



To: Business Coordination Board

From: Chief Executive

Date: 23 June 2016

GOVERNANCE BOARD ARRANGEMENTS

1. Purpose

1.1 The purpose of this paper is to propose updates to the Police and Crime Commissioner's ("the Commissioner") arrangements for governance meetings and decision making, including links to the Police and Crime Panel ("the Panel").

2. Recommendation

2.1 The Board is invited to review and endorse the proposed changes to the governance arrangements.

3. Background

3.1 Under the Police Reform and Social Responsibility Act 2011 ("the Act"), the Commissioner has, amongst other things, a statutory duty to hold the Chief Constable to account on behalf of the public; scrutinise, support and challenge the overall performance of Cambridgeshire Constabulary ("the Constabulary"); and to maintain an efficient and effective police force for Cambridgeshire. Key decisions and actions which enable the Commissioner to discharge their functions and responsibilities include producing and issuing the Police and Crime Plan and setting the police budget requirement and precept. The scheme of governance and decision making policy sets out the parameters, approach and principles for decision making in the Office of the

Police and Crime Commissioner for Cambridgeshire. The Elected Local Policing Bodies Information Order, sets out the information that is required to be published.

- 3.2 The Business Coordination Board is one of the governance processes which has been used to discuss current and future business between the senior leaders of the Office of the Police and Crime Commissioner and the Constabulary, focussing on issues relating to strategy, governance, business and holding the Chief Constable to account. It is one forum in which decisions can be made by the Commissioner, informed by the decision making policy. Minutes of the meeting and papers are published on the Commissioner's website following each Board meeting.
- 3.3 One of the functions of the Panel is to scrutinise the Commissioner's exercise of his statutory functions through challenge and support. One way in which the Panel are able to do this is by reviewing the reports and minutes of the Commissioner's governance meetings as well as bespoke reports requested by the Panel. The Panel are informed when reports are published, and receive copies of the Commissioner's Decision Notices and accompanying background papers, along with a report to each Panel meeting on those decisions. This enables the Panel to have an awareness of the decision-making process and the evidence by which the Commissioner has arrived at his decision.
- 3.4 The Joint Audit Committee has a role to play in providing independent advice, governance assurance and supporting the Commissioner and Chief Constable.

4. Proposed updates to Board governance arrangements

- 4.1 With the election of a new Commissioner it is opportune to refresh governance arrangements where necessary to ensure that appropriate controls and assurances are in place in terms of transparency, and accountability.
- 4.2 The Business Coordination Board will meet approximately every six to seven weeks, but with the ability to hold an ad-hoc meeting when required.
- 4.3 In order to promote transparency, papers will be published in the spirit of local government transparency arrangements. The Board agenda and reports will aim to be published on the Commissioner's website at least five days before the meeting.
- 4.4 Given that the meetings will be a mix of strategic business and operational policing matters, discussions will inevitably interchange between strategic and operational matters. As such there will be matters that are discussed that could breach confidentiality, prejudice policing operations or be under consideration of the court so it would not be appropriate for these meetings to be held in public.
- 4.5 A standing agenda item at the meeting will continue to be a forward plan of decisions. This will identify the subject matter of the decision, why it is key, an indication as to which meeting the decision is due to be taken, who will be consulted before the decision is taken and what the likely supporting reports and papers will be to inform that decision.

- 4.6 Minutes of the governance meeting will also be published on the Commissioner's website.
- 4.7 Board governance arrangements will be kept under review in order to adapt as necessary to the changing landscape including police collaboration, the role of the Commissioner and the development of the Police and Crime Plan. Terms of Reference will be confirmed.
- 4.8 It is noted that the Constabulary are also currently reviewing their governance arrangements. In addition, a number of governance forums in place, such as the Finance Sub-Group, Estates Sub-Group, and the Performance Working Group will continue but may be led at a senior officer level. Issues will be escalated to the Board as necessary.

5. Police and Crime Panel

- 5.1 The Panel has a statutory role to support and scrutinise the Commissioner. The Commissioner has indicated that he wishes to work more closely with the Panel. This is intended to enhance the challenge and support the Panel provides to me in the exercise of my statutory functions, and to enable the Panel to have more of an insight into my role. The Panel's Rules of Procedure provide for Task Groups, which would be an appropriate basis on which to involve the Panel. These are informal working groups (supported by the Panel's Secretariat), who can undertake time limited work into particular issues, but have no decision making power, and report back to Panel and the Commissioner. The Panel will continue to be informed when reports are published.

6. Recommendation

- 6.1 The Board is invited to review and endorse the proposed changes to the governance arrangements.

BIBLIOGRAPHY

Source	Office of the Police and Crime Commissioner Scheme of Governance
Document	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2014/12/Scheme-of-Governance-july-15-update-final.pdf
	Office of the Police and Crime Commissioner Decision Making Policy:

	<p>http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/04/Decision-Making-Policy_December-2012.pdf</p> <p>Police and Crime Panel Rules of Procedure:</p> <p>http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=Rules%20of%20Procedure&ID=742&RPID=2438934&sch=doc&cat=13496&path=13171%2c13496</p>
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