



Philip Secombe  
Police and Crime  
Commissioner  
for Warwickshire

# Terms of Reference: Governance and Scrutiny Board

## Purpose

The purpose of this meeting to provide a formal opportunity for the governance of the Corporations Sole of the Police and Crime Commissioner and the Chief Constable. The meeting will seek to identify and monitor delivery of the commitments stated in the Police Reform and Social Responsibility Act 2011, and locally the Joint Corporate Governance Framework.

The meeting will also provide a vehicle for the Police and Crime Commissioner to formally hold the Chief Constable to account, scrutinising the priorities, actions and activities of the force, in accordance with the requirements of the Act.

## Objectives

The objectives of the meeting are:

- To ensure that the Police and Crime Plan commitments are being delivered by the Chief Constable, and that the force's priorities are aligned to do so.
- To enable governance to take place between the PCC and Chief Constable, furthering the activities of each organisation to mutual benefit.
- To monitor the financial position of Warwickshire Police, to gain assurance around expenditure, to understand how resource allocation supports PCC priorities and to maintain an efficient and effective police force for the area.
- To scrutinise, support and challenge the overall performance of the force and hold the Chief Constable to account for such performance.

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- To ensure an agreed approach to matters of mutual interest, such as proposed collaborations.
- To provide a vehicle for joint decision making, as well as consultation with the PCC for him to determine whether a decision should be escalated to him in line with the PCC Decision Making Policy.
- To provide an opportunity for both the PCC and Chief Constable to brief and consult with each other on matters of interest arising in respect of policing nationally and locally.
- To enable formal PCC scrutiny of force activity, through a programme of scheduled and spontaneous requests for information.

## Approach

All parties will approach the meeting, bearing in mind the expectations stated in the Policing Protocol 2023, including the following:

- Attendees will conduct themselves in line with the Nolan Principles, Codes of Conduct and Code of Ethics
- Attendees will ensure they are sufficiently briefed to attend the meeting and be prepared to operate openly and transparently; the Chief Constable will share information in the line with the expectations of s36 of the Police Reform and Social Responsibility Act 2011.
- The PCC will not fetter the Chief Constable's operational independence, although he may seek information on operational matters appropriately.
- The Chief Executive in the role of Monitoring Officer will provide advice to the PCC where required to ensure the meeting operates within these guidelines.

## Membership

- Police and Crime Commissioner (Chair)
- Deputy Police and Crime Commissioner (where appointed, Deputy-Chair)
- OPCC Chief Executive (Deputy-Chair in absence of Chair or Deputy-Chair)
- Chief Constable
- Deputy Chief Constable

The PCC and Chief Constable will determine attendance of other personnel from their respective organisations, bearing in mind the requirement to ensure sufficient expertise is available, whilst maintaining efficiency and effectiveness of the meeting.

## Secretariat

The Secretariat will be provided by the Office of the Police and Crime Commissioner (OPCC) and ordinarily the OPCC Business Support Assistant will attend and take a record of the meeting.

The meetings will take place monthly on the first Tuesday of the month that falls after the 6<sup>th</sup> day.

The agenda will be structured in two halves:

### **Governance Activity**

- Consideration of Financial Reports
- Decisions
- Governance and corporate governance matters (such as risk, internal audit) for discussion

### **Scrutiny Activity**

- Deep Dive on a focus topic
- Review of Information Requests and matters arising from Holding to Account

All papers that form part of the meeting record must be on the correct template, so that the purpose of the paper is clear. The Chief Constable will ensure papers are appropriately approved within the force before they are submitted to the OPCC, and timescales should be implemented to ensure they are received in good time. A shared teamsite has been established and papers will be added to the teamsite a week before the meeting.

A record of the meeting will be produced in the style of formal minutes. These will be prepared with the expectation that they will be published, but where required a sheet of restricted matters will be produced separately. The minutes will be circulated within a week of the meeting, and approved by the PCC at the subsequent meeting, seeking the views of the Chief Constable.

## Transparency

As part of the wider activities around holding to account, the agenda and minutes, and where appropriate the reports will be published on the OPCC website following the meeting.

## Review

These terms of reference will be reviewed annually at the end of the financial year.

Prepared by OPCC Chief Executive, May 2024