

Chairpersons' Forum – Terms of Reference

Version	Editor	Reason	Date
1.0	Lisa Honess	Initial draft	19/12/24
1.1	Gillian Ormston / Lisa Honess	Updates	11/2/25
1.2	G Ormston / L Honess / L Warbrick / S Stokes	Updates	21/3/25
1.3	G Ormston / D Murray	Tenure clarification	18/6/25
1.4	L Honess	Meeting frequency & minutes turnaround	15/7/25
1.5	L Honess	Alternation to tenure wording	23/7/25

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Purpose

Chairpersons of each governance, scrutiny, and advisory group of both the Office of the Police and Crime Commissioner (OPCC) and Thames Valley Police (TVP) will come together to share insights, strategies, challenges, and best practice. The aim will be to support the Police and Crime Commissioner (PCC) in his scrutiny role of holding the Chief Constable to account for the performance of Thames Valley Police. and ensuring there is community involvement in this.

Key purpose and benefits will include:

1. Review annual work programmes of other groups and feed back to the Trust & Confidence Tactical Board (TC Tactical).
2. Ongoing monitoring and annual review of the programme.
3. Escalation of thematic issues, community concerns, issues or recommendations from each of the chair's respective groups to the TC Tactical.
4. Knowledge-sharing of what is working well in each group and successful oversight methods, community engagement strategies or frameworks for evaluating police performance
5. Building Consistent Standards by developing a standardised approach to scrutiny, unifying practice as appropriate
6. Problem-Solving and Policy-Influencing through collaboration and discussing common issues or challenges
7. Working to enhance community confidence by jointly considering communication avenues in place and discussing future communication and engagement strategies for the governance, scrutiny and advisory groups to ensure consistency of approach where possible

Membership

1. Membership will be made up of the Chairperson of each of the scrutiny and advisory groups:
 - Joint Independent Audit Committee (JIAC)
 - Complaints & Standards Committee (CSC)
 - Independent Scrutiny & Oversight Board (ISOB)
 - Custody Scrutiny Group (CSG)

- Adult Outcomes Scrutiny Committee (AOSC)
 - Child Outcomes Scrutiny Committee (COSC)
 - Community Scrutiny Panels (CSP: 5, 1 per LCU)
 - Independent Advisory Groups (IAG: 5, 1 per LCU)
 - Ethics Think Tank, including the Data Ethics Committee (ETT)
2. The Chairperson of this group will be elected by vote amongst the independent Chair members during the first meeting of the group. No force or OPCC representatives at the meeting will be eligible to vote.
 3. The Chairperson of the CPF may select a Deputy at their own discretion in case they are unable to attend a meeting.
 4. Tenure: Members of the Chairperson's Forum can serve for as long as they hold the position of Chairperson in a scrutiny or advisory group. However, the role of Chairperson within the Chairperson's Forum itself is limited to a maximum term of 1 year, after which a new Chairperson must be elected. The outgoing Chair remains a member of the CPF whilst they continue to be Chair of their main scrutiny or advisory group

Role of the Chairperson

1. Set the meeting agenda and dates for panel meetings, in consultation with the OPCC / TVP, and ensure meetings are accessible (including opportunities for public and live-streamed meetings), well-timed and effective.
2. Facilitate meeting discussions and ensure attendees are engaged, “heard” and empowered to contribute in a meaningful way; particularly where there may be conflicting views.
3. Findings and recommendations must be communicated back to the TC Tactical following each meeting. This is the responsibility of the Chairperson.
4. No further subgroups may be set up by members or chairs of this group without the express permission of the TC Strategic. Any such requests must be submitted to the TC Strategic by the Chairperson following a meeting.
5. If the group has a Vice Chair, they will support the Chairperson and may deputise when the Chairperson is unable to attend meetings

Governance

1. This Forum has been established in partnership between TVP, the Police & Crime Commissioner (PCC) and Chief Constable (CC).
2. The Chairperson's Forum is housed within the PCC / TVP governance structure for scrutiny and advisory groups and so will be governed by the Trust and Confidence Strategic Board (TC Strategic) in internal structures. Gillian Ormston, OPCC Chief Executive, is the senior responsible owner for this joint advisory group. ACC Dennis Murray is the TVP senior strategic lead for this area of work.
3. This group will meet four times per year for 2 hours. Meetings will be held at HQ South in Kidlington with the ability for members to join via Teams if necessary.
4. The TC Tactical will respond to the Chairperson's Forum on each concern or recommendation raised after matters have been discussed at the next meeting of the TC Tactical.
5. The TC Tactical is responsible for any actions following a CPF meeting and its feedback. Where appropriate, matters raised may be passed to the PCC / CC for a decision. In such cases, the TC Strategic will undertake to obtain a final response from the PCC / CC and to communicate this back to the CPF at the first available meeting. It is the decision of the PCC / Chief Constable whether or not any action will follow from panel feedback.
6. The outcomes and benefits of this meeting will be subject to an annual review.

Data / Inputs

1. Feedback forms and responses
2. Meeting minutes (will be distributed within 10 working days of the meeting).

Outputs

1. Proposals to TC Strategic for modifications to the scope and manner of work of different groups to close loopholes and ensure a comprehensive suite of independent scrutiny and advisory functions of the force.
2. Publication of a report of each meeting to include recommendations, plans, actions and resolutions to be made via the OPCC Comms team.
3. All external communications must be agreed in advance via the TC Strategic.

4. All meetings of this and member groups must be held at TVP / PCC approved locations.