

OFFICE OF POLICE AND CRIME COMMISSIONER

LEAD CHIEF OFFICER: Chief Executive

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

DATE: 5th April 2018

TIMING: Routine

PURPOSE: For Decision

1.	<p><u>RECOMMENDATION</u></p> <p>That the Police and Crime Commissioner (Commissioner) approves the proposed amendment to the frequency of the Strategy and Performance Board (SPB) meetings currently held every other month (6 meetings per annum) to quarterly (4 meetings per annum) and to approve the indicative Forward Work Plan and new Terms of Reference as attached at appendix 1 and 2 respectively.</p>
2.	<p><u>INTRODUCTION & BACKGROUND</u></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>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 areas and also the Commissioner's priorities as set out in his Police and Crime Plan.</p>
3.	<p><u>ISSUES FOR CONSIDERATION</u></p> <p>The SPB is currently held on the last Tuesday of every other 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 6 meetings to take place over the course of each financial year; all meetings are open for the public to attend.</p> <p>It is proposed that the frequency of SPB meetings is reduced in order for the agenda to be more focussed and timely, effective from 1st April 2018, to take place on a quarterly basis, allowing for 4 meetings to take place annually. All meetings will continue to be open for public attendance.</p> <p>It is important that the SPB meetings fall before the Police and Crime Panel (PCP) to ensure sufficient scrutiny of relevant reports prior to their submission to the PCP. Therefore for the remainder of 2018 it is suggested that the below Chief Officer Team (COT) meetings, feed into new dates for the SPB that in turn feed into the current PCP dates:</p>

COT	SPB	PCP
01/05/18	21/05/18	15/06/18
07/08/18	30/08/18	21/09/18
06/11/18	27/11/18	14/12/18

For 2018 these do not align with the Joint Audit Committee (JAC) meetings. Due to this, both the PCC and the Chief Constable need to attend the Joint Audit Committee meeting on 31st July in order for scrutiny and signing of the accounts to take place.

For 2019, a request has been made to the PCP to determine if it is possible to hold their meetings on the last Friday of the month. This would allow sufficient time between COT, SPB and the PCP to ensure reporting requirements are met and for any relevant amendments to be made to reports. If the PCP agree to this change it is suggested that the following dates are considered for 2019:

COT	JAC	SPB	PCP
N/A	N/A	N/A	25/01/19*
05/02/19	04/03/19**	05/03/19	29/03/19
07/05/19	30/05/19	04/06/19	28/06/19
	31/07/18 (Accounts only meeting)		
06/08/19	12/09/18	03/09/19	27/09/19
05/11/19	12/12/18	26/11/19	13/12/19

*Extraordinary meeting of the PCP to consider the PCC's proposed precept, no formal internal meetings needed prior to this meeting.

**This would need to be held on Monday 4th March in order for the JAC to recommend approval to the PCC and Chief Constable for any amendments to the Manual of Corporate Governance and also to the PCC for the Asset Management Strategy. The meeting of the SPB will take place on the 5th March.

It is important to note that extraordinary meetings can be called in order to address urgent matters that arise outside of the planned meeting schedule.

Due to the requirement to have completed the annual audit of the accounts for 2018/19 and all future years by the end of July rather than by the end of September, consideration was given to holding an additional meeting of the SPB during July solely for the consideration of all documents relating to this process. After discussion with the Chief Finance Officer and Chief Executive of the OPCC, it is suggested that as all draft documentation would be scrutinised at the June SPB meeting in 2019, as long as those required to sign the accounts attended the JAC in July, there was no requirements for an additional SPB to be held.

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. Please could the Chief Officer Team consider the Forward Work Plan and inform the OPCC if there are any concerns with the timing of reporting

	<p>requirements to the SPB.</p> <p>It has been identified by the OPCC, that certain key areas are not currently reported to the SPB. A request for these updates has been included on the new Forward Work Plan and agreement to the suggested timings is required from the Force. These are:</p> <ul style="list-style-type: none"> • Information Management Compliance (Annual Report to include GDPR/LED/MOPI/Data Breaches/Information Security etc monitoring. Regular updates on key areas such as breach reporting also need to be included within the organisational performance report) <ul style="list-style-type: none"> ○ Annual report expected in September • Compliance with Safeguarding/Child Welfare (Annual) • Compliance with the Victims Code of Practice (Annual) • Compliance with the Code of Ethics (Annual) <ul style="list-style-type: none"> ○ Annual reports for the above three bullet points are expected in November <p>It is hoped that once the new meeting structure has embedded, that some reports will be able to be monitored and processed via the Commissioner's Box Day process with any queries that need answering to be fed back to the force and a response requested, providing an appropriate audit trail.</p>
<p>4.</p>	<p><u>NEXT STEPS</u></p> <p>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.</p> <p>Amended meeting dates will be circulated to all attendees. The OPCC website will be updated to reflect the changes and an update distributed on the Gwent Now network.</p> <p>The effectiveness of the new arrangements will be reviewed on an on-going basis.</p>
<p>5.</p>	<p><u>FINANCIAL CONSIDERATIONS</u></p> <p>There are no direct financial costs or savings resulting from this proposal.</p>
<p>6.</p>	<p><u>PERSONNEL CONSIDERATIONS</u></p> <p>It is hoped that the reduction in the number of meetings will reduce the time and staff resource pressures placed on both the OPCC and the Force.</p>
<p>7.</p>	<p><u>LEGAL IMPLICATIONS</u></p> <p>There are no legal implications as a result of this proposal. However, any changes will be incorporated into the Manual of Corporate Governance s evidence of our own governance arrangements,</p>
<p>8.</p>	<p><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></p> <p>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>

	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> There is a risk that reducing the number of meetings will result in areas of work potentially being overlooked due to time constraints placed on each meeting. Consideration may need to be given to increasing the length of the meetings to ensure all areas are adequately discussed. This risk may be negated in the future if certain reports are able to be monitored via the box day process.
10.	<u>PUBLIC INTEREST</u> This document will be made available to the public.
11.	<u>CONTACT OFFICER</u> Joanne Regan, Information Officer
12.	<u>ANNEXES</u> Appendix 1 - Proposed Forward Planning Index Appendix 2 – Amended Terms of Reference

For OPCC use only

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:



Date: 23/04/18

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:



Date: 23/04/18