

**Extract from Memorandum of Agreement**

**APPENDIX 2**

**PART 1**

**CCTV Partnership**

**Partnership Board- Terms of Reference**

**Chair:**

As appointed by the Partnership Board at each Annual General Meeting

**Members:**

One representative from each Council (full voting rights)

The Head of the CCTV Partnership (no voting rights)

Stakeholders as invited (no voting rights)

One elected members from each Council may attend Partnership Board meetings if desired by the relevant Council (no voting rights)

**Meeting Frequency:**

At least four times a year

**Terms of Reference:**

The Partnership Board will undertake the following on behalf of the CCTV Partnership

1. Agree and implement the Business Plans of the CCTV Partnership
2. Develop a draft annual Business Plan for approval by each Council
3. Make recommendations to each Council to provide resources as required to secure the delivery of the Business Plan

## Appendix 2

4. Prepare and submit as required all reports, business cases and supplementary information as may be required by central government and or any agency or organisation on behalf of central government in relation to the delivery of the Business Plan and/or to obtain additional funding
5. Enter into dialogue with central government and or any agency or organisation on behalf of central government to secure the delivery of the Business Plan and/or obtain additional funding
6. Consult with appropriate persons and to commission research and public opinion surveys into matters relevant to the Business Plan
7. Influence, advise and lobby central government and other agencies (whether locally, nationally and internationally) where this is felt to be consistent with the Business Plan
8. Consideration of quarterly reports including financial/budgetary reports by the Head of the CCTV Partnership of progress of the CCTV Partnership in accordance with the agreed business plan
9. Consider and approve the joining of Additional Authorities
10. Setting/approving performance management and improvement frameworks for the CCTV Partnership
11. Overseeing use of resources by the CCTV Partnership
12. Approving policies and legal agreements for the CCTV Partnership
13. Consideration of reports on maintenance of cameras and CCTV infrastructure including within the Medway control room
14. Directions as to operational matters to the Head of the CCTV Partnership

### **Membership**

1. Each Council warrants that the representatives appointed to the Partnership Board from that Council have the appropriate delegated authority from that

## Appendix 2

Council to make the decisions required of the Partnership Board) and the other Councils shall be entitled to act on that basis

2. Each Council shall notify the Head of the CCTV Partnership in writing of the name and contact details of its Partnership Board members (including one named substitute for the voting member)
3. A Council may change its appointed Partnership Board members at any time (other than during a Partnership Board meeting) by written notice to the Head of the CCTV Partnership, taking effect immediately on receipt. Such written notice may be given by electronic mail