

Essential Reference Paper 'B'

SIAS Governance Review Recommendations

Recommendation	Management response	Target date	Notes
<p>The governance framework for the overall CCTV Partnership is reviewed and confirmed as being fit for purpose, or changed as necessary.</p>	<p>We will draft a governance framework for the overall CCTV arrangements to include:</p> <ul style="list-style-type: none"> • Governance for Hertfordshire CCTV Partnership • Governance for Hertfordshire CCTV Partnership Ltd • Governance lines between the Partnership and the Company • Member roles and responsibilities • Officer roles and responsibilities <p>These will be consulted on and agreed by the CCTV Joint Executive and the Company Board of Directors.</p>	<p>1 Dec 2018</p>	<p>Work commenced by the Officer Management Group ready for approved by the CCTV Joint Executive at its meeting in January 2019</p>
<p>An appropriate new Partnership Agreement between the current four CCTV Partner Authorities</p>	<p>We will prepare an updated CCTV Partnership Agreement drafted through the CCTV Officer Management Board to be signed by all four Partner</p>	<p>31 March 2019</p>	<p>Work commenced – on track</p>

is drawn up and executed.	Authorities.		
The current Shareholders' Agreement for the Company is reviewed to ascertain if it remains fit for purpose and, if so, that the terms are fully complied with.	The company directors will consider this recommendation through their Shareholder Representatives in light of future considerations relating to the future of Hertfordshire CCTV Partnership Ltd.	31 March 2019	Work commenced – on track
Appropriate revised / new Terms of Reference for the CCTV Joint Executive and the CCTV Officer Management Board are drawn up and formally agreed.	Terms of Reference will be updated for the CCTV Joint Executive and a Terms of Reference will be created for the CCTV Officer Management Board.	31 March 2019	Work commenced – on track
Once agreed, the revised/new Terms of Reference for the CCTV Joint Executive and the CCTV Officer Management Board are	New Terms of Reference will be submitted for formal incorporation into constitutional arrangements for the four Partner Authorities.	31 July 2019	Work commenced – on track

revised / added in the Constitutions for each of the four Partner Authorities.			
A new five year Business Plan for the overall CCTV Partnership is drawn up and agreed.	We will develop a new five year rolling Business Plan (with monthly monitoring and full annual reviews) for the overall Hertfordshire CCTV Partnership based on decisions about the future direction of Hertfordshire CCTV Partnership Ltd.	31 March 2019	Work commenced – on track
The role and responsibilities of the SBC Group Accountant in respect of the overall CCTV Partnership are reviewed, evaluated and formerly confirmed. Consideration should be given to increased use of the external accountants with regard to the accounting requirements	The role of the SBC Group Accountant in relation to the overall Partnership will be clarified in the revised Partnership Agreement. The Company Directors will consider the accountancy needs of the Company and source appropriately.	31 March 2019	The roles and responsibilities of SBC's group accountant re: the Partnership have been drafted by consideration at the Officer Management Board on 5 th December 2018

of Hertfordshire CCTV Partnership Ltd.			
All reporting arrangements for the Partner Authorities are formally reassessed, agreed and documented.	Authority reporting arrangements to be included as part of a revised Partnership Agreement, Shareholder Agreement and Terms of Reference as necessary.	31 March 2019	Work commenced – on track
A review be carried out of how charges are being calculated and billed to the Partner Authorities.	<p>A schedule of charges to be prepared for the Partnership. The schedule will identify recharges applied to the Partnership, including; staffing, overheads, IT, etc.</p> <p>The schedule will also include recharges applied to Hertfordshire CCTV Partnership Ltd.</p> <p>A quarterly finance report to be prepared for the CCTV Officer Management Board, to include year-end financial projections for the Partnership.</p>	1 November 2018	A schedule of recharges has been produced by SBC. This is now being considered by officers so as to inform the 2018/19 end-of-year financial closedown of accounts