

Police Fire and Crime Commissioner for Essex

Essex Police Performance and Resources Scrutiny Board

Terms of Reference

1. PURPOSE OF THE ESSEX POLICE PERFORMANCE AND RESOURCES SCRUTINY BOARD

The purpose of the Board is to enable the Police, Fire and Crime Commissioner (PFCC) to review the efficiency and effectiveness of the force against performance objectives set out in the Police and Crime Plan. It is the forum whereby the PFCC is able to ensure budgeted resources are closely aligned with policing priorities.

The Board will enable the PFCC to maintain an oversight of the totality of policing and hold the Chief Constable to account (including through his representative with delegated authority) for the delivery of operational policing and where the Police pay due regard to the Police and Crime Plan.

The terms of reference will be reviewed on an annual basis.

2. SCOPE OF THE MEETING

The Performance and Resources Board will:

- Scrutinise, support and challenge the overall performance of the force including against the priorities agreed within the Police and Crime Plan
- Support the PFCC in holding the Chief Constable to account for the performance of the force's officers and staff
- Support the PFCC in holding the Chief Constable to account for the exercise of the functions of the office of Chief Constable and the functions of the persons under the direction and control of the Chief Constable
- Advise the PFCC on actions to be taken to maintain an efficient and effective police force for Essex
- Consider and discuss different themes, subjects or 'deep dives' for scrutiny, challenge and support
- Monitor actual revenue spend against budget, and the forecast outturn advising corrective action where appropriate in order to further advance the priorities of the Police and Crime Plan

- Monitor actual and forecast capital expenditure and resourcing of against the approved capital programme advising the Strategic Board on progress achieved
- Monitor the progress made by the force in delivering planned transformation savings
- Publish the agenda and minutes to ensure transparency of process of review and scrutiny.
- Identify areas of support and commissioning that would assist in achieving the Police and Crime Plan

3. MEMBERSHIP

The membership of the Performance and Resources Board is as follows;

- Police, Fire and Crime Commissioner
- Deputy Police, Fire and Crime Commissioner
- Deputy Chief Constable
- PFCC's Chief Executive and Monitoring Officer
- PFCC's [Chief Finance Officer and Strategic Head of Performance and Resources](#)
- ~~PFCC's Head of Finance~~
- PFCC's Head of Performance and Scrutiny
- ~~EP Director of Strategic Change~~ [Assistant Chief Officer: Continuous Improvement and Analytics](#)
- EP Chief Finance Officer
- All meeting papers will be shared with the Chief Constable

Meetings will be chaired by the Police, Fire and Crime Commissioner, or in his absence, his Deputy.

Other people may also be invited to participate in Meetings where appropriate and with the consent of the PFCC, for example: senior Essex Police officers and staff, (although responsibility and accountability sits with the Chief Constable through the Deputy Chief Constable), other PFCC staff, chief officers of other organisations, representatives of community groups and subject experts.

4. PROCEDURE FOR MEETINGS

To ensure Meetings run smoothly and are conducted properly, some procedural requirements are set out below.

i. Frequency of Meetings

Meetings will normally take place every month

ii. Notice of Meetings

Meetings for each calendar year will be set at the start of the year. In the event that a meeting date needs to be changed wherever possible at least one calendar month's notice will be given.

iii. Circulation of Papers

Papers will be circulated at least five full days before the meeting unless an item of business is considered sufficiently urgent to justify shorter notice. The agenda and reports will normally be published to attendees five working days before the meeting.

iv. Forward Planning and Papers

a. Additions and Withdrawals

The Forward Plan, including the standing agenda items, will be reviewed and any proposed changes agreed at each meeting. Any items which are proposed to be added to the Forward Plan during the meeting will be confirmed by the Chair.

Where changes to the agenda are requested between meetings, which impact the next scheduled meeting:

- additional items must be accepted by the PFCC and Chief Constable (or their respective deputies);
- withdrawn items will remain on the agenda for a verbal explanation/update at the meeting.

All papers will be requested through the Essex Police Single Point of Contact (SPOC) in the [Continuous Improvement and Analytics Strategic Change](#) Directorate.

Papers will ordinarily be added to the forward plan with a minimum of eight weeks notice. Exceptionally, where need arises, papers may be requested with a minimum four weeks notice.

Papers will be submitted on a template provided by the PFCC's office (identified on the Forward Plan) unless otherwise agreed in advance with the Head of Performance and Scrutiny. Papers must include a Government security classification.

Papers will be submitted by the [Continuous Improvement and Analytics Strategic Change](#) Directorate SPOC following Chief Officer sign off, 7 working days prior to the meeting in order to facilitate circulation.

Where papers are data dependent, and data availability means that a paper is anticipated to be submitted outside of this timeframe, a schedule for submission will be agreed at least eight weeks prior to the meeting at which the paper will be presented. This agreement will

acknowledge any requests by the PFCC for draft papers to be shared in advance, the Chief Officer Group (COG) date for approval of the paper and the deadline for such draft papers.

v. Decision-making (PFCC or Deputy PFCC)

The Board may make recommendations for decisions to be taken by the PFCC. Operational decisions will not be made in this meeting as these rest with the Chief Constable. Where recommendations are made for a decision by the PFCC the item will be directed to the Strategic Board. Where appropriate a Decision Report may be submitted and approved outside of Strategic Board, resulting from a discussion at this Board.

vi. Publishing of Information

All documents must be labelled in accordance with the UK Government Security Classifications.

The agenda will include verification of the security classification of papers and confirmation of these classifications (and approval for publishing) will be sought at the conclusion of each Board meeting.

Documents marked 'Official Sensitive' or above (Secret / Top Secret) are not to be published.

Documents labelled 'Official' and those not protectively marked may be published with the following exceptions:

- The document must not include any personal details in accordance with GDPR.
- The documents must not contain or elude to any form of intelligence, which may compromise policing activity and tactics.
- The document does not contain any embedded documents that fall outside of the classification on the main paper.

Draft minutes will be circulated within seven working days of the meeting and agreed minutes will be published within 14 days of the subsequent meeting.

Amendments to the minutes may be submitted between meetings and where the Chair is in agreement a revised version of the minutes may be circulated. Any proposed amendments which are not authorised by the Chair between meetings must be highlighted at the following meeting for discussion and approval/rejection.

Once approved, the written minutes will be the official record of the meeting. In preparing these minutes a recording of the meeting may be used but this will be deleted once the official written minutes have been agreed at the following Board meeting.

vii. Secretariat

The secretariat of the meeting will be provided by the PFCC's office.