

**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER
AND
CAMBRIDGESHIRE CONSTABULARY**

BUSINESS CO-ORDINATION BOARD

TERMS OF REFERENCE

1. Role and Purpose

1.1 The Business Co-ordination Board (the “Board”) is a joint governance forum of the Police and Crime Commissioner for Cambridgeshire (the “Commissioner”) and the Chief Constable for Cambridgeshire Constabulary and their respective officers.

The purpose of the meeting is to:

Consider recommendations and make informed decisions in relation to:

- Setting the strategic direction and objectives of the force through the Police and Crime Plan (“the Plan”) Issuing a Police and Crime Plan and monitoring progress.
- Calculate a budget requirement, allocate assets and funds and set the precept for the Constabulary
- Hold the Chief Constable to account for the performance of the Constabulary’s officers and staff and for an efficient and effective police force, including:
- Scrutinise, support and challenge the overall performance of the force including against the priorities agreed within the Plan.
- Consider collaboration opportunities to improve efficiency and effectiveness.
- Consider and respond to inspection and audit reports.
- Consider how working with Community Safety and Criminal Justice Partners can improve efficiency and effectiveness and ensure local priorities are joined up.

1.2 The role and purpose of the Board may be amended by agreement of the Board.

2. Membership

2.1 Membership of the Board consists of the senior leadership teams from The Police and Crime Commissioner’s Office and Cambridgeshire Constabulary, namely:

Chair

- The Police and Crime Commissioner

Members

- Chief Constable, Cambridgeshire Constabulary
- Deputy Chief Constable, Cambridgeshire Constabulary
- Assistant Chief Constable, Cambridgeshire Constabulary
- Director of Finance and Resources, Cambridgeshire Constabulary
- Deputy Police and Crime Commissioner
- Chief Executive, Office of the Police and Crime Commissioner
- Director of Finance , Office of the Police and Crime Commissioner

Attendance may also be required as and when is necessary from:

- Head of Policy for Police and Fire, Office of the Police and Crime Commissioner

- Head of Estates and Facilities Management, Cambridgeshire Constabulary
- Head of Strategic Partnerships and Commissioning, Office of the Police and Crime Commissioner
- Head of Business Development, Office of the Police and Crime Commissioner.

2.2 In the absence of the Chair, the Deputy Police and Crime Commissioner will perform the role of Chair.

2.3 At the Chair's discretion, Members are able to send personal representatives from their organisation in their absence.

2.4 At the Chair's discretion others may be invited to attend all or part of any meeting.

3. Proceedings

3.1 The Board shall meet on a monthly basis and otherwise on such occasions as may be required and as directed by the Chair.

3.2 The agenda of business to be discussed shall, be sent to each Board member typically five working days before the meeting.

3.3 Key papers will be published on the Commissioners website prior to the meeting. Minutes of the meeting, when approved will be published at the following Board meeting.

3.4 Papers can be commissioned by both the Commissioner or the Constabulary or their officers.

3.5 The Board is one of the Commissioner's formal meetings at which decisions are made by the Commissioner in accordance with the Scheme of Governance and Decision Making Policy.

4. Review of Terms of Reference

4.1 The Board will review its Terms of Reference annually.