



**POLICE & CRIME
COMMISSIONER**
for Leicestershire,
Leicestershire & Rutland
Your Communities - Your Commissioner

TERMS OF REFERENCE

LEICESTERSHIRE LOCAL CRIMINAL JUSTICE BOARD (LCJB)

Aims of LCJB

To improve safety, trust, confidence and satisfaction in the Criminal Justice System across communities in Leicestershire by

- Focussing on listening, supporting and making victims and witnesses a priority in the system
- Focussing on efficiency and effectiveness and value for money
- Reducing offending and reoffending
- Supporting the Police and Crime Plan

Frequency of meeting: Board meetings will be held bi- monthly, subject to a review after 4 completed meetings. Meetings are to be held by Teams

Chair: PCC

Deputy-Chair: to be elected by Board members at first meeting for a renewable two-year term. The Deputy Chair will deputise for the Chair in his/her absence

Secretariat: OPCC

Membership

Membership will comprise of local Chief officers from the following agencies. The Board may, at its discretion, invite further representative members to attend meetings and consult on issues considered by the Board.

Objectives

- To improve public trust, confidence and satisfaction
- To co-ordinate partners to aid and protect the public and communities we serve
- To encourage members/partners to punish and re-habilitate offenders and ensure reparation for victims
- To ensure that the system is just and fair, open and transparent

Office of the Police and Crime Commissioner for Leicestershire

Police Headquarters, St John's, Enderby, Leicester LE19 2BX Telephone 0116 229 8980



- Provide focus and priority on strategic reports/issues related to victim and witnesses as required.
- To ensure that the CJS in Leicestershire is efficient and effective
- To identify and resolve systemic performance issues
- To achieve cross-agency and end-to-end improvements
- To support partner agencies that are going through organisational and working practice change
- To champion “Right First Time” principles
- Providing a strategic steer for inter-agency working in Leicestershire
- Robustly holding one another to account in relation to performance and to resolve issues as highlighted by Board Members and Sub-Group Chairs.
- To ensure criminal justice objectives relating to national, regional and local programmes of work are delivered on time and to specification
- To inform the commissioning of local services
- To collectively manage and mitigate risks and issues Input to meeting
- Review, audit and inspection reports related to the CJS
- Review issues and risk escalated from members and organisations

Governance

- Board meetings will be held bi-monthly and subject to review at 6 months times
- Board meetings to last a maximum of two hours.
- Urgent business will be conducted outside of standard times.
- Agenda items should be decision focussed and aimed at driving business forward.
- Agenda items should be linked to the Board Aims.
- Board members should attend Board meetings wherever possible. In the event of absence, a suitably briefed deputy may attend.



- The OPCC Support will request agenda items prior to Board meetings.
- Agenda items should be submitted by Board members no later than 10 working days before the Board meeting.
- The agenda and accompanying papers will be sent to Board members no later than five working days before the Board meeting.
- Wherever possible, decision papers will include recommendations for the Board to consider.
- Board notes and actions will be sent to Board members within 10 working days of the Board meeting. An action plan and risk register will be maintained and updated at each meeting.
- Board notes will not be too cumbersome but will include the main points of any discussion and record any decision
- Once a course of action is agreed, Board members will ensure the necessary information is conveyed to their agencies.
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Output from meetings

- Minutes of meeting
- Delivery and action plan updates
- Record of new actions and decisions
- Risk register updates

Linked Meetings

- East Midland Regional Criminal Justice Board
- Regional Victims and Witness Delivery Group
- BCM - Crown Court Improvement Delivery Group
- TSJ - Magistrates Improvement Delivery Group
- Regional Reducing Reoffending Board