

Performance and Resources Scrutiny Programme 2021

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

Title of Report:	Terms of Reference – PRSB
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Chief Officer:	Janet Perry
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Report from:	Essex Police
Date of Meeting:	29 June 2021
Author on behalf of Chief Officer:	Suzanne Harris
Date of Approval:	

1.0 Purpose of Report

To update the P&RS Board on the proposed timeline and process for agreeing a revised Terms of Reference (ToR) for this Board.

2.0 Recommendations

To note and agree the proposed timeline and process:

Week commencing 21 June	Draft revision of ToR produced by PFCC office
Week commencing 28 June	Engagement with Essex Police (meeting scheduled 30 June)
Week commencing 5 July	Feedback considered and amendments made
Week commencing 12 July	Final draft confirmed for submission to P&RS Board
Week commencing 19 July	P&RS Board paper deadline Monday 19 July P&RS Board papers circulated 20 July
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

The key date to note, in bold above, is the paper deadline for the July P&RS Board, by which time a final draft ToR must be produced.

Key Board dates, where decisions will be made, are also highlighted in the table above.

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 September Police and Crime Panel meetings. It is therefore proposed to review and revise the Terms of Reference in accordance with this timeframe.

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.

5.0 **Current Work and Performance**

Initial work has commenced, reviewing the current ToR and considering the following:

- Alignment with current ways of working
- Alignment with Fire P&R ToR

6.0 **Implications (Issues)**

The entire ToR is to be reviewed.

It is expected that the following areas may be subject to revision:

- 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 by 1 August 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 not been consulted prior to the submission of this paper. A meeting has been scheduled for 30 June, at which a proposed draft will be shared with Essex Police for consultation. Feedback, and if appropriate further consultation, will be considered before the paper deadline of Monday 19 July 2021.

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.