



## **Handbook: roles and responsibilities**

The purpose of this handbook is to outline the commitment and responsibilities of the Force, and Independent Advisory Group (IAG) members in relation to IAG's. The document covers the Local and the Strategic IAGs.

The document outlines the different roles, vetting requirements, expenses, and conditions of membership. To complement this document, the IAG overview should be read.

### **The Force's commitment to IAGs**

- To understand the significance of the IAG and embed insights gained from members into the design and delivery of the Force's service and ways of working.
- Be receptive to views (IAG members are not there to agree with the police and are encouraged to constructively challenge).
- Listen to and act on advice given by IAG members and where this is not possible, explain why not.
- Provide appropriate administrative and specialist support.
- Ensure IAG members have the right level of police vetting, information and training necessary for them to fulfil their role effectively.
- Raise the profile of the IAG within the Force and with external partners.
- Act in accordance with the Code of Ethics for Policing.

### **IAG member's commitment**

In supporting the work of Northamptonshire Police, IAG members will commit to:

- Be present at/contribute to meetings, forums, or consultations (as agreed).
- Contribute by challenging the way the Force thinks and sharing own views.
- Attend training where applicable to the tasks/functions they are involved in.
- Act in accordance with the Code of Ethics for Policing.

### **Conditions of Membership**

- Membership of the IAG may be subject to police checks, details of which can be found below.
- In any event, whether security vetted or not, as a member of the IAG you will be expected to adhere to the Police Code of Ethics.
- There is no contractual agreement between IAG members and the Force, and members may leave the Group at any time. Where members are unable to meet their commitments or the code of ethics and conduct, their continuing membership may be subject to review. Further information about the conditions below.
- In addition, as a member of the IAG there are several other aspects of membership which you will be expected to be aware of and comply with. These are detailed in the confidentiality agreement.

**The role of the IAG member is to:**

- Critically appraise police actions from the perspective of a receiver of police services and a member of the community.
- Have an appreciation of resources within communities that may assist to resolve incidents.
- Have the ability and willingness to give constructive feedback and advice to police.
- Give individual perception/advice on force policy (including policy development) and practices, particularly those which impact on diverse communities.
- Provide a view on how particular police activities are likely to be perceived by communities.
- Give a personal perspective as someone who is connected to a specific community (IAG members do not speak on behalf of that community).
- Advise the police on cultural and other issues relevant to the community involved.

**An IAG Member will:**

- Consider other people's views allowing them space to have their say. IAG members will bring differing views and opinions and will not also agree with one another's.
- Question and challenge the views of the force and others in a constructive way.
- Consider and understand their own biases and prejudices.
- Work as part of a team and contribute to the success of group initiatives.
- Work with people from all areas of the locality.
- Work with people from different diverse backgrounds.
- Contribute to influence policing strategy, policy, and training.
- Contribute the time, energy, and commitment to attend regular meetings.
- Live or work in the area and have knowledge of, and commitment to, issues of equality and diversity.
- Have a good understanding of the meaning of 'independent' as it relates to the role/work of the IAG (see IAG overview document).

**Security Vetting**

Depending on the role and responsibilities undertaken by IAG members, individuals may be required to undertake security vetting and or local police checks. Clearance may be reviewed at any stage as well as at the renewal/review date. Where vetting has been undertaken, changes in personal circumstances may impact upon an individual's continued suitability to hold clearance. IAG members who are security cleared must, therefore, report any relevant changes, including spouses or partners, changes of address, criminal associations, or other matters relating to the risk factors outlined above in writing, to the Northamptonshire Police Security and Vetting Manager. Failure to notify such changes could result in the withdrawal of vetting clearance and eligibility to continue as a member of the IAG.

All members, and Chairs will be subject to local police checks.

**Membership of the IAG may be subject to review in the following circumstances:**

- Failure to attend two consecutive meetings of any IAG group or sub-group they have committed to without apology or reason.
- Persistent failure to fulfil agreed commitments such as participation in consultation and feedback or to prepare for meetings.
- The individual's continued membership would undermine the credibility and legitimacy of the group or fundamentally weaken aspects of its work.
- The member has broken the IAG code of Conduct or breached the Code of Ethics. If both the IAG Chair and Police lead for the specific IAG (Chief Inspector or Chief Superintendent), consider a member accountable under these criteria then the member will be informed and invited to explain any extenuating circumstances. A recommendation will then be made to the ACC who will make a final decision regarding continued membership. There will be no right of appeal.

**Expenses**

While membership of the IAG is voluntary and unpaid, reasonable expenses incurred by IAG members for undertaking responsibilities directly related to their role within the group will be reimbursed e.g., travel, out-of-pocket expenses. To claim expenses, you should complete a claim form and submit it, together with receipts where appropriate. If you use your own transport to and from IAG meetings you must ensure your personal motor-car insurance policy provides cover for this purpose.