

## **STRATEGIC EXECUTIVE BOARD - TERMS OF REFERENCE**

### **1. Purpose**

The Strategic Executive Board is the forum for issues related to the legitimacy, effectiveness and efficiency of the policing service delivered in Hertfordshire and where decisions need to be taken that require both parties to discuss and agree in accordance with the scheme of governance, The Policing Protocol Order 2011 and the respective duties of each holder of office.

### **2. Terms of Reference**

- a. Any matters relating to the legitimacy, effectiveness and efficiency of the policing service delivered in Hertfordshire;
- b. The monitoring and management of delivery against the Police and Crime Plan and the Strategic Policing Requirements;
- c. Consideration of HMIC, Joint Audit Committee reports and similar external inspections.
- d. The assessment of the viability of, and decisions on entering into collaborative initiatives;
- e. The review and monitoring of the management of the budget by the Chief Constable
- f. Any matters relating to the Risk register

Reports will be annotated if they are NOT FOR PUBLICATION and the relevant Freedom of Information Act 2000 exemption indicated on them.

### **3. Frequency**

SEB will meet approximately ten times per annum including one specifically for the budget in November or December.

### **4. Membership**

The Membership of the Board shall comprise of:

- a. The Police and Crime Commissioner
- b. The Deputy Police and Crime Commissioner
- c. The Assistant Commissioner
- d. The Chief Constable
- e. The Deputy Chief Constable
- f. The Chief Executive of the Office of Police and Crime Commissioner

- g. The Chief Finance Officers of both the Office of the Police and Crime Commissioner and the Chief Constable
- h. The Chief Constable's Chief of Staff

Both the Police and Crime Commissioner and the Chief Constable may invite officers or staff from their respective teams to provide professional advice to the Board.

Secretarial support will be provided through the Police and Crime Commissioner's office.

## **5. Chairing of meetings**

The meeting will be chaired by the Police and Crime Commissioner, or in his absence, the Deputy Police and Crime Commissioner.

## **6. Maintenance of records**

A record of the meeting will be maintained by the Police and Crime Commissioner's office. Decisions and actions are formally recorded, with decisions of significant public interest also published. Publication will be undertaken via existing mechanisms by the Police and Crime Commissioner's office. The Chief of Staff to the Chief Constable shall be responsible for communicating actions and decision(s) to relevant staff in the Constabulary.

Appropriate consideration will be given to the Government Protective Marking Scheme. Matters 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 Office of the Police and Crime Commissioner. The decisions relating to the public release of information will be made in accordance to the Freedom of Information Act and other statutory instruments or regulations which are applicable to the policing service and the Commissioner.