



## **Independent Crime Recording Confidence Panel**

### **Terms of Reference**

#### **Aims**

1. To reassure the public that crime recording is being addressed and appropriately handled in Lincolnshire Police.
2. To provide robust scrutiny of the Force's crime recording system.
3. To increase understanding of the very complex National Crime Recording Standards and thereby increase transparency and confidence in Lincolnshire Police's ability to correctly record crimes.
4. To assist the Police and Crime Commissioner (PCC) in holding the Chief Constable to account by scrutinising his action plan to address the issues around crime recording.

#### **Roles and Responsibilities**

1. The Independent Crime Recording Confidence Panel (the Panel) will scrutinise and oversee the Chief Constable's action plan to address failings in crime recording.
2. The Panel will work to understand the issues identified in the July 2018 Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) inspection of crime data integrity.
3. The Panel will dip sample from work books audited by HMICFRS as part of the crime data integrity inspection.
4. Report regularly to the PCC on issues relating to crime recording.
5. Publish minutes, data and/or reports on their findings in relation to crime recording, on the PCC's website.

### Frequency of Meetings

The Panel will meet at least six times a year, normally on a bi-monthly basis.

### Notice of meeting

At least 5 clear working days before a scheduled meeting of the Panel a summons to attend the meeting, specifying the date, time and place of the meeting and the business proposed to be considered, shall be sent to every member of the Panel.

### Quorum

The quorum for the Panel will be three members.

If during any meeting of the Panel the number of members present falls below 3 then the meeting will stand adjourned. The consideration of any business not transacted shall be adjourned to a time fixed by the Chair at the time the meeting is adjourned.

### Chairing meetings

At any meeting the Chair shall preside, if present. In her absence, the Deputy Chair shall preside. In his absence, members present shall appoint one of their number to act as Chair for that meeting.

### Minutes

Minutes of meetings will summarise the proceedings and accurately record any resolution(s) passed.

Minutes will be submitted to the next following ordinary meeting for approval. When the minutes have been confirmed as a correct record, they will be published.

### Approval

These Terms of Reference were approved by the members of the Panel on 21 September 2018.