

# **Police and Crime Commissioner for Bedfordshire**

## **Delivery and Beating Crime Board**

### **Terms of Reference**

#### **INTRODUCTION**

- Sits within the context of Scheme of Governance, specifically sets out the formal arrangements for accountability/decision-making.

#### **PARTIES**

There will be two legal entities present at the board:

- The Police & Crime Commissioner for Bedfordshire
- The Chief Constable for Bedfordshire Police

#### **ROLE**

To consider recommendations and make decisions in relation to:

- Issuing a police and crime plan
- Determining police and crime objectives
- Calculating a budget requirement

To hold to account the Chief Constable for the efficient and effective delivery of the police and crime plan, including:

- Effectiveness and efficiency including utilisation of all resources.
- Budget monitoring
- Audit, Inspections and compliance
- Risk

#### **MEMBERSHIP AND ATTENDANCE**

Parties:

The Police & Crime Commissioner for Bedfordshire

The Chief Constable for Bedfordshire Police

Substitutes may attend and the choice of substitute will be for each party to determine.

Statutory Officers for the two parties will attend:

- Chief Executive
- Chief Finance Officer.

Other professional advisors will also attend:

- Deputy Chief Constable.
- Assistant Chief Constable

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- Assistant Chief Officer
- CC Staff Officer
- DCC Staff Officer

Other professional advisors will be invited to attend as required.

## **ADMINISTRATION**

The board will be chaired by the Police & Crime Commissioner or a nominated substitute such as the Chief Executive.

An agenda for the meeting will be agreed consultatively and appropriate reports and briefings be circulated **seven days** in advance of each meeting. All efforts will be taken to keep bureaucracy to a minimum.

To ensure transparency and accountability all meeting papers will be saved in two formats, one restricted by the OPCC and one for public view on the OPCC Website.

Recommendations and decisions will be made public and available to the police and crime panel.

The board will be administratively supported by the Office of the Police and Crime Commissioner.

## **MEETINGS**

Meetings will be held on a monthly basis at an agreed venue. Meetings will be planned for one calendar year.

There will be a one-month break of the meeting – every August.

The Meeting will be split into two parts:

1. Restricted
2. Unrestricted – recorded and published after the meeting on the OPCC Website.

The first part of the meeting will have agenda items which are deemed to be sensitive/restricted, unable to be recorded and published. This part of the meeting will be deemed as 'Part one', meeting minutes will continue to be published, however this part of the meeting will not be recorded. This will allow for restricted items to be discussed openly.

The second part will be recorded and published for members of the public to watch the meeting and ask questions to the OPCC and Exec Team.

## **RELATIONSHIP TO OTHER MEETINGS**

- The Joint Audit Committee will report to the board any concerns.
- Matters arising from the Strategic Alliance Summit will also be considered for this board.

Any decisions taken by the Commissioner and Chief Constable meeting may be formally noted by the board.

## **REVIEW**

The terms of reference for the board will be reviewed annually.