

## Thames Valley Police and Crime Panel Sub-Committee on Preventing Child Sexual Exploitation Terms of Reference

The Panel may set up Sub-Committees to undertake specified functions of the Panel. The role of Sub-committees is to carry out delegated Panel functions, excluding those functions that are not able to be delegated under the Act. Sub-Committees may formally take decisions as delegated to them by the Panel. The Panel agreed at its meeting on 27 March 2015 to set up a Sub-Committee to look at Child Sexual Exploitation. The Panel agrees the terms of reference and delegations, purpose and objectives, resources, timescales and membership.

### *Purpose/Objective*

The purpose of the Sub-Committee is to support, monitor and scrutinise the Police and Crime Commissioner on preventing and taking action with regard to Child Sexual Exploitation across the Thames Valley to provide assurance to Panel Members. This is not a Task and Finish Group and will operate on the same basis as the Panel e.g not look at operational matters. Other partner agencies will be invited to attend the Sub-Committee to provide information but not to be scrutinised.

Areas that this includes are as follows:-

- The extent and profile of CSE in the Thames Valley and lessons learnt
- Documents such as the Police and Crime budget and Plan, Local CSE Strategies, TVP action plans and performance , Health and Wellbeing Strategy, Joint Strategic Needs Assessment, Transforming the Criminal Justice System etc.
- Raising standards in tackling CSE across the Thames Valley so that the Police Service are providing a consistently strong approach to tackling CSE (with reference to national documents such as Tackling Child Sexual Exploitation Action Plan, ACPO National Action Plan)
- How TVP are working with key stakeholders and partners e.g , role of Local Authorities with regard to CSE prevention and detection strategies, Multi Agency Safeguarding Hubs, [Health Service](#), Criminal Justice System and Victims Commissioning
- Awareness and training of CSE in the Thames Valley e.g role of Panel Members in championing CSE prevention and awareness in their own areas

Other areas may be included if considered appropriate by the Sub-Committee and/or Panel in order to help prevent CSE.

### *Transparency and Communication*

The Sub-Committee will meet in public. The membership, meeting dates, agendas, minutes and recommendations of the Sub-Committees shall be published regularly by the Committee Adviser on the website. Sub-Committees shall report back to the Panel, and the minutes of the Sub-committee shall be received by the Panel.

### *Membership*

The maximum size of a Sub-Committee shall be seven members. The minimum size is three members. For the purpose of this Sub-Committee seven Members will be appointed. In determining the membership of a Sub-Committee the Panel shall give so far as practicable, consideration to the duties in the Act to consider geographical balance; and the skills and expertise of members. For this specific Sub-Committee there should be membership from across the Thames Valley to represent a wide geographic area as possible.

### *Chairman and Vice-Chairman*

Each Sub-Committee shall agree the Chairman and Vice Chairman of that Sub-Committee, subject to that Chairman and Vice Chairman being ratified by the Panel. Where the Chairman is not in attendance at a Sub-Committee, the Vice-Chairman shall preside. If both are absent, the members of the Sub-Committee shall appoint an acting Chairman from the present members for the meeting in question.

### *Agreement of recommendations*

The Sub-Committee shall report back to the Panel, and the minutes of the Sub-Committee shall be received by the Panel. The PCC may then issue a response to the Panel on whether he accepts the recommendations made.

### *Attendance*

All Sub-Committee Members are expected to regularly attend meetings. Where a member of a Sub-Committee fails to attend regularly, the Chairman may seek for that person to be replaced by another representative.

### *Quorum*

This Sub-Committee should not have less than three Members attending.

### *Frequency of Meetings*

This Sub-Committee will meet a minimum of two times a year. The Chairman may call meetings more frequently if deemed necessary or if requested by the Panel. Meetings will only be cancelled by request of the Chairman. This is a standing sub-committee of the Panel. If the Chairman of the Panel and/or the Sub-Committee decide that its work has been completed a recommendation should be put to the Panel to disband the Sub-Committee.

### *Secretariat and Administration*

The secretariat shall be provided by the Committee Adviser for the Police and Crime Panel. The Committee Adviser will agree an agenda with the Chairman prior to each Sub-Committee meeting. The agenda and any papers for the Sub-Committee will be issued at least 5 working days (where practicable) in advance of the meeting except in the case of matters of urgency. The Committee Adviser will circulate minutes of each meeting to the Chairman within ten working days including all actions and agreements.