

MINUTES

Chairperson's Forum

Thursday 24th July 2025 1230-1500



| Attendee | Initials | Position/Rank and Area |
|-----------------------|------------------|---|
| [REDACTED] | MK | East Berks CSP, CPF Chair |
| [REDACTED] | DO | Oxon IAG |
| [REDACTED] | AJ | East Berks IAG |
| [REDACTED] | SP | JIAC |
| [REDACTED] | LL | Oxon CSP |
| [REDACTED] | MS | Bucks IAG |
| [REDACTED] | SM | West Berkshire IAG |
| [REDACTED] | MM | Bucks CSP |
| Karen Adamson | KA | Community and Diversity Officer for Bucks |
| Philip McCoy | PM | ACC DM's Staff Officer |
| Neelam Shiraz | NS | Community and Diversity Officer for Milton Keynes |
| Dave Hession | DH | Community and Diversity Officer for Oxfordshire |
| Rachel Gilbert | RG | Head of Performance - OPCC |
| Lisa Honess | LH | Trust & Confidence Support- PCC |
| Caroline Cookson | CC | Communications Manager |
| ACC Dennis Murray | DM | ACC Legitimacy & Public Value |
| Notetaker to A Jarral | NAJ | |
| Louise Warbrick | LW | |
| Millie Walker | MW | Assistant to DM |
| | Apologies | |
| | | |
| | | |



Welcome and Introductions

- ACC DM opened the meeting and welcomed attendees.
- Roundtable introductions were conducted for both in-person and online participants.
- Apologies were noted.

Action: LH to send full list of apologies to MW for record-keeping.

Appointment of Chairperson

- MK was confirmed as Chairperson of the Chairpersons Forum.
- No objections were raised.
- MK gave a speech outlining his commitment and vision for the role.

Action: MW to arrange a planning meeting with MK, DM, and RG to shape future forum meetings.

Confidentiality Agreements

- LH confirmed some agreements are still outstanding.

Decision: Agreements only need to be completed annually.

Action: MW to email individuals (as identified by LH) who have not submitted their confidentiality forms.

- Deadline: 7 August 2025.

- Note: Minutes cannot be shared with individuals until agreements are received.

Vetting Update

- LW is progressing vetting for advisory members.
- No immediate concerns for today's meeting content.

Action: DM to monitor and escalate if vetting delays impact future meetings.

Review of Previous Actions

Completed:

- GO briefed Simon Dennis (Home Office) and shared symposium materials.
- Symposium planning underway.
- APCC contacted OPCC; PCC confirmed to attend.
- Trust and Confidence recommendations consolidated into a tracker.

Carried Forward:

- Recruitment support for IAGs
- Reconnection with scrutiny groups (LW).
- Awards outline to be shared with scrutiny groups (CC).
- Feedback survey to be reviewed by scrutiny panels.

Action: LH to follow up with individuals on carried-forward actions.

Terms of Reference Updates

Decision: Add turnaround time for minutes and agenda distribution.

- Agendas to be sent 5 working days before meetings.

Action: LH to update all Terms of Reference and send to chairs.

Action: LH to send agendas out 5 days before the meeting.

Feedback Form Discussion

- LH presented a revised feedback form for chairs.
- Clarified that forms should be completed after every meeting, regardless of issues.
- Forms will support escalation, annual reporting, and transparency.

Action: LH to create a dummy form as guidance.

Action: PM to seek legal advice on FOI implications of feedback form content.

Action: NP to set up five LCU events where we can use that as a launch pad. (GO requested to be invited to these).

Action: CC to come to next meeting and if she cannot to send a rep to present staff reward and recognition.

Induction and Onboarding

- MK raised concerns about lack of onboarding clarity.

Decision: Review and improve induction process.

Action: LH to share handbook electronically with chairs.

- Deadline for feedback: End of August.

Action: Include escalation pathways and whistleblowing guidance.

Action: If a chair cannot attend to then send a deputy or at the very least watch the recording.

Action: PM to speak with John Batty around the presentation for IAG members.

Next meeting:

Monday 29th September committee room 1 HQS

Summary of meeting Actions and Decisions

| Action | Owner | Update |
|---|-------|--------|
| LH to send full list of apologies to MW for record-keeping. | LH | |
| MW to arrange a planning meeting with MK, DM, and RG to shape future forum meetings. | MW | |
| DM to monitor and escalate if vetting delays impact future meetings. | DM | |
| LH to follow up with individuals on carried-forward actions. | LH | |
| LH to update all Terms of Reference and send to chairs. | LH | |
| LH to send agendas out 5 days before the meeting. | LH | |
| LH to create a dummy form as guidance. | LH | |
| PM to seek legal advice on FOI implications of feedback form content. | PM | |
| NP to set up five LCU events where we can use that as a launch pad. (Gillian requested to be invited to these). | NP | |
| CC to come to next meeting and if she cannot to send a rep to present staff reward and recognition. | CC | |
| LH to share handbook electronically with chairs. - Deadline for feedback: End of August. | LH | |
| Include escalation pathways and whistleblowing guidance. | | |
| If a chair cannot attend to then send a deputy or at the very least watch the recording. | | |
| PM to speak with John Batty around the presentation for IAG members. | PM | |

