



## Wiltshire Criminal Justice Board Terms of Reference May 2019

**Vision:** That the people of Wiltshire and Swindon feel confident that justice is delivered fairly, swiftly and sensitively to all

**Purpose:** The Wiltshire Criminal Justice Board (WCJB), chaired by the Police & Crime Commissioner (PCC) brings together senior leaders from the agencies with responsibility for delivering criminal justice services across the Wiltshire and Swindon area. WCJB members are committed to supporting one another to deliver the WCJB vision and to hold each other to account. “Working together we achieve more”.

**Aims:** Criminal justice agencies work collaboratively to deliver whole system improvements for victims of crime, people who offend and deliver justice in the most efficient and effective way possible. Through monitoring and measuring performance meaningfully and collectively the WCJB will know whether the plan is working and partners will support each other in the delivery of performance improvements and implementing change. To ensure the partnership is visible, accountable and influential both locally and nationally.

### Role of WCJB

1. PCC, as Chair of the Board, takes a leading role in local CJS partnership arrangements, helping CJS partners and agencies become more visible in the local area and help align and set priorities and address cross-cutting local issues.
2. Ensure board members are of the appropriate level to enable decision making, action taking and the ability to commit resource to a task
3. Work to create a forum for open and honest discussions about risks and issues between those involved in the delivery of justice services, enabling a safe place for relationships to develop
4. Encourage and develop a whole system approach to criminal justice with shared outcomes, working collaboratively with relevant stakeholders in the local CJS
5. Identify local priorities considering national strategic direction and support the production and delivery of the WCJB Plan
6. Learn best practice from other areas and share planning so that opportunities for collaborative working can be identified.
7. Responsible for delivering national policies at a local level
8. Develop communication channels with national Criminal Justice Board so that local delivery issues and risks can inform national priorities
9. Provide direction to the sub-groups and foster shared responsibility to support delivery of the WCJB priorities
10. Ensure agendas include appropriate input from partners on matters related to the delivery of the plan and emerging issues impacting on criminal justice
11. Cascade decisions and implement changes agreed by WCJB within members’ organisations and share with partner agencies where required
12. Monitor how the WCJB is collectively performing against shared aims and priorities to identify progress, risks to delivery and where action has been successful

13. Inform the public and CJS colleagues on which performance aims have been met and action taken to address priority areas
14. Monitor, review and manage the WCJB Risk Register
15. Provide joint funding for the Wessex LCJB Business Managers

### **Sub-groups**

1. WCJB members will appoint an appropriate senior representative from their organisation to attend the WCJB sub-groups
2. Sub groups are accountable for achieving the objectives set out under the priorities in the WCJB Plan. Each sub groups terms of reference will be agreed by the WCJB
3. Sub-group Chairs are responsible for highlighting to the WCJB, areas of risk within their programme of work and challenges that may need escalating for support
4. Expectation that the agency that chairs the WCJB sub-group will provide the secretarial support

### **Decision making**

To make decisions within the remit of the Board

### **Recording of Decisions**

1. Minutes will be taken at each meeting recording details of decisions made and actions assigned to board members. These will be circulated to all board members and actions progressed at meetings
2. Administration of Board meetings shall be the responsibility of the Chair

### **Membership**

- Police and Crime Commissioner (Chair)
- HM Courts & Tribunals Service – Head of Crime SW Region
- Wessex Crown Prosecution Service – Chief Crown Prosecutor
- Wiltshire Police – Chief Constable
- HM Prison and Probation Service – HMP Erlestoke Governor and Head of NPS LDU
- Bristol, Gloucestershire, Somerset and Wiltshire Community Rehabilitation Company – Assistant Chief Probation Officer
- Wiltshire Youth Offending Team / Swindon Youth Offending Team – Managers
- Wiltshire Council / Community Safety Partnership
- Swindon Borough Council / Community Safety Partnership
- Legal Aid Agency

- Public Health England – Health and Justice Lead
- Liaison Judge (in an advisory capacity)
- Representative from Defence Practitioner

### **Frequency**

Board meetings are bi-monthly with telephone meetings held during the month in between

### **Confidentiality**

Protecting confidential information is important and WCJB members and attendees will be present when confidential information is disclosed or discussed, or given in written form. This can take the form of offender details, embargoed information, or unpublished performance data, which is necessary to share or monitor as part of performance management.

WCJB members will observe the rules of confidentiality and permission should be sought from the WCJB members and the 'owner' of the confidential information before it is shared more widely or publicised.