



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

This document is available in Welsh as well as English.

# Policing Board

## Terms of Reference

### 1. INTRODUCTION

This document defines the terms of reference for the Policing Board, its membership and the roles and responsibilities of the members.

### 2. POLICING BOARD 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. The Policing Board is the forum in which the PCC will hold the Chief Constable (CC) to account for the exercise of the functions of the office of CC and the functions of the persons under the direction and control of the CC.

The Policing Board allows the PCC and CC to exercise their respective roles in a transparent manner. This means enshrining locally the operational independence of the police; ensuring robust scrutiny and holding the CC to account; and supporting good, effective decision-making. The Policing Board provides opportunity for timely scrutiny and oversight of Force business. It will focus on delivery of service against the priorities outlined in the Police and Crime Plan as well as discharging the requirements as set out in the Joint Corporate Governance Framework.

### 3. GOVERNANCE

- The Chair of the Policing Board is the Police and Crime Commissioner.
- The Policing Board has the authority to make decisions and commit resources within the remit of their statutory responsibilities. The Board has a key role in ensuring that Force and OPCC commitments to national requirements are maintained and enhanced as required.
- The Policing Board is held to account for the way in which it delivers its functions by the Chief Executive and Monitoring Officer. Any emerging risks will be considered for inclusion within the Force and/or OPCC Risk Registers.

### 4. TERMS OF REFERENCE

A forward work programme will be established to ensure that meetings are effective and focus on matters at appropriate intervals throughout the year. This will be reviewed fortnightly by the OPCC Senior Management Team. A themed approach will be adopted whereby each Policing Board meeting will have a topic of focus. Questions to the CC will be identified and submitted in advance based on matters highlighted through OPCC scrutiny and oversight, community engagement, public feedback and organisational risk.

In line with the Policing Protocol 2023, the Policing Board will:

- Give the PPC an opportunity to seek assurance from the CC on dynamic and emerging issues;
- Hold the CC to account for organisational performance;
- Provide critical friend challenge to drive improvement in policing services, without fettering the operational independence of the CC.

## 5. MEMBERSHIP

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

### Office of the Police and Crime Commissioner

- Police and Crime Commissioner
- Chief Executive and Monitoring Officer *or* Deputy Monitoring Officer
- Chief Finance Officer

### Dyfed-Powys Police

- Chief Constable
- Director of Finance (as appropriate)
- Director of People and Organisation Development (as appropriate)

Both the PCC and CC may vary attendance and invite other attendees at their discretion to provide professional advice to the Board.

The Board will meet monthly and a simple majority of those in attendance will be required to meet the quorum requirements for decision making.

Extraordinary meetings may be called by the PCC or the CC to address urgent matters. Whether a matter is urgent or not for these purposes shall be decided by either or both the PCC and the CC.

## 6. SECRETARIAT

The OPCC is responsible for the preparation, distribution and maintenance of papers relating to the Policing Board. This will include the management and publication of the minutes and the compilation of meeting agendas and papers. The CC's Staff Officer is responsible for ensuring Force papers are submitted in line with the timescales below and will communicate outcomes and actions to relevant staff in the Force. The OPCC Executive Support Officer will communicate outcomes and actions to relevant OPCC staff.

An agenda and associated reports for the Policing Board will be circulated to Members no later than 7 days in advance of the meeting. As such, papers for consideration at the Policing Board are to be received by the OPCC Executive Support Officer 8 days in advance of the meeting. Urgent or late reports will need to be approved by the Chief Executive before inclusion for consideration by the Board.

Papers submitted to the Policing Board must be presented in an agreed format. All papers received will need to be appropriately marked in accordance with the Government Security Classification Policy to safeguard against inappropriate disclosure.

Matters discussed at the Policing Board which have operational sensitivity, 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 the Commissioner.

## 7. VERSION CONTROL AND REVIEW DATE

Version:	2024-1
Original Author:	Sophie Morgan, Executive Support Officer
Approval date:	24 <sup>th</sup> September 2024
Approving Board:	Policing Board
Review date:	September 2025