

**Police Fire and Crime Commissioner for Essex  
Essex Police Strategic Board**

<b>Title of Report / Agenda Item</b>	Terms of Reference
<b>Document Classification</b>	Official
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<b>Date of approval at COG (or other named meeting or person authorising)</b>	
<b>Date Approved by Essex Police Finance Department</b>	n/a

## **1. Recommendations**

The Strategic Board is asked to recommend to the PFCC that the proposed Terms of Reference (ToR) should be submitted as part of the revision of the PFCC's constitution.

## **2. Executive Summary**

The Terms of Reference for the Essex Police Strategic 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/revisted, with intention for approval at the September Police, Fire and Crime Panel meeting.

The appended proposed ToR are presented for consideration and approval.

## **3. Background (to include context, need, current Work and Performance, etc)**

The current ToR for this Board was adopted in 2021, following recommendation at the September Strategic Board. The proposed ToR for this Board have been circulated ahead of this meeting, and draft changes made as a result of conversations between representatives of the PFCC's office and Essex Police.

The proposed changes reflect current ways of working and can be summarised as:

- Updates to job titles and departments which have occurred since the last revision to ToR
- Acknowledgement that the Deputy Chief Constable receives copies of all meeting invitations and papers
- Acknowledgement that eight Board Planning meetings typically take place each year to assist with preparation
- Confirmation of when decision reports are and are not usually required, without compromising the PFCC's ability to make exceptions to this

The only change which does not reflect current working practices is the proposal for EP Head of Continuous Improvement to attend future meetings. This post is heavily involved in the coordination and preparation for meetings, and in follow up actions, and there would be benefit in them being able to hear the discussions and decisions first hand.

All feedback has been incorporated into the version presented. No feedback has been disregarded. The proposed revised ToR largely reflect more accurately the current ways of working.

## **4. Options and analysis (to include proposals, benefits, alternatives)**

The existing ToR refers to job titles which are no longer used and departments that have been re-named/re-formed. Retaining the existing ToR is therefore not considered to be a workable option.

The only change which does not reflect current working practices is the proposal for EP Head of Continuous Improvement to attend future meetings. The current ToR includes a clause which allows additional attendees, namely '*Other people may also be invited to participate in meetings, where appropriate and with consent of the PFCC, for example: senior Essex Police officers and staff*' and so the proposed change provides clarity regarding proposed attendance and removes the need to seek repeated permission to attend.

Additional changes are not felt to be required at this time.

## **5. Risks and Mitigations**

There is a risk that required or useful changes are not identified. This is mitigated by prior consultation and an opportunity for all to comment on the proposed version circulated with Board papers ahead of the meeting.

Failure to review and agree a revised ToR in line with the schedule for revising the PFCC's constitution would result in no change to the current ToR and a missed opportunity to update ways of working.

## **6. Links to the Police and Crime Plan**

An effective Strategic Board, governed by appropriate Terms of Reference, assists the PFCC in fulfilling his role effectively.

## **7. Financial Implications**

There are no financial implications.

## **8. Legal Implications**

Failure to update the ToR, which are part of the PFCC's constitution, would result in a ToR which fail to recognise current ways of working.

## **9. Staffing Implications**

There are no staffing implications.

## **10. Equality and Diversity Implications**

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

## **11. Police Operational Implications**

There are no direct operational implications, however, the ToR form part of the governance structure which enables appropriate decisions to be made which impact on operational abilities.

## **12. Governance Boards**

This paper has not been to any other Boards.

## **13. Future Plans (long-term strategic direction)**

The Terms of Reference are expected to be approved as part of the revised PFCC constitution in October 2023. Thereafter the ToR should be reviewed on a regular basis, in line with reviews and revisions of the constitution.

## **14. List of background papers and appendices**

Appendices:

- Proposed ToR for Essex Police Strategic Board (tracked changes)
- Proposed ToR for Essex Police Strategic Board (final view)