



Part 3E

Meeting

Governance

September 2023

Part 3E Meeting Governance

- Part 3A – Schedule of Roles and Responsibilities
- Part 3B – Scheme of Delegation and Consent
- Part 3C – Financial Regulations
- Part 3D – Contract Standing Orders
- **Part 3E – Meeting Governance**

- 3E.1 The governance of the Force meetings and joint structured meetings with the Police and Crime Commissioner (Commissioner) are delivered through a series of strategic meetings chaired by a member of the Executive, who has decision making authority for their portfolio area of business.
- 3E.2 Force meetings are managed by the Strategic Meetings Hub with the Executive staff office in support of effective decision-making and successful execution of Force business.
- 3E.3 A similar structure is in operation within the Office of the Police and Crime Commissioner (OPCC).
- 3E.4 Each strategic meeting has a terms of reference, and each meeting is captured in minutes together with any decisions and actions.
- 3E.5 All supporting papers and minutes of the meetings are published as 'Open or Closed' business subject to Freedom of Information (FOI) requirements.
- 3E.6 Sitting below the strategic meetings are a series of other meetings designed to deliver operational business and to inform the strategic decision making process.
- 3E.7 Meetings are held on a cyclical basis and terms of reference are subject to annual review to ensure their ongoing relevance and focus of the meeting.
- 3E.8 Documentation and records of decision making meetings must be kept.
- 3E.9 It is the responsibility of the chair of each strategic meeting to ensure they operate within the terms of reference of the meeting and in compliance with the Scheme of Governance including financial regulations.
- 3E.10 Ultimately each member of the Executive is accountable to their employer; the Chief Constable in the Force and the Police and Crime Commissioner (Commissioner) in the OPCC.
- 3E.11 Governance arrangements are reviewed as part of the annual governance statement (AGS).

- 3E.12 The themes of good governance and how they are considered as part of the annual review of governance that culminates in the annual governance statement is attached below.
- 3E.13 The Independent Audit Committee terms of reference are subject to bi-ennial review by the Chair of the Independent Audit Committee in conjunction with the Chief Constable and Commissioner and are available to the public on the OPCC website and the Force website.

