

WARWICKSHIRE POLICE AND CRIME PANEL

A meeting of the Warwickshire Police and Crime Panel will be held on **Friday 27 September 2013 at 10.00 am** in Committee Room 2, Shire Hall, Warwick, CV34 4RR

AGENDA

1. Apologies for absence.

2. Members' Disclosures of Pecuniary and Non-pecuniary Interests

3. Minutes of Previous Meetings

To approve the minutes of the following meetings:

(1) Meeting held on 14 June 2013

(2) Extraordinary Meeting held on 31 July 2013

4. Minutes of the Budget Working Group

To receive the minutes of the Budget Working Group held on 8 August 2013.

5. Community Engagement Strategy

To consider the Police and Crime Commissioner's Community Engagement Strategy.

6. Police and Crime Commissioner's Annual Report

The Police and Crime Commissioner will present his annual report.

7. Report on the work of the Police and Crime Commissioner

The Police and Crime Commissioner's report includes his approach to Stage 2 staff transfer.

8. Joint Working Protocols

The Panel is invited to consider the enclosed proposed protocols.

9. Work Programme/ Dates of meetings

To consider the work programme for forthcoming meetings and to suggest any specific items to include in the programme (for formal meeting or informal sessions/seminars). The following sets out current proposals/required items:

(1) Every ordinary meeting to include an update report from the PCC on:

- Decisions taken by the PCC
- Performance monitoring
- Key events

(2) A suggested pattern of meetings (including some specific items) is set out below:

| | |
|--------------------------------------|---|
| 22 November 2013 (10.00 am) - | Draft Police and Crime Plan Medium Term Financial Plan/Budget update |
| 3 February 2013 (3.00 pm) | Budget Precept Police and Crime Plan |
| February (w/b/17) | Reserve meeting for Budget Precept |
| June 2014 (tbc) | Election of chair and vice chair PCC Annual Report |
| July 2014 (tbc) | Regular meeting |

10. Any other items of urgent business.

To consider any other items that the Chair considers are urgent.

JIM GRAHAM
Chief Executive
Shire Hall
Warwick September 2013

Membership

| | |
|--|------------------------------------|
| Councillor Nicola Davies | Warwickshire County Council |
| Councillor Michael Doody (Vice Chair) | Warwick District Council |
| Councillor Peter Fowler | Warwickshire County Council |
| Councillor Dennis Harvey (Chair) | Nuneaton & Bedworth Council |
| Councillor Phillip Morris-Jones | Warwickshire County Council |
| Councillor Peter Morson | North Warwickshire Borough Council |
| Councillor Derek Poole | Rugby Borough Council |
| Councillor Gillian Roache | Stratford on Avon District Council |
| Councillor Jenny Fradgley | Warwickshire County Council |
| Councillor June Tandy | Warwickshire County Council |

Co-opted independent members:

Bob Malloy

Robin Verso

Enquiries regarding these agenda papers should be made to Janet Purcell, Democratic Services Manager, Law & Governance, Resources Group Tel: 01926 413716 E-mail: janetpurcell@warwickshire.gov.uk

Minutes of the meeting of the Warwickshire Police and Crime Panel held on 14 June 2013

Present:

Members of the Panel

Councillors:

| | |
|-----------------------|---|
| Dennis Harvey | Nuneaton & Bedworth Council (Chair) |
| Michael Coker | Warwick District Council (substitute for Cllr Doody) |
| Nicola Davies | Warwickshire County Council |
| Peter Fowler | Warwickshire County Council |
| Jenny Fradgley | Warwickshire County Council (substitute for Cllr Rolfe) |
| Phillip Morris- Jones | Warwickshire County Council |
| Peter Morson | North Warwickshire Borough Council |
| Carolyn Robbins | Rugby Borough Council (substitute for Cllr Poole) |
| Gillian Roache | Stratford on Avon District Council |
| June Tandy | Warwickshire County Council |

Independent members:

Bob Malloy
Robin Verso

Police and Crime Commissioner's Office:

| | |
|-------------|--------------------------------------|
| Ron Ball | Police and Crime Commissioner |
| Eric Wood | Deputy police and Crime Commissioner |
| Mark Gore | Interim Chief Executive |
| Dave Clarke | Treasurer |

Warwickshire Police

Andy Parker Chief Constable

WCC Officers:

| | |
|-----------------|--|
| David Carter | Strategic Director, Resources (Monitoring officer for the Panel) |
| Jane Pollard | Head of Corporate Legal, Resources |
| Janet Purcell | Democratic Services Manager, Resources. |
| Virginia Rennie | Head of Budget and Technical, Resources |

1. Appointment of Chair

Councillor Peter Morson proposed Councillor Dennis Harvey for chair and was seconded by Councillor June Tandy.

Councillor Gillian Roache proposed Councillor Michael Doody for chair and was seconded by Councillor Peter Fowler.

A vote was taken and Councillor Dennis Harvey and Councillor Michael Doody received 5 votes each. The votes being equal the current chair used his casting vote for Councillor Dennis Harvey.

Resolved

That Councillor Dennis Harvey be appointed Chair of the Police and Crime Panel for 2013/14.

2. Appointment of Vice-Chair

Councillor Gillian Roache proposed that Councillor Doody be Vice Chair and was seconded by Councillor Michael Coker. There were no other nominations.

Resolved

That Councillor Michael Doody be appointed Vice Chair of the Police and Crime Panel for 2013/14.

3. Welcome to new members and Apologies for Absence

The Chair welcomed new members of the Panel following the County Council elections. Apologies for absence were submitted on behalf of Councillors Michael Doody (Councillor Michael Coker present as substitute); Derek Poole (Councillor Carolyn Robbins present as substitute) and Kate Rolfe (Councillor Jenny Fradgley present as substitute).

4. Members Disclosures of Pecuniary and Non-Pecuniary Interests

None.

5 Minutes of previous meeting

Resolved

That the minutes of 12 March 2013 be approved as a correct record.

6. Appointment of Chief Constable.

Mr Ron Ball, the Police and Crime Commissioner, outlined the process he had undertaken and the reasons for his decision to extend Andy Parker's existing fixed term contract for two years. Ron Ball had started discussions regarding the appointment before Christmas, conscious of the need to secure the leadership of the force and the advice of the HMIC and the Home Office. The Home Office had confirmed on 18 April that it would be acceptable to extend the contract of the existing Acting Chief Constable in line with Regulation 11 of the Police Regulations 2003 (as amended). He had also had assurance that Keith Bristow would not be returning to the position of Chief Constable.

Ron Ball advised that he had considered a full recruitment process but this would have led to a period of uncertainty at a time when it is very important to maintain stability and continuity in the leadership of Warwickshire Police and the Alliance. He had the highest regard for Andy Parker's leadership of the Warwickshire Police and had found this view widely shared within the Force and across agencies and organisations. Ron Ball explained that he had decided to have an interview panel (of the PCC, DPCC and Ms Liz Stafford, Chief Executive of the Warwickshire Probation Trust as an independent member) to give assurance that Andy Parker met a number of criteria, including that he would provide strong leadership as part of the Strategic Alliance in a period of considerable change. The Panel had been satisfied that Andy Parker should be appointed.

Panel members expressed their support for the appointment of Andy Parker as Chief Constable and offered their congratulations.

Questions from the Panel

Bob Malloy expressed concern that he had learned of the appointment through press coverage, rather than through communication or involvement of this panel. He added that some appointments across the country had included a panel member as an observer at the interview panel and asked whether Ron Ball would consider this for future panels

Ron Ball replied that he had considered this but had concluded this could compromise the position of the panel.

Councillor June Tandy sought clarification on when the appointment would become permanent rather than a short term contract.

Ron Ball replied that the contract is for two years but that he would be looking for full time beyond that.

Councillor Gillian Roache asked why the Panel had not been advised of the PCC's approach and decision before the appointment had been formalised.

Ron Ball explained that he had called the Chair of the Panel and proposed that in future he would have a Chair and officers meeting to avoid misunderstandings.

Robin Verso asked whether employment law applied that would mean that there is a point whereby consecutive temporary contracts amount to a permanent appointment.

Ron Ball explained that this point had been checked with the Home Office. Dave Clarke reminded the meeting that police officer employment is covered by Police Regulations and other employment law does not always apply.

Councillor Gillian Roache referred to the terms and conditions of appointment and asked whether the Chief Constable would use 1st Class Rail.

Andy Parker assured the meeting that he would not travel 1st Class and would also not use a driver unless there were exceptional circumstances.

Councillor June Tandy asked Andy Parker to give examples of having to make unpopular decisions. Andy Parker replied that he had many examples – from the downsizing, to changing shift system and daily decisions.

Councillor Morris-Jones asked whether it was still the case that the police car could be used for private purposes. Andy Parker replied that this is the case but that the car is insured by himself.

In response to a question from Councillor Peter Morson, Andy Parker gave assurance that there is a strong network that was used to ensure the Force is being responsive to the needs of hard to reach communities.

The Chair, on behalf of the Panel, thanked the PCC for his report and welcomed the PCC's proposal for informal meetings between the Chair, PCC and officers to ensure improved communication.

7. Consultation on proposal to create three new Local Justice Areas covering West Midlands and Warwickshire.

The Panel considered a draft response to the West Midlands and Warwickshire's Justices' Clerk consultation.

Robin Verso expressed concern that there was no consistency in the geographical areas being chosen for the management of different functions. For instance the reorganisation of the Probation Service meant that Warwickshire and West Mercia would handle low to medium level offenders; East and west Midlands handle high level offenders in clusters but we do not know what they will be yet.

If the focus is on Warwickshire and West Mercia why have they proposed a different model for the justice service? Coventry is in a different police and probation service.

Bob Malloy's concern was that, as courts become specialised (it was likely that family will be concentrated in Nuneaton and criminal in Leamington) rather than shared as at present then this will present difficulties for services such as trading standards officers having to go to different areas but also for families and family advocates who may have to travel to courts in different areas. Councillor Coker added that this would impact on families and add to the stress of attending court.

It was agreed that these comments be included in the response. It was noted that any further consultation would be in relation to any proposed court closures.

8. Police and Crime Commissioner – update on Alliance and Police and Crime Plan Priorities

Strategic Alliance

Ron Ball reported that he tracked progress with the Alliance through his regular monitoring meetings and that all indications were that it is on track. Ron Ball added that he also spoke to station officers for their views and whilst there were naturally some who were not totally happy with the changes, there was realisation that the Alliance has to work. Ron Ball commented that he continues to be asked whether there will be a merger of the forces but in his view that could not happen and that strengthening and deepening the alliance would bring the most benefit. In his view a merger, if wanted, should only be achieved with the democratic agreement of people of Warwickshire.

Councillor Nicola Davies asked what the objectives of the Alliance were and how different approaches on an issue by each Force are reconciled. Are decisions based on cost or quality? Ron Ball explained that the driver for the Alliance was savings and doing things once instead of twice. He did not, however, consider cost and quality were necessarily opposed.

Ron Ball commended the support he was getting from Council officers and in particular that given by the communications officer following the murder in West Mercia.

Police and Crime Plan Priorities

Ron Ball reported that he had been delighted with the quality of people coming forward to take on the role of Community Safety Ambassadors. Interviews had been held on 13 June and more would be held the following week. Induction will take place in July with a view to people being in place for the September round of community forums.

Councillor Jenny Fradgley asked what the criteria for success was for the ambassadors and Councillor June Tandy warned that there could be confusion if both the local constable, members and an ambassador looking at the same issue.

Ron Ball replied that the ambassadors were 'eyes and ears' and would be the one individual who would liaise with the safer neighbourhood teams and other bodies in that area. They would be expected to get to know their area and provide quarterly reports on what is going on. He added that he had liaised with Neighbourhood Watch in setting up the scheme and that they were distinct from volunteers in that they are required to produce reports. He gave his assurance that their role was not to be involved in solving issues but merely to report. He also expected there to be a mechanism for sharing amongst the ambassadors, across county or across areas.

Innovation Fund

There have been £300k worth of ideas coming forward and he expects to fund 70% of these.

PCC - national links

The PCCs have a national association developed through the LGA. Eric Wood will be attending these. The PCCs are involved in the development of the National Police Air Service which will provide potential for savings as well as improve service.

Ron Ball will be attending a sub-committee at the House of Commons to give input regarding the proposed ASBO legislation.

Special constables, PCSOs

Eric Wood reported that the calibre of people coming forward to be special constables is very high and he would encourage panel members to attend inauguration ceremonies so that they can meet the special constables.

Councillor Phillip Morris-Jones asked how the PCC was tackling public confusion over the number of types of officer and volunteer. Eric Wood replied that they were explaining the roles to the public. Recruitment in police continues but retention is a big issue. The Coventry University college are launching a degree on policing following on from HNC and HND which provides an opportunity to encourage special constables to become trained and retain them as specials or become full time PCs.

Councillor Peter Fowler referred to the proposal to produce some information regarding the structure of SNTs. Andy Parker gave assurance that there would be information available on the new structure in October.

County Council

Eric Wood reported that there was agreement for the PCC to attend the full County Council meeting in September which will provide an opportunity to brief members on the structure of the Alliance and how it will function and

to outline key performance indicators. All members of the Panel will be invited to that meeting.

Communication Plan

Councillor Nicola Davies sought assurance that the communications plan would be made available to the panel. Ron Ball replied that he was waiting to get the community safety ambassadors in place before completing the plan and that it would then be brought to the next meeting of the Panel.

The Chair thanked the PCC for his report. It was agreed that previous papers be circulated to new members.

9. Appointment of Chief Executive

The advertisement for the post of Chief Executive for the PCC Office had been circulated and is available on the PCC website. Ron Ball explained that he had considered the possibility of a joint chief executive with west Mercia but concluded that there should be a chief executive to look after the interests of Warwickshire. Ron Ball apologised that he had not circulated the job description earlier. In response to a question about the requirement of the applicants to have public service experience he stated his view that this was important.

The Chair left the meeting at this point (3.50pm) and Councillor Michael Coker took the chair for the remainder of the meeting.

10. Future Meetings/work programme

The following meetings have been arranged:

Friday 27 September – 10.00 am – To include Communication Plan

Friday 22 November – 10.00 am

Eric Wood referred to the intention to appoint a group of members working group to look at the budget. A choice of dates will be circulated to the Panel.

The meeting rose at 3.55 pm

Chair

Item 3 (2)

Minutes of the Extraordinary meeting of the Warwickshire Police and Crime Panel held on 31 July 2013

Present:

Members of the Panel

Councillors:

| | |
|----------------------|---|
| Michael Doody | Warwick District Council (Vice-Chair in the Chair) |
| Michael Brain | Stratford on Avon District Council (substitute for Councillor Gillian Roache) |
| Nicola Davies | Warwickshire County Council |
| Jenny Fradgley | Warwickshire County Council |
| Julie Jackson | Nuneaton & Bedworth Borough Council (substitute for Councillor Dennis Harvey) |
| Phillip Morris-Jones | Warwickshire County Council |
| Peter Morson | North Warwickshire Borough Council |
| Derek Poole | Rugby Borough Council |
| June Tandy | Warwickshire County Council |

Co-opted Independent members

Bob Malloy
Robin Verso

Invitee:

Mr Neil Hewison (see minute 4 below).

PCC Office

| | |
|-----------|--------------------------------------|
| Ron Ball | Police and Crime Commissioner |
| Eric Wood | Deputy Police and Crime Commissioner |
| Mark Gore | Interim Chief Executive |

WCC Officers

| | |
|---------------|-----------------------------|
| Jane Pollard | Governance Advisor |
| Janet Purcell | Democratic Services Manager |

1. **Apologies for absence.**

An apology for absence was submitted on behalf of Councillor Dennis Harvey (Chair) Nuneaton & Bedworth Council. In the absence of the Chair, Councillor Michael Doody, Vice-Chair, chaired the meeting.

Apologies were also received from Councillor Gillian Roache (Stratford on Avon District Council) and Councillor Peter Fowler (Warwickshire County Council).

2. Members' Disclosures of Pecuniary and Non-pecuniary Interests

Councillor Derek Poole declared a personal interest as an applicant for the post. Robin Verso declared a personal interest as Chair of the Probation Trust.

3. Confirmatory Hearing – Chief Executive

Ron Ball, Police and Crime Commissioner, outlined the recruitment and selection process that had led him to the proposed appointment of Mr Neil Hewison.

Mr Ball reminded the panel that it was a legal obligation for him to appoint a Chief Executive and Monitoring Officer although the exact role was not prescribed. The Chief Executive of the previous Police Authority continued to support the new Office until the end of December but there was little time to undertake a recruitment campaign that would ensure there was no gap in support. For this reason the PCC had appointed Mark Gore to undertake the role of Interim Chief Executive, so ensuring continuity of support and allowing time to define the role and develop a job description and specification for the permanent post. Mr Ball took the opportunity to thank Mark Gore for his excellent support as Interim Chief Executive.

Mr Ball explained that, given the strategic alliance with West Mercia, he had felt obliged to first consider the possibility of this being a joint chief executive post with West Mercia but had discounted this.

The post had been advertised on the Warwickshire PCC website, APCC, PAC, Police and West Midlands Job but had decided not to advertise nationally. The advertisement had brought forward a very strong field of candidates and 12 were shortlisted. Mr Ball undertook structured questioning of the candidates (nine in person and three by telephone). Following this and discussion with Eric Wood (the Deputy PCC) and Mark Gore (Interim Chief Executive) the candidates were further shortlisted to six.

The interviews had been undertaken with the assistance of Chris Cade (Chair of Warwickshire Neighbourhood Watch); Lesley Tregear (Youth Justice Service); Paul Tolley (Chief Executive Warwickshire CAVA); Karen Manners (Assistant Chief Constable for the Alliance); Mark Ryder (Head of Localities and Community Safety, WCC) and Mike Buckenham (Chair of Warwickshire Police Strategic Independent Advisory Group). Two panels interviewed each candidate, one focussing on the role of the Chief Executive and the other on the challenges over the next two years.

Mr Ball explained that he had taken legal advice on the selection process and on this advice had decided not to include members of the Police and Crime Panel as this could taint the ability of the Panel to later undertake its scrutiny role.

The final interviews were undertaken by the PCC and Deputy PCC and they had concluded that Mr Hewison was the most suitable candidate out of a very strong field.

Questions from the Panel to Ron Ball, PCC, on the selection process

(1) Why was no member of the Panel involved/an observer in the selection process?

Members expressed disappointment that a Panel member had not been included in some way in the selection process. This had been the case in other parts of the country and was now being promoted as good practise. The PCC was asked whether he would reconsider this in any future appointments.

Mr Ball replied that he would look at this point again but that he had considered this carefully and acted on legal advice.

(2) Can the PCC give assurance that there is no favouritism in the appointment of a former police officer and that Mr Hewison will be independent of the Police?

Mr Ball replied that he had had no previous knowledge of Mr Hewison and that the PCC Office was independent of the Police (which was one reason why the PCC Office is in separate premises from the Police). Mr Ball had looked at all candidates and was convinced Mr Hewison was the best and had was confident that Mr Hewison is a man of very high integrity and that he will be independent and able to support the PCC in holding the Chief Constable to account.

(3) Equality and Diversity in the selection process

The Panel was advised that six of the applicants were women and one was in the final shortlist. It was not possible to give an exact answer on how many did not have experience of policing or of the criminal justice system.

The Chair thanked Mr Ball for his attendance and advised that the Panel would question Mr Hewison and then agree a response for forwarding to the PCC. Mr Ball left the meeting at this point.

Questions from the Panel to Mr Neil Hewison

(1) Independence from the Police

Mr Hewison was asked how he would be objective in his role of supporting the PCC in holding the Chief Constable to account, given his previous Police involvement and in particular how he would deal with complaints.

Mr Hewison replied that he had 31 years in the Police force and that his focus had always been on trying to improve policing. He had attained a senior position on merit and had always challenged when he thought he should challenge. There are difficult times ahead and he can bring knowledge and experience to the role.

Mr Hewison added that he had extensive experience of complaints handling – including complaints against close colleagues. If something was wrong he would deal with it.

(2) Criminal Justice System

Mr Hewison was asked whether there were improvements in the criminal justice system he would like to see and how would he encourage tackling these.

Mr Hewison replied that the system was still disjointed and victims not at the centre and he saw a role for the local justice board and the PCC in pulling it together. The national strategy is very ambitious and there were issues to be tackled in the light of the changes in Probation and the review of Courts Services

(3) Public Engagement

Mr Hewison stated that his initial thoughts were that the whole of the PCC Office had a part in ensuring effective communication and engagement with communities, police and this Panel. In his view there needed to be a properly thought through engagement plan for the community. This would include links with SNTs, voluntary and strategic partners, youth, minority and ethnic communities etc. One key aspect was how information is being captured and used, including how the best is made of the website.

Mr Hewison added that he expected the PCC would attend the key forums but that the rest of the team would have interaction at a lower level.

(4) Effective communication of decisions

Mr Hewison was asked how he would ensure substantial changes or decisions he took were communicated effectively to staff and partners.

Mr Hewison replied that he would ensure all decisions were properly evidenced and are publically available, including for this Panel and he would seek to get an understanding of what the Panel want.

Mr Hewison added that at present there was no representative from the PCC at Community Safety Partnerships (who now get their funding from the PCC). There is a need to ensure there is effective commissioning and public scrutiny and active membership of the CSPs would help this.

(5) Respect for Diversity

Mr Hewison was asked how the office of the PCC takes into account the diverse needs of the county and transfers these needs into actions.

Mr Hewison replied that it was first important to make links with the communities. This could be by using the independent advisory groups and bodies such as WREP. It is important that the PCC listens and makes decisions based on needs.

(6) Relationship with the Panel

Mr Hewison was asked what he considered this relationship should be and how would he develop it.

Mr Hewison replied that saw the role of the Panel as critical friend, challenge, and support. As this is a new role he looked to guidance from the Panel that would help him develop his role and ensure a positive working relationship.

(7) Personal Development

Mr Hewison was asked whether there were areas where he considered he required further experience.

Mr Hewison looked forward to gaining a clearer understanding of the work of CSPs and what are the priorities and also an understanding of the County Council and political environment.

(8) Relationship between the role of Chief Executive and that of Chief Constable

Mr Hewison replied that there must be mutual respect that allowed for scrutiny and challenge. He added that the PCC Office was concerned with more than policing and encompassed crime reduction, bringing in wide range of agencies and partners.

(9) Working within the Strategic Alliance

Mr Hewison was asked how he would ensure effective working relationship with West Mercia and replied that it was essential that there is close working between the two Chief Executives. It is important to monitor the savings but more important to ensure the blueprint delivers what is wanted for Warwickshire.

The Chair thanked Mr Hewison on behalf of the Panel for his attendance and advised that the Panel's conclusion would be forwarded in writing to the PCC.

4. Exclusion of the public

The Panel agreed:

'That members of the public be excluded from the meeting for the item mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972'.

5. Confirmatory Hearing – Chief Executive & Monitoring Officer

The Panel considered the proposed appointment of Mr Neil Hewison. The Panel agreed that Mr Hewison had answered their questions well, demonstrating both a good understanding of the key areas with which he will need to engage and a willingness to learn in those areas that will be new to him.

The Panel discussed the issue of independence in the role and concluded that Mr Hewison had responded in a way that gave assurance that he would operate with the necessary independence and integrity. The Panel agreed that it should advise the PCC of his need to positively support and encourage such independence to ensure the Office of the Police and Crime Commissioner can operate in a way which maintains public confidence. The Panel also wished to ask the PCC to reconsider the role of Panel members and the use of a general recruitment website over a wider geographical area, for any future appointments.

Resolved

- (1) That the Police and Crime Panel support the appointment of Mr Neil Hewison to the post of Chief Executive and Monitoring Officer.
- (2) That a confirmatory letter be sent to the PCC and that this include the points minuted above. (The letter is appended to these minutes).

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Chairman

Your ref:
My ref: JP/jp/B25134
Doc ref: 1,528,218.00
Your letter received:

Resources Group
P.O. Box 9, Shire Hall
Warwick, CV34 4RR
DX 723362 Warwick 5

Jane Pollard
Governance Advisor

6 August 2013

Tel: 01926 412565 Fax: 01926 413704
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www.warwickshire.gov.uk

Dear Mr Ball

POLICE & CRIME PANEL – CHIEF EXECUTIVE CONFIRMATION HEARING

The Panel wish to thank Mr Hewison for attending the meeting and being open and honest in his answers. The Panel felt he came over well. Undoubtedly his past police service and experience as Judicial Services Manager provides him with a good understanding of some of the key areas that the post will need to engage with. The Panel also felt his recognition that he will be on a learning curve in certain aspects of this post and his willingness to learn were positive attributes.

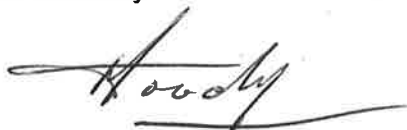
One of the key issues the Panel wished to explore was his ability to operate with the necessary independence in offering challenge to the Chief Constable, when acting as the monitoring officer and also in handling complaints on behalf of the Panel. The Panel was encouraged by his responses that he was someone who could operate with the necessary independence and integrity. However the Panel would comment that it will be important for you as the Police and Crime Commissioner to positively support and encourage such independence to ensure the Office of the Police and Crime Commissioner can operate in a way which maintains public confidence.

Therefore the Panel would wish to support your proposed appointment of Mr Hewison.

With regard to the overall recruitment process the Panel would again ask you to re-consider the role Panel members could take in any future appointments.

Whilst the Panel understood your reasons for limiting the websites on which the post was advertised they noted that the national websites were all linked to the Police/PCC. The Panel thought that other recruitment websites over a wider geographical area might bring more diversity of experience in future recruitment campaigns.

Yours sincerely



Councillor Michael Doody
Vice-Chair of the Warwickshire Police and Crime Panel

**Minutes of the Warwickshire Police and Crime Panel
Budget Working Group held on 8 August 2013**

Present:

Members of the Panel

Co-opted Independent members

Bob Malloy
Robin Verso

PCC Office

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| Dave Clarke | Treasurer |
| Rob Phillips | Deputy Treasurer |

WCC Officers

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| John Betts | Head of Finance |
| Janet Purcell | Democratic Services Manager |

Apologies for absence.

Councillor Peter Morson

1. Medium Term Financial Plan - update

Dave Clarke presented the MTFP (as circulated) which had been updated since the budget report in February, in the light of the CSR announcement in June, and will be further updated in the autumn and will form part of the budget report to the Panel in February 2014.

The working group noted that the settlement had been better than expected, but that future years, particularly beyond 2015/16, was uncertain.

The CSR revealed:

- Real terms reduction in funding for the Police Service in 2014/15 of 5.75% (which equates to a 3.3% cash cut) and an actual allocation will be announced in the autumn.
- Real terms reduction for 2015/16 of 4.9% -lower than the 8-10% predicted –(and equates to a cash cut of 3.1%)
- The community safety grants will be rolled into the formula grant for 2014/15

- Innovation fund up to £50m for which PCCs can apply
- Pay capped at 1% until Sept 2015
- Review of the funding formula (to come into effect 1 April 2016)

Dave Clarke explained that, although the picture is better than anticipated, it was uncertain beyond 2015/16 when it is expected there will be additional savings to be found of around £5m up to 2017/18.

The current assumptions include an assumption of 2% increase in council tax in each year, taking effect from 2016/17. Assumptions are used for planning purposes and will be reviewed again in the autumn when we have more information. It is expected that grant information will come through end of November/beginning of December.

Members questioned the following areas:

Reserves.

It was noted that reserves stand at around 30% of net revenue spend which was well above that in the public sector generally (which was usually around 5%).

Dave Clarke replied that they are healthy at present but could change considerably in 2016/17 and 2017/18 and that if reductions are made too early then it would be difficult and slow to build up the service again.

Dave Clarke outlined the categories of reserves and added that there was a current review of underspending that had been happening for some time. A zero based budget exercise was being undertaken to see why this is happening (and to ensure there is not double counting). The outcome of this exercise should be available in the next month.

ACTION

Dave Clarke to provide a report on the reserve strategy for the next meeting.

Dave Clarke to report on the outcome of the review of underspending asap.

Risks/assumptions

The report set out the risks and Dave Clarke added that there were some key unknowns:

- The scrapping of contracting out of NI contributions from 1 April 2016 which could cost £1.7m
- uncertainty around inflation
- impact of changes in the grant formula. The grant formula changes are more likely to impact on West Mercia than Warwickshire, as West Mercia received some £11.5m at present from damping.
- The reduction of funding for local government will also impact and could lead to an increase in demand for policing services.

- The impact of cuts at the Home Office (30% to date and a further 16% planned) and capacity to work/support local forces.

On a positive note the HMIC report on Police Forces and PCC collaboration placed Warwickshire and West Mercia in the top two for collaborative work.

Robin Verso asked if would be possible to show range for each assumption as these could vary considerably. Dave Clarke replied that he was reasonable confident with the figures given, but there would be significant impact if there is a pay increase for instance and he would rather keep estimates as reasonably conservative than risk having to make later cut and compromising performance.

Strategic Alliance

The Group asked about the allocation of budgets/costs in the alliance and was advised that the allocation remained 69:31. This was reached following an analysis of staff deployment, head counts, accommodation etc. An independent piece of work by Grant Thornton looked at this and other methods and concluded that this was a sensible approach. 69:31 was used across all areas with a few exceptions (e.g. capital financing costs).

Financial Monitoring

Dave Clarke advised that the PCC had sessions where he monitored performance and spending and had decided to hold these in public meetings. (The papers for which are available on the PCC website and can be made available to the Group).

ACTION

Dave Clarke to provide monitoring information that would enable the Panel to ascertain how the Plan is being delivered and whether performance and financial targets are being met.

Ideally the information should be in a format that shows progress of performance targets and budget spending against each activity/priority.

NEXT STEPS

(1) Dave Clarke to provide information requested above under ACTIONS.

Refreshed MTFP, budget forecast and refreshed Plan to come to Panel in December.

(2) Working group to meet in January to look in depth at budget proposals and any issues raised by Panel at its meeting in December.

(3) Dave Clarke to follow up on request for information on PCSOs powers.

- (4) Janet Purcell to provide action column in minutes in future (and to track progress of issues).
- (5) Janet Purcell to speak to Chair of the West Mercia PCP regarding their work programme/ items of concern (there may be some overlap) and to undertake a review of what how other PCPs are working and what topics they are scrutinising that could be fed into discussion by the Panel on their work programme.



ENGAGEMENT STRATEGY

AUGUST 2013

1. Introduction

The Police Reform and Social Responsibility Act 2011 places a statutory duty on Police and Crime Commissioners to listen and have regard to the views of local people about policing in their area.

In the Police and Crime Plan 2013 – 2017 I set out five priorities:-

- To reduce crime and disorder
- To protect the public from harm
- To empower local communities to prevent crime and disorder
- To deliver an effective and efficient police service to respond to the Strategic Policing Requirement

This draft Engagement Strategy underpins the delivery of these key priorities in particular the focus on empowering local communities.

The Plan reiterates the part everyone can play in reducing crime and disorder. I emphasise the importance of volunteers in this work, whether as Special Constables, police staff volunteers, independent custody visitors or as members of Neighbourhood Watch. I refer to the importance of listening to the views of local people and local communities and of particular groups such as young people, members of black and minority communities, vulnerable people, the business community and victims of crime. The Plan sets out the importance of the police working in partnership with a range of statutory and voluntary agencies and organisations, in particular the County Council and Borough and District Councils, Community Safety Partnerships, the NHS, the Probation Trust, Neighbourhood Watch and Crimestoppers.

In a policing area the size of Warwickshire with more than half a million people and a range of diverse communities, engagement with the public represents a major challenge. The purpose of this Strategy is to set out how I intend to:-

- Inform;
- Consult; and
- Involve

Warwickshire is a safe place to live and that in itself is an important message to send but there is much more we can do together to reduce crime and anti-social behaviour in the county so that people are safe and feel safe in their communities.

1. Ways to Engage

This strategy recognises that people access information and communicate with official bodies in a range of different ways, in person, by telephone, through the internet and social media, at public meetings and public authorities must respond accordingly.

2.1 Providing Information

The internet provides a valuable tool to inform and involve local people. The websites of the Office of the Police and Crime Commissioner and of Warwickshire Police provides much useful information. The OPCC website includes a range of statutory information the Commissioner is required to publish.

The website has been augmented by the production of a regular blog and by the use of social media, Twitter and Facebook. Social media by its very nature prompts a more interactive approach and the Commissioner receives comments and questions through these sites.

I have recognised that the OPCC website inherited from the Police Authority and designed for a different purpose is not fit for purpose. It is static, difficult to update and not interactive. I have commissioned a complete redesign of the website to support this engagement strategy.

I have commissioned the Communications Team within Warwickshire County Council to develop a media strategy including the use of social media, the updating of the website as well as to manage relationships with local press, radio and television. I have taken every opportunity to meet the press and to give interviews to inform people of my work and key issues effecting policing.

2.2 Local Community Forums

Local Community Forums are an important way for Safer Neighbourhood Teams to work with their local communities, to provide information and to establish local priorities. They are also a means by which I can keep in touch with local people and local priorities in relation to policing.

I have made a commitment that I or my Deputy will attend over time each Community Forum . However, I cannot commit to attending every meeting of every forum. I have therefore appointed Community Safety Ambassadors to attend each of the Community Forums and to be my 'eyes and ears' and report back to me on local concerns or indeed good practice. CSAs have been asked to make contact with local councillors and local groups who know their communities well. Details of the CSA Scheme are available on my website.

2.3 Young People

The County Council has already in place a strategy for engaging young people and ensuring the voice of young people is heard through the election of Members of the Youth Parliament, members of the county youth council, VOX, and local area youth councils. I have, therefore, commissioned the youth support service of the County Council to develop an engagement strategy, which is likely to include, subject to the views of the young people themselves, regular meetings with the county and local youth councils and the appointment of Young Community Safety Ambassadors to work with my office to develop key priorities for policing and community safety for young people. An initial meeting with representatives of young people has already identified that bullying and in particular cyberbullying is a major concern of young people.

2.4 Partnership Working

There is already very effective partnership working in Warwickshire which has contributed to the reduction in crime in the county. I am committed to encouraging and fostering collaboration through a range of regular meetings with key people and organisations. The table appended to this strategy sets out a schedule of meetings and how it is proposed my Office will manage those meetings.

2.5 National and Regional Meetings

Police and Crime Commissioners have been asked by Government to be represented on a range of boards, and advisory groups. Commissioners have also agreed that it is important they should meet on a regular basis to share good practice and to be a strong voice on behalf of policing with Government. I have been asked to play the role of Chair of the Independent Group of Commissioners and to be a member of the board of the Association of Police and Crime Commissioners. I am also on the board of the National Police Air Service. My Deputy represents me on the Police National Negotiating Board and the Local Government Association / APCC Strategy Group.

While these roles represent a very significant investment of time (one that is being asked of all Commissioners), they give the opportunity to share ideas and good practice, to promote the good work within Warwickshire police and the Alliance and to influence decision making on behalf of the people in Warwickshire. I similarly meet on a regular basis with my counterparts in the West Midlands region to discuss areas of mutual concern, such as cross border crime, and including work on counter terrorism and serious and organised crime which is delivered regionally.

In addition I hold regular meetings with the Police and Crime Commissioner for West Mercia and will chair the new Governance Group for the Alliance. I have not included these meetings in the attached schedule.

3. Consultation

The strategy represents the work I and my Office are already doing to engage people and communities. It is not a static process and we are developing practice in the light of experience. I would welcome comments on the strategy if possible by 30 November 2013, after which I will publish a revised strategy.

Comments should be addressed to:-

Mr Ron Ball
Police and Crime Commissioner
3 Northgate Street
Warwick
CV34 4SP

Or via email to:-

opcc@warwickshire.gov.uk

MEETINGS SCHEDULE (1) PUBLIC ACCOUNTABILITY

| Meetings | Chair / Lead Officer | Frequency | OPCC Attendance | OPCC Lead Officer | Notes |
|--|--|----------------------------------|---|-------------------------------|--|
| Police and Crime Panel | Chair : Cllr Dennis Harvey Contact with : Janet Purcell WCC | As Required Approx 6 per year | PCC DPCC CEX | Policy Support Officer | |
| Meeting in Public PCC and Chief Constable | Chair : PCC LO: CEX | Bi-monthly | PCC DPCC CEX | Policy Support Officer | Attendance PCC, DPCC, CEX, Chief Constable, Deputy CC and other officers as required |
| Audit Joint Committee | Chair : John Vereker LO : Treasurer | Quarterly | DPCC Treasurer Deputy Treasurer C.EX | Treasurer Deputy Treasurer | Joint Committee with West Mercia |

MEETINGS SCHEDULE (2) COUNCILS / MPS

| Meetings | Chair / Lead Officer | Frequency | OPCC Attendance | OPCC Lead Officer | Notes |
|--|--|-------------------|--|---|--|
| Meeting with CEx and Leader of 5 District / Borough Councils | Chief Executive (OPCC) | Quarterly | PCC DPCC CEx | Policy and Support Officer Chief Executive | |
| Warwickshire MPs | Chief Executive (OPCC) Contact Mark Pawsey's Office | Quarterly | PCC DPCC CEx | Policy and Support Officer | Meetings to be held alternatively in Warwickshire and Westminster |
| Community Forums X 30 | Chair : Various LO : Dan Green WCC | Quarterly X 30 | Community Ambassador PCC / DPCC in rotation | Area lead from Policy and Support Officer | PCC / DPCC to attend in 2 yearly cycle Report from Ambassadors to PCC |
| Parish Councils | | | | Policy and Support Officer | To be engaged through Community Forums Meeting annually with County Association Parish Councils on consultation list |

MEETINGS SCHEDULE (2) COUNCILS / MPS

| | | | | | |
|---|------------------------|-----------|--------------------|----------------------------|--|
| Meeting with Leaders of WCC | Chief Executive (OPCC) | Quarterly | PCC DPCC CEX | Policy and Support Officer | |
| Strategic Director and Portfolio Holder Warwickshire County Council | Chief Executive (OPCC) | Quarterly | PCC DPCC CEX | CEX | |

MEETINGS SCHEDULE (3) STAKEHOLDER GROUPS

| Meetings | Chair / Lead Officer | Frequency | OPCC Attendance | OPCC Lead Officer | Notes |
|--|--|------------|---------------------|------------------------|---|
| Strategic IAG | Police | | Policy Officer (JM) | Policy Support Officer | Attendance by PCC for one meeting a year |
| Area IAGs LGBT IAG Disability IAG | Police | | Policy Officer (JM) | Policy Support Officer | Attendance by PCC for one meeting a year |
| Faith Forums Disability Forums LBGT Community Groups | Various | | | Policy Support Officer | |
| WREP | C.Ex | | | Policy Support Officer | Policy Support Officer attendance at WREP area community meetings |
| MYPs / VOX | C.Ex Cheryl Jones Early Intervention Warwickshire County Council | | PCC CEX | C.Ex | Consultation with young people to be agreed with MYPs / VOX |
| UNISON Police Federation Superintendents Assoc | | Bi-monthly | PCC DPCC | C.EX | |

MEETINGS SCHEDULE (4) VOLUNTARY ORGANISATIONS

| Meetings | Chair / Lead Officer | Frequency | OPCC Attendance | OPCC Lead Officer | Notes |
|--|------------------------|----------------------|-----------------------------------|------------------------|---|
| Independent Custody Visitors | | Annual Joint Meeting | PCC / DPCC | Policy Support Officer | Policy Officer to meet regularly with ICVs. PCC to attend Annual Joint Meeting. |
| Neighbourhood Watch County and area meetings | | | PCC / DPCC | Policy Support Officer | PCC and DPCC to attend county and area meetings |
| Victim Support | | To be agreed | PCC / DPCC | Policy Support Officer | |
| Warwickshire CAVA | Paul Tolley | quarterly | PCC / DPCC | Policy Support Officer | |
| Business Crime Prevention Network | Policy support officer | quarterly | PCC / DPCC Policy Support Officer | Policy Support Officer | |

MEETINGS SCHEDULE (5) CRIMINAL JUSTICE, STATUTORY AGENCIES MEETINGS

| Meetings | Chair / Lead Officer | Frequency | OPCC Attendance | OPCC Lead Officer | Notes |
|--------------------------------------|----------------------------|------------|--------------------|-----------------------------|---|
| Local Criminal Justice Board | Liz Stafford | | Chief Executive | Mark Gore | |
| Health and Wellbeing Board | County Council | Bi-monthly | PCC | CEX | |
| Safer and Stronger Partnership Board | County Council | Quarterly | PCC | CEX | |
| Community Safety Partnerships | District / Borough Council | Quarterly | PCC DPCC CEX | Policy and Research Officer | To precede 'Safer and Stronger' Partnership Board |



ANNUAL REPORT

2012 - 2013



Introduction

I am required by law to publish an Annual Report after the end of the financial year in March. Although I only took office at the end of November I intend to meet this requirement but the report covers only the first four months of my administration, so it will be very much an interim report.

I have been fortunate that I have taken over from a Police Authority which has served the people of Warwickshire well and provided good support and robust challenge to a high performing police force. The very positive figures on reducing crime that I discussed with the Chief Constable at the beginning of April for the 2012 – 2013 financial year cover a significant period before my election. My role now is to continue to support the police in Warwickshire and to hold the Chief Constable to account and strive to ensure that positive reductions in crime continue.

Clearly the period since my election has been a period where I have had to learn a great deal in a very short time, not least about a new and not well defined role, and to establish the support I need to carry out that role. I have been supported hugely by the appointment of Dr. Eric Wood as my Deputy. I have also been very grateful for the support of the staff in my office and the Chief Constable Andy Parker and his deputy, Neil Brunton and colleagues throughout the service and across the partner agencies, both voluntary and statutory.

I am also very appreciative of the many comments and views I have received from members of staff, volunteers, councillors and members of partnership organisations and members of the public I have met. They have helped me to develop my priorities which I have set out in the Police and Crime Plan I published at the end of May.

Ron Ball
Police and Crime Commissioner

The Strategic Alliance between Warwickshire Police and West Mercia Police

I have given my full support to the continuation and development of the Strategic Alliance between Warwickshire Police and West Mercia Police.

The Alliance has enabled both forces to face a difficult financial settlement by creating economies of scale and streamlining processes and procedures. It has allowed the development of effective and resilient enabling and protective services operating across both force areas while protecting local policing.

I think it right at this stage that each force within the Alliance retains its identity and its Chief Constable and Deputy Chief Constable as the new mould of policing is implemented and the new vision for the Alliance is developed.

The Police and Crime Plan

In April I published my Police and Crime Plan for the period 2013 – 2017

A copy of the plan can be seen at www.warwickshire-pcc.gov.uk under Information followed by Plans and Performance

I have set out in the Plan my five priorities:-

- To reduce crime and disorder
- To protect the public from harm
- To empower local communities to prevent crime and disorder
- To deliver an efficient and effective police service
- To respond to the Strategic Policing Requirement

The delivery of these priorities will be underpinned by six key principles:-

- Stronger local policing and effective and resilient protective services
- Valuing people and increasing public visibility
- Effective early intervention and prevention
- Good communication and engagement with the public
- Financial responsibility
- The promotion of equality and celebrating diversity

Next year in my Annual Report I will report on progress on delivering these priorities.

Budget

In line with my manifesto commitment I decided there should be no increase in 2013-14 in the precept, the level of council tax for policing.

I have agreed a net revenue budget for policing of £92 million and a Medium Term Financial Plan which incorporates challenging savings targets.

I have allocated resources from underspends in the budget for 2012-13 to pay for:-

- **The appointment of Community Safety Ambassadors**
- **Safeguarding Community Safety Grants**
- **The recruitment of a further 100 Special Constables over the next three years**

Partnership Working

Strong partnership working already exists between the police, local councils, including the County Council, voluntary groups and statutory agencies. I am committed to supporting and strengthening those partnerships.

I have maintained Community Safety Grants at the level of expenditure in 2012 – 13 for this financial year.

I have made a one-off grant for 2013-14 of £25,000 to Neighbourhood Watch to enhance the scope and impact of this organisation

I have invited bids for one-off time-limited projects and will shortly make an allocation of resources of around £250,000

I am reviewing the support my Office gives to Community Safety Partnerships and voluntary organisations including Independent Custody Visitors, to support volunteering

Holding the Chief Constable to Account

An important part of my role is to hold the Chief Constable to account for the operation and the performance of the Police.

I have met the Chief Constable on an almost weekly basis to discuss areas of mutual concern and to be updated about operations and the performance of the Force.

Three of those meetings have been held in public where members of the public have the opportunity to ask questions and to listen to the discussions.

Those meetings have been held in different parts of the county, Warwick, Atherstone and Stratford.

At these meetings I have asked for more detailed reports on:-

- Professional Standards
- Cybercrime
- Safeguarding
- Hate Crime
- Rural Crime
- Business Crime

In April I received a very positive report on crime in Warwickshire which recorded a year on year 12% reduction in crime in 2012-13. A summary of the data on crime for the financial year 2012-13 is appended.

In my annual report in April 2014 I will include detailed figures on levels of crime.

I will monitor carefully the data in relation to reported crime in my meetings with the Chief Constable

National Role

I have supported the establishment of the Association of Police and Crime Commissioners. It is in my view essential for PCCs to have a forum to debate issues in relation to crime and policing, to share good practice and to influence government policy and police practice. APCC also is involved in the governance of some major areas of policing.

I have therefore been part of the steering groups which developed the constitution and protocols governing the APCC, have been elected Chair of the Independent Group of Commissioners and as a member of the APCC Board.

I am also a member of the Board of the newly created National Police Air Service.

While this represents a significant investment of time I believe that a strong voice for Warwickshire within the APCC will bring considerable benefits for policing in the County.

Engagement with the Public

A key part of my role is to listen to the views of the people of Warwickshire in particular victims of crime, about crime and policing in the county, and to represent their views to the Police and other agencies in the Criminal Justice System. I receive a great deal of correspondence and comment on Facebook and Twitter. In addition I am ensuring that on a regular basis I meet representatives of key organisation, local councils, MPs, representatives of young people and ethnic minority communities.

The relationship between Safer Neighbourhood Team and Local Community Forum is a very positive one and I want to ensure that I hear the concerns of local people and communities. By the end of June I, or my Deputy, will have attended more than half of all Local Community Forums.

I am appointing therefore, 30 'Community Safety Ambassadors' attached to each Local Community Forum and SNT to be my 'eyes and ears' in those communities.

I have developed an engagement strategy which will ensure regular and meaningful content with organisations and groups which can contribute to reducing crime.

I am working with a sub-group of the County Youth Forum to identify the priorities of young people for policing.

I am developing my website and social media in addition to more traditional meetings to ensure better communication with the public.

Regional and National Collaboration

I referred in the Police and Crime Plan to the threat posed by cross-border crime and have established strong working relationships beyond the Strategic Alliance with West Mercia and the Police and Crime Commissioner for the West Midlands and Staffordshire.

I have signed a collaboration agreement with the three other forces in the West Midlands to tackle serious and organised crime.

Formal Decisions Taken by the Police and Crime Commissioner

November 2012 – March 2013

Formal decisions are published by the Commissioner on the website of the Office of the Police and Crime Commissioner.

1. Decision making process
2. Scheme of Governance
3. Extension of Secondment Agreement for Chief Constable
4. Sale of Former Police Station; Wellesbourne
5. RIPA Collaboration
6. Budget and Medium Term Financial Plan
7. Appointment of Interim Chief Executive
8. Appointment of Deputy Police and Crime Commissioner
9. Budget and Precept
10. Establishment of Audit Committee
11. Community Safety Grant Funding 2012-13
12. Treasury Management

Report on the Work of the Police and Crime Commissioner

1. Purpose

The purpose of the report is to provide members of the Panel with an update on some of the key meetings I have held and some of the major issues I have been dealing with since the last meeting of the Panel in June.

The report is presented under the five objectives set out in my Police and Crime Plan published in April 2013. Those objectives are:-

- To reduce crime and disorder
- To protect the public from harm
- To empower local communities to prevent crime and disorder
- To deliver an effective and efficient police service
- To respond to the Strategic Policing Requirement

2. Context and Overall Performance

A principal responsibility for me is to hold the Chief Constable to account for the operation of the Force. I have met the Chief Constable on a more or less weekly basis to review performance figures and to raise any issues of concern which have come to my attention from the figures, from local people or through national events or reports. The Chief Constable updates me on any major operation or development. I am pleased to report that overall the picture remains positive and where any of the data give cause for concern the Chief Constable has taken appropriate corrective action.

Every two months the meeting I have with the Chief Constable is conducted in public. As well as regular reports on performance at the bi-monthly meeting I receive a finance report including an update on the savings targets, and a report on police performance in the area in which the meeting is being held. In June, the meeting was held in Rugby; in September the meeting was held in Nuneaton Bedworth.

At both meetings the financial position was very positive with achievement of savings in advance of targets. A full report on the financial position and the Medium Term Financial Plan will be brought to the Panel in November.

I also consider reports from the Chief Constable on particular aspects of policing which we prioritise within the Police and Crime Plan. In June the report covered Business Crime and in September we discussed a further update on cybercrime.

Through my representation on the Local Criminal Justice Board I receive regular reports on the agencies involved in the Criminal Justice system including the Probation Service, the Youth Offending Team, the Courts service and the Crown Prosecution service. Generally, those figures too remain positive, but I will monitor carefully changes which are or will be impacting on all of those services.

3. Objective 1 : To Reduce Crime and Disorder

Members of the Panel will be aware that I took the decision to roll forward Community Safety Grants to the County Council and to Community Safety Partnerships for 2013 – 14 at the same level of expenditure. In addition, I have made one-off grants totalling around £270,000 to various projects, the vast majority of which were proposed or supported by Community Safety Partnerships. Under those arrangements I also made a grant of £25,000 to Neighbourhood Watch to develop their work and increase membership and a grant of £40,000 to the Probation Service exceptionally over two years to develop restorative justice programmes with adults similar to those successfully used with young people by the Youth Justice Service.

Business crime has been a focus in this period. I have met with representatives of the Business Crime Prevention Network and the representatives of the retail industry to discuss business crime in advance of the meeting in public with the Chief Constable in Rugby when I had requested a report on business crime.

I have also met representatives of the National Farmers Union and attended a seminar organised by the Association of Police and Crime Commissioners on rural crime.

I referred in the Police and Crime Plan to the importance I attached to the work of volunteers. I or my Deputy attended area meetings of Neighbourhood Watch. I have also gone out with Street Pastors in Stratford on a Saturday night and attended a commissioning event for new Street Pastors in Rugby. I am hugely appreciative of the work they do to defuse tension and prevent disorder and to provide care in our town centres.

Changes to Safer Neighbourhood Teams have been a subject for discussion with the Chief Constable. I believe that my decision to maintain the number of PCSOs at around 100 was the correct one. I receive only positive comments about PCSOs and complaints only when PCSOs change location. SNTs appear to have an impact on crime in the communities they serve and are generally well regarded.

I have already referred to the generally high performance of agencies working within the Criminal Justice System in Warwickshire. There is very good partnership working between those agencies and I am committed to ensuring that restructuring of those agencies does not adversely affect them. I am particularly mindful of the proposals from the Government in relation to Offender Management and the Probation Service, Transforming Rehabilitation. I have attended a number of meetings, locally and nationally, about the Government's proposals and have some concerns, particularly in relation to the timetable for change and to the ongoing work of the Probation Service in a time of rapid change.

4. Objective 2 : To Protect the Public From Harm

I agree with the Chief Constable that central to the aim of reducing crime is to prioritise and focus resources on high harm causers and on areas of high crime; the Policing Priority Areas. I have received a report on Operation X which seeks to address both those things and it is clear that the strategy makes a major contribution to reducing crime. I agreed when taking office to the funding of Operation X from underspends for 2013-2014 and I have agreed for the operation to continue at least until April 2015.

Domestic violence remains a priority for me and Warwickshire and I have twice visited the Sexual Assault Referral Centre (SARC) to discuss their work. I have made grants to three projects working in this field. I was pleased to meet Dr. Ravi Thiara commissioned by the County Council to advise on a strategy to prevent violence against women and girls and applaud this initiative by the Council.

I have a responsibility for the safeguarding of vulnerable adults and children and I thought it important therefore to ensure as far as possible that our arrangements for safeguarding children and vulnerable adults as robustly as possible. I chaired a meeting of representatives of the statutory agencies involved in this area to look in particular at arrangements to prevent child sexual exploitation. I was reassured that we had good systems and collaboration in place whilst recognising that there is no room for complacency. We need to be constantly vigilant and working to improve the protection we offer. It is planned to return to this topic in the Autumn.

My office has become a member of the Warwickshire Racial Equality Partnership.

I am very pleased that the action plan which the Force have put in place to increase levels of satisfaction amongst victims of crime from minority ethnic communities has improved the picture, and levels of satisfaction are more than 90% and in line with figures for other monitored groups.

5. Objective 3 : To Empower Local Communities to Prevent Crime and Disorder

I have already referred to the grants made available to the Community Safety Partnerships. I have stressed the importance of CSPs in the Police and Crime Plan and either my Deputy or myself have sought to attend every meeting of the CSPs across the county.

Similarly, I have recognised in the Plan the role the Local Community Forums play in engaging with the public. Representatives of my office attended every Community Forum in the June round and my Deputy and I ourselves attended meetings.

In order to represent me at future Community Forums I have appointed volunteers to be known as Community Safety Ambassadors. These people will be my 'eyes and ears' at locality forums and will liaise closely with the Safer Neighbourhood Teams, community organisations and leaders in their locality, in particular local councillors.

We have appointed 26 Community Safety Ambassadors to cover 28 of the Local Community Forum areas and am seeking to recruit volunteers for the two remaining areas. This is a new approach not tried elsewhere in the country. We will monitor carefully how it is working and will review the scheme in twelve months.

I have been pleased by the apparent success of the Safer Neighbourhood Teams and the role that Police Community Support Officers play as part of the SNTs. The extension of the Safer Schools scheme whereby some PCSOs are attached to particular schools in West Mercia is an indicator of the success of this scheme initiated in Warwickshire. The scheme has been designed so that although the PCSO is attached to a school, the officer remains part of the SNT.

As I set out in my Plan there have been no redundancies amongst PCSOs and the number has not fallen below 100. Similarly the programme to recruit and retain more Special Constables is progressing. I have attended a number of attestations for new Special Constables, have taken part in a training exercise and have seen Special Constables in action in important operations. I am more than ever convinced of the important role these volunteers can play.

I am committed to engaging with young people and have asked the Early Intervention Service of the County Council to lead an Engagement Strategy with young people. The way that Strategy works I want to be shaped by the young people themselves. The Interim Chief Executive has met with officers of Early Intervention and with VOX, the County Youth Panel. I have met representatives of the Council myself and had a very lively and frank discussion with them which I have reported to the Chief Constable. VOX has appointed a sub-group to work with me to identify the priorities for young people in relation to community safety and an action plan to address them.

I have held a number of meetings to discuss the support given to victims and attended a number of conferences and workshops about the commissioning of support for victims which will become a responsibility of Police and Crime Commissioners from October 2014. This is a major change, the details of which are still to be clarified by Government. The timetable for change gives me some cause for concern.

Finally, I have continued to enjoy very strong support from officers and members in the County Council and District and Borough Councils. I believe the partnerships are very strong. I am grateful for the decision that I should be a member of the Health and Wellbeing Board (something which has not happened in other areas). I have held a useful meeting with the Chief Fire Officer of the Warwickshire Fire Service.

6. Objective 4 : Deliver an Efficient and Effective Police Service

A regular item on my agenda for my meetings with the Chief Constable is an update on the Strategic Alliance. The implementation of the new policing model will be completed by the end of September. Some further work is needed in some areas of the work of the Force. Discussions have now begun about the future direction of the Alliance.

At this stage both Chief Constables and both Police and Crime Commissioners have agreed that the priority is to allow the new policing model to 'bed down' and to seek to strengthen and deepen the Alliance. The Commissioner for West Mercia and I have agreed the importance of meeting on a more regular and frequent basis. A new model of Governance for the Alliance which recognises the Commissioners' responsibilities for the strategic direction of the two Forces and the Alliance has been agreed. The new Alliance Governance Group which I chair will have, as its first priority, to develop a new strategic plan for the Alliance to take us to the next elections for Police and Crime Commissioners in 2016 and beyond. There has been some discussion about merger of the two Forces. I have made clear that this cannot happen before 2016 and before there has been full consultation with communities and community leaders in Warwickshire.

A joint Audit and Risk Committee has been established which will cover the operations of both Forces, both Offices of the Police and Crime Commissioner and the Alliance.

6.1 Second Stage Transfer

Members of the Panel may recall that I wrote regarding Second Stage Transfer in July, in which I set out a proposed way forward that I had agreed with the Commissioner for West Mercia. A copy of this letter is appended for ease of reference.

In brief, when Police and Crime Commissioners replaced Police Authorities, the staff of the Police Authority transferred to the Office of the Police and Crime Commissioner. This was known as the 'First Stage Transfer'. The legislation made provision for a 'Second Stage Transfer', that is the transfer of operational staff from the employment of the Police and Crime Commissioner to the Chief Constable, who already has direction and control of such staff. Commissioners were required by the Home Secretary to prepare a scheme of transfer detailing which staff would transfer to the Chief Constable and which would be retained by the Commissioner, under his direction and control, to enable him/her to carry out the Commissioner's statutory responsibilities.

In the unique circumstances of the Alliance, the Commissioner of West Mercia and myself wrote to the Home Secretary with the support of both Chief Constables to ask that exceptionally we should not be required to produce a transfer scheme and that we should maintain the status quo. The initial response from officials at the Home Office is that such an approach would not be acceptable. However, we have secured from the Policing Minister Damien Green MP an agreement that officers

from my office and that of the West Mercia Commissioner should meet with officials prior to a meeting with the Minister.

I remain concerned about the cost and disruption of the proposed Second Stage Transfer with the introduction of further change.

I have received positive comments from members of the Panel and would appreciate further comments and, if agreed, the support of the Panel for the approach I am proposing to take. If rejected by the Home Secretary then we will prepare a scheme which will transfer all civilian staff to the Chief Constable to avoid fragmentation of the service.

7. Objective 5 : Report to the Strategic Policing Requirement

The Strategic Policing Requirement was published in July 2012 by the Home Secretary. It sets out national threats and the capability that police forces across the country must maintain to allow 'mutual aid' and the ability to respond to terrorist threats, civil emergencies and public order events. For example, Officers from Warwickshire assisted in the policing of the G8 Summit in Northern Ireland as part of mutual aid arrangements with the Police Service of Northern Ireland. Costs of this deployment was met by Government and provided useful professional development for officers who took part.

I meet with the Chief Constable at which the Strategic Policing Requirement is a regular item. I have already referred to the schedule of regular meetings with the Commissioner in West Mercia. I also attend regional meetings of Commissioners and Chief Constables to discuss cross border crime, counter terrorism and the Regional Organised Crime Unit (ROCU). The ROCU is managed by West Midlands Police on behalf of the region. It has been agreed that new governance arrangements for the ROCU should be put in place to ensure oversight by all four Commissioners in the West Midlands region.

An important development for police forces across the county has been the establishment of the National Police Air Service to replace the helicopters used by individual forces. I am a member of the Board of NPAS on behalf of the Association of Police and Crime Commissioners which has enabled me to ensure at least as good a service for Warwickshire and the other police forces as well as significant savings.

This is a good example of where Commissioners working together can influence policy and achieve improvements and savings. It is why I am a member of the Board of the Association of Police and Crime Commissioners and Leader of the Independent group of PCCs.

Cybercrime has for some time been a concern of mine and awareness of the growth of internet fraud and cyber bullying has grown nationally. This is an area of crime which is growing significantly with often devastating effects for its victims. It is an area to which I intend to give high priority when refreshing my Police and Crime Plan.

8. Office of the Police and Crime Commissioner

Neil Hewison who was appointed to be Chief Executive of my office will take up post from 1 November 2013.

When I became Police and Crime Commissioner I said I would take some time to see how the role developed and the kind of support I would need to perform that role. I have now carried out a review of the workings of the Office and am proposing a restructuring of responsibilities within the Office to ensure I receive the support I need.

As part of that restructuring, I decided to appoint an Apprentice in Business Administration to increase the capacity in the administration office. I am delighted to say that a young person has just joined the office in that role.

The focus in the next three months will be to:-

- Present to the Police and Crime Panel, and more widely for consultation, proposals to refresh the Police and Crime Plan
- Develop the Medium Term Financial Plan and budget proposals
- Revise the Office Business Plan and develop the performance management framework
- Monitor the impact of Community Safety Ambassadors
- Prepare a Commissioning Strategy for community safety grants and for support for victims

9. Conclusion

This report sets out some of the key meetings I have attended and some of the principal issues we face or will be facing. I am happy of course to answer questions on any of the topics and would welcome comments from the Panel, particularly in relation to Second Stage Transfer.

The reports which have been discussed at my public meetings and the minutes of those meetings are available on the website of the Office of the Police and Crime Commissioner. If the Panel would wish to receive more detailed reports or briefings on any of the issues I have briefly introduced in this report I would be happy to provide them.



2013

Members of the Warwickshire Police and Crime Panel

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Police and Crime Commissioner
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Dear Colleague

Second Stage Transfer

I am writing to inform you of the approach which the Police and Crime Commissioner in West Mercia and I are proposing to take in response to the provisions for Second Stage Transfer in the Police Reform and Social Responsibility Act 2011.

Background

As you know in November 2012, police authorities were replaced by police and crime commissioners. Police authorities employed all civilian staff within police forces as well as the staff who directly supported the functions of the authority. However the direction and control of civilian staff within the force was vested in chief constables. In November the employment of civilian staff was transferred from the police authorities to police and crime commissioners. This was known as the First Stage Transfer.

The 2011 Act made provisions for a second stage transfer of operational civilian staff to transfer to the chief constables bring together employment and direction and control. In March 2013, the Home Secretary wrote to police and crime commissioners requiring them to prepare a transfer scheme which would detail the civilian staff which would transfer to the Chief Constable and those which the Commissioner proposed to retain in his employment and under his direction and control, to enable him/her to fulfil the Commissioner's statutory responsibilities.

A further letter in July 2013 set out some principle which should inform the development of the scheme:

- All operational staff should transfer to the Chief constable
- Transfer plans must adhere to the policing protocol
- The plans must set out clear roles and responsibilities for the police and Crime Commissioner and the Chief Constable

It also make clear that the matter is for local determination.

Proposed Way Forward

While we appreciate the requirement to prepare a scheme, we believe in the particular circumstances of the Strategic Alliance that to implement such a transfer of staff will cause real difficulties which could impact on the effectiveness of both Forces and the Alliance. In consultation with the Commissioner in West Mercia and with both Chief Constables the proposal that we are making is that in our unique situation, there should be no change to the current arrangements and that the status quo should continue.

We have reached that decision because:

1. A change of employment status now for the civilian staff within the forces will represent further change on top of the root and branch restructuring associated with the introduction of the new policing model which will be implemented from 1 October 2013. The establishment of combined service units for both Forces, for example HR and Finance has helped secure greater resilience and significant savings. However further savings will be required. Second Stage Transfer will be a costly and complex process involving TUPE transfer and will represent further change for staff who have already faced a period of sustained change.
2. Any change would be difficult to manage in the context of the Alliance with a single staff working across the whole Alliance area but two Chief Constables and two Police and Crime Commissioners. The transfer of staff while designed to reduce complexity could increase complexity and make collaboration more difficult in the context of an Alliance which has been recognised as the best example of collaborative working between two forces in the country.
3. The Second Stage Transfer is not cost neutral. Apart from the costs of the transfer process itself, it is likely to require a number of administrative and legal changes all of which are likely to have on-going cost implications.
4. There is no evidence that the current arrangements presents any operational difficulties for the two Chief Constables both of whom are supportive of the proposed approach. This approach would prevent any fragmentation of the civilian staff which would give concern to the Chief Constables.
5. This approach meets the principles set out by the Home Secretary.

It is recognised that the Home Secretary's direction refers to the 'transfer of staff to the Chief Constable' but also that this is a matter for local determination. That is why I wanted to write to you as members of the Police and Crime Panel and representatives of the local councils in Warwickshire. Other Commissioners may make a similar case, but we believe that in the unique circumstances of the Strategic Alliance seen as a model of good practice in terms of collaboration between Forces, the Home Secretary should agree that no transfer scheme should be developed in Warwickshire and West Mercia at this time.

The West Mercia Commissioner and I have written to the Home Secretary setting out this proposal. I intend to write to our local MPs and will be seeking a meeting with the Policing Minister so he is aware of the case we are making.

I should very much welcome the comments of the Police and Crime Panel and hope very much that you will lend your support to the way forward I have outlined. If you wish I would be more than happy to bring a report to the Panel for further discussion in the light of the response from the Home Secretary and in advance of any submission to the Secretary of State which is required in outline at least by 16 September.

In the meantime if you have any comments or queries pleased do not hesitate to be in touch.

Yours sincerely

A handwritten signature in blue ink that reads "Ron Ball". The signature is written in a cursive style with a large initial 'R' and 'B'.

Ron Ball
Police and Crime Commissioner

Warwickshire Police and Crime Panel

27 September 2013

Joint Working Protocols

Recommendation

That the Panel approves the Joint Working Protocols attached as an Appendix

1.0 Key Issues

Discussions have taken place between officers supporting the Panel and those supporting the Police and Crime Commissioner. It was felt that some joint working protocols would assist the smooth transaction of the Panels business and draft protocols are attached for the Panels consideration.

2.0 Timescales associated with the decision and next steps

None

3.0 Background papers

None

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|--------------------|--------------------------|---|
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Warwickshire Joint Protocol for governing dealings between the Police & Crime Commissioner (PCC) and the Police & Crime Panel (PCP)

1. Police and Crime Panel (PCP)

1.1 In broad terms the role of the Police and Crime Panel is to hold the Police and Crime Commissioner to account, promote openness in the transaction of police business and support the Police and Crime Commissioner in the effective exercise of his/her functions. It mainly does this through

- Reviewing and making recommendations on the police and crime plan and the annual report prepared by the Commissioner
- Reviewing proposals put forward by the Commissioner for senior appointments or dismissals including that of the Chief Constable through holding confirmation or scrutiny hearings
- Informal resolution of complaints about the conduct of the Commissioner and Deputy Commissioner. The Panel has delegated the initial handling of such complaints to the Chief Executive of the Office of the PCC.

1.2 The PCP also provides a check and balance on the powers of the PCC. The Panel may scrutinise and make recommendations relating to any area of activity undertaken by the PCC and has the power to:

- require the commissioner or a member of their staff to attend the panel to answer questions
- request the chief constable attends the panel to answer questions where it has already required the commissioner to appear before the panel
- appoint an acting commissioner from amongst the commissioner's staff if the commissioner has resigned, has been disqualified from office, or is incapacitated or suspended
- veto the commissioner's proposed level of council tax if two-thirds of the members of the panel vote in favour of doing so
- veto the commissioner's proposed appointment of a chief constable if two-thirds of the members of the panel vote in favour of doing so.

2. Police and Crime Commissioner (PCC)

2.1 In many ways the Police and Crime Commissioner has the same role as the old police authorities. His main responsibilities are to:

- secure an efficient and effective police force for the area
- appoint the chief constable, hold them to account for the running of the force and if necessary dismiss them

- set the police and crime objectives for the area by producing a five year Police and Crime Plan (in consultation with the chief constable)
- set the annual force budget and police precept, and produce an annual report setting out their progress against the objectives in the Police and Crime Plan
- contribute to the national and international policing capabilities set out by the Home Secretary in the Strategic Policing Requirement
- co-operate with the criminal justice system in their area
- work with partners and fund community safety activity to tackle crime and disorder.

2.2 It is up to the PCC to decide what support is needed to fulfil the role, although he has to appoint a chief of paid staff (Chief Executive who is also the Monitoring Officer) and a chief finance officer. The appointment of a deputy police and crime commissioner is optional. Other staff can be appointed as appropriate on merit, but the PCC will have to publish details of the function and cost of the staff supporting them. Initially existing police authority staff will be transferred to support PCCs.

2.3 Although the PCC sets the local objectives for the force and holds the police to account, operational responsibility for the day-to-day work of the police remains with the chief constable.

3. Aim and Scope

3.1 This protocol seeks to support and assist the working relationships between the PCC and the PCP by setting out the mutual expectations and responsibilities that are likely to promote and enhance the reputation and standing of the PCC, the Office of the PCC (OPCC), the PCP and Warwickshire County Council (as lead authority for the PCP).

3.2 This protocol covers those officers that support the PCC and who are line managed by the Chief Executive in the OPCC. The PCP is administered by Warwickshire County Council. The County Council's Strategic Director for Resources is responsible for the staff that will administer and support the PCP.

3.3 Members should consult the Strategic Director for Resources about matters involving questions about legality, maladministration, financial impropriety and probity or where they have any doubt as to whether a particular decision of the PCC or the PCP was or is likely to be contrary to law, any policy framework or budget.

3.4 Support officers should consult the Chief Executive of the OPCC or the Strategic Director for Resources (as appropriate) about matters involving questions about legality, maladministration, financial impropriety and probity or where they have any doubt as to whether a particular decision

of the PCC or the PCP was or is likely to be contrary to law, any policy framework or budget.

4. PCC and PCP Conduct

4.1. The PCC must:-

- (a) be guided by the seven Nolan Principles of Public Life;
- (b) comply with the OPCC local policies and procedures
- (c) ensure that any facilities provided for their use are used strictly for the intended purpose and for no other purpose;
- (d) comply with any relevant statutory provisions;
- (e) consult the OPCC Chief Executive on matters of law, general propriety, conflicts of interest.

4.2 The PCP is comprised of ten elected members and two independent members. All members of the PCP are guided by the seven Nolan Principles of Public Life and their appropriate member Code of Conduct. Members of the PCP should consult the Strategic Director for Resources in relation to matters of law, general propriety, or conflicts of interest.

5. Officer Conduct

5.1 All support officers (officers from the Office of the PCC and those supporting the PCP) are required to be politically neutral in their dealings with both the PCC and the PCP. All are expected to uphold the highest standards of conduct and integrity in relation to:-

- (a) official conduct;
- (b) sensitivity over disclosure of information and confidentiality;
- (c) relationships with members, associates, officers in other authorities, other local policing bodies and contractors;
- (d) outside commitments, personal business interests, interests in contracts and any other situation in which personal interests, could create a potential conflict.
- (e) equality issues;
- (f) hospitality and gifts;
- (g) use of financial resources; and
- (h) sponsorship.

6. Respect and Courtesy

6.1. For the conduct of the PCC and the PCP to be effective there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal. It is very important that both the PCC and PCP remember their respective obligations to maintain public trust and confidence.

6.2. It is important that in any dealings between the PCC and the PCP neither should seek to take unfair advantage of their position by applying undue

pressure on the other, their members or officers to do anything they are not empowered to do.

- 6.3 A member of the PCC's staff is not required to give any evidence or produce any document to the Panel, which discloses advice given to the PCC by that person.

7. Familiarity

- 7.1 Close personal familiarity between the PCC, the PCP and support officers could damage the principle of mutual respect. It could also, intentionally or accidentally, lead to the passing of confidential information or information which should not properly be passed between them.
- 7.2 In public meetings when the public or persons who are not officers or members are present, it would be usual for the PCC and the PCC members and support officers to address each other in a formal manner.

8. Declarations of Interest

- 8.1 The PCC and PCP members must declare any personal or prejudicial interests in any item under consideration during meetings. They will be required to have made such declarations in the Register of Interests held by either the OPCC or in the case of members of the PCP, their responsible authority.
- 8.2 Support officers should declare to the Chief Executive of the OPCC or to the Strategic Director for Resources, as appropriate, any outside commitments, personal business interests, interests in contracts and any other situation in which personal interests, including those of the officer's family or close associates, are, or could bring about, conflict with the interests of the PCC or PCP.

9 Redress

- 9.1 If the PCC or the PCP consider that they have not been treated with proper respect or courtesy, they may raise it with the Chief Executive of the OPCC (in the case of the PCC) or the Strategic Director for Resources (in the case of the PCP) if it is not possible or practicable to resolve it through direct discussion.
- 9.2 If a support officer feels the same way about the PCC or a member of the PCP and a direct discussion is impractical or fails to resolve the matter, they should raise the matter with the Chief Executive of the OPCC or the Strategic Director for Resources, as appropriate, without delay.
- 9.3 The prompt use of informal resolution procedures should be pursued wherever possible.

10 Service Standards

- 10.1 These Service Standards have been established to ensure the effective and efficient running of the Police and Crime Panel and ensure that the Police and Crime Commissioner is fully aware of the obligations with regard to the provision of reports etc.

| Action | Responsible Body |
|--|---|
| Requirements on the PCC, and members of his staff, to attend meetings of the PCP to answer any questions to enable the Panel to carry out its functions, | <p>Democratic Services will notify the Office of the PCC in writing of the scheduled dates for the PCP, as soon as the Calendar is agreed.</p> <p>Democratic Services will give at least 10 days' written notice to the OPCC of those ad hoc meetings required to be held within a 3 week period.</p> <p>Democratic Services will give at least 14 days' written notice of any other ad hoc meetings to the OPCC</p> |
| Requests by the PCC for additional meetings with the PCP over and above the agreed work programme. | <p>The OPCC will give written notification of the request to Democratic Services at least 1 month before the desired date for the meeting.</p> <p>Democratic Services will establish whether the request can be accommodated and will notify the OPCC of the result in writing.</p> <p>Where a statutory timescale applies the OPCC must notify Democratic Services in writing immediately they are aware that decisions will be required by the PCP.</p> |
| Request to the Chief Constable, or his representative, to attend meetings of the PCP where the PCC will also be present | <p>Democratic Services to notify the Office of the PCC in writing of dates on which the Chief Constable is requested to attend as soon as is practicably possible.</p> |
| Requirement on the PCC to produce reports, or respond in writing, to any report or recommendation made by the PCP to the PCC. | <p>Democratic Services to advise in writing what reports or other information are required at each of its meetings as soon as practicable.</p> <p>Office of the PCC to send any reports and accompanying information to Democratic Services no later than 7 working days before the meeting date.</p> <p>Office of the PCC will provide a written response to questions within the agreed time frame set by the PCP or if none, normally within 15 working days or sooner wherever possible.</p> <p>Where a statutory timescale applies the Office of the PCC shall comply with that timescale.</p> |

11 Complaint Handling

- 11.1 The PCP has delegated the initial handling of complaints about the conduct of the PCC or the DPCC to the Chief Executive of the Office of the PCC. The chart annexed sets out the expectations for when notification and consultation with the Chair of the PCP should take place following receipt of a complaint. The chart should be read together with the more detailed description of the division of duties which was covered in the delegation.

Definitions:

A serious complaint involves the potential commission of a criminal offence.

A conduct matter for the purposes of this protocol are non-criminal complaint matters.

Grounds for rejecting informal resolution process:

Relates to staff member of PCC/DPCC









Unjustified delay of 12 months or more in making complaint

Anonymous and unable to investigate

Vexatious, oppressive, or other abuse of process.

Repetitious or already subject to a complaint

Warwickshire Police and Crime Panel Complaints Protocol

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|--|--|--|---|---|
| Is the complaint about conduct of PCC or DPCC? | Yes  | | | Grounds for rejecting informal resolution – |
| No  | Is it a serious complaint? | No  | | Relates to staff member of PCC/DPCC |
| Pass complaint to police force or other body and close file | Yes  | Is it a conduct matter? | Yes  | Unjustified delay of 12 months or more in making complaint |
| Do not include in PCP complaint log or monitoring report. | Pass complaint to IPCC for investigation, record complaint in PCP complaint log. | No  | Record complaint in PCP complaint log | Anonymous and unable to investigate |
| | Inform parties, close file | Consult Chair of PCP on proposal not to record in complaint log | Consult Chair of PCP on next steps | Vexatious, oppressive, or other abuse of process, Repetitious or already subject to complaint |
| Definitions | Notify Chair of PCP of action taken within 2 working days | If Chair agrees complaint should not be recorded advise complainant | Informal Resolution Process to be carried out? | Yes  |
| A serious complaint involves the potential commission of a criminal offence. | Co-operate as required with IPCC | Include in regular monitoring report to PCP | No  | Refer to single member sub-committee or PCP |
| A conduct matter for the purposes of this protocol are non-criminal complaint matters. | Include the fact of the referral in regular monitoring report to PCP. | If Chair considers complaint should be recorded go to column 4 | Refer to sub-committee or PCP for decision. | Informal resolution process carried out |
| | If IPCC refer complaint back to PCP go to column 4 | | If grounds for rejecting IR met advise complainant and parties | PCC/DPCC attend any meetings as required |
| | | | If grounds for IR not met go to column 5 | Include any outcome in PCP monitoring report |
| Notes | All communications with Chair of PCP to be routed through Democratic Services Manager Democratic Services will make arrangements for any PCP meetings that are required. First Notifications/consultations to/with Chair should be sent within 2 working days of receipt of complaint. | | | |

Warwickshire Police and Crime Panel Complaints Protocol

Item 8 Appendix

