

OFFICE OF POLICE AND CRIME COMMISSIONER

OFFICE OF CHIEF CONSTABLE

TITLE: Manual of Corporate Governance Annual Review incorporating the Annual Review of the Joint Audit Committee Terms of Reference

DATE: 8th March 2018

TIMING: Annual

PURPOSE: For Consideration

1.	<u>RECOMMENDATION</u>
1.1	<p>That the Joint Audit Committee (JAC):</p> <ul style="list-style-type: none">• Considers and recommends approval of the proposed amendments to the Manual of Corporate Governance (MoCG) and provides any comments as appropriate (appendix 1); and• Discusses and agrees any changes to the JAC Operating Principles and Terms of Reference (ToR) contained in appendix 2.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	<p>A review of the MoCG is undertaken on an annual basis by the joint Strategic Planning Group (SPG). Joint Legal Services and the Procurement department have also provided feedback on any changes to be made. These changes have been included for consideration by JAC members.</p>
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	<p>Amendments to Manual of Corporate Governance</p> <p>A number of changes have been identified as a result of the annual review process. A detailed list of these can be found at appendix 1</p>
3.1.1	<p>Some of the most notable changes include job title changes, changes to the force meeting structure, powers delegated to Chief Officers by the Chief Constable and legislative changes.</p>
3.2	<p>Annual Review of JAC Operating Principles and ToR</p> <p>This report also covers the requirement for the JAC to annually review their Operating Principles and ToR. No amendments, other than the change in job title of the Chief of Staff to Chief Executive, which has been alluded to in the MoCG review. The decision to make this change was made by the Police and Crime Commissioner (PCC) following a review of the Office of the Police and Crime Commissioner (OPCC) by an external consultant who recommended that the title of the role should reflect the title given to the statutory position within the Police Reform and Social Responsibility Act 2011.</p> <p>Consideration to be given to increasing the number of 'formal' meetings from four per year to five per year to include the extra meeting to be held in July in</p>

	line with the earlier closure of the annual accounts.
4.	<u>NEXT STEPS</u>
4.1	Once any comments made by the JAC have been incorporated into the MoCG it will be recommended for approval to the PCC and Chief Constable at the Strategy and Performance Board on 22 nd March 2017. Once approval has been received from the PCC and Chief Constable, the amended MoCG will be published to the OPCCs website.
4.2	A copy of the updated MoCG will be circulated to members and appropriate senior officers.
5.	<u>FINANCIAL CONSIDERATIONS</u> There are no financial considerations as a result of this report.
6.	<u>PERSONNEL CONSIDERATIONS</u> There are no personnel considerations as a result of this report.
7.	<u>LEGAL IMPLICATIONS</u> The Joint Legal Services department has been involved in the review of the MoCG, ensuring that any legal implications that have arisen have been resolved during the review process.
8.	<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. 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.
9.	<u>RISK</u> Any risks identified during the review of the MoCG will be negated with the approval of the amended document.
10.	<u>PUBLIC INTEREST</u> This document can be made available to the public.
11.	<u>CONTACT OFFICER</u> Joanne Regan, Information Officer.
12.	<u>ANNEXES</u> Appendix 1 – Details of proposed changes to the MoCG. Appendix 2 – Gwent JAC Operating Principles and Terms of Reference

Review of the Manual of Corporate Governance

Below are the key changes that are being progressed in relation to the annual review of the MoCG:

- Change from Chief of Staff to Chief Executive.
- Change from Independent Police Complaints Commission (IPCC) to Independent Office for Police Conduct (IOPC).
- Change from Her Majesty's Inspectorate of Constabulary (HMIC) to Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).
- Pg 37 Remove reference to the Strategic Commissioning Board from the Strategy and Performance Board Terms of Reference (ToR). This Board meeting no longer takes place as it was superseded by the introduction of the Public Service Boards as part of the Well-being of Future Generations (Wales) Act 2015.
- Pg 38 Amendment to frequency of Strategy and Performance Board ToR from 'every two months' to 'at least four times per year'.
- Pg 43 Amendment to frequency of Strategic Planning Group ToR from 'every two months' to 'up to six times per year'.
- Pg 46 Removal of Strategic Commissioning Board Terms of Reference (ToR) as meeting no longer takes place.
- Pg 50 Inclusion of Assistant Chief Constable (ACC), Head of People Services and Assistant Director of Joint Legal Services into membership of the Estates Strategy Board.
- Pg 52 Update to Chief Officer Team ToR after force governance structure review.
- Pg 56 Amend wording to reflect change in force governance structure.
- Pg 57 Update diagram of 'The Governance of Policing in Gwent' to reflect force governance review and to remove the Strategic Commissioning Board.
- Pg 59 Amendment to reflect that the Communications Manager is no longer seconded from the force to the Office of the Police and Crime Commissioner (OPCC) but is now employed by the OPCC.
- Pg 63 PCC reporting timely updates to the Police and Crime Panel – need to update how frequently the PCC reports on performance against the Police and Crime Plan.
- Pg 68 – wording to be added, possibly under delegations to the Chief Executive, in relation to approval of payments eg full pay/half pay sickness absence and also to explain the OPCC has a number of its own policies but that the forces are adopted where none are in place.
- Amendments to the delegations from the Chief Constable to the Deputy Chief Constable (DCC), ACC and Assistant Chief Officer-Resources (ACOR).
 - DCC
 - Remove Force Resource Board
 - Include Sponsorship and Income Generation (ensure link to ACOR remains)
 - Include Payroll

- ACC
 - Removal of Information Security, Information Assurance/Data Protection Act and Senior Information Risk Owner (SIRO)
- ACOR
 - Removal of Payroll, Sponsorship & Income Generation and Integrated Resources Service Centre
 - Include Information Security, Information Assurance/Data Protection Act and SIRO
- Pg 82 – Check job titles in Financial Regulations section to ensure no changes post restructure of the finance department.
- Pg 160 Ensure Information Sharing Protocol reflects the General Data Protection Regulation (GDPR)
- Pg 61 Will need to reword paragraph 1.4 as organisations will no longer be required to ‘register’ with the Information Commissioner’s Office (ICO) but will still need to pay a fee (set to increase) and will need to log details of a Data Protection Officer (this is different to a Data Controller).
- Minor administrative tasks undertaken – spelling/grammar etc
- Contents page will need page numbers updating once amendments have been finalised