

BUSINESS REVIEW MEETING TERMS OF REFERENCE

The Business Review Meeting is one of the mechanisms for giving the Police and Crime Commissioner an account of the role her office plays and progress on delivering the Police and Crime Plan.

The Terms of Reference for Business Review Meetings provides a framework for the meetings to promote transparency.

1. MEMBERSHIP

All staff of the Office of the Police and Crime Commissioner (OPCC) should attend but not the Police and Crime Commissioner herself.

- Chief of Staff (chair)
- Director of Public Information
- Director of Victims Services and Commissioning
- Director of Policy
- Project Manager
- Compliance Officer
- Community/Engagement Officer
- Public Information Officer
- Personal Assistant to the PCC
- Personal Assistant to the Chief of Staff and Director of Public Information

2. ADMINISTRATION

- The meeting will be chaired by the Chief of Staff. The Director of Public Information will take the Chair role in the absence of the Chief of Staff.
- The framework for the meeting agendas will be prepared by the Compliance Officer for the year in advance to ensure all statutory responsibilities are included.
- The agenda for the meeting will be circulated 1 week in advance to allow for any papers/reports to be prepared.

3. SECRETARIAT

- The meeting will be administered by the Compliance Officer.

4. PURPOSE

- To form part of the overall governance for the OPCC.
- To receive updates on the progress of delivery of the Police and Crime Plan.
- To receive updates on all statutory functions of the OPCC.
- To receive reports and updates from the Team meetings.
- To provide a platform for reviewing papers prior to submission to other meetings within the corporate governance structure; namely Strategic Board, Joint Audit Committee and any other governance meetings which become established during the year.
- To receive a round up from each member of the team of their workflow over the coming month outlining any issues that require a decision. To act as a decision making mechanism in relation to all OPCC matters.
- To horizon scan for forthcoming issues and concerns and to highlight new risks.

5. AGENDA

No.	Business Review Meeting
1.	Minutes of meeting held on XXXXXXXX for agreement and actions completed.
2.	Chief of Staff Update <ul style="list-style-type: none"> • Office Updates • Strategic Board • Police and Crime Panel • Eastern Region Alliance Summit (7 force) • Strategic Governance Board (JPS / ERSOU) • Legislation, Publications, Consultation updates • Business Continuity – any issues
3.	Chief Finance Officer Update (Quarterly) <ul style="list-style-type: none"> • Publications • Finance Reports • Budget update
3.	Governance <ul style="list-style-type: none"> • Strategic Risk Register • J.A.C
4.	Policy Update <ul style="list-style-type: none"> • Policy review • Performance management • Project work
5.	Compliance <ul style="list-style-type: none"> • FOI/DP requests • ICVs / Dogs

	<ul style="list-style-type: none"> • LQCs/Misconduct • Complaints • Decisions • Website Compliance – Specified Information Order • Audits
6.	<p>Commissioning/Victims (Monthly)</p> <ul style="list-style-type: none"> • Projects - Programme of work, efficiency, change (Monitoring - Process) • Hub Updates <p>Commissioning/Victims (Quarterly unless during the commissioning timeframe)</p> <ul style="list-style-type: none"> • Victim Commissioning • Grants - CSF and Victim (Update on funding) • National Policy (Changes of direction MOJ etc.) • Restorative Justice • Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements) • Partnerships – CSPs
7.	<p>Media/Events/Engagement</p> <ul style="list-style-type: none"> • Engagement events PCC • PR • Comms of PCCs events i.e social media, Facebook, public and corporate correspondence • Newsletter progress update and distribution list • Engagement Process / comparing to decisions/ commitments (Linked with Compliance)
8.	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses updated (to note)

6. FREQUENCY

- OPCC Business Review Meetings will take place once a month.
- The Terms of Reference will be reviewed in 6 months and then annually on-going.