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TERMS OF REFERENCE

Meeting Name: Ethics Committee	Author:
Chair: External member	Document Number: 1.0
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Summary of Changes:	Changes Marked:

Purpose

- (i) The Ethics Committee (Committee) shall provide advice, support and assistance concerning ethical challenges arising from operational, administrative or organisational matters facing Gwent Police. For these purposes the term 'Gwent Police' shall refer to both corporations sole – the Police and Crime Commissioner for Gwent and the Chief Constable of Gwent.
- (ii) The Terms of Reference set out the scope of the Committee's purpose and function.
- (iii) The Members wish to set out the governance arrangements which shall underpin the role of the Committee in terms of its composition, meeting and reporting requirements.

Objectives

1. The terms of reference for the Committee shall be:
 - a) to provide a point of reference for the referral of ethical questions and request for guidance;
 - b) to assist in the interpretation and application of the Code of Ethics issued by the College of Policing from time to time and to consider the terms of any ethical policy and practice guidance issued by the NPCC UK Police Ethics Guidance Group (UKPEGG);
 - c) to consider the escalation of ethical questions which have national implications to the Regional Committee and/or to the UKPEGG (as appropriate).
 - d) to provide a forum to discuss emerging ethical risks, develop guidance and assist in the development of training in respect of the assessment and response to such risks;
 - e) to provide a second tier of support in relation to concerns in respect of ethical judgements and behaviour and provide additional guidance on issues of probity.
 - f) to monitor and scrutinise ethical standards, and provide guidance on whistleblowing procedures and protocols
 - g) to provide reports to the Police and Crime Commissioner's Strategy and Performance Board and to the Chief Constable's Chief Officer Team, via the People Strategy Board.
 - h) to determine the membership and terms of reference for any sub-committees of the Committee convened in accordance with paragraph 6 below.

Membership

2. Membership

- 2.1 The term 'independent members' shall mean such persons as are not employed by

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either the Police and Crime Commissioner for Gwent or the Chief Constable of Gwent Police.

- 2.2 The Committee shall comprise of the following minimum membership:
- a. Chair (independent member) (who will agree the agenda(s) for each meeting)
 - b. Vice Chair (independent member)
 - c. A minimum of three further independent members
 - d. A representative of the Police and Crime Commissioner
 - e. A representative from the Chief Officer Team
 - f. A police officer representative
 - g. A police staff representative

- 2.3 The Committee shall be comprised of a minimum of five independent members appointed by the Police and Crime Commissioner and the Chief Constable. The current Independent Members of the Committee are:

NAME	DATE OF APPT.	RENEWAL DATE

- 2.4 Save as provided elsewhere in this document, the term of all appointments will be due for renewal after a period of 3 calendar years.

- 2.5 The Committee will be supported by a secretariat provided by the Gwent Police Force.

3. Appointment of Independent Members

- (i) There must be at least five Independent Members at any time on the Committee.
- (ii) In selecting individuals for appointment as Independent Members, regard will be given to the skills, knowledge and experience needed for the effective operation of the Committee.
- (iii) The Committee shall keep a record of the name and address and the dates of appointment, re-appointment and retirement of each Independent Member.
- (iv) Subject to paragraph 4 below, the Independent Members shall hold office for a initial term of three (3) years.

4. Termination of Independent Membership

An Independent Member shall cease to hold office if he or she:

- (i) is absent from all their meetings held within a period of twelve months and the Independent Members resolve that his or her office be vacated; or
- (ii) notifies the Committee in writing that they wish to resign (but only if enough Independent Members will remain in office when the notice of resignation takes effect to form a quorum for meetings).

5. Vacancies

- (i) If a vacancy occurs the Independent Members must note the fact in the minutes of their next meeting.
- (ii) Any eligible Independent Member may be re-appointed for a further term of three (3) years.

Meetings

6. Meetings

- (i) The Committee will meet at least four times a year. The Chair will convene additional meetings if it is deemed necessary, and if it is so requested by the Police and Crime Commissioner and /or the Chief Constable.
- (ii) One such meeting in each year must involve the physical presence of those Independent Members who attend the meeting.
- (iii) Other meetings may (if so agreed by the Committee) take such form, including video-conferencing, as the Independent Members decide provided that the form chosen enables the Independent Members both to see and to hear each other.
- (iv) A minimum of 3 Independent Members of the Committee must be present for the meeting to be deemed quorate.
- (v) The Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter. The Committee may also, with prior notice and agreement, agree for observers to attend some or part of its meetings if it is both appropriate and relevant.
- (vi) The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.
- (vii) Sub-committees:
 - a. The Committee may determine that any matter is to be progressed by a sub-committee. In this respect, such sub-committee(s) may deal with individual issues or with several matters (as determined by the main Committee from time to time).
 - b. Such sub-committee must be chaired by either the Chair or the Vice Chair of the Committee and must be comprised of (as a minimum) one other Independent Member, a subject matter expert, an officer of at least Chief Superintendent rank (as and when required by the Chair).
 - c. The individual sub-committees shall be responsible for such issues as are delegated to them by the full Committee.
 - d. In all other respects their business shall be conducted in accordance with the principles set out in these terms of reference.
 - e. Any recommendations made by such sub-committee must be formally reported to the next Committee meeting.
 - f. Decisions taken by any sub-committees convened in accordance with the provisions hereof shall be deemed to be the recommendations of the Committee.
 - g. The Committee shall, from time to time, review the operations and recommendations of any such sub-committee to ensure that it is operating efficiently and in accordance with these terms of reference.

7. Chairperson

- (i) The Independent Members at their first ordinary meeting in each year shall elect one of their number to chair their meetings. They will also elect a Vice-Chair in the same way.
- (ii) The person(s) so elected shall always be eligible for re-election, subject always to paragraph 5(ii) above.
- (iii) If the Chair is not present within ten minutes after the time appointed for holding a meeting (and in the absence of the Vice Chair), or if such person(s) elected have ceased to be Independent Member(s) - the Independent Members present must

choose one of their number to chair the meeting.

8. Quorum

(i) Subject to the following provision of this clause, no business shall be conducted at a meeting of the Committee unless at least half of the total number of Independent Members at the time, or three Independent Members (whichever is the greater) are present throughout the meeting.

9. Recommendations made by the Committee

(i) At meetings, any recommendations must have the support of the majority of the Independent Members present and who have considered the question.

10. Conflict of interest

A Member must absent himself or herself from any discussions of the Committee in which it is possible that a conflict will arise between his or her duty to act in the interests of the Committee and any personal interest (including but not limited to any personal financial interest).

Reporting

11. Reporting

- (i) The Committee will provide a record of its meetings and of the recommendations contained therein to the Police and Crime Commissioner and the Chief Constable in the form of minutes.
- (ii) In the minutes the Independent Members must record their recommendations and where appropriate, the reasons for those recommendations.
- (iii) The Independent Members through the Committee will provide the Commissioner and Chief Constable with an annual report, summarising its conclusions from the work it has done during the preceding year.

Confidentiality and Publication

12. Confidentiality/Record Keeping/Data Protection

Given the potential sensitivity of some of the topics to be considered, all non-police members confirm their agreement to maintain confidentiality, security and integrity specific to the work and discussions of the Committee both during and after their term on the Committee.

13. Publication of Minutes

Minutes will be recorded as open and closed minutes for publication but matters relating to the business of the Committee will not be published without these having been first considered and agreed by the Committee.

Signed:	Name:	Date:
Signed:	Name:	Date:

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