



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

## **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.

Equality, Diversity and Inclusion is at the heart of the local criminal justice board for a safe, just and inclusive Dyfed-Powys area. Celebrating the diversity of the Dyfed-Powys area and ensuring that the principles of equality and inclusion underpin all the work that is conducted.

#### **Priority areas**

For 2025 to 2029, the Board has adopted two main priorities, namely:

1. Victims and Witnesses
2. People who Offend

The Board will review the deliverables which underpin these priorities annually, but the overarching priorities will remain the same for the four-year period which aligns to the period of the Police and Crime Plan.

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.

The Dyfed-Powys Board will focus on local priorities within these areas whilst also feeding into the All-Wales plan.

#### **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.

The Board will support the Youth Justice Service to deliver their Youth Justice Plans to achieve better outcomes for children and young people. This will be through engagement, identifying regional challenges related to criminal justice, resolving regional challenges and problem solving, sharing good practice, and supporting the local and national join up with the adult justice systems. A regional representative

of the Youth Offending Team sits on the LCJB and acts as conduit to ensure Youth Justice consideration in Board discussions.

### **Membership**

- Police and Crime Commissioner for Dyfed-Powys
- Dyfed-Powys Police
- Crown Prosecution Service
- His Majesty's Court and Tribunal Service
- His Majesty's Prison and Probation Service
- Youth Offending Team
- Legal Aid Agency
- Court Witness Service
- Hywel Dda Health Board
- Governor of Swansea Prison
- Criminal Justice Board for Wales
- Other individuals, whether as members or on an ad-hoc basis, as considered appropriate

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.
- Share data and analysis as appropriate and necessary to enable DPCJB to fulfil its role.
- Drive actions between meetings.
- Refer, on behalf of their organization, emerging local CJS issues to the DPCJB for discussion.
- Work with local, regional and national counterparts as necessary to identify and overcome barriers to improving the delivery of justice.
- Be accountable, to the Board, for any work done in LCJB sub-groups
- Champion the work of the LCJB within their organization.
- Fully support the All-Wales Criminal Justice Race Action Plan, ensuring that its priorities are embedded into everything that the LCJB and their organisations do.
- Take personal responsibility for individual development and awareness of anti-racism issues.

## **Board Administration**

- Board administration will be facilitated by the Chair.
- Meetings will be held on a quarterly basis (as a minimum), to ensure continued progress against priorities.
- In consultation with CJS partners a Delivery Plan or formal 'Action Plan' will be agreed setting out the Board's strategic priorities, how it will meet its priorities and how it will measure its success.
- Meetings will work to a consistent and structured agenda that achieves the business purpose of the meeting.
- 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.
- Minutes of each meeting or a summary of discussion will be produced to ensure there is an accurate reflection of the discussion and agreed actions.

## **The Role of the Chair of the Board**

The Police Reform and Social Responsibility Act 2011 sets out in law the reciprocal duty on Police and Crime Commissioners and other Criminal Justice agencies to work together to provide an efficient and effective Criminal Justice System for police force areas.

In March 2022, the PCC Review (Part 2) carried out by the Home Office, identified LCJBs as a critical vehicle to empower PCCs with the levers to bring together criminal justice partners to effectively tackle crime. In line with recommendations made by the Review, a suitable legislative vehicle is being sought to place LCJBs on a statutory footing and mandate that the PCC act as Chair.

- 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.
- To set, implement, and review the LCJB's Terms of Reference.
- To set and follow an agenda, lead and maintain order during meetings.
- To establish in consultation with CJS partners, an agreed LCJB Delivery Plan or formal 'Action Plan' and, where appropriate, hold partners to account for its delivery where actions are agreed collectively.
- To ensure the Board decides how to engage positively with relevant national programmes.

- Where appropriate, to foster discussion of decisions being taken by individual criminal justice organisations which are likely to affect the operational efficiency and effectiveness of the local CJS.
- To discuss, where appropriate, the strategic plans of individual criminal justice organisations so that inter-dependencies can be identified, and plans can be aligned.
- To encourage organisations to share findings of inspections/reports where cross-CJS consideration or a cross-CJS response would be beneficial.
- To keep under review opportunities to co-fund and co-commission partnership activity, where to do so would be in the interest of the CJS as a whole.
- To encourage collaboration with relevant partners to comply with the Victims' Code.

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

The position of Vice Chair of the Board will be reviewed every four 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.

The Vice Chair for 2025-29 will be the Assistant Chief Constable.

### **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.