



## TERMS OF REFERENCE

### Purpose and vision

The Bedfordshire Criminal Justice Board (“the Board”) will enable improved communication, cooperation and collaboration between partners to provide fair, efficient and effective criminal justice services in Bedfordshire to provide the best possible service to victims of crime and witnesses.

We will support each other in delivering against the national *Strategy and Action Plan* with the aim of reducing offending and reoffending, and increasing public confidence in the Criminal Justice System.

### Membership

- BCJB’s core membership will be made up of the following:
- Police and Crime Commissioner for Bedfordshire
- Deputy Chief Constable, Bedfordshire Police and/or Assistant Chief Constable, Bedfordshire Police
- Force
- Chief Crown Prosecutor, Crown Prosecution Service (CPS) Thames and Chiltern Area
- Cluster Manager, Her Majesty’s Courts and Tribunals Service (HMCTS) in Bedfordshire
- Head of Service (Bedfordshire), Probation Service
- Governor, HMP Bedford
- Head of Service, Bedfordshire Youth Offending Service
- Head of Service, Luton Youth Offending Service
- The Citizens Advice Bureau Witness Service.
- Representative from CSP’s
- Defence representative from the Courts
- Public Health (Pan Beds)
- Health (Bedfordshire, Luton and Milton Keynes Health and Care Partnership and East London Foundation (mental health) Trust

The following will also be invited to attend meetings and contribute to the work of the Board:

- A representative from the Legal Aid Agency
- Head of Legal Operations for HMCTS Bedfordshire
- DCS, Head of Crime for Bedfordshire, Bedfordshire Police
- Senior Legal Manager for HMCTS



Invitations to attend BCJB meetings by representatives from other relevant groups will be made by exception, where relevant topics are to be discussed and these additional partners could add value to the discussions and decision-making. Visitors at meetings will not be able to cast a vote. The BCJB cannot meet any expenses in respect of visitors' attendance.

The core members of the BCJB will have the power to co-opt any partner to the Board on a temporary or permanent basis where his/ her work impacts on that of the Board, and the co-optee must be proposed and seconded by two core member of the Board and elected as a member, for either a temporary or permanent period of time, by a majority of the core membership.

The Police and Crime Commissioner's place on the Board is for the current term of their office.

### Support

The Board will be supported by a staff member of the Office of Police and Crime Commissioner.

### Attendance

It is expected that all Board members will attend regular meetings and any extraordinary meetings that may be arranged. Where a Board member is unable to attend, he or she will delegate attendance, participation and executive powers to a senior executive member of staff, as appropriate.

### Meetings

BCJB meetings will take place every three months, in accordance with the financial year calendar. Meetings will be held virtually via Teams or at venues provided by members of the Board. Arrangements will be made prior to the start of the financial year and calendar invitations sent by the OPCC.

Standing Agenda Items will be as follows.

- Performance Updates from:
  - CPS
  - HMCTS
  - Probation Service
  - Youth Offending Service
  - Victim Support/Bedfordshire Victim Care Service
  - Bedfordshire Police Issues - including Victim and Engagement Board updates
  - OPCC Issues – including Reducing Reoffending Board updates
  - Local and National Updates
  - HMCTS Recovery Plan
  - New and Emerging Legislation

A Board meeting will be quorate where four or more core members are present.

Chief Officers or their nominated deputies will have full voting rights. For a decision to be made there must be a majority of the Board in favour of the proposal. The Chair will not have a casting vote.

Draft formal minutes of each Board meeting will be produced within 10 working days by the Support Team and circulated to all Board members to consider. Final minutes will be provided with the papers for the following meeting at the latest. Minutes will be consistent with the Freedom of Information Act 2000.

### BCJB Chair

The BCJB chair will be the Police and Crime Commissioner for Bedfordshire.

A Deputy Chair will be appointed. It will be his/ her role to chair meetings in the absence of the Chair.

### Role and responsibilities of the Chair

The Chair will:

- Ensure that appropriate arrangements are made for Board meetings – date, time and venue confirmed, refreshments ordered, agenda agreed and papers circulated electronically in advance,
- Develop and manage the agenda to ensure that meetings are timely and effective,
- Facilitate discussion at meetings, particularly where there may be conflicting views,
- Declare his/her own organisational interests in discussions, and
- Represent the Board at appropriate events or agree a suitable delegate.

### Responsibilities of Board members

All Board members will:

Attend all Board meetings or send an effective deputy,

Be prepared to discuss agenda items from an agency viewpoint while being mindful of issues in the CJS locally and nationally and give commitment on behalf of their organisation,

Maintain accountability for their own agencies performance via their own governance arrangements and provide pertinent performance information to the Business Manager for a bi-monthly performance report.

### Delivery mechanism

The Board has three agreed strategic workstreams. Each workstream has a SRO from the Board who takes responsibility for feeding back on a regular basis to the Board. These workstreams will be reviewed on an annual basis or as required.

- Victims and Witnesses (includes domestic abuse, restorative justice and out-of-court disposals) (Chaired by Force)
- Reducing Reoffending (Chaired by Probation)
- Pan Performance Management Group (Chaired by CPS)

Each of the strategic work groups will have its own terms of reference, delivery/ improvement/ implementation plan and will identify linkages between them and with other partners' plans to ensure efficient delivery.

Board members will arrange for their own staff to provide data and written reports for this performance report.

The BCJB will look to develop collaborative arrangements with other LCJBs.

Performance analysis and/or input into themes will be agreed to be discussed at future Board meetings.

### Financial accountability

The OPCC will cover the costs of the basic administration of the BCJB going forward.

### Complaints

Any complaints received will first be considered by the Chair, to ascertain whether it should be directed to a specific agency. Where this is the case, the complaint will be sent to the relevant Board member for actions. All Board members will receive a copy of the response.

### Review procedures

As part of the annual strategic review, the Board will review its governance arrangements and terms of reference.