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COMISIYNYDD
HEDDLU A THROSEDDU
DYFED-POWYS
POLICE AND CRIME
COMMISSIONER

REPORT / SUMMARY DECISION SHEET

Purpose: Commissioner Decision– Ref. DLI 084

Timing: Routine

Title: Commissioning Advisory Board Terms of Reference Review

Category of Decision / Business Area Impact: Scrutiny/ Performance

Executive Summary:

This decision relates to the review of the Commissioning Advisory Board's Terms of Reference (set up in March 2017).

Recommendation:

That the Police and Crime Commissioner approve the amendments to the Terms of Reference of the Commissioning Advisory Board as attached.

Police and Crime Commissioner for Dyfed-Powys

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Nolan Principles for Conduct in Public Life.

The above request has my approval.

Signature:

Date:

16/8/2018

Terms of reference

Meeting Title:	Commissioning Advisory Board
Statement of meeting purpose:	<p>The Police Reform and Social Responsibility Act 2011 requires Police and Crime Commissioners (PCCs) to produce a Police and Crime Plan that sets out the Commissioner’s policing priorities and that communicates these to the public, partner agencies and other stakeholders. The Police and Crime Plan sets out the Commissioner’s priorities, along with details of how progress will be measured. To support the plan, the Commissioner has set out his approach to commissioning services and outcomes for the communities of Dyfed Powys. The commissioning of services will be shaped throughout the lifetime of the Police and Crime Plan to ensure that services continue to be aligned to strategic priorities.</p> <p>The PCC for Dyfed Powys sets an annual budget in order to facilitate the commissioning of services. In addition to this, he has made available several funding programmes for partner organisations and communities to apply to, which will fund capital and revenue projects that support the vision of his Police & Crime Plan.</p>
Meeting objectives:	<p>The Commissioning Advisory Board will act as the reviewing body for Dyfed Powys Police and Crime Commissioner advising him in relation to the awarding of grant funding or the tendering for services. This will include ensuring that there is a return on investment and evaluation of services impact.</p> <p>The board will focus on scrutinising the business case review and holding service providers to account.</p>
Deliverables:	<ul style="list-style-type: none"> • To provide advice to the Police and Crime Commissioner with regard to the Commissioning Framework and the commissioning intentions within his Police

	<p>and Crime Plan & Delivery Plan</p> <ul style="list-style-type: none"> • To make recommendations about investment and disinvestment required to deliver service development and strategic planning priorities • To consider a variety of options for investment in services • To oversee the outcome and monitoring arrangements for delivery of services against the Police and Crime Plan & Delivery Plan, including effective performance monitoring frameworks, targets and reporting structures • To receive appraisals, make recommendations and retain oversight regarding all potential business cases to secure additional funding into Dyfed Powys (to include Police Transformation Fund, Home Office / Welsh Government initiated funds, regional collaborative bids such as Violence Against Women etc.) • To consider for approval recommendations made by the External Funding Manager with regard to bids received into the Commissioner's various funding allocations • To ensure fairness and transparency in the decision making process and notify the Police and Crime Commissioner's Monitoring Officer of any unfair practice observed. <p>Board members are required to formally declare any conflict of interest in regards to any decisions made with regard to project proposal, tendered bids or requests for funding.</p>
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Governance

Chaired by:	Police and Crime Commissioner
Deputy chair:	Director of Commissioning
Frequency:	Quarterly – 2 months following fiscal quarters to ensure reports and data has been received and review meetings have been held with the service providers – February, May, August, November

Reports to:	Policing Board
Membership (post title, responsibility, and nominated second)	<ul style="list-style-type: none"> • Police and Crime Commissioner • Director of Commissioning, Office of the Police and Crime Commissioner (OPCC) • Chief Finance Officer, OPCC • External Funding Advisor, OPCC • Assistant Chief Constable, Representative for Chief Officers, Dyfed Powys Police • Member of the Quality Assurance Panel • Member of the Joint Audit Committee • Member of the Police and Crime Panel • Member of the Independent Advisory Group • Independent Custody Visitor <p>The Chair reserves the right to co-opt additional members to represent other agencies or organisations for specific agenda items or meetings. These representatives will not have voting rights.</p> <p>All representatives should have the expertise to advise and the authority to make decisions within Board meetings for their respective organisation / department. Any replacement representative is to have the delegated powers to commit their organisation / department to any such agreement made at the meeting.</p>
Arrangements	<ul style="list-style-type: none"> • The Commissioning Advisory Board will ensure that they adhere at all times to Procurement regulations as outlined within the Corporate Governance Framework. • For the Board to be quorate, the meeting must consist of the PCC or his Director of Commissioning plus at least four Board members or their representatives. • Board administration will be undertaken by the Commissioning Support Officer. • The agenda and supporting documents will be circulated to all Board members five days

	<p>prior to the meeting.</p> <ul style="list-style-type: none"> • Items under 'Any Other Business' will be allowed at the discretion of the Chair. • The Chair has the delegated power to call additional meetings at any time to address any exceptional risks or issues that require member's consultation and agreement, or through any other mechanism, which they deem appropriate.
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Version control

Author:	Sarah Thomas
Date of approval:	August 2018
Date for review:	August 2019
Version number:	2.0