

**West Midlands Police Federation Joint Branch Board.
Operations Policy and Procedure Sub Committee**

Terms of Reference.¹

1. Group Principles

- 1.1 The principal group should be current and fit for purpose.
- 1.2 The group will be made up with: -
 - JBB Secretary
 - Discipline Committee Chair or Secretary
 - Personnel and Training Chair or Secretary
 - Health and Safety Committee Chair or Secretary
 - CID Representative, (as and when business case requires)
 - Traffic Representative, (as and when business case requires)
 - Any other representative with specialist knowledge, (as and when business case requires)
- 1.3 There should be a LPU SPOC assigned to the group for transmission of information to and from LPUs, but there will be no requirement for this person to attend meeting. Communication will be via email circulation.
- 1.4 The group will maintain a database of LPU Reps with pertinent specialism's for consultation around specialist issues.
- 1.5 The group will maintain an information page on the West Midlands Police federation Web site.
- 1.6 The group will meet monthly, in line with the "facilities agreement" Pt1 Order 10/2008
- 1.7 The group shall remain flexible and adaptable in order to meet demand.

2 Purpose of Group

- 2.1 To engage with West Midlands Police management, (or their agent), to consult and agree any changes and implementation to any West Midlands Police policy, procedure or working practices and to introduce new technology and equipment as required.

¹ Agreed and ratified at the meeting of the JBB Executive, Friday 16 December 2011

- 2.1 To ensure compliance with Police Regulations', UK and European legislation.
- 2.3 To ensure smooth change and implementation to any policy, procedure or process, having due regard for the efficiency of the force and the welfare of federated members.
- 2.4 To identify any threat harm, risk to federated members or West Midlands Police, in an endeavour to minimise same.

3 Guidance

- 3.1 The Operations Policy and Procedure Sub Committee will deal with strategic issues and cascade down to LPU representatives.
- 3.2 Where any proposed changes are planned to take place, consultation should be with local LPU representatives in the first instance, to draft any proposed changes. The LPU SPOC should then, feed the proposals into the Operations Policy and Procedure Sub Committee to ensure a prompt consultation and agreement process.
- 3.3 The group will assist in finding speedy and effective solutions to any issues arising and requiring consultation.
- 3.4 Where any statute, regulation or consultation requires the agreement of the Police Federation, that agreement will only be deemed as "agreed" or properly consulted on, once it has been signed off by the Joint Branch Board Secretary.

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