



Police and Crime Commissioner for Bedfordshire

OPCC Performance and Governance Board

Terms of Reference

INTRODUCTION

- Sits within the context of Scheme of Governance, specifically sets out the formal arrangements for holding Bedfordshire Police to account.

MEMBERSHIP AND ATTENDANCE

Office of the Police and Crime Commissioner:

- Police and Crime Commissioner (when available)
- Chief Executive
- Chief Finance Officer
- Director of OPCC Operations
- Head of Governance and Transparency
- Executive Personal Assistant for the PCC (Minute Taker)

Bedfordshire Police:

- Chief Constable (when available)
- Deputy Chief Constable
- Assistant Chief Constable
- Assistant Chief Officer

Other professional advisors will be invited to attend as required.

ROLE

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

- Effectiveness and efficiency including utilisation of all resources.
- Performance monitoring
- Budget monitoring
- Risk (Local and collaborated)
- Force action against the Police and Crime Plan Priorities

ADMINISTRATION

The board will be chaired by the Chief Executive for the Office of the Police and Crime Commissioner or a nominated substitute such as the Chief Finance Officer in their absence.



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.

Verbal updates must be documented within the minutes.

To ensure transparency and accountability all meeting papers will be saved.

Documents classified as sensitive (Restricted) will not be published however minutes will reflect discussions. 'Unrestricted documents', documents not classified as sensitive will be published for public view on the OPCS Website ***if required***.

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.

There will be a schedule that will be adopted throughout the 12-month period which will be reflected in each agenda.

For the months of January, April, July, October, Performance will be the sole item on the agenda that Bedfordshire Police must provide the papers for, to allow for a quarterly deep dive.

STANDING AGENDA ITEMS (Other items will be added to the Agenda)

	Agenda Item	Documents required	Lead
1	Welcome	Minutes of meeting held and for agreement and matters arising	Chair
2	Actions	2.1 Actions from previous meetings 2.2 Information document to remain being published on a monthly basis.	Chair Report
3	Performance	3.1 Crime performance figures with restricted detail - Local (Bedfordshire) Dashboard (Monthly) 3.2 Collaboration updates – JPS/ERSOU/BCH Functions (i.e PSD/HR etc) - ERSOU Dashboard (Quarterly) - JPS Dashboard (Quarterly)	DCC Report Quarterly Reports



		- BCH Functions (Quarterly) 3.3 Spotlight Report – Priority X (Change each month – working through priorities)	
4	Complaints	4.1: Chief Constable Complaints	OPCC Report
		4.2: Reviews	OPCC Report
5	National	5.1 HMICFRS 5.2 Casey Review 5.3 Improving lives for Black People in Bedfordshire - Race Action Plan	
6	Finance	<i>Budget/Efficiency Papers (if applicable)</i>	ACO Report
7	AOB		

For the remaining months Bedfordshire Police must provide spotlight papers on areas of policing which are in the Performance and Governance Board schedule.

This will allow for more meaningful papers to come to Performance and Governance Board and allow for discussion.

	Agenda Item	Documents required	Lead
1	Welcome	Minutes of meeting held and for agreement and matters arising	Chair
2	Actions	2.1 Actions from previous meetings	Chair
		2.2 Information document to remain being published on a monthly basis.	
3	Spotlight Reports	3.1 Spotlight Report – Priority X (Change each month – working through priorities)	Force Reports
		3.2 See Schedule	
4	Risk	4.1 Risk	
5	Complaints	4.1: Chief Constable Complaints	OPCC Report



		4.2: Reviews	OPCC Report
6	Finance	<i>Budget/Efficiency Papers (if applicable)</i>	ACO Report
7	AOB		

MEETINGS

Meetings will be held on a **monthly** basis at an agreed venue or electronically. Meetings will be planned for one calendar year. The meetings will normally be held on the last week of the month.

The meeting will need the time commitment of two hours from all parties.

Minutes will be taken for this meeting and published on the website.

Documents will be held for seven years.

RELATIONSHIP TO OTHER MEETINGS

- 1:1s between the PCC and CC
- 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.

REVIEW

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