



To: Business Coordination Board

From: Chief Executive Officer

Date: 26 May 2022

TERMS OF REFERENCE FOR THE BUSINESS COORDINATION BOARD

1. Purpose

1.1 The purpose of this report is to seek approval from the Business Coordination Board (the “Board”) of the revised Terms of Reference (ToR) for this Board.

2. Recommendation

2.1 It is recommended that the Board approve the amendments to the ToR, which are included as an appendix to this paper.

3. Background

3.1 The Board review their ToR annually. A copy of the current ToR, Version 5.0 are included at Appendix 1. These ToR were agreed in May 2021.

3.2 Since May 2021 developments have occurred and been agreed, which have been incorporated into the revised ToR. The most significant of these include the publication of the Police and Crime Commissioner’s (the “Commissioner’s”) Police and Crime Plan (the “Plan”) and amendments to the frequency of the Board, with a schedule for 2022/23 agreed.

3.3 The Board is chaired by the Commissioner and is attended by the Chief Executive Officer for the Office of the Police and Crime Commissioner

(OPCC) and representatives from their senior management team as well as the Chief Constable and representative from their Chief Officer team.

- 3.4 The Board takes a risk-based approach with papers, unless commercially or operationally sensitive, published on the Commissioner’s website prior to the commencement of the meeting. The minutes of the meeting are published when approved.
- 3.5 The Commissioner pro-actively sets the agenda by calling for reports to ensure that the Chief Constable is held to account for the efficient and effective policing of Cambridgeshire. This includes but is not restricted to a holding to account for the performance of Constabulary, arrangements for engagement, compliance with value for money requirements and duties relating to equality and diversity. Furthermore, key decisions made by the Commissioner, such as those in respect of collaboration with other police forces, financial spend, estates disposal, will also be considered by the Board.

4. Terms of Reference

- 4.1 The revised Terms of Reference can be found in Appendix 2, with the amendments shown in Red Text.

5. Recommendation

- 5.1 The Board is recommended approve the revised Terms of Reference for 2022/23.

BIBLIOGRAPHY

Source Document(s)	
Contact Officer(s)	Jim Haylett, Chief Executive and Monitoring Officer, Office of the Police and Crime Commissioner