

## Appendix 2

### **Terms of Reference**

The Strategy and Performance Board will be a decision making forum for the Police and Crime Commissioner.

The Strategy and Performance Board will be the primary forum at which the commissioner will hold the Chief Constable to account in accordance with section 1(8) of the Police Reform and Social Responsibility Act 2011. The Board will also be the primary consultation forum for Strategic decisions affecting both the Commissioner and Chief Constable.

### **Terms of Reference**

The Strategy and Performance Board will monitor and consider changes to the following:

- Any matters relating to the effectiveness and efficiency of the policing service delivered in Gwent.
- The monitoring and management of delivery against the Police and Crime Plan.
- The assessment of the viability of, and decisions on entering into collaborative initiatives.
- The review of the delivery of operational policing through performance information.
- The review and monitoring of the management of the budget by the Chief Financial Officer (Chief Constable).
- The overview of the distribution and level of staffing and resources for the delivery of policing services.
- The review and identification of community concerns about policing and implementation of plans to address those issues.
- The discussion of any issues arising from the implementation of the Memorandum of Understanding, scheme of consent and other key policies and procedures.
- The provision of updates on on-going critical incidents and strategic threat and risks. Due to the sensitivity of some matters and their classification level under the governments protective marking scheme, the records relating to these items shall be subject to appropriate publication limitations.
- Strategies:
  - Strategic Equality Plan
  - Risk Management
  - People and Learning and Development
  - Asset Management
  - ICT
  - Estates
  - Procurement
  - Fleet
  - Communications/Engagement (Force and OPCC)

### **Frequency of Meetings**

The Strategy and Performance Board shall meet at least four times per year. The frequency of meetings will be subject to review by the members of the board. Meetings may be open for the public to attend.

### **Extraordinary Meetings**

Extraordinary meetings of the Board may be called in order to address urgent matters, which may include critical incident briefings. Records from extraordinary meetings shall be kept in accordance with those for ordinary meetings.

### **Membership**

The Membership of the Board shall comprise of:

- The Police and Crime Commissioner;
- Deputy Police and Crime Commissioner;
- The Chief Constable;
- The Chief Executive of the Office of the Police and Crime Commissioner ;
- Chief Finance Officer of the Police and Crime Commissioner;

and supported by the Office of the Police and Crime Commissioner Information Officer who is responsible for the administration of the Board.

Both the Police and Crime Commissioner and the Chief Constable may invite other attendees at their discretion to provide professional advice to the Board.

### **Quorum**

If the Chief Constable or the Police and Crime Commissioner are not available, then the meeting will be reconvened if possible.

### **Maintenance of records**

The Office of the Police and Crime Commissioner shall be responsible for the maintenance of records relating to the Strategy and Performance Board, which includes the management and publication of minutes, as outlined in the decision making procedure and the compilation of meeting agendas and papers. The single point of contact for the Chief Constable is his Staff Officer who shall be responsible for communicating actions and decisions to relevant staff in the Force.

### **Meeting agendas**

Meeting agendas shall be distributed 3 working days in advance of the meetings of the Strategy and Performance Board unless urgent items are received or awaited by the Office of the Police and Crime Commissioner. Urgent or late reports will need to be approved by the Chief Executive before inclusion for consideration by the Board. Quality Assurance of reports will be via the Chief Executive and other officers from the Office of the Police and Crime Commissioner. Agendas will generally cover the following key areas: People, Performance, Finance, Consultation, Staying Ahead (the Force change management programme) and Risk. A forward work programme is in place to ensure that the meetings are effective and focus on matters at appropriate intervals throughout the year.

### **Communication**

The summary of the records of the Strategy and Performance Board shall be published on the website of the Police and Crime Commissioner. Matters which have operational sensitivity, relate to personal information or have commercial sensitivity will either be made public at an appropriate time in the future or be retained by the Office of the Police and Crime Commissioner. The decisions relating to the public release of information will be made in accordance to the Freedom of Information Act and other statutory instruments or regulations which are applicable to the policing service and the Commissioner.

The records of the Strategy and Performance Board shall be made available for inclusion on agendas of the Force Boards.