

## MEETING TERMS OF REFERENCE

GPMS marking	RESTRICTED - MANAGEMENT
<b>Meeting:</b>	<b>West Mercia Local Criminal Justice Board (WMLCJB)</b>
Purpose of group:	To improve the efficiency and effectiveness of the CJS
Frequency:	Quarterly
Chair:	Andy Champness, CEO - John Champion's Office of the PCC.
Members:	<ul style="list-style-type: none"> <li>• Deputy Police and Crime Commissioner</li> <li>• ACC Local Policing and Operational Support</li> <li>• Head of Criminal Justice</li> <li>• Chief Crown Prosecutor, West Midlands CPS</li> <li>• Deputy Chief Crown Prosecutor – West Midlands CPS</li> <li>• Assistant Chief Officer – NPS</li> <li>• Head of Service – West Mercia YOS</li> <li>• Chief Executive, WWMCRC</li> <li>• Head of Crime - HMCTS</li> <li>• Clerk to the Justices – HMCTS</li> <li>• Operations Manager - HMCTS</li> <li>• Listing Manager – Crown Court</li> <li>• Governor – HMP Hewell</li> <li>• Regional Manager – Victim Support</li> <li>• Regional Manager – Witness Service</li> <li>• Criminal Justice Manager – OPCC</li> </ul>
Core terms of reference:	<ul style="list-style-type: none"> <li>• To ensure that the CJS in West Mercia is efficient and effective</li> <li>• To ensure criminal justice objectives relating to national, regional and local programmes of work are delivered on time and to specification</li> <li>• To champion “Right First Time” principles</li> <li>• To identify and resolve systemic performance issues</li> <li>• To achieve cross-agency and end-to-end improvements</li> <li>• To support partner agencies that are going through organisational and working practice change</li> <li>• To inform the commissioning of local services and delivery of the Safer West Mercia Plan</li> <li>• To collectively manage and mitigate risks and issues</li> </ul>
Input to meeting - as required:	<ul style="list-style-type: none"> <li>• Strategic reports related to victim and witness issues as required.</li> <li>• CJS efficiency and effectiveness performance management information</li> </ul>

	<ul style="list-style-type: none"> <li>• Review, audit and inspection reports related to the CJS</li> <li>• Issues and risk escalated from members and organisations</li> <li>• Commissioning updates related to the CJS</li> </ul>
Output from meeting:	<ul style="list-style-type: none"> <li>• Record of actions and decisions</li> <li>• Delivery and action plan updates</li> </ul>
Linked meetings:	<ul style="list-style-type: none"> <li>• West Midlands Better Case Management and Transforming Summary Justice Board</li> <li>• Local BCM / TSJ Boards</li> <li>• PCC – Victims Board</li> <li>• PCC – Crime Reduction Board</li> <li>• WCC – Strategic Domestic Violence Forum</li> <li>• Strategic Sexual Assault Coordinating Group</li> <li>• Local Authority Domestic Abuse Forums</li> <li>• CRC Management Board</li> <li>• WM YJS Board</li> <li>• Alliance Performance Group</li> </ul>
Meeting support:	<ul style="list-style-type: none"> <li>• Dates, meeting content and agenda – West Mercia OPCC</li> <li>• Minutes and action records – West Mercia OPCC</li> </ul>