

# NORTHERN IRELAND POLICING BOARD

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## SCHEME FOR A RESEARCH ALLOWANCE TO SUPPORT POLITICAL PARTIES ON THE POLICING BOARD

# Scheme for a Research Allowance to Support Political Parties on the Policing Board

## 1. Purpose

To set out guidelines for the operation of a scheme to provide a Research Allowance to Political Parties on the Board (referred to as the “Scheme”).

“Lead Members” refers to the lead member for each of the Political Parties represented on the Policing Board who have responsibility for the respective party researchers.

## 2. Background

At the time of the devolution of policing justice powers to the Northern Ireland Assembly, the Board adopted a Scheme for a Research Allowance to support all the political parties represented on the Policing Board.

## 3. General Conditions

The following general conditions apply for the operation of the Scheme:

- the research allowance provided will be used to assist Political Members:
  - in undertaking research on general policing issues; and
  - in undertaking research on issues which come before the Board and its Committees.
- that all monies paid under the Scheme will be used only in connection with the Members’ role on the Board and may not be used for party political or other purposes;
- that adequate records will be retained by the lead Member to verify the expenditure for audit and review purposes and to enable assurance to be given by the Policing Board’s Accounting Officer for the proper use of public funds;

- that the lead Member will verify that expenditure represents value for money and that any researcher engaged is performing his or her duties to the required standard;
- that lead Members on the Board will be responsible for the appointment and the execution and delivery of research activities in relation to Board Members' responsibilities;
- that all employment and contractual issues are matters solely for the lead Member; and
- that lead Members are responsible to ensure compliance with the 'Access to Information' requirements set out in paragraph 4 below.

#### **4. Access to Information**

Researchers engaged by Political Members under the Scheme will have access through SharePoint to Board/Committee papers and other documents/information provided by or through the Board. The Board has approved the principle and the conditions of such access to papers/documents/information, in particular in respect of confidential items.

Members of the Board and researchers appointed under this Scheme are bound by the confidentiality provisions set out in the Code of Conduct for Board Members. The Code states that:

- (a) No Member shall disclose to any person, other than another Member or an authorised Board official, any information, whether written or verbal or electronically recorded, generated or received by the Member in his/her capacity as such which breaches the level of confidentiality placed on the information by the Board or which would be injurious to the interests of the Board or unfairly prejudicial to any other body or person without the authorisation of the Chairperson of the Board.
- (b) No Member shall disclose to any person, other than another Member or an authorised Board official, the contents of any document or any part

thereof or an electronic record bearing any of the protective markings listed in the Policing Board Information and Data Security Guide without the authorisation of the Chairperson of the Board.

- (c) It is the duty of Members to safeguard all documents and equivalent electronic records furnished to them by virtue of their role. Any breach or loss of information must be reported to the Chief Executive within 72 hours of the incident.
  
- (d) Members who do not adhere to, or do not give, an undertaking on appointment that they will comply with the requirements of confidentiality will limit the ability of the Board to conduct its business and limit the information made available to them and other Members. It may also result in exclusion from attendance at confidential briefings.

“Note:

- 1. 'An authorised Board Official' means a Board Official duly authorised by the Chief Executive.
- 2. 'Any person' includes family members, legal advisers, political party colleagues not represented on the Board.”

To facilitate an appropriate level of access for a researcher engaged by a Political Member of the Board, they will have access to papers/documents/information provided by or through the Board on the following conditions:

- that the Lead Member is responsible to ensure that a researcher engaged by a political party complies with the requirements of Data Protection legislation. The researcher must not disclose any information which is Official/Official Sensitive/Confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the role. Unauthorised disclosure of information gained in the course of the role on its use by a researcher or others for personal advancement would be regarded as a grave breach of trust;

- that the Member is responsible to ensure that a researcher engaged by them maintains the appropriate level of sensitivity irrespective of any protected marking that may or may not be in place for all papers/documents/information provided by or through the Board.

## **5. Scheme – Budget**

The following budget and allocations have been set for the Scheme:

- an overall budget of £80,000, including administrative costs for the Scheme is applied to each financial year;
- that the budget allocated to a lead Member is inclusive of all payroll costs associated with the engagement of a researcher;
- that claims are made by lead Members on an individual basis, unless a written agreement is provided to enable a “lead” Member to act on behalf of a Political Party group; and
- that the allowance payable under the Scheme is equal for each Political Party represented in the Board irrespective of the number of Political Members.

## **6. Method of Payment**

- Payment will be made via the Northern Ireland Assembly Finance Department.
- The Policing Board will not be responsible for direct payment to researchers.
- The Northern Ireland Assembly will provide the Policing Board with a monthly report detailing the payments made to researchers via this scheme.

## **7. Suspension of Payment – Assembly Elections**

Payment to researchers will be suspended on the date of an Assembly Election. Payment will resume again upon formal notification from the lead Political Party Member of the named researcher and the completion of the pro-forma at Appendices 1-3.

## **8. Declarations and Forms**

The following forms are required to be completed by each Member or by a lead Member acting on behalf of a Political Party group and returned to the Chief Executive:

- Member/ lead Member declaration form – NIPB 1 (Appendix 1)
- Member/ lead Member signatory form – NIPB 2 (Appendix 2)
- Research employee salary form – NIPB 3 (Appendix 3)

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Northern Ireland Policing Board

November 2018

**FORM NIPB 1**

**DECLARATION FORM**

**To: Policing Board Chief Executive**

**Scheme for Research Allowance**

I, \_\_\_\_\_, nominated signatory for \_\_\_\_\_ (Party), certify that the Research Allowance, funded by the NIPB, has been incurred exclusively for the purpose of assisting Political Members of the Policing Board to undertake research on general policing matters and on researching issues which come before the Board and its Committees. None of these expenses have been, or will be, included in any claim by a Member against his/her Office Costs Allowance paid by the Northern Ireland Assembly.

**Signed:** \_\_\_\_\_  
**(PARTY NOMINATED SIGNATORY)**

**On Behalf of:** \_\_\_\_\_  
**(PARTY)**

**Date:** \_\_\_\_\_

**FORM NIPB 2**

**NOMINATED SIGNATORY**

**To: Policing Board Chief Executive**

**Scheme for Research Allowance**

The \_\_\_\_\_ (Party) wishes to nominate

\_\_\_\_\_ (name in capitals) as the Nominated

Signatory for claims made by the Party under the Northern Ireland Policing Board scheme for Research Allowance.

**Signed:** \_\_\_\_\_  
**(Nominated Signatory)**

**Date:** \_\_\_\_\_



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**FORM NIPB 3**

**RESEARCH EMPLOYEE SALARIES**

I, \_\_\_\_\_, nominated signatory for  
\_\_\_\_\_ (Party), hereby authorise the Personnel Office,  
Assembly Secretariat, to pay the under mentioned employee who is employed by me to  
carry out research duties in relation to my role as a Political Member of the Northern Ireland  
Policing Board, the

Monthly Gross sum of

\_\_\_\_\_

*(Here insert words)*

£\_\_\_\_\_ until further notice, together with the appropriate contributions in  
respect of my liability as his/her employer for National Insurance contributions,

with effect from

\_\_\_\_\_

**Full-time/Part-time (Delete as appropriate)**

**Hours worked per week** \_\_\_\_\_

**TITLE:**

\_\_\_\_\_

**SURNAME:**

\_\_\_\_\_

**FORENAME(S):**

\_\_\_\_\_

**FORM NIPB 3**

**RESEARCH EMPLOYEE SALARIES (Continued)**

**ADDRESS:** \_\_\_\_\_

**N. I. NUMBER:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**NAME & ADDRESS OF BANK:**

\_\_\_\_\_  
\_\_\_\_\_  
**NAME(S) OF ACCOUNT HOLDER(S):**

\_\_\_\_\_  
**ACCOUNT NUMBER:** \_\_\_\_\_

**SORT CODE:** \_\_\_\_\_

I further understand that the Personnel Office will deduct Income Tax and National Insurance contributions from each payment for transmission to the appropriate authorities.

**INCOME TAX P45/P46/P38(S) HEREWITH/TO FOLLOW (Delete as appropriate)**

**DATE:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

**(PARTY NOMINATED SIGNATORY)**

**DATE:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

**(EMPLOYEE)**

## Northern Ireland Policing Board

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## DOCUMENT TITLE

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## ONLINE FORMAT

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