

OFFICE OF POLICE AND CRIME COMMISSIONER

LEAD CHIEF OFFICER: Chief Executive

TITLE: Amendment to the Frequency of the Strategy and Performance Board

DATE: 24<sup>th</sup> March 2015

TIMING: Routine

PURPOSE: For Decision

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| 1. | <p><b><u>RECOMMENDATION</u></b></p> <p>That the Police and Crime Commissioner (Commissioner) approves the proposed amendment to the frequency of the Strategy and Performance Board (SPB) meetings from monthly (12 meetings per annum) to every other month (6 meetings per annum) and to approve the indicative Forward Work Plan attached at appendix 1.</p>   |
| 2. | <p><b><u>INTRODUCTION &amp; BACKGROUND</u></b></p> <p>The SPB is the primary forum at which the Commissioner holds the Chief Constable to account in accordance with section 1(8) of the Police Reform and Social Responsibility Act 2011. The SPB is also the primary consultation forum for strategic decisions that affect both the Commissioner and the Chief Constable.</p> <p>At the request of the Commissioner, a review has been undertaken of the SPB meeting structure by the Information Officer in conjunction with the Chief Executive and the Chief Finance Officer of the Office of the Police and Crime Commissioner (OPCC) in order to streamline the process and ensure that the meetings focus upon key strategies and also the Commissioner's priorities as set out in his Police and Crime Plan. The draft proposal was discussed at the meeting of the Strategic Planning Group on 13<sup>th</sup> March 2015.</p> |
| 3. | <p><b><u>ISSUES FOR CONSIDERATION</u></b></p> <p>The SPB is currently held on the last Tuesday of every calendar month, unless either the Commissioner or the Chief Constable is unavailable. When this occurs the meetings are re-arranged where possible and only cancelled as a last resort. This allows for 12 meetings to take place annually, with 4 being made available for public attendance on a quarterly basis.</p> <p>It is proposed that the frequency of SPB meetings is reduced, effective from 1<sup>st</sup> April 2015, to take place every other month, allowing for 6 meetings to take place annually with alternate meetings being made available for public attendance (3 annually).</p> <p>Taking into consideration key deadlines that need to be adhered to, it is suggested that a SPB meeting will be held in the following months:</p>   |

- January (Public Attendance Allowed);
- March;
- May (Public Attendance Allowed);
- July;
- September (Public Attendance Allowed); and
- November.

Extraordinary meetings can be called in order to address urgent matters that arise outside of the planned meeting schedule.

Due to the amendment of the meeting process, the Forward Work Plan also needs to be reviewed to ensure that the relevant matters are focussed upon at the most appropriate times. The amended Forward Work Plan is attached at appendix 1.

Due to the reduction in the number of meetings, where possible, requests for information from the force have been removed from the Forward Work Plan as OPCC staff attend a number of force meetings where issues that would have been the subject of reports are discussed, negating the need for separate reporting arrangements. In order to ensure an overview of these areas is provided to the SPB at a strategic level, it is also proposed that a 'Chief Constable Update Report' is provided to each meeting covering the following areas as standard, and also any other areas that the Chief Constable deems necessary:

- Staying Ahead 8
- HMIC/IPCC Tracker Document Exception Reporting
- Update reports on Strategies as per the agreed work programme

The other key areas that will be covered under the new meeting structure have been highlighted on the amended Terms of Reference attached at appendix 2.

#### **4. NEXT STEPS**

If the proposal is agreed then the amended Forward Work Plan will be passed to the Chief Officer Executive Support Team in order for them to amend their work plan accordingly. Report authors will also need to be informed of any changes to the dates routine reports are required.


The meeting dates open to the public will need to be amended on the OPCC website and an update distributed on the OWL network.


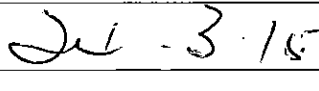
The week following the SPB meeting the Head of Corporate Governance and Information Officer of the OPCC and the Staff Officers of the force Chief Officer Team will arrange a meeting to discuss the actions arising from the previous meeting and the reports that were expected at the forthcoming meeting. The aim of this meeting would be to assist the force in developing reports that better suit the monitoring obligations of the OPCC, covering areas such as how the Police and Crime Plan priorities are being met, exception reporting on any key performance areas/budgets, exploration of collaborative opportunities and achievement of value for money.

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| 5.  | <p><b><u>FINANCIAL CONSIDERATIONS</u></b><br/> There are no financial costs resulting from this proposal.</p>   |
| 6.  | <p><b><u>PERSONNEL CONSIDERATIONS</u></b><br/> There are no personnel considerations as a result of this proposal.</p>  |
| 7.  | <p><b><u>LEGAL IMPLICATIONS</u></b><br/> There are no legal implications as a result of this proposal.</p>  |
| 8.  | <p><b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b><br/> This proposal 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><b><u>RISK</u></b><br/> There is a risk that reducing the number of meetings and removing items from the Forward Work Plan will mean that areas monitored previously would be overlooked. This risk has been mitigated as items suggested for removal from the Forward Work Plan are areas that are monitored by the OPCC via different methods such as attendance at force meetings.</p>  |
| 10. | <p><b><u>PUBLIC INTEREST</u></b><br/> This document will be made available to the public.</p>   |
| 11. | <p><b><u>CONTACT OFFICER</u></b><br/> Joanne Regan, Information Officer</p>   |
| 12. | <p><b><u>ANNEXES</u></b><br/> Appendix 1 - Proposed Forward Planning Index<br/> Appendix 2 – Amended Terms of Reference</p>   |

For OPCC use only

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

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| <b>Chief Executive/ Deputy Chief Executive:</b><br><br>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.<br><br>I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent. |
| <b>Signature:</b><br><br>  |
| <b>Date: 16/03/15</b>   |

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| <b>Police and Crime Commissioner for Gwent</b><br><br>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.<br><br>The above request has my approval. |
| <b>Signature:</b>    |
| <b>Date:</b>   |

## **Appendix 1**

### **SPB New Forward Work Plan**

| <b>May-15 26th May</b>  |   |
|-------------------------|---|
|                         | Stop & Search - Bi annual (May / November)  |
|                         | Collaboration Update  |
|                         | PSD Performance Report (Quarterly)  |
|                         | Annual Report on Data Quality in relation to crime and incidents (Annual)   |
|                         | Chief Constable Update Report   |
|                         | Annual Governance Statement   |
|                         | FOI Report (Annual)   |
|                         | 2014/15 Force Delivery Plan Outturn Report  |
|                         | Volunteers Report (Annual) To include IAG, Specials, Mystery Shoppers etc. OPCC to add section on animal welfare and custody visiting |
|                         | Engagement/Communications Strategy 2015/16  |
|                         | Fleet Management Strategy 2015/16 (Annual)  |
|                         | Asset Management Strategy 2015/16 (Annual)  |
|                         | Engagement and Communications Strategy 2015/16  |
|                         | Minutes for Information - commissioning board, estates, SPG as applicable   |
|                         | Annual Governance Statement - Annual  |
|                         | Year End Performance Report   |
|                         | Minutes of Joint Audit Committee (as appropriate)   |
| <b>Jul-15 28th July</b> |   |
|                         | SEP Monitoring Report - Annual Update   |
|                         | Procurement Strategy Outturn Report 2015/16   |
|                         | People/Learning and Development Strategy 2015/16 Outturn Report   |

Chief Constable Update Report

MTFP Update

End of Year Financial Report 2015/16

Finance Monitoring Report Quarter 1

Hate Crime/Disability Hate Crime  
Monitoring Report - 6 monthly June &  
Dec

Risk Management Strategy 2015/16 Half  
Year Update (to be included in CC  
Update report)

Engagement/Communications Strategy  
2014/15 Outturn Report

Asset Management Strategy 2014/15  
Outturn Report

Fleet Management Strategy 2014/15  
Outturn Report

Estates Strategy 2015/6 (Annual)

Engagement/Communications Strategy  
2014/15 Outturn Report

Minutes for Information - commissioning  
board, estates, SPG as applicable

Minutes of Joint Audit Committee (as  
appropriate)

Performance Report (Quarterly)

**Sep-15 29th September**

Presentation on the Strategic  
Assessment (Annual)

Strategic Policing Requirement Briefing  
(March/September)

PSD Performance Report (quarterly)

Procurement Strategy 2015/16 Half Year  
Update Report (to be included in CC  
Update report)

People/Learning & Development  
Strategy 2015/16 Half Year Update  
Report (to be included in CC Update  
report)

2015/16 Force Delivery Plan Half Year  
Update Report

Collaboration Update

Estate Strategy 2014/15 Outturn Report

Statement of Accounts Annual Sept

MTFP Update

Chief Constable Update Report

Minutes for Information - commissioning board, estates, SPG as applicable

Minutes of Joint Audit Committee (as appropriate)

Statement of Accounts Annual Sept

**Nov-15 26th November**

Stop & Search - Bi annual (May / November)

Collaboration Update

PSD Performance Report (quarterly)

CC to present budget bid to PCC - annual (to contain appendix on VfM Profiles)

Chief Constable Update Report

Finance Monitoring Report Quarter 2

Welsh Language Scheme Annual Report. Check what is required once new measures are introduced

Engagement/Communications Strategy 2015/16 Half Year Update Report (to be included in CC Update report)

Fleet Management Strategy 2015/16 Half Year Update Report (to be included in CC Update report)

Asset Management Strategy 2015/16 Half Year Update Report (to be included in CC Update report)

Engagement/Communications Strategy 2015/16 Half Year Update Report

Minutes for Information - commissioning board, estates, SPG as applicable

Commissioning Strategy Half Year Update

Performance Report (Quarterly)

Minutes of Joint Audit Committee (as appropriate)

Police and Crime Plan

**Jan-16 26th January Public Meeting**

Chief Constable Update Report

Estates and Facilities Report (Annual)

Monitoring Report - 6 monthly June & Dec

Estates Strategy 2015/16 Half Year Update Report (to be included in CC Update report)

Risk Strategy 2016/17

Finance Monitoring Report Quarter 3

Minutes for Information - commissioning board, estates, SPG as applicable  
Performance Report (quarterly)  
Minutes of Joint Audit Committee (as appropriate)  
Police & Crime Plan

**Mar-16 29th March**

Strategic Policing Requirement Briefing (March/September)  
Force Delivery Plan 2016/17  
PSD Performance Report (quarterly)  
Collaboration Update (quarterly)  
Detailed Budget Analysis  
People/Learning and Development Strategy 2016/17  
Procurement Strategy 2016/17  
ICT Strategy 2016/17  
Risk Management Strategy 2015/16  
Outturn Report  
Chief Constable Update Report  
  
Minutes for Information - commissioning board, estates, SPG as applicable  
Commissioning Strategy and Review  
  
Police and Crime Plan 2016/17 Approval  
Minutes of Joint Audit Committee (as appropriate)  
Approve any amendments to MoCG as agreed at SPG/JAC



## Appendix 2

### **The Strategy and Performance Board**

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 consider 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:
  - 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)

### **Frequency of Meetings**

The Strategy and Performance Board shall initially meet ~~on a monthly~~every two months basis. The frequency of meetings will be subject to review by the members of the board. Three Quarterly meetings per annum will be open for the public to attend~~held in public.~~

### **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/Deputy Chief Executive 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.

### **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.