



National Crime Agency

NCA Reference Group: Terms of Reference

Composition

Chair: Independent member

Members: To include representatives from:
Diversity
Voluntary
Whitehall/Westminster
Wider law enforcement/former SIA
Victims group
NCA Non-Executive Director
NCA Deputy Director General Ethics Lead

Advisors: NCA Deputy Security and Standards
NCA Deputy Director Corporate Affairs
NCA Legal Advisor
NCA Directors as required

Secretariat: NCA Corporate Strategy

Quorum: Four members, to include at least one NED, a NCA representative and two external members

Frequency: Six times per calendar year, with ad hoc/ exceptional meetings and out of committee discussion as appropriate.

Terms of Reference

1. The role of the NCA Reference Group is to provide advice for the NCA Board on novel or contentious issues which might present ethical, moral or reputational concerns that could affect trust and public confidence in the Agency.
2. To fulfill these responsibilities, the NCA Reference Group will:
 - Provide advice on the development or review of NCA policies, such as review of the NCA code – raising any ethical, public confidence or reputational issues to the Board so as to ensure that the Agency's values are fully reflected and public confidence is maintained.
 - Assist in promoting the overall culture, ethics and values of the NCA, influencing ethical changes to organisational policies if required;
 - Ensure ethical, public confidence and reputational concerns are identified in relation to all issues considered by the Group;
 - Consider the impact of NCA activity or policy on public confidence in the NCA.

This is not a prescriptive list and the Group may also be asked to review specific decision making already made by the NCA or provide advice in advance of decisions being taken by the NCA Board, to ensure that the ethical, public confidence and reputational impact of such decisions is identified.

3. The NCA Reference Group **will not**:
 - make decisions or require action
 - be involved in operational decision making or
 - respond to complaints or whistleblowers.
4. The Group must have the ability to provide challenge to senior leaders and demonstrate independence.
5. The Group will not form part of formal accountability arrangements for the agency as set out in its Framework Document, but may be asked to consider issues that would fall within the terms of the Framework Document.

Terms:

1. Members will sit as individuals as opposed to representatives of groups or organisations, but will be expected to bring their wealth of experience and skills from their profession to aid balanced discussions.
2. Membership tenure will be for a minimum of three years and a maximum of four years.
3. Meetings will be held six times each year, lasting half a day, with ad hoc / exceptional meetings and out of committee discussions as required, and Members will be expected to commit to 10 days per year to facilitate the requirements of this Group. The Chair will commit 12 days per year, in recognition of the additional responsibilities as chair person
4. If required, additional 'experts' may be invite to attend for specific topics, but will not be paid.
5. A report will be submitted to the NCA Board following each meeting, with the Group's chair able to attend the Board meeting for that item.
6. If required, Group members will be provided appropriate 'induction' training, at the start of their tenure, to ensure they are aware of and understand the NCA's role and responsibility within the UK Law Enforcement landscape.
7. All members will be at least DV cleared.
8. The existence of the Group will be made public, but all discussion must remain confidential unless otherwise agreed.
9. These terms of reference will be kept under annual review, with ratification and agreement by the NCA Board.
10. Briefings and information to assist the Committee in fulfilling their responsibilities may be requested and actioned via the Secretariat.
11. In addition, Committee members should abide by the principles outlined in the College of Policing Code of Ethics and the '7 Principles of Public Life'.

Remuneration

1. External Group members will be paid the agreed Government day rate plus travel expenses for the days attended.

Date agreed by the Board: 13/10/2016