



# Terms of Reference: PCC / CC Meeting

## Purpose

The purpose of this meeting is to provide an opportunity for a regular briefing session between the Chief Constable and the Police and Crime Commissioner (PCC). The meeting will provide an opportunity for the PCC to seek information from the Chief Constable, as part of the holding to account activities, for the Chief Constable to share information with the PCC, and for both to discuss matters of mutual interest.

## Objectives

The objectives of the meeting are:

- To further a strong professional relationship between the PCC and Chief Constable where information can be shared between parties and discussions can take place to shape matters of mutual interest.
- To enable the PCC to ask questions of the Chief Constable as part of his statutory function in holding to account, and to further the progression of priorities of the Police and Crime Plan.
- To enable the Chief Constable to share matters of interest, including recent operational matters with the PCC, in an appropriate setting.
- To enable the Chief Constable to give the PCC an early briefing on a planned force project or activity, to enable a preliminary steer to be discussed.
- To enable both parties to discuss matters of mutual interest to come to a position, including those of a regional or national origin.
- To enable confidential briefings to the PCC where required.

## 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

Others may deputise in the event of occasional absence of Chief Constable or Deputy Chief Constable or OPCC Chief Executive Officer

## Secretariat and Record of Meeting

The Secretariat will be provided by the OPCC; ordinarily the Personal Assistant to the PCC will attend and take a record of the meeting.

An agenda will not be produced for each meeting, as it will follow this standard order:

- Items of mutual discussion
- PCC items for discussion
- Chief Constable updates and items for discussion
- Review of record and actions from previous meeting
- Agreement of actions.

Where possible the OPCC will provide the CC's staff office with a list of items for discussion in advance of the meeting.

## OFFICIAL

The record of the meeting will summarise the discussion, rather than detail a verbatim account of each matter discussed, in order that a full and frank conversation can take place. The record will be focussed on capturing where the PCC asks questions as part of holding to account, as well as capturing a short account of items discussed and actions agreed. The record of the meeting will be shared as soon as practically possible; the week of the meeting. The PCC will approve the record of each meeting at the subsequent; seeking the views of the Chief Constable.

## Transparency

As part of the wider activities around holding to account a summary of holding to account themes will be reviewed by the PCC and published on the website. The minutes will not be routinely published. Where matters discussed are confidential, they will be exempt by an appropriate Freedom of Information Act exemption and will remain confidential.

## Review

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

Prepared by OPCC Chief Executive, May 2024