

Gwent Criminal Justice Board **Governance Framework and Terms of Reference**

Introduction

This document sets out the Governance Framework and Terms of Reference for the Gwent Criminal Justice Board.

Membership

The Gwent Criminal Justice Board (GCJB) shall comprise the following:

Executive Board Members

- Chief Constable of Gwent Police (Chair of the GCJB)
- Chief Crown Prosecutor
- Chief Officer of Gwent Probation Service
- Area Director for Her Majesty's Court Service
- Gwent Youth Offending Team representative, Youth Offending Manager for Newport Local Authority
- Regional Manager for Legal Services Commission
- Chair of GCJB Programme Management Board

Board Sponsor

- Board Sponsor

Board Support Team

- GCJB Business Manager
- GCJB Performance Officer
- GCJB Project Manager
- GCJB Communications Officer

The Vision

The Gwent Criminal Justice Board comes together to deliver:-

A Criminal Justice System That Contributes To Reduction Of Crime And Re-Offending, Brings Offences To Justice Efficiently, Supports The Needs Of Victims And Witnesses, Does Not Discriminate, And Raises Confidence In The Fairness And Effectiveness Of The CJS.'

Purpose of the GCJB

This will be achieved by:

- a) Delivering an effective and efficient CJS through joint performance management, change management, and business benefits.
- b) Managing relationships with other criminal justice service bodies, other agencies and partnerships and the Judiciary, and communicating effectively with the local resident population.
- c) Contributing to public confidence by dynamic engagement and management of relationships between the GCJB, the public of Gwent, Welsh Assembly Government, Community Safety Partnerships, Third Sector Providers and other CJS bodies such as The Magistrates' Association and The Police Authority.
- d) Working closely with other stakeholders and partnerships to ensure delivery of the Justice for All Public Service Agreement, and that services delivered are fair and responsive to the needs of the public of Gwent.
- e) Working with the National Criminal Justice Board, the Office for Criminal Justice Reform and the Board sponsor to continually improve performance.
- f) Co-ordinating and advising on community and diversity issues, including the Race Relations Amendment Act, Disability Discrimination Act and Race Equality Scheme.
- g) Developing delivery plans to improve services, adopting good practice, acting on research, and evaluation and development reports, joint and individual agency inspections, and audits, and reviewing progress of the delivery plans with the Delivery Manager from OCJR and through the Performance Dialogue Reports.
- h) Consulting with all interested agencies, group and service providers through the GCJB Stakeholder Groups to ensure parties are consulted on local initiative plans and service provision.
- i) Providing a forum for co-ordination and joint planning between OCJR and the CJS agencies on cross-cutting issues.
- j) Agreeing resource contributions from individual agencies in support of local joint initiatives.

Operating Procedures

- If any board member is unable to attend a board meeting then a deputy where possible will be sent. Deputies should be given full delegated powers to commit their organisation to any decisions made by the Board.
- The Board may, as required, invite the attendance of representatives of other agencies or organisations for specific agenda items, meetings or a series of meetings. These representatives will not have voting rights.
- It will be the responsibility of the Business Manager to manage the agenda items for the Board in consultation with the Chair.
- The Business Manager will be responsible for making all necessary arrangements to secure specific representatives, which the Board requires.
- Delegated authority is given by the GCJB to the Programme Management Board to ensure the actions set out in the GCJB Delivery

Plans are being completed in relevant timescales. Any exceptions will be reported to the GCJB.

- The Programme Management Board (PMB) will be responsible on behalf of the GCJB, for local joint planning and implementation of business change initiatives, and co-ordinating delivery of the Annual Delivery Plan.
- The PMB will also provide strategic options and recommendations for the GCJB in respect of new change initiatives proposed by the Office for Criminal Justice Reform or any of the respective composite agencies, which require a multi-agency response.
- The PMB will action all issues referred to them by the GCJB.
- The Chair of PMB will attend all GCJB meetings to provide any updates or clarity on any issues raised by the GCJB, for which the PMB has ownership.
- The GCJB will encourage participation at its meetings from members of The Office for Criminal Justice Reform (OCJR), Ministry of Justice, and the GCJB sponsor, to ensure openness and congruence with ministerial strategic direction.

Meetings

- The GCJB will meet bi-monthly to ensure the strategic aims and objectives of the Board are on target, and to review highlight and exception reports from the GCJB task groups via the owners for actions identified in the Delivery Plan.
- The Chair has the delegated power to call additional meetings at any time to address any exceptional risks or issues that require GCJB member's consultation and agreement, or through any other mechanism, which they deem appropriate.
- The GCJB Stakeholder Group will meet three times per year to enable partners to raise local priority areas of work and to provide input to the GCJB planning cycle. This approach will facilitate joint areas of work to be identified, shared resources agreed, and improve working arrangements among the many local partners in Gwent.
- The GCJB approach to decision making will be in the spirit of strong collaboration and partnership working.
- It is in the spirit of this collaborative approach that each GCJB member is wholeheartedly committed to achieving the delivery of business change initiatives and performance improvement within the GCJB Business Plan.

Finance

- The GCJB grant allocation will be utilised as determined by the Board in accordance with the Terms and Conditions of the grant award. Day to

day management of this budget will be the responsibility of the GCJB Business Manager who has delegated budget authority.

- Financial statements will be provided to the GCJB by the Gwent Police finance department who administer the budget on behalf of the GCJB.
- The accounting principle of prudence will be applied in relation to all GCJB expenditure, as will the principle of 'value for money',
- The GCJB will also seek to utilise funding opportunities to assist its capacity and quest to improve its impact on Criminal Justice matters for the public of Gwent.

This document will be subject to an annual review.

Reviewed May 2009