West Midlands Local Criminal Justice Board: Terms of Reference

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| **Draft Terms of Reference** | |
| **Purpose** | To improve the efficiency and effectiveness of the criminal justice system (CJS) |
| **Frequency** | Quarterly meetings |
| **Chair** | Police and Crime Commissioner |
| **Membership** | Birmingham and Solihull Mental Health NHS Foundation Trust (BSMHFT)  Crown Prosecution Service (CPS)  Her Majesty’s Court Service (HMCTS)  Her Majesty’s Prison Service (HMPS)  Mayoral representation  Mental Health representation  National Probation Service (NPS)  NHS England  Staffordshire & West Midlands Community Rehabilitation Company (CRC)  Victim Support  West Midlands Police (WMP)  Youth Justice Board (YJB)  Youth Offending Teams |
| **Core functions** | To ensure that the CJS in the West Midlands is efficient and effective  To identify and resolve performance issues  To improve cross-agency working and end-to-end service delivery  To collectively manage and mitigate risks and issues  To champion the ‘right first time’ |
| **Local priorities** | Priorities will be reviewed annually:  2017-18 priorities:  Restorative Justice  Criminal Justice Efficiency  Victims and Witnesses  Offenders and Reoffending  Review of Youth Justice |
| **Input to meeting** | As required |
| **Output from meetings** | Record of actions and decisions  Delivery and action plan updates |
| **Reporting** | Publish local priorities annually  Publish timetable of future meetings, and minutes following meetings  Publish joint-strategy and annual action plan  Publish an annual progress report  Share priorities and action plan with the Criminal Justice Board annually |
| **Work plan** | A delivery plan will be produced and made public annually |
| **Linked meetings** | Reducing Reoffending Steering Group  IOM Strategic Groups  West Midlands Community Safety Partnership (in development)  Community Safety Partnerships  The Victim Commission |
| **Board support** | The PCC’s office will service the Board:  Strategic lead, policy support and administrative support |
| **Meeting support** | Administrative functions – dates, agendas, supporting documents and minutes to be carried out by the Police and Crime Commissioner’s office. |