



HOLDING TO ACCOUNT

It is important to understand how governance and scrutiny link together.

The Police and Crime Commissioner (PCC) holds the Chief Constable to account in a number of ways, some formal and some informal, but in general the PCC does this as follows:

CORE ARRANGEMENTS	
Daily	<p>Informal interaction. Enable and encourage spontaneous face-to-face discussions between Chief Officers and PCC/Chief Executive, who may receive:</p> <ul style="list-style-type: none"> • Updates on significant issues • Notification of significant/critical incidents
Joint PCC / CC Briefing <i>(Weekly)</i>	<p>Purpose: Closed informal briefing which enables dialogue and discussion on a routine weekly basis. Opportunity for PCC to discuss elements of Police and Crime Plan delivery based on weekly themes, and receive updates on topical issues/operational matters.</p> <p>Attendees: PCC/CC/Chief Executive</p>
Joint Chief Executive / DCC <i>(Monthly)</i>	<p>Purpose: Closed informal briefing which enables dialogue and discussion on a routine monthly basis. Opportunity for Chief Executive and DCC to discuss organisational planning, risks and current/significant issues.</p> <p>Attendees: Chief Executive/DCC (PCC attends if available)</p>
Accountability Board <i>(Bi-Monthly)</i> [CLICK HERE TO VIEW AGENDAS AND MEETING ACTIVITY SCHEDULES]	<p>Purpose: Bi-monthly formal governance meeting between the PCC/Chief Constable to ensure proper governance of the Force and the OPCC, through open, constructive debate of their respective statutory duties and the efficiency and effectiveness of the Force.</p> <p>Attendees: <u>Force:</u> CC, DCC, ACC (Operations), ACC (Communities and Partnerships), ACO (Resources), Head of Corporate Development, Head of Finance and Business Services, Force representatives as appropriate.</p> <p><u>OPCC:</u> PCC, Chief Executive, Chief Finance Officer, Head of Assurance and Statutory Duties, OPCC representatives as appropriate.</p> <p>Agenda: Delivery and Performance: Plan on a Page, Inspections, Audits and Reviews, People, Finance, Collaboration and Partnerships, Risks, Current and Significant Issues.</p>

<p>Assurance Conversations (one-to-ones) (At least quarterly)</p>	<p>Purpose: Individual quarterly assurance conversations between the Police and Crime Commissioner (PCC) and Chief Officers/Functional Heads (co-ordinated via the Deputy Chief Constable - DCC) to complement and enhance the Force performance management arrangements/Corporate Governance arrangements, enhance understanding of the PCC around delivery against the Force Plan-on-a-Page and Police and Crime Plan outcomes, and provide the PCC with access to information, officers and staff as required.</p> <p>Attendees: <u>Force:</u> Chief Officers/Functional Heads, Force representatives as appropriate.</p> <p><u>OPCC:</u> PCC, Chief Executive, Head of Assurance and Statutory Duties, OPCC representatives as appropriate.</p>
<p>Joint Independent Audit Committee (Quarterly) [CLICK HERE TO VIEW MORE]</p>	<p>Purpose: Quarterly meeting providing provides independent advice and recommendations to the PCC and Chief Constable on the adequacy of the governance and risk management frameworks, internal controls and financial reporting, annual governance processes and internal and external audit, thereby helping to ensure efficient and effective assurance arrangements are in place.</p> <p>Attendees: <u>Independent Members:</u> Seven Independent Members (who are also Members of the Humberside Fire and Rescue Service Governance, Audit and Scrutiny Committee).</p> <p><u>Force:</u> CC (annually), DCC, ACO (Resources), Head of Finance and Business Services, Force representatives as appropriate.</p> <p><u>OPCC:</u> PCC (annually), Chief Executive, Chief Finance Officer, OPCC representatives as appropriate.</p>
<p>Independent Ethics and Scrutiny Board (Quarterly)</p>	<p>Purpose: Quarterly meeting objectively exploring ethical issues and matters raised by the OPCC Scrutiny Groups (Policing Powers, Hate Crime, and Custody) in depth and from multiple perspectives, with the purpose of generating genuine and positive organisational learning, informing police and OPCC policy and priorities, challenging things when appropriate and creating and creating openness and transparency.</p> <p>Attendees: <u>Independent Members:</u> Independent Chair (or suitably agreed substitute) and Chairs of the OPCC Scrutiny Groups (or nominated representative).</p> <p><u>Force:</u> Assistant Chief Constable (Communities and Partnerships), Force IAG Chair, Ethics Lead, Forum Chair, Staff Association Representatives.</p> <p><u>OPCC:</u> Chief Executive, Diversity and Inclusion Manager, Head of Assurance and Statutory Duties, Information and Outcomes Analyst.</p> <p>Others to attend as required at the discretion of the Independent Chair.</p> <p>All to send substitutes where representatives are unavailable.</p>
<p>Scrutiny Groups (Quarterly) [CLICK HERE TO FIND OUT MORE ABOUT HOW TO BECOME A SCRUTINY VOLUNTEER]</p>	<p>Independent Scrutiny Groups:</p> <p>Police Powers Scrutiny Group [CLICK HERE TO VIEW AGENDAS AND MEETING NOTES]</p> <p>Hate Crime Scrutiny Group [CLICK HERE TO VIEW AGENDAS AND MEETING NOTES]</p> <p>Domestic Abuse Scrutiny Group</p>

Complemented By	<ul style="list-style-type: none"> • Bespoke briefings from Chief Constable/Chief Officers on significant or sensitive issues. • Senior OPCC staff attending key Force (e.g. Digital Innovation Board, HMICFRS* Governance Board, etc.) • OPCC staff conducting further checks/audits. • Routine liaison between Senior OPCC staff Senior Force Staff/Officers on matters including finance, estates, procurement, IT. • Feedback from Independent Custody Visitors and Appropriate Adults. • Regular meetings with public bodies and Inspectorates (e.g. HMICFRS). • Force internal assurance meetings.
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* HMICFRS – Her Majesty’s Inspectorate of Constabulary and Fire and Rescue Services

ACCOUNTABILITY BOARD

STANDARD AGENDA

1. Welcome and Introductions
2. Action Updates
3. Delivery (Plan on a Page)
4. Inspections, Audits and Reviews
5. People
6. Finance
7. Collaboration and Partnerships
8. Risks
9. Current and Significant Issues

ACCOUNTABILITY BOARD

Purpose:

Bi-monthly formal meeting between the Police and Crime Commissioner (PCC)/Chief Constable (CC) to ensure proper joint governance of the Force and the Office of the Police and Crime Commissioner (OPCC), through open, constructive debate of their respective statutory duties and the efficiency and effectiveness of the Force.

Attendees:

Force: Chief Constable (CC), Deputy Chief Constable (DCC), Assistant Chief Officer (Resources), Head of Corporate Development, Force representatives as appropriate.

OPCC: Police and Crime Commissioner (PCC), Chief Executive, Deputy Chief Executive and Treasurer, Assurance & Policy Manager, OPCC representatives as appropriate.

Terms of reference:

1. Ensure that the strategic direction and objectives of the Force are set in-line with and are supportive of the Police and Crime Plan, and also have regard to the Strategic Policing Requirement where appropriate.
2. Act as the decision-making body for significant proposals to improve the potential of achieving the Police and Crime Plan outcomes.
3. Ensure that the Force and OPCC are operating within agreed budget allocations and ensuring value for money.
4. Consider the Force strategic risks and ensure that appropriate actions are being taken to mitigate them.
5. Ensure that appropriate systems and controls are in place for good governance across both the Force and OPCC.
6. Scrutinise, support and challenge the overall performance of the Force against the Police and Crime Plan outcomes, taking into account the actions from the PCC Assurance Meetings.
7. Consider the Medium Term Resource Strategy (MTRS).
8. Ensure that collaboration agreements with other forces, PCCs, policing bodies and partners are statutorily undertaken and improve the efficiency and effectiveness of local policing and/or offer better value for money.
9. Review the Force Delivery Plan and receive updates on progress. Consider the annual report and approve governance statements.

ASSURANCE CONVERSATIONS

Purpose:

Individual assurance conversations between the Police and Crime Commissioner (PCC) and Chief Officers/Functional Heads (co-ordinated via the Deputy Chief Constable - DCC) to complement and enhance Force performance management/governance arrangements, enhance understanding of the PCC around delivery against Force Plan-on-a-Page and Police and Crime Plan outcomes, and provide the PCC with access to information, officers and staff as required.

Attendees:

Force: Chief Officers/Functional Heads*¹, Force representatives as appropriate.

OPCC: Police and Crime Commissioner (PCC), Chief Executive, Assurance & Policy Manager, OPCC representatives as appropriate.

Terms of reference:

1. Provide a platform for the Force to report good practice, risks, and issues that might threaten the ability of the Force to meet the requirements of the Police and Crime Plan.
2. Facilitate organisational learning and continuous improvement across the Force.
3. Allow the PCC to request and/or receive the results of work undertaken to establish factors and initiatives that improve the opportunities for the Force to achieve better performance outcomes.
4. Provide a fuller understanding and examination of underperforming themes, or themes where the improvement or decline is not known, to establish the reasons.
5. Enable the PCC to understand the areas of business that cause the most risk and harm.
6. Ensure the Force has robust performance regime in place and understands areas of risk/harm.
7. Further understand areas of performance in line with the Police and Crime Plan, qualitative performance, HMICFRS inspections, internal audits, evaluations and other reviews.
8. Facilitate discussion of HMICFRS inspection findings and actions (both prior to and following publication), to enable understanding, statutory responses to the Home Secretary, and the work being undertaken towards 'outstanding'.
9. Provide assurance that the Force and OPCC have the right strategies, policies and plans in place to achieve the Police and Crime Plan outcomes.
10. Enable the PCC to better understand the issues/barriers to efficiency and effectiveness in order to raise at a national level as appropriate.

*¹ Individual Quarterly Assurance Meetings to be held with:

ACC (Operations) / ACC (Communities and Partnerships) / ACO (Resources) / Head of Human Resources / Head of Professional Standards Department / Director of Estates / Head of Information Services (six-monthly)

ACCOUNTABILITY BOARD PLANNING MEETINGS

Purpose:

Informal planning meetings held between Accountability Board meetings to discuss:

1. Progress with actions.
2. Understand key issues from assurance conversations.
3. Develop future agenda requirements for the Accountability Board.

Attendees:

Chief Executive, Head of Corporate Development, Assurance & Policy Manager.

ACCOUNTABILITY BOARD: ACTION SCHEDULE (Example)

MEETING DATE:

PRESENT:

APOLOGIES:

ITEM	REPORT	DESCRIPTION	AGREEMENT	OWNER	TIMESCALE
458	Digital Policing Strategy	Force's Digital Policing Strategy which was recently approved by Chief Officers.	The need to consider how the strategy fitted into corporate planning framework, and how it will be monitored.	Head of IS	April 2019 – progress report.

