

HOME OFFICE – INDEPENDENT POLICE COMPLAINTS COMMISSION (IPCC) FRAMEWORK DOCUMENT

Introduction

Framework documents form an essential part of the foundation of the relationship between a public body and a sponsor team. They define at a high level what function the public body fulfils and the roles and responsibilities of the key individuals involved in running, sponsoring, and overseeing the activities of the body. Framework documents are, as a minimum, published on the website of the public body.

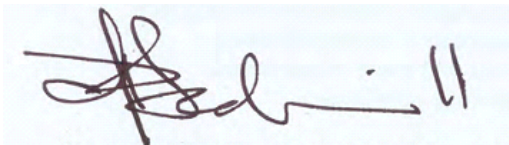
This framework document was jointly written and approved by the IPCC and the Home Office. Approval within the Home Office is undertaken by the Permanent Secretary, as Principal Accounting Officer, and the relevant minister. It describes the high level parameters that define how the two organisations will work together. This document remains in place until a new framework replaces it. It must be reviewed every three years and, where appropriate, revised. An earlier review will be triggered by any one of the following events:

- The appointment of a new Chair or Chief Executive
- A change in senior Home Office personnel
- A significant change in government policy relating to the business of the IPCC

The review should be undertaken jointly by the IPCC and the Home Office and any resulting document published to replace this version.

Date of publication:

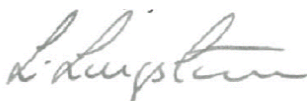
Signatories:

A handwritten signature in dark ink, appearing to read 'Mark Sedwill', on a light blue background.

Mark Sedwill, Permanent Secretary, Home Office

A handwritten signature in dark ink, appearing to read 'Anne Owers'.

Dame Anne Owers, Chair of the Independent Police Complaints Commission

A handwritten signature in dark ink, appearing to read 'Lesley Longstone'.

Lesley Longstone, Chief Executive, Independent Police Complaints Commission

Document owned by: Efficiency & Resources Unit, CPG, HO and the IPCC.

Purpose and aims

1. Purpose

- 1.1. The Independent Police Complaints Commission (IPCC) oversees the police complaints system in England and Wales and sets the standards by which the police should handle complaints. It is operationally independent of the police, government and complainants. Alongside this, in relation to the use of public funding, the IPCC is accountable to the HO, and through HO ministers to Parliament.
- 1.2. The IPCC was established by the Police Reform Act 2002. Its constitution is set out in Section 9 and Schedule 2 of the Act. The Act established the IPCC as an independent Executive Non-Departmental Public Body (NDPB) from 1st April 2004. The IPCC is a body corporate and does not hold Crown status.
- 1.3. The Police Reform Act (PRA) sets out the statutory powers and responsibilities of the IPCC, chief police officers and local policing bodies for the complaints system. The Act:
 - Guarantees the independence of the Commission;
 - Outlines the IPCC's role as guardian of the police complaints system;
 - Gives the IPCC a duty to secure and maintain public confidence in the police complaints system.
- 1.4. Further functions have been conferred on the Commission by successive Acts amending the PRA and supporting regulations. Specifically the Police Reform and Social Responsibility (PRSR) Act 2011 introduced significant changes.
- 1.5. The IPCC's primary purpose is to secure and maintain public confidence in the police complaints system in England and Wales, which is supported by the following vision; 'the IPCC is trusted to hold the police to account and there is increased confidence in the police complaints system'; and corporate objectives:
 - We will demonstrate our independence and meet the diverse needs of complainants and families.
 - We will provide robust oversight of the police complaints system which results in change.
 - We will gain insight from engaging with those who have an interest in our work to inform and improve the service we deliver.
 - We will develop a highly professional, diverse and motivated workforce which provides what the public expects.
 - We will have excellent systems and infrastructure which support the IPCC to provide value for money.

- 1.6. Since April 2006, the IPCC's remit has included serious complaints relating to staff at the Serious Organised Crime Agency (SOCA) and Her Majesty's Revenue and Customs (HMRC). Since February 2008, its jurisdiction has been further extended to include serious complaints and conduct matters relating to Home Office immigration and enforcement staff. The IPCC has oversight over the National Crime Agency (NCA) which became operational in October 2013, replacing SOCA.
- 1.7. The Home Secretary announced in February 2013 her commitment to transferring resources from police forces to the IPCC to enable it to deal with all serious and sensitive complaints, conduct and death or serious injury (DSI) matters involving the police. The expansion in operational capacity set out by the Home Secretary is a significant element of the wider change programme being taken forward by the IPCC.
- 1.8. The IPCC has five agreed values:
 - Justice and respect for human rights
 - Independence
 - Valuing diversity
 - Integrity
 - Openness

These values underpin the IPCC's planning, service delivery and engagement with the police, community and voluntary groups, and complainants. They are also reflected in the recruitment of staff and Commissioners, and in the way that the organisation is run.

- 1.9. For the purposes of public administration the IPCC is classified as an NDPB (Non-Departmental Public Body). For national accounts the IPCC is classified to the central government sector.

Governance and accountability

2. Ministerial responsibilities

- 2.1. The Home Secretary holds overall responsibility for the Home Office and its agencies and will account for the IPCC's business in Parliament.
- 2.2. The Home Secretary's responsibilities with regard to the IPCC are as follows:
 - Laying the IPCC's annual report and by agreement with NAO the accounts before Parliament;
 - Keeping Parliament informed about the IPCC's performance;
 - Approving the amount of grant-in-aid / other funds to be paid to the IPCC and securing Parliamentary approval;
 - Carrying out responsibilities specified in legislation including appointments to the Commission and approving the terms and conditions of Commission members.

3. Permanent Secretary responsibilities

- 3.1. The Permanent Secretary is the Home Office's Principal Accounting Officer and has designated the Chief Executive as the IPCC Accounting Officer. The respective responsibilities of the Principal Accounting Officer and the NDPB Accounting Officer are set out in Chapter 3 of Managing Public Money.
- 3.2. The Home Office's Principal Accounting Officer is accountable to Parliament for the issue of any grant-in-aid funding to the IPCC. He is also responsible for advising the responsible minister:
 - On an appropriate budget for the IPCC set within the wider financial restrictions and spending priorities within the Home Office; and
 - How well the IPCC is delivering its corporate objectives and whether it represents value for money.
- 3.3. The Home Office's Principal Accounting Office should also ensure that:
 - Arrangements are in place to oversee IPCC's activities on a regular basis;
 - Significant performance issues in the IPCC are addressed;
 - Risks to both the Home Office and the IPCC's objectives and activities are periodically assessed; and
 - The IPCC is informed of relevant changes in government policy in a timely manner.

4. Home Office Senior Sponsor responsibilities

4.1. The Permanent Secretary has designated the Director General of Crime and Policing as Senior Sponsor who will represent the Home Office at the most senior level. The Senior Sponsor will:

- Ensure the IPCC has the appropriate delegations and authorities necessary for effective and robust delivery of its role and is updated in a timely fashion on developing Home Office or Government policy that may impact on its function;
- Advise the Home Secretary on the role, performance and resourcing of the IPCC in the context of the wider Home Office or governmental objectives; and
- Support the Principal Accounting Officer in the discharge of their responsibilities (set out in section 3).
- Contribute to the annual appraisal of the Chair of the IPCC.
- Have the discretion to delegate part of their role to another official at Director level.

5. Responsibilities of the Sponsor - Efficiency & Resources Unit and Police Integrity and Powers Unit

5.1. The Police Integrity and Powers Unit (PIPU) in the Policing Directorate is the HO policy team with lead responsibility for the IPCC and will hold the primary relationship. The Efficiency and Resources Unit (ERU) will lead on corporate and non-policy issues. These teams will be the main source of advice to the Home Secretary on the discharge of her responsibilities in relation to the IPCC. PIPU and ERU will also support the Home Office's Principal Accounting Officer and the Senior Sponsor in their responsibilities towards the IPCC. They will:

- Provide advice to the Principal Accounting Officer and the Senior Sponsor to enable them to discharge their functions; and
- Where appropriate, discharge responsibilities on behalf of the Principal Accounting Officer and the Senior Sponsor.

5.2. PIPU and ERU will ensure that:

- The IPCC is briefed on relevant ministerial priorities, Home Office initiatives and significant developments in the wider policing or public sector landscape that may be relevant to the IPCC or the delivery of its functions.
- Requests for information, answers to PQs, advice or other input are put to the IPCC in a timely fashion in accordance with the Public Body Protocol.
- Requests for advice or decision made from the IPCC to the Home Office are dealt with expeditiously and in the event of delays a revised timeframe and regular updates are provided.

- There is effective planning and delivery of those matters that fall within the Home Office or Home Secretary's remit for which the IPCC is reliant.

5.3. PIPU and the ERU will be mindful of the IPCC's independent status.

6. Responsibilities of the Chief Executive as IPCC Accounting Officer

General

6.1. The Chief Executive as Accounting Officer is personally responsible for safeguarding the public funds for which she has charge; for ensuring propriety and regularity in the handling of those public funds; and for the day-to-day operations and management of the IPCC. In addition, she should ensure that the IPCC as a whole is run on the basis of the standards, in terms of governance, decision-making and financial management that are set out in Box 3.1 of Managing Public Money.

Responsibilities for accounting to Parliament

6.2. The Chief Executive is accountable to Parliament for:

- Signing the accounts and ensuring that proper records are kept relating to the accounts and that the accounts are properly prepared and presented in accordance with any directions issued by the Treasury or the Home Office;
- Signing the IPCC Annual report, including the Statement of Accounting Officer's responsibilities and the Annual Governance Statement;
- Ensuring that effective procedures for handling complaints about the IPCC are maintained and made widely known within the IPCC¹;
- Acting in accordance with the terms of the Treasury document, Managing Public Money and other instructions and guidance issued from time to time by the Home Office, the Treasury and the Cabinet Office; and
- Giving evidence, normally with the Principal Accounting Officer of the Home Office, when summoned before the Public Accounts Committee on the IPCC's stewardship of public funds.

¹ A separate procedure for managing complaints against Commissioners is maintained by the IPCC Commission Secretary and Home Office Sponsor Unit

Responsibilities to the Home Office

6.3. The Chief Executive is responsible for:

- Informing the Home Office of the IPCC's corporate and business planning and seeking ministerial approval prior to the publication of such plans, and updating the Home Office on any significant risks to delivery; and
- Ensuring that timely forecasts and information on performance and finance are provided to the Home Office; that the Home Office is notified promptly if over or under spends are likely and that corrective action is taken; and that any significant problems whether financial or otherwise, and whether detected by internal audit or other means, are notified to the Department in a timely fashion.

Responsibilities to the Board

6.4. The Chief Executive is responsible for:

- Advising the Commission on the discharge of its responsibilities as set out in this document, in the founding legislation and in any other relevant instructions and guidance that may be issued from time to time;
- Advising the Commission on the IPCC's performance compared with its objectives and the quality of services delivered to the public;
- Ensuring that financial considerations are taken fully into account by the Commission at all stages in reaching and executing its decisions, and that financial appraisal techniques are followed; and
- Taking action as set out in paragraphs 3.8.6 of Managing Public Money if the Commission or its Chair, is contemplating a course of action involving a transaction which the Chief Executive considers would infringe the requirements of propriety or regularity or does not represent prudent or economical administration, efficiency or effectiveness, questionable feasibility, or is unethical.

7. The Commission

7.1. The Commission is responsible for overseeing the discharge of the IPCC's functions. The Commission is made up of the Chair and Commissioners including two Deputy Chairs and non-executive Commissioners.

7.2. The Commission should ensure that effective arrangements are in place to provide assurance on risk management, governance and internal control. The Commission must set up an Audit and Risk Committee chaired by a non-executive member to provide independent advice. The Commission is expected to assure itself of the effectiveness of the internal control and risk management systems.

7.3. The Commission is specifically responsible for:

- Establishing and taking forward the objectives of the IPCC consistent with its overall strategic direction and within the policy and resources framework;
- Ensuring that the Home Secretary is kept informed of any changes which are likely to impact on the strategic direction of the IPCC or on the attainability of its targets, and determining the steps needed to deal with such changes;
- Ensuring that any statutory or administrative requirements for the use of public funds are complied with; that it operates within the limits of its statutory authority and any delegated authority agreed with the Home Office, and in accordance with any other conditions relating to the use of public funds; and that, in reaching decisions, it takes into account guidance issued by the Home Office;
- Ensuring that it receives and reviews regular financial information concerning the management of the IPCC, is informed in a timely manner about any concerns about the activities of the IPCC, and provides positive assurance to the Home Office that appropriate action has been taken on such concerns;
- Demonstrating high standards of corporate governance at all times, including by using the Audit and Risk Committee to help it address key financial and other risks; and
- Appointing, with the Home Secretary's approval, a Chief Executive and, in consultation with the Home Office, setting performance objectives and remuneration terms linked to these objectives for the Chief Executive which give due weight to the proper management and utilisation of public resources.

The Chair's personal responsibilities

7.4. The Chair is responsible directly to the Home Secretary for the governance and performance of the IPCC. Communications between the Board and the Home Secretary should normally be through the Chair. The Chair should hold frequent meetings with the Home Secretary or the Policing Minister so that ministers remain apprised of significant issues and the work of the IPCC. The Chair is responsible for ensuring affairs are conducted with probity.

7.5. In addition, the Chair has the following leadership responsibilities:

- Formulating the Commission's strategy; and
- representing the views of the Commission to the general public.

7.6. The Chair also has an obligation to ensure that:

- The work of the Commission is reviewed and the Commission is working effectively;
- the Commission has a balance of skills appropriate to directing IPCC business, as set out in the Government Code of Good Practice on Corporate Governance;

- Commissioners are fully briefed on terms of appointment, duties, rights and responsibilities;
- the Home Secretary is advised of IPCC needs when Commission vacancies arise;
- the performance of Commissioners is appraised on an annual basis; and
- the Commissioner Code of Conduct remains current and compliant with guidance issued by the Committee on Standards in Public Life.

Individual Commissioner Responsibilities

- 7.7. Members of the Commission are appointed by the Secretary of State for the Home Department. There are four non-executive Commissioners who report directly to the Chair and a further ten Commissioners with operational responsibilities, including two Deputy Chairs to whom the operational Commissioners report. Their individual roles, duties and responsibilities are agreed by the IPCC Chair and Deputy Chairs.
- 7.8. Commissioners are collectively responsible for the work of the IPCC and are individually accountable for their own work.
- 7.9. Individual Commissioners should comply at all times with the Commissioner Code of Conduct and with the rules relating to the use of public funds and to conflicts of interest.

8. Annual report and accounts

- 8.1. The IPCC must publish an annual report of its activities together with its audited accounts after the end of each financial year. The HO has issued guidance on the process.
- 8.2. Draft Annual Report and Accounts (ARA) are prepared by the IPCC, who will work with the National Audit Office (NAO) as appropriate to secure an in principle view that they will be content to approve the accounts. The draft Annual Accounts (AA) are put to the IPCC Audit and Risk Committee for approval and the HO will be formally invited to provide comment on the draft AA at this stage. The IPCC will consider and accept or provide a response to points raised.
- 8.3. Separately the Annual Report (AR) is put to Commission for approval and the HO will be formally invited to provide comment on the draft AR at this stage. The IPCC will consider and accept or provide a response to points raised.
- 8.4. The IPCC produces a combined final document containing both the approved AR and AA. This will then be submitted to the HO for Ministerial approval following which the ARA can be certified by the Comptroller and Auditor General audit by the NAO. A certified copy is then passed to the HO for laying in Parliament.

8.5. The annual report must:

- Cover any corporate, subsidiary or joint ventures under its control;
- Comply with the Treasury's Financial Reporting Manual (FRoM); and
- Outline main activities and performance during the previous financial year and set out forward plans in summary form.

8.6. Information against performance on key financial targets is outside the scope of the audit and should be included in the annual report but not the notes to the accounts. The report and accounts shall be laid in Parliament and made available on the IPCC website, in accordance with the guidance in the FRoM. A draft of the report should be submitted to the Home Office for approval by ministers before the proposed publication date. The accounts should be prepared in accordance with the relevant statutes and specific accounts direction issued by the Home Office as well as the FRoM.

9. Internal audit

9.1. The IPCC shall:

- Establish and maintain arrangements for internal audit in accordance with the Treasury's PSIAS (Public Sector Internal Audit Standards) (<https://www.gov.uk/government/publications/public-sector-internal-audit-standards>);
- Ensure the Home Office is satisfied with the competence and qualifications of the Head of Internal Audit and the requirements for approving appointments in accordance with GIAS 5.2;
- Set up an Audit and Risk Committee in accordance with the Cabinet Office's Guidance on Code of Practice for Public Bodies and the Audit Committee Handbook;
- Forward relevant audit papers, including the audit strategy, so that the Home Office can fully understand the audit approach of the IPCC;
- Keep records of, and prepare and report on fraud and theft suffered by the IPCC and notify the Home Office of any unusual or major incidents as soon as possible.

9.2. The Home Office's internal audit service has a right of access to all documents prepared by the IPCC's internal auditor, including where the service is contracted out.

10. External audit

10.1. The Comptroller & Auditor General (C&AG) audits the IPCC annual accounts.

10.2. The C&AG:

- Will consult the Home Office and the IPCC on whom – the NAO or a commercial auditor – shall undertake the audit(s) on his behalf, though the final decision rests with the C&AG;
- Has a statutory right of access to relevant documents, including by virtue of section 25(8) of the Government Resources and Accounts Act 2000, held by another party in receipt of payments or grants from the IPCC;
- Will share with the Home Office information identified during the audit process and audit report (together with any other outputs) at the end of the audit, in particular on issues impacting on the Home Office's responsibilities in relation to financial systems within the IPCC; and
- Will, where asked, provide departments and other relevant bodies with Regulatory Compliance Reports and other similar reports which departments may request at the commencement of the audit and which are compatible with the independent auditor's role.

10.3. The C&AG may carry out examinations into the economy, efficiency and effectiveness with which the IPCC has used its resources in discharging its functions. For the purpose of these examinations, the C&AG has statutory access to documents as provided for under section 8 of the National Audit Act 1983. In addition, the IPCC shall provide, in conditions to grants and contracts, for the C&AG to exercise such access to documents held by grant recipients and contractors and sub-contractors as may be required for these examinations; and shall use its best endeavours to secure access for the C&AG to any other documents required by C&AG which are held by other bodies.

Rights of access

10.4. The Home Office has the right to access relevant information for the purpose of sponsorship audit, including in relation to propriety or integrity matters whilst taking into account of the relevant provisions of the Data Protection Act. Where the IPCC identifies that access may compromise the actual or perceived ability to discharge its function independently, further advice will be sought.

Management and financial responsibilities

11. Managing Public Money and other government-wide corporate guidance and instructions

11.1. Unless agreed by the Home Office and, as necessary, HM Treasury, the IPCC shall follow the principles, rules, guidance and advice in Managing Public Money, referring any difficulties or potential bids for exceptions to the Financial Reporting Unit and CPG Finance in the Home Office, via their sponsor team in the first instance. A list of guidance and instructions with which the IPCC should comply is attached at Appendix 1. The respective Home Office and IPCC Finance Directors will ensure that there is strong financial discipline at all levels and will be responsible for approving new investments and giving advice on material business decisions.

11.2. Once the Grant In Aid has been approved by the Home Office and subject to any restrictions imposed by statute and the responsible minister's instructions, the IPCC shall have authority to incur expenditure approved in the budget without further reference to the Home Office, on the following conditions:

- The IPCC shall comply with the delegations set out in financial and procurement delegation letters. These delegations shall not be altered without the prior agreement of the Home Office;
- the IPCC shall comply with Managing Public Money regarding novel, contentious or repercussive proposals;
- the IPCC shall conform with all Home Office and Government-wide spending controls;
- inclusion of any planned and approved expenditure in the budget shall not remove the need to seek formal departmental approval where any proposed expenditure is outside the delegated limits or is for new schemes not previously agreed; and
- the IPCC shall provide the Home Office with such information about its operations, performance, individual projects or other expenditure as the Home Office may reasonably require.

12. Corporate governance

Board appointments – the Chair and Commission

12.1. The Chair shall be appointed for a term not exceeding five years by Her Majesty, on the advice of the Home Secretary and shall be eligible for re-appointment at the end of this term. Such appointments will comply with the Code of Practice of the Office of the Commissioner on Public Appointments ([www.ocpa.gov.uk/thecodeof practice.aspx](http://www.ocpa.gov.uk/thecodeofpractice.aspx)).

12.2. Commissioners shall be appointed for a term not exceeding five years by the Home Secretary and shall be eligible for re-appointment at the end of this term. Such appointments will comply with the Code of Practice of the Office of the Commissioner on

Public Appointments (<http://publicappointmentscommissioner.independent.gov.uk/the-code-of-practice/>).

Board appointments – the Chief Executive

12.3. The Chief Executive is appointed by the Commission with the approval of the Home Secretary.

Composition of the Commission

12.4. The Commission will oversee the discharge of the IPCC's functions. The Commission will consist of:

- A chair appointed by Her Majesty; and
- Not less than five other members appointed by the Secretary of State.

13. Risk Management

13.1. The IPCC shall ensure that the risks that it faces are dealt with in an appropriate manner, taking Home Office risk management guidance as a minimum standard, and in accordance with relevant aspects of best practice in corporate governance, and develop a risk management strategy, in accordance with the Treasury guidance, Management of Risk: Principles and Concepts (http://www.hm-treasury.gov.uk/psr_governance_risk_riskguidance.htm). It should adopt and implement policies and practices to safeguard itself against fraud and theft, in line with the Treasury's guide: Managing the Risk of Fraud (http://www.hm-treasury.gov.uk/d/managing_the_risk_fraud_guide_for_managers.pdf). It should also take all reasonable steps to appraise the financial standing of any firm or other body with which it intends to enter into a contract or give grant-in-aid.

13.2. Management of risk will be within the full control of the IPCC however there will shared risks and issues, identified by either body where engagement of the Home Office to support risk mitigation and / or contingencies will be needed. These risks and issues should be escalated according to appropriate protocol and process agreed by the Home Office and IPCC. Those risks requiring urgent attention can be dealt with outside of the process and with agreement of the IPCC and Home Office.

14. Corporate and business plans

14.1. Periodically the IPCC shall develop a three year corporate plan. Following Commission approval both corporate and business plans will be submitted to the Home Office as soon as is practicable for approval by the Permanent Secretary and ministers.

14.2. For each financial year the IPCC shall develop a business plan that will amplify the current year initially outlined in the Corporate Plan. The business plan shall be updated to include key targets and milestones for the year immediately ahead and shall be linked

to budgeting information so that resources allocated to achieve specific objectives can readily be identified by the department.

14.3. The following key matters should be included in the plans:

- Key objectives and associated key performance targets for the forward years, and the strategy for achieving those objectives;
- key non-financial performance targets;
- where suitable for publication an assessment of the risk factors that may significantly affect the execution of the plan but that cannot be accurately forecast;
- other matters as agreed between the department and the ALB.

14.4. The finalised corporate and business plans will be published on the IPCC website and made available to stakeholders and staff.

15. Budgeting procedures

15.1. Before the start of each financial year, the Home Office will send to the IPCC a letter of financial delegation which will provide details of Resource and Capital allocations including any ring-fenced allocations e.g. for a major inquiry.

15.2. The approved annual business plan will take account both of approved funding provision and any forecast receipts, and will include a budget of estimated payments and receipts together with a profile of expected expenditure and of draw-down of any departmental funding and/or other income over the year. These elements form part of the approved business plan for the year in question.

15.3. Any significant finance decisions not covered by a formal delegation must be agreed by the responsible Minister.

16. Grant-in-aid and any ring-fenced grants

16.1. Grant In Aid (GIA) funding for the year, is paid to the IPCC under paragraph 14 of Schedule 2 of the Police Reform Act 2002.

16.2. The IPCC will request GIA when in need, on a monthly basis, giving a minimum of 4 weeks advance written notice. The GIA will be transferred to the IPCC's Government bank account on a monthly basis in line with their needs and keeping cash accruals to a prudent level.

16.3. In the event that the Home Office provides the IPCC separate grants for specific (ring fenced) purposes, it should issue the grant as and when the IPCC needs it on the basis of a written request. The IPCC should provide evidence that the grant is used for the purposes authorised by the Home Office. The IPCC shall not have uncommitted grant funds in hand, nor carry grant funds over to another financial year.

17. Reporting performance to the Department

17.1. The IPCC shall operate management, information and accounting systems that enable it to review in a timely and effective manner its financial and non-financial performance against the budgets and targets set out in the corporate and business plans. The IPCC shall inform the Home Office of any significant changes that make achievement of its corporate plan or statutory duties more or less difficult.

17.2. The IPCC shall publish financial and non-financial performance material which will be provided to the sponsorship and policy teams CPG Finance who will ensure that the data is examined and discussed with colleagues in the Home Office and in the IPCC.

Providing information to the Home Office

17.3. The Code of Corporate Governance requires Home Office departmental boards to have oversight of the following areas:

- Performance
- Strategic clarity
- Efficiency
- Capabilities
- Risk

Arrangements shall be made with the sponsor team to enable Home Office boards to oversee each of these areas.

17.4. As a minimum, the IPCC shall provide the Home Office with regular financial information on:

- IPCC cash management;
- its draw-down of grant-in-aid;
- forecast outturn by resource headings; and
- other data required for the Online System for Central Accounting and Reporting (OSCAR).

IPCC/Home Office working level liaison arrangements

17.5. Officials of the sponsor team in the Home Office will liaise regularly with IPCC staff to review IPCC financial performance against plans, achievement against targets and the expenditure against its DEL and AME allocations. The sponsor team will also take the opportunity to explain, or arrange for policy teams to explain, wider policy developments that might have an impact on the IPCC.

17.6. IPCC staff will be mindful of the Home Office sponsor team's need to provide advice and information to Ministers regarding the IPCC and its work. Similarly, the Home Office will be mindful of the need to make timely requests and share information relevant to the IPCC in a timely manner.

17.7. IPCC staff will take the opportunity to explain changes and updates to IPCC policy, initiatives and developments related to delivery of ministerial priorities, will respond in timely manner to PQ information requests etc.

18. Delegated authorities

18.1. The IPCC delegated authorities are set out in the annual letter of Accounting Officer delegation which is held as an annex to this document. The IPCC shall obtain the Home Office's prior approval before:

- Entering into any undertaking to incur any expenditure that falls outside the delegations or which is not provided for in the IPCC annual Grant In Aid as approved by the Home Office;
- incurring expenditure for any purpose that is or might be considered novel or contentious, or which has or could have significant future cost implications;
- making any significant change in the scale of operation or funding of any initiative or particular scheme previously approved by the Home Office;
- making any change of policy or practice which has wider financial implications that might prove repercussive or which might significantly affect the future level of resources required; or
- carrying out policies that go against the principles, rules, guidance and advice in Managing Public Money.

19. IPCC staff

Broad responsibilities for IPCC staff

19.1. Within the arrangements approved by the Home Secretary and the Treasury the IPCC will have responsibility for the recruitment, retention and performance of its staff. The broad responsibilities toward its staff are to ensure that:

- the rules for recruitment and management of staff create an inclusive culture in which diversity is fully valued; appointment and advancement is based on merit; there is no discrimination on grounds of gender, marital status, sexual orientation, race, colour, ethnic or national origin, religion, disability, community background, age or any other irrelevant factor;

- The level and structure of its staffing, including grading and staff numbers, are appropriate to its functions and the requirements of efficiency and effectiveness;
- the performance of its staff at all levels is satisfactorily appraised and the IPCC performance measurement systems are reviewed from time to time;
- its staff are encouraged to acquire the appropriate professional, management and other expertise necessary to achieve the IPCC's objectives;
- proper consultation with staff takes place on key issues affecting them;
- adequate grievance and disciplinary procedures are in place;
- Suitable support structures are in place for staff including whistle-blowing procedures consistent with the Public Interest Disclosure Act are in place; and
- a code of conduct for staff is in place based on the Cabinet Office's Model Code for Staff of Executive Non-departmental Public Bodies (http://www.civilservice.gov.uk/Assets/5_public_body_staffv2_tcm6-2484.pdf).

Staff costs

19.2. Subject to its delegated authorities, the IPCC shall ensure that the creation of any additional posts does not incur forward commitments that will exceed its ability to pay for them.

Pay and conditions of service

19.3. IPCC staff are subject to levels of remuneration and terms and conditions of service (including pensions) within the general pay structure approved by the Home Office and the Treasury.

19.4. IPCC will submit a pay remit to the Home Office on an annual basis to determine the pay envelope for the next financial year.

19.5. Staff terms and conditions should be set out in an Employee Handbook, which should be provided to the Department together with subsequent amendments.

19.6. The IPCC shall comply with the EU Directive on contract workers – the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations.

Pensions, redundancy and compensation

19.7. IPCC staff shall normally be eligible for a pension provided by its own scheme. Staff may opt out of the occupational pension scheme provided by the IPCC but that employers' contribution to any personal pension arrangement, including stakeholder pension, shall normally be limited to the national insurance rebate level.

19.8. Any proposal by the IPCC to move from the existing pension arrangements or to pay any redundancy or compensation for loss of office requires the prior approval of the Home Office if it is outside of the IPCC formal HR policies. Proposals on severance must comply with the rules in chapter 4 of Managing Public Money.

20 Review of ALB's status (and winding-up arrangements)

20.1 The IPCC will be subject to periodic external review either as part of the Government's triennial review process (every 3 years) or equivalent external scrutiny.

21 Arrangements in the event that the ALB is wound up

21.1 The Home Office as sponsor department shall put in place arrangements to ensure the orderly winding up of the IPCC. In particular it should ensure that the assets and liabilities of the IPCC are passed to any successor organisation and accounted for properly. In the event that there is no successor organisation, the assets and liabilities should revert to the Home Office. To this end, the Home Office shall:

- ensure that procedures are in place in the IPCC to gain independent assurance on key transactions, financial commitments, cash flows and other information needed to handle the wind-up effectively and to maintain the momentum of work inherited by any residuary body;
- specify the basis for the valuation and accounting treatment of the IPCC's assets and liabilities;
- ensure that arrangements are in place to prepare closing accounts and pass to the C&AG for external audit, and that, funds are in place to pay for such audits. It shall be for the C&AG to lay the final accounts in Parliament, together with his report on the accounts;
- arrange for the most appropriate person to sign the closing accounts. In the event that another ALB takes on the role, responsibilities, assets and liabilities, the succeeding ALB AO should sign the closing accounts. In the event that the department inherits the role, responsibilities, assets and liabilities, the Home Office's AO should sign.

21.2 The ALB shall provide the department with full details of all agreements where the IPCC or its successors have a right to share in the financial gains of developers. It should also pass to the department details of any other forms of claw-back due to the IPCC.

Annex 1

Compliance with government-wide corporate guidance and instructions

The IPCC shall comply with the following general guidance documents and instructions:

- this document;
- Appropriate adaptations of sections of *Corporate Governance in Central Government Departments: Code of Good Practice*
<https://www.gov.uk/government/publications/corporate-governance-code-for-central-government-departments> ;
- *Code of Conduct for Board Members of Public Bodies* http://www.civilservice.gov.uk/wp-content/uploads/2011/09/code-of-conduct_tcm6-38901.pdf
- *Code of Practice for Ministerial Appointments to Public Bodies*
<http://publicappointmentscommissioner.independent.gov.uk/wp-content/uploads/2012/02/Code-of-Practice-2012.pdf>
- *Managing Public Money* (MPM);
http://www.hm-treasury.gov.uk/psr_mpm_index.htm
- Public Sector Internal Audit Standards,
<https://www.gov.uk/government/publications/public-sector-internal-audit-standards>;
- Management of Risk: Principles and Concepts: ;
<https://www.gov.uk/government/publications/orange-book>
- HM Treasury Guidance on Tackling Fraud,
<http://webarchive.nationalarchives.gov.uk/20130129110402/> http://www.hm-treasury.gov.uk/d/managing_the_risk_fraud_guide_for_managers.pdf ;
- Government Financial Reporting Manual (FReM),
<https://www.gov.uk/government/publications/government-financial-reporting-manual>;
- Fees and Charges Guide, Chapter 6 of *Managing Public Money*;
- Departmental Banking: A Manual for Government Departments, annex 5.6 of *Managing Public Money*;
- relevant Dear Accounting Officer letters;
- Regularity, Propriety and Value for Money,
http://webarchive.nationalarchives.gov.uk/20130129110402/http://www.hm-treasury.gov.uk/psr_governance_valueformoney.htm;
- The Parliamentary and Health Service Ombudsman's Principles of Good Administration
<http://www.ombudsman.org.uk/improving-public-service/ombudsmansprinciples> ;
- Consolidation Officer Memorandum, and relevant DCO letters;
- relevant Freedom of Information Act guidance and instructions (Ministry of Justice);

- Model Code for Staff of Executive Non-departmental Public Bodies (Cabinet Office) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/80082/PublicBodiesGuide2006_5_public_body_staffv2_0.pdf];
- other relevant guidance and instructions issued by the Treasury in respect of Whole of Government Accounts;
- other relevant instructions and guidance issued by the central Departments as appropriate;
- specific instructions and guidance issued by the Home Office as sponsor Department as appropriate;
- recommendations made by the Public Accounts Committee, or by other Parliamentary authority, that have been accepted by the Government and relevant to the IPCC.

Annex 2

[Appointment of IPCC Accounting Officer](#)

http://www.ipcc.gov.uk/Documents/about_us/IPCC_HO_Framework_Annex_2.pdf

See accompanying PDF file – link above.