**Terms of Reference**

**Accountability and Assurance Board**

The Accountability and Assurance Board will be the primary forum at which the Police and Crime Commissioner (PCC) 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 PCC and Chief Constable.

**Terms of Reference**

The Accountability and Assurance Board will:

* Scrutinise, support and challenge the overall performance of Gwent Police against the strategic objectives set out in the Police, Crime and Justice Plan.
* Consider the effectiveness and efficiency of the measures set by the Chief Constable in relation to the policing service(s) delivered in Gwent.
* Review and monitor the management of the budget and assets allocated to the Chief Constable and approve any allocation of funding.
* Assess collaborative initiatives with a view to ensuring that efficiency and value for money is achieved in Gwent.
* Receive an update on collaboration performance and the implications of any risks in relation to Gwent.
* Have oversight of the distribution and level of staffing and resources for the delivery of policing services.
* Identify and review community concerns and monitor the implementation of any Chief Constable plans to address those issues.
* Approval of the Manual of Corporate Governance including the scheme of consent and other key strategies.
* Provide an opportunity for decision making on strategic documents that require the approval of both the PCC and Chief Constable.
* Receive updates and monitor progress on compliance with His Majesty’s Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) inspection recommendations and any other external inspections that have identified areas for improvement.
* Allow the provision of updates on on-going critical incidents and strategic threat and risks in respect of which the PCC may need to provide public assurance either alone or in company with the Chief Constable. *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*.
* Consider the following annually – Force Management Statement, Strategic Threat and Risk Assessment, Control Strategy and the Strategic Policing Requirement.
* Monitor any high or critical risks identified by Gwent Police.
* Consider and approve as appropriate, the following:
  + - Strategic Equality Plan.
    - Risk Management Strategy.
    - Human Resources Strategy.
    - Learning and Development Strategy.
    - Asset Management Strategy.
    - ICT Strategy.
    - Procurement Strategy.
    - Fleet Management Strategy.
    - Communications Strategy.
    - Engagement Strategy.
    - Annual Accounts and Annual Governance Statement.

**Frequency of Meetings**

The Accountability and Assurance Board shall meet at least seven times per year. The frequency of meetings will be subject to review by the members of the Board. There will be one dedicated meeting for the Force Management Statement per year, one for Force Strategies and another for Annual Reports.

**Extraordinary Meetings**

Extraordinary meetings of the Board may be called to address urgent matters. Records from extraordinary meetings shall be kept in accordance with those for ordinary meetings.

**Membership**

The Membership of the Board shall comprise of:

* Police and Crime Commissioner.
* Deputy Police and Crime Commissioner.
* Chief Constable.
* Chief Executive of the Office of the Police and Crime Commissioner.
* Chief Finance Officer of the Office of the Police and Crime Commissioner.

Support is provided by the Office of the Police and Crime Commissioner Standards and Governance Officer who is responsible for the administration of the Board.

Both the PCC and the Chief Constable have the discretion to invite other attendees to the Board.

**Quorum**

If the Chief Constable or the PCC 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 Accountability and Assurance Board, which includes the compilation of meeting agendas and publication of minutes and recordings of meetings. The single point of contact for the Chief Constable is their Staff Officer who shall be responsible for communicating actions and decisions to relevant staff in the Force.

**Meeting agendas**

Meeting agendas shall be distributed 5 working days in advance of meetings.

No reports or actions may be submitted or amended after the deadline set by the OPCC without prior agreement from the PCC.

Urgent reports will need to be approved by the Chief Executive before they are included for consideration by the Board. Quality assurance of reports will be undertaken initially via the force governance process.

**Communication**

Agendas, reports and minutes for the Accountability and Assurance Board will be published on the PCC’s website. 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. Decisions relating to the public release of information will be made in accordance with statutory instruments or regulations which are applicable to the policing service and the PCC.

The records of the Accountability and Assurance Board shall be made available for inclusion on agendas of Gwent Police Boards.

Meetings will not be open for the public to attend, however, all meetings will be live streamed, and a recording made available on the Office of the Police and Crime Commissioner website following the meeting.