



# **Part 3E**

## **Meeting**

### **Governance**

September 2025

## Part 3E Meeting Governance

- Part 3A – Schedule of Roles and Responsibilities
- Part 3B – Scheme of Delegation and Consent
- Part 3C – Financial Regulations
- Part 3D – Contract Standing Orders
- **Part 3E – Meeting Governance**

- 3E.1 The governance of the Force meetings and joint structured meetings with the Police and Crime Commissioner (PCC) are delivered through a series of strategic meetings chaired by a member of the Executive, who has decision making authority for their portfolio area of business.
- 3E.2 Force meetings are managed by Personal Assistants with the Executive staff office in support of effective decision-making.
- 3E.3 A similar structure is in operation within the Office of the Police and Crime Commissioner (OPCC).
- 3E.4 Each strategic meeting has terms of reference, and each meeting is captured in minutes together with any decisions and actions.
- 3E.5 All supporting papers and minutes of the meetings are published as 'Open or Closed' business subject to Freedom of Information (FOI) requirements.
- 3E.6 Sitting below the strategic meetings are a series of other meetings designed to deliver operational business and to inform the strategic decision making process.
- 3E.7 Meetings are held on a cyclical basis and terms of reference are subject to annual review to ensure their ongoing relevance and focus of the meeting.
- 3E.8 Documentation and records of decision-making meetings are retained.
- 3E.9 The chair of each strategic meeting ensures the meetings operate within the terms of reference of the meeting and in compliance with the Scheme of Governance including financial regulations.
- 3E.10 Ultimately each member of the Executive is accountable to their employer; the Chief Constable or the Police and Crime Commissioner.
- 3E.11 Governance arrangements are reviewed as part of the annual governance statement (AGS).

3E.12 The themes of good governance and how they are considered as part of the annual review of governance that culminates in the annual governance statement is attached below.

3E.13 The Independent Audit Committee terms of reference are subject to biennial review by the Chair of the Independent Audit Committee in conjunction with the Chief Constable and PCC and are available to the public on the OPCC website and the Force website.

## The Governance Framework

## The Annual Governance Statement

**Independent Audit Committee (IAC)**

**The Chief Constable and  
Police & Crime Commissioner**

**Executive Officers and  
Senior Managers**  
(supports robust  
governance arrangements)

**The Treasurer and the  
Chief Finance Officer**  
(supports effective financial  
management)

**The Chief Executive &  
Monitoring Officer**  
(supports legal & ethical  
assurance)

## The Code of Corporate Governance

## Strategic Meetings

### Legitimacy & Constitution

Codes of Conduct  
Scheme of  
Delegation  
Complaints &  
Misconduct  
Anti-Fraud &  
Corruption

Independent Office  
for Police Conduct

Professional  
Standards Unit

Ethics Committee

Public Engagement  
& Consultation

Complaints  
Resolution

Whistleblowing &  
Confidential  
Reporting

College of Policing  
Code of Ethics

### Strategic Planning

Business Analysis,  
Development &  
Planning  
Performance  
Risk Management  
Business Continuity  
Partnership Working  
Equality & Diversity  
Policy & Procedure

Annual Report

Force Management  
Statement

Performance  
Reports

Police & Crime  
Panel

Independent Audit  
Committee

Scrutiny Panels

Internal Audit  
Programme &  
Opinion

Risk & Assurance  
Framework

### Financial Management Framework

Budget Setting &  
Monitoring

Financial  
Regulations &  
Practice

Treasury &  
Investment  
Strategy

Medium Term  
Financial Strategy

Statement of  
Accounts

External Audit  
Annual Letters &  
Opinion

South West Police  
Procurement &  
Contract Monitoring

### HR Policies

Terms & Conditions  
Remuneration

Establishment  
Controls

Recruitment &  
Retention

Training &  
Leadership

Sickness  
Management

Personal  
Appraisals