



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

# Police and Crime Commissioner's Select Committee

## Terms of Reference

### 1. INTRODUCTION

This document defines the terms of reference (TOR) for the Police and Crime Commissioner's Select Committee, its inquiries, membership, and the roles and responsibilities of the members.

### 2. SELECT COMMITTEE PURPOSE

The Police Reform and Social Responsibility Act 2011 established Police and Crime Commissioners (PCCs), who have a statutory duty and electoral mandate to hold the police to account on behalf of the public.

Alongside the PCC's Policing Board and Strategic Performance Board, Select Committee inquiries will be undertaken on specific topics, in line with the priorities outlined within the 2025-29 Police and Crime Plan, and identified as key areas for scrutiny and development by the PCC. These inquiries will replace the Deep Dive scrutiny review approach previously adopted by the Office of the PCC (OPCC).

Select Committee inquiries enable the PCC to publicly hold Dyfed-Powys Police's (DPP's) Chief Constable (CC) and partners to account, through the scrutiny of evidence and information provided by key stakeholders at Select Committee hearings and through engagement and consultation. This approach will allow evidence providers to demonstrate their delivery of complementary services, and importantly, will help to shape future improvements in the focus area.

The outcomes of the Select Committee inquiries will be made public and may require a response from the CC or other partner agencies. The findings may also inform the PCC's investment decisions regarding service delivery.

Select Committee inquiries allow the PCC to exercise their role in a transparent manner, through:

- Ensuring robust scrutiny and holding the CC to account;
- Ensuring the voice of victims and survivors are heard;
- Involving the public in local accountability;
- Working with community safety and criminal justice partners to ensure the wider criminal justice system is efficient and effective; and
- Publishing information to enable the public to assess the performance of DPP and partners.

### 3. GOVERNANCE

The Chair of the Select Committee is the PCC, with the Chief Executive and Monitoring Officer as Deputy Chair.

It is not envisaged that the Select Committee will need to escalate any issues for resolution. If however any emerging risks are identified, these will be shared with the relevant authority at the earliest opportunity for consideration and/or action.

The Select Committee does not have the authority to make decisions and commit resources.

#### **4. INQUIRY PROGRAMME**

A forward work programme will be established to ensure that inquiries are effective and focus on matters at appropriate intervals throughout the year. The programme will however ensure sufficient flexibility to allow for urgent responses to changing events. This will be reviewed on a quarterly basis by the PCC's Executive Team.

Inquiry topics will be identified in line with the 2025-29 Police and Crime Plan, and through suggestions from the Select Committee Chair and Members, OPCC staff, interest groups and the public. Inquiries will be prioritised based on matters relating to operational demand, community impact and organisational risk.

#### **5. MEMBERSHIP**

The Select Committee will comprise of the following core members (or nominated representative):

- PCC (Chair).
- PCC's Chief Executive & Monitoring Officer (Deputy Chair).
- PCC's Chief Finance Officer.
- PCC's Director of Commissioning and Partnerships.
- Police and Crime Panel Chair.
- Joint Audit Committee Chair.

The OPCC will also invite inquiry-specific members to join the core members for each Select Committee inquiry, depending on the topic under consideration. This could include OPCC volunteer scheme and scrutiny panel representatives, independent key stakeholders and partners working within the portfolio under consideration, and research and academia representatives.

Each inquiry will vary in length, depending on the scope of the topic in focus. The Select Committee will aim to run up to 3 inquiries per year.

The Select Committee's meeting structure will be dictated by each individual inquiry's TOR, which will be discussed and approved at the first hearing of each inquiry.

There is no quorum for the Select Committee as it does not make any decisions.

#### **6. THE ROLE OF THE CHAIR**

The Chair is responsible for:

- ensuring that the meetings remain focused on the agreed line of inquiry;
- ensuring that all discussions are suitable for public consumption;
- ensuring that Select Committee members work as a team;
- providing direction to OPCC staff between formal meetings to ensure all the required information is requested in good time and can be made available; and

- ensuring that Select Committee members can actively contribute to the inquiry topic, oral evidence sessions and reports.

## **7. MEMBERS' TIME COMMITMENT**

To participate effectively in the work of the Select Committee, members will need to commit to all inquiry meetings. As stated, above, the Select Committee's meeting structure will be dictated by each individual inquiry's TOR.

Members will be expected to undertake some independent work with regards to the perusal of papers prior to hearings, and the formulation of considered and measured lines of questioning for witnesses attending the Select Committee inquiry hearings to give evidence.

## **8. SECRETARIAT / SELECT COMMITTEE PROCESS**

Select Committee members are supported by the PCC's Executive Support Officer. Inquiry management and meeting administration will be the responsibility of the OPCC.

The OPCC will keep up to date with emerging issues within the PCC's sphere of influence and suggest potential inquiries, their scope and focus.

Whilst the detail of each inquiry's administration will be determined in the scoping and individual TORs, it will follow the general format of:

1. A discussion by the PCC's Senior Management Team (SMT) members to identify initial potential topics.
2. The establishment of an OPCC Working Group, led by a Policy Advisor, with members nominated by the Senior Management Team. The Working Group will discuss potential topics and identify/propose a key focus area.
3. The development of a PICK and SAND document by the Working Group to establish the rationale for the proposed key focus area.
  - The PICK element allows the Working Group to consider the value of taking a topic through for further action, considering whether it would be in the public's interest, its potential impact, the current performance within the portfolio, and other assurance and inspection activities.
  - The SAND element is utilised to recommend the next steps for the proposed topic, i.e., Scrutiny, Action, No Further Action, or a Decision.
4. The drafting of a TOR for the inquiry.
5. The submission of the PICK and SAND and TOR to the SMT for consideration.
6. Any resulting edits made to the proposal prior to the submission to the PCC and their Executive Team.
7. An initial meeting of the Select Committee to consider the proposed key focus area, and to agree the scope and specific focus of the inquiry, as well as the key witnesses to invite to give evidence to the Select Committee.
8. The development of a public engagement and communication plan.
9. A call for written evidence – which may be broad and public or narrow and directed.
10. Research/fieldwork conducted by the OPCC to gather data and other evidence to support the inquiry.
11. Oral evidence sessions – invitees may include expert witnesses, community representatives, individuals with lived experience and other stakeholders.

12. Select Committee visits may be used to engage with services / users at the point of delivery to gather first-hand evidence.
13. Briefings and suggested questions from the OPCC to the Select Committee for evidence sessions and visits.
14. A Select Committee briefing setting out key issues and emerging findings from evidence received.
15. A “heads of report” meeting to agree the proposed report structure, outline of narrative and recommendations.
16. A draft report and period of amendments.
17. A final report with recommendations and publication plan.
18. Responses from the Chief Constable and other relevant bodies.

Agendas and associated reports for the Select Committee will be circulated to Members no later than 5 working days in advance of the meeting.

The OPCC is responsible for the maintenance of records relating to the Select Committee. This will include the management and publication of the minutes and the compilation of meeting agendas and papers.

All papers received will need to be appropriately marked in accordance with the Government Security Classification Scheme to safeguard against inappropriate disclosure.

Select Committee meetings relating to the management of the inquiry process will not be recorded, but a record of actions will be kept. Evidence sessions/hearings will ordinarily be webcast, recorded and published on the OPCC website. As such, it is expected that the detail of matters discussed at these sessions will be suitable for public release, however any matters which are operationally sensitive, relate to personal information or have commercial sensitivity will either be made public at an appropriate time in the future or be retained by the OPCC. The decisions relating to the public release of information will be made in accordance with the Freedom of Information Act and other statutory instruments or regulations which are applicable to the policing service and PCC.

## 9. VERSION CONTROL AND REVIEW DATE

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