

DECISION NO: PCCG-2015-008

OFFICE OF POLICE AND CRIME COMMISSIONER

TITLE: Manual of Corporate Governance Annual Review

DATE: 24th March 2015

TIMING: Routine

PURPOSE: For Approval

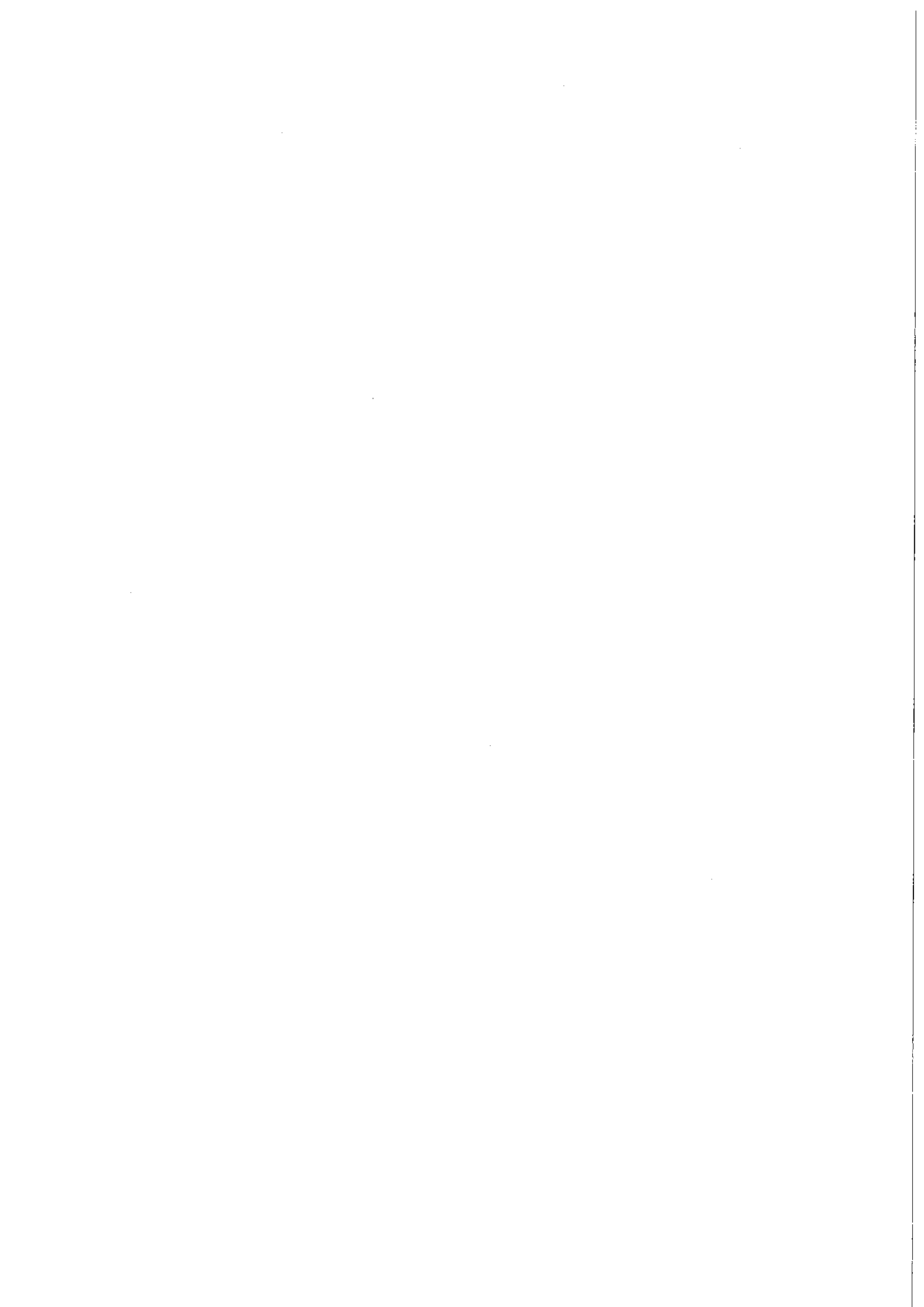
1.	<p><u>RECOMMENDATION</u></p> <p>That the Strategy and Performance Board (SPB) approves the proposed amendments to the Manual of Corporate Governance (MoCG) contained in Appendix 1. To also agree that further amendments in relation to changes in legislation to Contract Standing Orders and the Information Sharing Protocol be subject to a separate report following receipt of amendments from Joint Legal Services (JLS).</p>
2.	<p><u>INTRODUCTION & BACKGROUND</u></p> <p>The current MoCG has been in use since the 1st April 2014.</p> <p>A review of the MoCG is undertaken on an annual basis by the joint Strategic Planning Group (SPG). An item in relation to the review of the MoCG has been included on the agenda for discussion at the SPG meetings during 2015.</p> <p>The Joint Audit Committee (JAC) considered and recommended the proposed amendments for approval by the Commissioner and Chief Constable at their meeting on the 11th March 2015. Due to recent changes in legislation JLS were still undertaking the review of the Contract Standing Orders; final comments were also yet to be received from JLS in relation to the Information Sharing Protocol and were not available to the JAC on the 11th March. The JAC did however agree to retrospectively approve the changes either via email or at their next meeting in June 2015.</p>
3.	<p><u>ISSUES FOR CONSIDERATION</u></p> <p>The areas suggested for amendment are included at appendix 1.</p> <p>It is proposed that once the amendments have been made to the Contract Standing Orders and the Information Sharing Protocol, that they are reported to the Chief Officer Team and Office of the Police and Crime Commissioner, and if agreed, the MoCG will be amended and the document published to the website by the end of April 2015.</p> <p>Once all amendments have been included into the MoCG, a detailed index page will also be added.</p>

4.	<p><u>NEXT STEPS</u> Once approval has been received from the Commissioner and Chief Constable, the amended MoCG will be published to the OPCC website.</p>
5.	<p><u>FINANCIAL CONSIDERATIONS</u> There are no financial considerations as a result of this report.</p>
6.	<p><u>PERSONNEL CONSIDERATIONS</u> There are no personnel considerations as a result of this report.</p>
7.	<p><u>LEGAL IMPLICATIONS</u> The Joint Legal Services department have been involved in the review of the MoCG, ensuring that any legal implications that have arisen have been resolved during the review process.</p>
8.	<p><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u> This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.</p> <p>Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.</p>
9.	<p><u>RISK</u> Any risks identified during the review of the MoCG will be negated with the approval of the amended document.</p>
10.	<p><u>PUBLIC INTEREST</u> This document can be made available to the public.</p>
11.	<p><u>CONTACT OFFICER</u> Shelley Bosson, Chief Executive.</p>
12.	<p><u>ANNEXES</u> Appendix 1 – Proposed Changes to the MoCG.</p>

For OPCC use only

Consultation:	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	✓
Equalities The Equalities Officer has been consulted on this proposal.	N/A

Chief Executive/ Deputy Chief Executive: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.
Signature: S A B...
Date: 17/03/15
Police and Crime Commissioner for Gwent I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval.
Signature: [Handwritten Signature]
Date: 24 3.15



Appendix 1

Page 10, 'Leadership' – Reference to the SPG overseeing the implementation of the MoCG on a quarterly basis has been removed, the section now reads *"The Strategic Planning Group will review the framework on an annual basis. Approval will be via the SPB"*.

Page 24 'How do we define our governance arrangements' – Chief Constable Performance Meetings has been changed to Chief Officer Team Meeting.

Page 29, 'Duty of the Chief Constable' - inclusion of the following wording to meet the legal responsibility of the Chief Constable in relation to the administration of police pensions:

Ensure proper administration of Police Pensions as the Police Pension Authority and Pension Scheme Manager by establishing a Regional Police Pension Board to meet this statutory responsibility.

Page 33 'Strategy and Performance Board' – Amendments to Terms of Reference (ToR) as follows:

Inclusion of the word 'monitor', the section now reads *"The Strategy & Performance Board will monitor and consider the following:"*

A list of strategies has also been included, the majority of these are already currently provided for monitoring purposes:

Strategies (this list is not exhaustive):

- *Single Equality Plan Monitoring Report*
- *Risk Management*
- *People and Learning and Development*
- *Asset Management*
- *ICT*
- *Estates*
- *Procurement*
- *Fleet*
- *Communications/Engagement (Force and OPCC)*
- *Commissioning Strategy (OPCC)*

Proposals are currently being considered to reduce the number of SPB meetings from monthly to every other month; the wording of the relevant section has been amended to reflect this:

Frequency of Meetings

The Strategy & Performance Board shall meet every two months. The frequency of meetings will be subject to review by the members of the board. Three meetings per annum will be open for the public to attend.

Page 36 'Joint Audit Committee' – the following were agreed by the Joint Audit Committee for inclusion into the ToR at their meeting on the 11th March 2015:

- Consider and comment upon the arrangements for delivery of Value for Money.

- Completion of an Annual Report, to sit in conjunction with the PCC's and Chief Constables Annual Governance Statement, on the performance of the JAC.
- Consider and comment upon any reports from external organisations that are considered to be of relevance.
- Ensure that the performance of Internal Audit complies with the Public Sector Internal Audit Standards.

Page 40 'Strategic Planning Group' – change to frequency of meetings from monthly to bi-monthly. Once the amendments to the SPB have been approved, work will be undertaken to restructure this meeting. The intention is that it would run in the months when there was not an SPB meeting being held.

Inclusion of Police and Crime Commissioner Strategic Commissioning Board ToR (now at page 42) – ToR included below for information:

1. Purpose

The purpose of the Strategic Commissioning Board is to provide strategic direction to the Police and Crime Commissioner's Commissioning Programme in relation to strategic planning, service quality, contracting performance and management and stakeholder engagement.

2. Membership

2.1 *The membership shall comprise of the following:*

- *Deputy Police and Crime Commissioner (Chair)*
- *Chief Executive – OPCC*
- *Chief Finance Officer – OPCC*
- *Chief Executive, Newport CC (representing Local Authorities)*
- *Deputy Chief Constable – Gwent Police*
- *Chief Fire Officer – South Wales Fire & Rescue Service*
- *Deputy Director – Wales Probation Trust*
- *Chief Executive – Community Rehabilitation Company*
- *Deputy Chief Executive – Aneurin Bevan Health Board*
- *Representative – Gwent Registered Social Landlords*
- *Representative – Gwent Voluntary Sector*

The above members may designate a deputy as their representative.

2.2 *By invitation only, Provider organisations' representatives will attend and advise the Commissioning Board on matters relating to services.*

3. Quorum and Attendance

3.1. *A quorum shall consist of the Deputy Police and Crime Commissioner and five other members.*

- 3.2. *Members will normally attend meetings.*
- 3.3. *Deputising arrangements must be agreed by the Chair and, where agreed, fully briefed Deputies will count towards quorum.*
- 3.4. *Other members may be co-opted as necessary.*

4. *Principal Duties*

4.1 *Commissioning*

- *To provide advice to the Police and Crime Commissioner with regard to his Commissioning Strategy, annual commissioning objectives and priorities linked to the Police and Crime Plan.*
- *To provide support to the Police and Crime Commissioner in their role when carrying out their Commissioning responsibilities.*
- *To consider options for investment in services within the Commissioning Programme, taking account of benchmarking information including investment information, quality and outcomes.*
- *Make recommendations about the investment, and disinvestment, required to deliver key targets, service development priorities and strategic planning priorities as related to the Commissioning Programme.*
- *To advise on the outcome and monitoring arrangements for the delivery of services against the Commissioning Strategy and Plan.*
- *To support the Police and Crime Commissioner when making disinvestment decisions and advising on the implementation of these decisions.*

4.2 *Contracting and Performance*

- *To ensure full consideration of issues and developments relating to tendering, negotiation, award, and implementation and review of the Commissioner's services.*
- *To assist the process of performance management around contracting and commissioning, including the development of effective performance monitoring frameworks, targets and plans, and reports on the delivery of them.*

4.3 *Assessment and Planning*

- *To utilise knowledge, evidence and focus in relation to service quality, efficiency and effectiveness to ensure Stakeholders' and the Communities' experiences are the centre of commissioning.*
- *Ensure current Police and Crime needs, service demands and current practice are assessed through robust, evidence based methodologies, benchmarking, cost benefit analysis and the identification of best value for money alternatives.*

4.4 *New Service Models*

- *As the Police and Crime Commissioner develops commissioning programmes there will be scope to redefine how services are provided. Through this function, new services will be developed within potentially new frameworks and structures in order to make best use of resources and ensure a focus on both individuals and communities.*

5. **Reporting and Interfaces**

- *The Group will support the Police and Crime Commissioner in delivering his Police and Crime priorities.*
- *The Commissioning Team will prepare regular reports on progress.*
- *Reports will be published when appropriate on the OPCC website.*
- *Consultation/engagement will be undertaken as appropriate.*

6. **Meetings**

- 6.1 *The Group will meet quarterly (to be reviewed as appropriate).*
- 6.2 *Papers for meetings will be circulated electronically to members at least three working days in advance of the meetings.*
- 6.3 *Agenda items will be determined by members of the Group and agreed by the Chair.*
- 6.4 *Minutes and action notes of meetings will be prepared; draft minutes will be agreed by the Chair prior to distribution of papers.*
- 6.5 *The Terms of Reference and Membership of the Group will be reviewed on a regular basis in order to ensure that it is fit for purpose.*

Inclusion of reference to the role of the Estate Strategy Meeting (now at page 46) – wording below:

Estates Strategy

To review current estate requirements.

Page 42 'Office of the Police and Crime Commissioner Executive Board' - removal of the reviewing of implementation of the Police and Crime Commissioner's Commissioning Strategy as this is undertaken by the Strategic Commissioning Board.

Page 43 'Chief Officer Team Meeting' – insert detailed ToR into the document as below:

Corporate Strategy, Planning, Performance & Structure

- *To determine, communicate and implement corporate strategy, priorities and objectives,*
- *To monitor performance (operational, financial and relating to corporate health),*
- *To develop and determine high level policies which affect the Force,*
- *To determine and oversee the operational and organisational structure of the Force,*
- *To determine and oversee the financial and budgetary structure of the Force,*
- *To set in place arrangements for the administration of the Force,*

- *To determine senior succession planning.*

Other Strategic Business

- *To approve Force, Workstream and departmental plan,*
- *To consider threats to the organisation and to approve and amend the programme of the Force Inspectorate accordingly,*
- *To consider reports received from Her Majesty's Inspector of Constabulary, Wales Audit Office etc., agree appropriate actions and monitor progress,*
- *To ensure Best Value,*
- *To approve documents prior to submission to the Office of the Police and Crime Commissioner,*
- *To consider issues emerging from ACPO Committees / Working Groups,*
- *To assess external influences which may impact on the business of the Force,*
- *To determine the allocation of resources across services in conjunction with the OPCC, where appropriate,*
- *To consider issues with significant resource implications and the approval of major projects with significant financial or strategic implications,*
- *To determine the Force's stance on key issues,*
- *To consider any other corporate strategic issues which may have an impact on the Force.*

Page 138, 4.3 'Exempt Matters' and 4.4 'Confidential Exempt Information' – change from Government Protective Marking Scheme to Government Security Classifications due to change in legislation in April 2014.

