Essex Body Worn Video Board

Terms of Reference

1. **Overarching purpose:**

* To oversee the Essex Police BWV elements related to:
  + - Allocation profile
    - License and device usage
    - Storage monitoring
    - Footage sharing procedures (Custody/Athena/CPS)
    - Contracts and procurement
    - Finance
    - Device refresh
    - Communications
    - Compliance and audit

1. **Wider objectives:**

* To maintain force oversight, support and co-ordination
* Benefit delivery for Essex Police through internal and SCT PIRs
* Operational compliance and consistency
* Explore ways of maximising the impact and use of BWV to compliment CJ processes
* To add value to partnership working
* To support innovative ways of using BWV in line with National Digital Policing Programme and COP guidelines (eg. PACE Code G changes)

1. **Attendees:**

* ACC Local Policing (Chair – ACC Prophet)
* BWV Operational Project Lead (Supt Baldwin)
* BWV Operational Project Lead Support (PS Bramhill)
* BWV LPA SPOCS x3
* Procurement (Dave Edwards)
* BWV Kent Lead (Supt Alland)
* BWV Kent Project Manager (Debbie Parris)
* BWV IT (Andy Heritage)
* Media & Communciations (Heather Turner)
* Criminal Justice Unit (Katie Severn)
* Finance (Kristina Bergmantova/Amanda Humphries)
* CPS (Fraser Wilkie)
* Others by exception as required

1. **Meeting Frequency and other administration:**

* Meeting will be held at approximately 8 week intervals with a monthly meeting between SRO and Project Lead
* Papers will whenever possible be circulated 5 working days prior to each meeting
* Draft minutes from previous meetings (including decisions) will be circulated within ten days and prior to each meeting
* An actions grid will be maintained and reviewed at each meeting.
* All agenda items will be submitted via Borka Price (ACC Admin)
* Formal reports will be version controlled
* Regular reports will be submitted to P&RS Committee