

## Performance and Resources Scrutiny Programme 2021

Report to: the Office of the Police, Fire and Crime Commissioner for Essex

<b>Title of Report:</b>	<b>Terms of Reference – PRSB</b>
<b>Classification of Paper:</b>	<b>Official</b>
<b>Agenda Number:</b>	<b>10</b>
<b>Chief Officer:</b>	<b>Janet Perry</b>
<b>Date Paper was Written:</b>	<b>19 June 2021</b>
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<b>Report from:</b>	<b>PFCC's office</b>
<b>Date of Meeting:</b>	<b>29 June 2021</b>
<b>Author on behalf of Chief Officer:</b>	<b>Suzanne Harris</b>
<b>Date of Approval:</b>	<b>n/a</b>

### 1.0 **Purpose of Report**

To present to the P&RS Board a proposed revised Terms of Reference (ToR) for this Board.

### 2.0 **Recommendations**

To consider and agree a proposed Terms of Reference (ToR) to be submitted as part of the revision of the PFCC's constitution.

### 3.0 **Executive Summary**

The Terms of Reference for the Essex Police Performance and Resources Board are included in the PFCC's constitution. Any revision must therefore form part of a wider revision of the constitution. The constitution is currently being reviewed/revised, with intention for approval at the September Strategic Board and October Police and Crime Panel meeting.

The appended proposed ToR are presented for consideration and approval.

#### 4.0 **Introduction/Background**

The current ToR was adopted in June 2018.

The target date to agree any revisions is 1 August 2021. This means that the revised ToR must be agreed at the P&RS Board on 29 July 2021.

Key dates are as follows:

Week commencing 26 July	P&RS Board meeting 29 July
Week commencing 16 August	PFCC SMT 17 August
Week commencing 23 August	PFCC / CC 1:1 23 August
Weeks commencing 30 August & 6 September	No actions
Week commencing 13 September	Strategic Board paper deadline Thursday 16 September
Week commencing 20 September	Strategic Board papers circulated 20 September
Week commencing 27 September	Strategic Board meeting Monday 27 September
Week commencing 4 October	No actions
Week commencing 11 October	PFCC papers published 13 October
Week commencing 18 October	PFCC meeting 21 October

#### 5.0 **Current Work and Performance**

The ToR were reviewed and initial proposed changes have been shared with key personnel within Essex Police and the PFCC's office. Feedback has been taken into account in the appended version and it should be noted that there are no suggestions received to date that have been disregarded.

#### 6.0 **Implications (Issues)**

The revised ToR largely reflect more accurately the current ways of working, and are believed to be workable/achievable.

Areas affected by change include:

- Membership
- Forward plan
- Publishing of information

#### 6.1 **Links to Police and Crime Plan Priorities**

An effective Performance and Resources Scrutiny Board, governed by appropriate Terms of Reference, enables the PFCC to monitor delivery against the priorities in the Police and Crime Plan.

**6.2 Demand**

Not applicable

**6.3 Risks/Mitigation**

Failure to review and agree a revised ToR in line with the schedule for revising the PFCC's constitution would result in either:

- a) No change to the current ToR and a missed opportunity to update ways of working.
- b) Changes to be agreed without the input or support of the P&RS Board.

**6.4 Equality and/or Human Rights Implications**

The revision of the Terms of Reference is not expected to have any impact on those with protected characteristics.

**6.5 Health and Safety Implications**

The revision of the Terms of Reference is a desk-based exercise and is not expected to have any health or safety implications.

**7.0 Consultation/Engagement**

The revised ToR have been subject to internal consultation with key personnel where possible. This meeting will enable a further, potentially final, opportunity for review.

**8.0 Actions for Improvement**

It is intended that the revised Terms of Reference will better reflect current ways of working and will, as a result, offer an improved point of reference for Board practices and procedures.

**9.0 Future Work/Development and Expected Outcome**

The Terms of Reference are expected to be approved as part of the revised PFCC constitution in October 2021. Thereafter the ToR should be reviewed on a regular basis, in line with reviews and revisions of the constitution.