

HEDDLU GOGLEDD CYMRU
Gogledd Cymru diogelach

NORTH WALES POLICE
A safer North Wales

JOINT GOVERNANCE BOARD

29 July 2014

TERMS OF REFERENCE

Report by the Chief Finance Officer

1. INTRODUCTION

- 1.1 The purpose of the Joint Governance Board is to oversee the corporate governance arrangements for the Police and Crime Commissioner and North Wales Police, and to record these arrangements on an ongoing basis.

2. RECOMMENDATIONS

- 2.1 For members of the Board to discuss and agree the membership.
- 2.2 For members of the Board to discuss and agree the terms of reference.

3. BACKGROUND

- 3.1 Each year, the Police and Crime Commissioner and the Chief Constable must issue an Annual Governance Statement, which is published within the Statement of Accounts.
- 3.2 At the moment, this is very much a “backward look” and is reviewed only once each year. However, corporate governance is a dynamic process that happens throughout the year. Therefore, it is more appropriate to review the governance arrangements at regular intervals throughout the year.
- 3.3 In order to make this a robust process, it is proposed to form a Joint Governance Board, comprising a core of key staff and officers, with others invited to attend when needed.

4. IMPLICATIONS


4.1	Equality	No separate equality implications.
4.2	Financial	Good governance is a core requirement to ensure financial resources are used appropriately.
4.3	Legal	The production of the Annual Governance Statement, and its publication in the Statements of Accounts is a legal requirement.

4.4	Community	Good governance will help ensure that services to the public are delivered appropriately.
4.5	Risk	Risk management is one of the elements of the governance framework.
4.6	Police and Crime Plan	The Police and Crime Plan outlines the overarching objectives for the year.

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JOINT GOVERNANCE BOARD

DRAFT TERMS OF REFERENCE

Statement of Purpose

- 1 The purpose of the Joint Governance Board is to ensure that the Police and Crime Commissioner and the Chief Constable fulfil their corporate governance responsibilities. Good governance is defined as: doing the right thing, at the right time, and in the right way. This is evidenced every year in the Annual Governance Statement, which is published with the Statements of Accounts.

Membership

- 2 The following staff and officers will be standing members of the Joint Governance Board:

For the Office of the Police and Crime Commissioner:

Chief Executive

Chief Finance Officer

For North Wales Police Force:

Director of Finance and Resources

Chief Accountant

Head of Corporate Services

For Internal Audit:

Head of Internal Audit

Chief Information Officer/Head of Information Standards and Compliance

- 3 Other officers and staff may attend as required.
- 4 From time to time, an independent member of the Joint Audit Committee may attend, in order to observe.

Quorum

- 5 Both the Office of the Police and Crime Commissioner and the Police Force must be represented at each meeting.

Administration

- 6 Minutes and an action log will be prepared by staff from the Office of the Police and Crime Commissioner.

- 7 Draft minutes and actions log will be distributed within 5 working days of each meeting for members' comments and records. Final versions will be produced in advance of the next meeting.

Frequency of Meetings

- 8 Meetings shall be held as and when appropriate, but at least 4 times per year.

Duties

- 9 The duties of the Joint Governance Board include, but are not limited to:
 - (a) to develop and review the policies and practices on corporate governance and make recommendations to the Police and Crime Commissioner and Chief Constable
 - (b) to review and monitor the training and continuing professional development of senior officers and staff
 - (c) to review and monitor policies and practices on compliance with legal and regulatory requirements
 - (d) to develop, review and monitor the Manual of Governance
 - (e) to review compliance with corporate governance requirements and disclosure
 - (f) to make any other recommendations to the Police and Crime Commissioner or Chief Constable as it deems appropriate on any area within its scope of duties where action or improvement is needed.