persons living in the same household should also be declared. PCSP / DPCSP Members should consider whether they also need to disclose relevant interests of other connected persons or past and potential interests which might be perceived to affect their consideration of any matter.

As a general rule, PCSP / DPCSP Members should not take part in, and normally should not be present for, discussions or decisions if they have a personal or business interest, financial or otherwise, in the matter under consideration. In

determining whether withdrawal from the proceedings is appropriate, the following test should be applied:-

*Would a member of the public, knowing the facts of the situation, reasonably think that their presence could influence the judgment of the PCSP Member or other Members present?*

The minutes of the meeting will record any declaration of interest made by a PCSP / DPCSP Member and how the interest was managed. PCSP / DPCSP Elected Members are reminded that certain provisions in the Local Government Act (NI) 1972 apply to them.

## **MISUSE OF POSITION**

PCSP / DPCSP Members have a duty to maintain the reputation of the PCSP/DPCSP through fair, open and impartial dealings with external contacts. Therefore PCSP / DPCSP Members:

- Should conduct themselves in relation to whoever they may come into contact with in their capacity as PCSP / DPCSP Members in the same manner as they would expect to be dealt with themselves;
- Must not conduct themselves in such a manner which could bring the PCSP/DPCSP into disrepute;
- Must not use their position to promote their private interests;
- Must not use their position to secure privileges or exemptions for themselves or others;

- Acting as members of political delegations and having contact with government or police officers, must not purport to be acting in their capacity as PCSP /DPCSP Members; and
- Should be careful to avoid any words or conduct in relation to PCSP staff which might give rise to an allegation of bullying.

## **USE OF PCSP RESOURCES**

PCSP / DPCSP Members must not use or authorise others to use, the resources of their Council:

- Imprudently;
- In breach of the PCSP's requirements;
- Unlawfully;
- Other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of their PCSP;
- Improperly for political purposes; or
- Improperly for private purposes.

## **EXPENSES AND ALLOWANCES**

PCSP / DPCSP members must observe the law and the rules governing the claiming of expenses and allowances in connection with their duties as PCSP / DPCSP Members.

## **PUBLIC COMMENT**

- The Chair is the official spokesperson of the PCSP.
- In the absence of the Chair, the Vice Chair or the PCSP Manager in a delegated position may determine what information is to be made public.

- Whenever a PCSP / DPCSP Member expresses a personal or political opinion on an issue relating to the Department of Justice, the Policing Board or their statutory functions, it must be made clear from the outset that the Member is not purporting to speak on behalf of the PCSP.
- The Chair and Vice-Chair shall be mindful of their representative positions on behalf of the PCSP in making public comments of a personal or political nature relating to the PCSP.
- In public sessions of PCSP meetings, questions should not be asked nor answers given where they are likely to identify individuals in a context or situation where the consequence of the individual being so identified might cause the individual to suffer a real and immediate risk of harm or disproportionately infringe any other human rights of the individual or the individual's family; or where the questions and answers might unfairly deprive the individual of due process or a fair procedure.

## **CONFIDENTIALITY**

No PCSP / DPCSP Member shall disclose to any person, other than another PCSP / DPCSP Member any information, whether written or verbal or electronically recorded, generated or received by the PCSP / DPCSP Member in his/her capacity as such which breaches the level of confidentiality placed on the information by the PCSP or which would be injurious to the interests of the PCSP or unfairly prejudicial to any other body or person without the authorisation of the Chair of the PCSP.

It is the duty of PCSP / DPCSP Members to safeguard all official documents (including copies thereof) by placing them in secure cabinets. It is also the duty of PCSP / DPCSP Members to take appropriate steps to safeguard equivalent electronic records.

PCSP / DPCSP Members who do not adhere to, or do not give, an undertaking on appointment that they will comply with the requirements of confidentiality will limit the ability of the PCSP to conduct its business and limit the information made available to

them and other Members. It may also result in exclusion from attendance at confidential briefings.

Where information relating to the PCSP functions is proffered to the Chair, and/or the Vice-Chair, on the basis that it is confidential and is not to be disclosed to the PCSP, they may normally only receive that information and withhold it from the PCSP if it is agreed between the Chair and the Vice-Chair that it is in the best interests of the PCSP that the information be received and not disclosed to the PCSP.

## **ATTENDANCE**

Members are expected to attend all private meetings of the PCSP unless exceptional circumstances prevent them from doing so. In addition, Members are expected to attend public meetings and events of the PCSP.

It is the PCSP Member's responsibility to contact PCSP staff to advice of non-attendance. A record of attendance for all Members must be kept by PCSP staff. Members must be aware that persistent non-attendance at meetings may lead to removal from the PCSP. See Appendix 1 – on the Management of a Breach of the PCSP Code of Conduct, and, Appendix 2 - on the process for the Removal of PCSP Members.

## **HOSPITALITY, GIFTS AND ENTERTAINMENT**

As a result of carrying out official duties, PCSP / DPCSP Members may on occasion be offered gifts/hospitality from third parties. Before accepting, PCSP / DPCSP Members should consider if it would be acceptable to the public for such a gift/hospitality to be received. Where a PCSP / DPCSP Member, having considered this issue accepts a gift/hospitality, it should be notified immediately to the PCSP Manager to be recorded in the Council Hospitality, Gifts and Entertainment Register.

This disclosure requirement also relates to gifts/hospitality which are presented to a Member's immediate family and persons living in the same household.

PCSP / DPCSP Members may only offer hospitality, at the expense of the PCSP, with the prior approval of the Chair or in his/her absence the Vice-Chair and notification to the PCSP Manager following approval. A pre-condition for any such hospitality is that it will be in the direct interests of the PCSP and will assist the PCSP in fulfilling its statutory responsibilities.

## **BREACH OF THE CODE**

If an incident occurs where there may be a breach of the Code, or if there is an allegation of a breach, it must be referred by the PCSP Manager to the PCSP Chair in the first instance for informal resolution.

Should an informal resolution not be reached and where such breach is compromising a member fulfilling their statutory responsibilities this may be brought to the attention of the Policing Board for consideration and formal resolution.

## **SECTION 7**

## **APPENDICES**

## Appendix 1

### **Northern Ireland Policing Board Guidance on Managing a Breach of the Policing and Community Safety Partnership (PCSP) Code of Conduct**

In accepting office as a Member of the PCSP, Members are agreeing to adhere to the Code of Conduct, included in the Member's Handbook. This Code sets out conduct which is expected of Members throughout their term of appointment, including adherence to the Seven Principles of Public Life set out by the Committee on Standards in Public Life along with five further principles of conduct that have been adopted by the Northern Ireland Assembly. These are:-

- Public Duty
- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership
- Equality
- Promoting Good Relations
- Respect
- Good Relationships

In addition to these principles, the Code sets out Members general responsibilities and requirements under the following:-

- Duty of members in relation to Registration of Interests
- Misuse of a Member's position
- Use of PCSP Resources
- Expenses and Allowances
- Public Comment
- Confidentiality
- Attendance
- Hospitality, Gifts and Entertainment



This document provides guidance on potential actions to be taken by the Policing Board in relation to identified breaches of the Policing and Community Safety Partnership (PCSP) Code of Conduct if such alleged breaches do not warrant immediate enactment of the Removal Policy in accordance with Schedule 1, 8 (a) to (d) of the Justice Act (Northern Ireland) 2011 as detailed below.

Schedule 1, 8 (a-f) of the Justice Act (Northern Ireland) 2011 provide the legislative basis under which a Member of the PCSP, a person ("P") may be removed by the Policing Board, i.e.

- a) In the case of an independent member, P failed to make the necessary disclosure in relation to P's conviction for a criminal offence in Northern Ireland or elsewhere.*
- b) In the case of an independent member, P has acted in breach of the terms of a declaration against terrorism.*
- c) P has been convicted in Northern Ireland or elsewhere after the date of P's appointment of a criminal offence (whether committed before or after that date).*
- d) P has become bankrupt or made a composition or arrangement with P's creditors.*
- e) P has failed to comply with the terms of P's appointment; or*
- f) P is otherwise unable or unfit to discharge P's functions as a member of the PCSP.*

In the case where a PCSP Member falls under sub-paragraphs a) to d), Board officials will enact the *Policy on the Removal of a Member of the PCSP from Office*.

In the case where a PCSP Member is alleged to fall under sub-paragraphs e) and f) of the above legislation the following guidance may be used to establish the circumstances and severity of the Member's alleged actions/behavior and how same will be dealt with.

### Alleged Breaches to Schedule 1, 8 (e) and (f) of the Code of Conduct

A breach is regarded as either neglect or non-adherence to the requirements of the Code of Conduct for PCSP Members.

It is anticipated that Board officials may be made aware of an allegation of a breach of the Code of Conduct through potentially one of the following: -

- The PCSP Manager.
- The Chair or a fellow Member of the PCSP.
- A member of the public; or
- The media.

This is not an exhaustive list.

Dealing with Alleged Breach of Code of Conduct for Members under Schedule 1, 8 (e) and (f)

#### Stage One

A breach to the Code of Conduct relating to Schedule 1, 8 (e) and (f), for example in respect of non-attendance at meetings, may be resolved locally by the PCSP Chairperson, using the PCSP Standing Orders. It is in everyone's best interests for an issue to be dealt with quickly and fairly and it is hoped that the majority of concerns will be resolved at this stage. In cases where a local resolution is likely, the PCSP Chairperson should advise Board officials providing details of the outcome.

#### Stage Two

It is anticipated that not all alleged breaches will be able to be resolved by the PCSP Chairperson, particularly in cases where: -

- A local resolution has not been possible; or
- a breach is alleged to be of a serious nature with the potential to bring the relevant PCSP into disrepute or,
- a member is alleged to be unable or unfit to discharge the functions as a member of the PCSP or,
- where there is an alleged repeat of similar breaches or,
- where the member does not accept or agree that there has been a breach.

In such cases, the PCSP Chairperson will notify Board Officials and they will explore the alleged Breach further.

Correspondence shall be sent to the Member by the Board Officials detailing the alleged Breach of the Code of Conduct.

In exploring the alleged Breach of the Code of Conduct Board Officials shall seek to identify the facts surrounding any alleged breach (es) including hearing directly from the member concerned. All evidence within the PCSP Member and Board Officials possession should be reviewed during the investigation. Board Officials will collate all information relevant to the alleged breach and prepare a paper to be presented to the Partnership Committee. The Partnership Committee in considering the information shall take one of the following decisions: -

- (i)** There are insufficient grounds for the allegation and therefore no further action should be taken.
- (ii)** The breach is of a nature that does not warrant removal of the member and therefore no further action will be taken.
- (iii)** The Member should temporarily step aside pending the outcome of any court proceedings or potential charges; or
- (iv)** There are sufficient grounds to consider removal of the member from office.

In the case where any of the first (i) or second (ii) decisions are taken, the matter will be closed and there will be no requirement for the Board to be notified. At this point, a letter will be issued to the Member advising that no further action will be taken but will also remind the Member of their duties in relation to adhering to the Code of Conduct in their role as a PCSP Member. In respect of decision (iii) the Member must notify the Partnership Committee of the outcome of any court proceedings or potential charges thereafter, if necessary, the Partnership Committee may recommend to the Board the Policy on the Removal of a PCSP Member from Office should be instigated.

If the Partnership Committee recommends that the Board should consider the PCSP Member's removal from office (decision (iv)), the Board will be requested to approve the enactment of the Removal Policy and following approval the procedure as detailed in the Northern Ireland Policing Board Policy on the Removal of a Member of the Policing and Community Safety Partnership shall be instigated.

## Appendix 2

### **Northern Ireland Policing Board Policy on the Removal of a Member of the Policing and Community Safety Partnership (PCSP) from Office**

The Board's Policy on the Removal of a PCSP Member from Office is governed by Schedule 1, Para 8 <sup>4</sup> of the Justice Act (Northern Ireland) 2011 which states the following:

#### Removal of members

8(1) The Policing Board, or the council with the approval of the Policing Board, may remove a person ("P") from office as a political or independent member of a PCSP if satisfied that –

- (a) in the case of an independent member, P failed to make the necessary disclosure in relation to P's conviction for a criminal offence in Northern Ireland or elsewhere.
- (b) in the case of an independent member, P has acted in breach of the terms of a declaration against terrorism.
- (c) P has been convicted in Northern Ireland or elsewhere after the date of P's appointment of a criminal offence (whether committed before or after that date);
- (d) P has become bankrupt or made a composition or arrangement with P's creditors;
- (e) P has failed to comply with the terms of P's appointment; or
- (f) P is otherwise unable or unfit to discharge P's functions as a member of the PCSP.

(2) The "necessary disclosure", in relation to a conviction of an independent member, means full disclosure of it -

- (a) before the nomination of that member, to the council which nominated that member; and
- (b) before the appointment of that member, to the Policing Board.

(3) Section 6 of the Elected Authorities (Northern Ireland) Act 1989 (c. 3) applies to determine whether an independent member has acted in breach of the terms of a declaration against terrorism as it applies to determine whether a person who has made a declaration required for the purpose of section 3, 4 or 5 of that Act has acted in breach of the terms of the declaration.

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<sup>4</sup> Schedule 2, Para 8 of the Justice Act (Northern Ireland) 2011 deals with the removal of DPSCP members

(4) As applied by sub-paragraph (3), section 6 of the Elected Authorities (Northern Ireland) Act 1989 applies with the following modifications –

- (a) in subsection (1), for the words from “after” to “the Assembly” substitute “when he is an independent member of a PCSP”.
- (b) omit subsection (4).
- (c) in subsection (5), in the definition of “public meeting” after paragraph (c) insert -  
 “(d) any meeting of a PCSP or a DPCSP or a committee of a PCSP or DPCSP (whether or not a meeting which the public is permitted to attend), and”.

#### Definition of a Criminal Offence

A PCSP Member may be considered for removal from office if they have been convicted of a criminal offence however there is no definition in the legislation as to what constitutes a criminal offence. To assist in developing this policy, the Board obtained the following legal advice:

*“The distinguishing feature of a criminal offence is that it entails a liability to punishment by the State and not the payment of damages to the injured party”*

#### Application of Unable or Unfit to Discharge the Functions as a Member of the PCSP

A PCSP Member may be considered for removal from office if they are unable or unfit to discharge the functions as a Member of the PCSP.

If a PCSP Member’s behaviour, by word or deed, is such that it is deemed to have brought the PCSP into disrepute, the Board may decide, having considered the matter, that they are unfit to discharge their functions as a PCSP Member.

If a PCSP Member fails to attend the meetings of the PCSP, the Board, having considered the matter, may decide that they are unable or unfit to discharge their functions as a PCSP Member. Consistent with policy relating to the attendance of Councillors, the Board will consider all cases where a Member has not been in attendance for a period of 3 months without prior agreement with the PCSP Chair.

In the case of a Member who has been charged with a criminal offence, the Board may decide, having considered the matter, that the process set out at points 1 to 19 of this policy is followed for the purposes of considering the Member’s temporary removal from office pending the conclusion of these criminal proceedings when the Board may consider the matter again or consider reinstating the Member.

## The Principle of Discretion

Schedule 2 Section 8(1) of the Justice Act places a discretionary responsibility on the Board with regard to the action it may wish to undertake.

The legal advice provided to the Board in relation to the above states:

*“The use of the word may would therefore suggest that it was Parliament’s intention to give the Board a discretion.”*

A guiding principle for each case will be for the Board to consider the degree to which the PCSP Member’s behaviour or action resulting in their case being referred to the Board for consideration will lead to a loss of confidence on the part of the public in the PCSP Member’s ability to carry out the roles and responsibilities required of them.

Taking account of all of these factors the Board has developed a process detailed at points 1 to 19 of this policy. In developing this process the Board has not attempted to define those circumstances which may lead to the Board considering a PCSP Member’s position. Instead the Board will consider each case on its merit.

Process by which the Board will consider the Removal of a PCSP Member from Office

### Stage 1

1. Board Officials become aware<sup>5</sup> that a PCSP Member’s behaviour or circumstances are such that they may require the Board to consider the removal of the PCSP Member from Office in accordance with the terms of the its Policy.
2. Officials establish if there are grounds on which removal may be considered and obtain appropriate evidence, which may include details of the PCSP Member’s attendance record, media reports, Certificate of Conviction from the Court Service or, in the case of bankruptcy, an extract of the entry from the Belfast Gazette.
3. Officials collate the information concerning the case and prepare a paper which goes to the Partnership Committee.

### Stage 2

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<sup>5</sup> Officials could become aware of these matters in a number of ways including media reports, monitoring attendance, someone drawing the matter to the Board’s attention, a report from the police following a court case or an individual member notifying the Board of a change in their circumstances.

4. The Committee considers the case and makes a recommendation to the Board.
5. If the Committee concludes that the PCSP Member's circumstances are such as not to require their removal from office, then a recommendation to this effect shall be put before the next meeting of the Board for consideration.
6. If the Committee concludes that the PCSP Member's circumstances are such as may require consideration of their removal from office, then a recommendation to this effect shall be put before the next meeting of the Board for consideration.

Should the Committee perceive a charge or pending case as having a negative effect on the Member's ability to carry out their role and conclude that they should be asked to step aside from their post temporarily pending the outcome of due process, then a recommendation to this effect shall be put before the next meeting of the Board for consideration.

7. If the recommendation is that the Board should consider the PCSP Member's removal from office, then the Board's Chief Executive will inform the PCSP Member of the action the Board is proposing to take. The PCSP Member will be provided with a copy of the Policy on the Removal of a PCSP Member from Office and informed that the Board will now consider whether they should be removed from membership of the PCSP. The PCSP Member will be asked to provide the Board with any relevant information relating to their circumstances which they believe the Board should be aware of.

### Stage 3

8. The Board will consider the recommendation from the Committee together with any information gathered by Officials or provided by the PCSP Member, and determine whether action is required.
9. If the Board decides that the PCSP Member's circumstances do not require their removal from office then the decision is recorded in the minutes of the meeting and the matter is deemed to be closed.
10. If, having considered all the information, the Board decides that the circumstances are such that may result in the PCSP Member being removed



from office then the Board's Chief Executive will inform the PCSP Member of the time and place at which their position will be considered.

11. The Board's Chief Executive will invite the PCSP Member to make written or oral representation to the Board as to why the Board should not exercise its discretion to remove them from office.
12. In the case of temporary removal only, the PCSP Member may advise the Board's Chief Executive that they do not require a hearing before the Board and that they shall agree to temporarily step aside from their position for a period to be agreed with the Board.
13. The Board's Chief Executive will inform the PCSP Member that if they wish to make oral representation they have the right to bring someone with them. While this may be a legal representative the process does not involve cross examination and the other person does not have the right to speak.
14. The Board will allow the PCSP Member reasonable time to prepare a written submission or to arrange to attend the Board meeting where their case will be considered.
15. The Board's Chief Executive will provide the PCSP Member with full details of the circumstances giving rise to the consideration of their position and clearly set out the reasons why the Board is considering their removal from Office prior to their attendance at the Board meeting.
16. At the Board meeting when the PCSP Member's position is being considered, a Board Official will provide the details of the case and set out the reasons as to why removal of the PCSP Member is being considered.
17. Following the Board Official's submission, the PCSP Member will be asked to make their written or oral representation to the Board as to why the Board should not exercise its discretion to remove them from office as a PCSP Member.
18. Once the PCSP Member has made their representation they will be asked to withdraw and the Board will consider in light of all the information in their possession if the PCSP Member should be removed from office. In making their decision the Board will:



- a.** Act rationally and proportionally
- b.** Consider all relevant factors
- c.** Disregard all irrelevant factors

19. Whenever a decision has been reached the Board's Chief Executive will inform the PCSP Member in writing of the outcome providing them with a fully reasoned letter of decision.



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