



## **Terms of Reference Dyfed-Powys Criminal Justice Board**

This document sets out the Terms of Reference and Governance Framework for the Dyfed Powys Criminal Justice Board (DPCJB).

### **The Vision of the Dyfed Powys Criminal Justice Board**

To improve the efficiency and effectiveness of the criminal justice system in Dyfed Powys, including improving the experience for victims and witnesses and building confidence in the system as a whole.

### **Priority areas**

For 2021/22, the Board has adopted the priorities of the Criminal Justice in Wales Board, namely:

1. Victims and Witnesses
2. People who Offend
3. Early Intervention and Prevention

### **Function of the DPCJB**

To bring together key partners and senior representatives of Criminal Justice agencies operating within Dyfed-Powys, allowing for collaboration and partnership working. DPCJB is responsible and accountable for the service provided to victims and witnesses, the delivery of the criminal justice targets in this area, improvements in the delivery of justice and securing public confidence.

### **Membership**

- Police and Crime Commissioner for Dyfed-Powys
- Dyfed-Powys Police
- Crown Prosecution Service
- Her Majesty's Court and Tribunal Service
- National Probation Service
- Youth Offending Team
- Court Witness Service
- Hywel Dda Health Board
- Governor of Swansea Prison

All representatives should have the authority to make decisions within board meetings for their respective agency. Any replacement representative is to have the delegated powers to commit their agency to any such agreement made at the meeting thereby ensuring the DPCJB remain an effective vehicle for delivering on both the aims and priorities in a timely manner.

Board members will:

- Commit to attending Board meetings, sending substitutes in exceptional circumstances only.
- When appropriate, invite representatives of other agencies or organisations for specific agenda items, meetings or series of meetings. These representatives will not have voting rights.

### **Board Administration**

- Board administration will be facilitated by the Chair.
- Meetings will be held on a quarterly basis, to ensure continued progress against priorities.
- Agenda items will be requested two weeks prior to Board meetings.
- It will be the responsibility of the Board administrator to manage the agenda items for the Board in consultation with the Chair.
- The agenda, supporting documents and highlight reports will be circulated to all Board members seven days prior to the Board meeting.
- Items under 'AOB' will be allowed at the discretion of the Chair.

### **Chair of the Board**

The position of Chair of the Board will be reviewed every three years. The Chair will be selected from the core members of the DPCJB.

- The Chair will be responsible for making all necessary arrangements to secure specific representatives, which the Board requires.
- The Chair has the delegated power to call additional meetings at any time to address any exceptional risks or issues that require DPCJB member's consultation and agreement, or through any other mechanism, which they deem appropriate.

### **Vice Chair of the Board**

The position of Vice Chair of the Board will be reviewed every three years. The Vice Chair will take on the responsibilities of the Chair in the Chair's absence. The Vice Chair will be selected from the core members of the DPCJB.

### **Meetings**

- A quorum for a Board meeting will consist of at least four Board members or their substitutes as outlined above.
- The DPCJB 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 DPCJB member is wholeheartedly committed to achieving the delivery of business change initiatives and performance improvement within the DPCJB Delivery Plan.

### **Priorities**

Priorities of the board will be reviewed annually and where appropriate, relevant board sub-groups will be created that will be responsible for local joint planning, implementation, and co-ordination of the delivery of DPCJB priorities.