

## Warwickshire Police and Crime Panel

18<sup>th</sup> March 2014

### Appointment of Sub-Panels

#### Recommendations

That the Warwickshire Police and Crime Panel:

- 1) Appoints a Planning and Performance Working Group;
- 2) Considers whether a Victim Services Commissioning Task and Finish Group should be established;
- 3) Agrees to the proposed Scoping Document for Task and Finish Group reviews; and
- 4) Appoints members of the Panel to the agreed Working Groups and Task and Finish Groups.

#### 1.0 Summary

- 1.1 Recent research by the Centre for Public Scrutiny<sup>1</sup> (CfPS) indicates that Police and Crime Panels across the country have met more frequently than the four times envisaged by the Home Office. This is thought to reflect the need for additional meetings in order to meet the extensive statutory requirements and key responsibilities; indeed since December 2012, the Warwickshire Police and Crime Panel has had ten formal meetings.
- 1.2 As indicated by the CfPS, there is an expectation that Police and Crime Panels, going into their second year, will now start to undertake extra work in addition to the key statutory duties and post-hoc scrutiny of decisions taken by the Police and Crime Commissioner. Just over half of the Panels surveyed were actively planning to engage in 'proactive' scrutiny work. This is detailed work investigating issues of priority to both the local area and the Police and Crime Commissioner and can be regarded as supportive of the Commissioner's policy development process.
- 1.3 Ultimately, it is the decision of the Warwickshire Police and Crime Panel whether it wishes to adopt this approach and the extent of 'proactive' scrutiny work that it will undertake. If it does adopt this approach, it is recommended that small Sub-Panels be appointed to transact the business required. Giving

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<sup>1</sup> *Police and Crime Panels; the first year* (CfPS, January 2014)

responsibility to focus on particular issues or areas to smaller groups of Panel members, or even individual Panel members, might provide a more manageable and proportionate way to undertake the level of work required and may also mitigate the potential tendency to schedule additional meetings of the full Panel.

- 1.4 The Panel has already experienced some success in this approach with the establishment of the Budget Working Group in June 2013. This is an appointed Sub-Panel which meets to undertake a detailed analysis of the Police and Crime Commissioner's Budget and Medium Term Financial Plan and report its findings back to the Panel. The detailed consideration undertaken by the Group at its meeting in January 2014 helped to inform the full Panel at the annual precept meeting on 3<sup>rd</sup> February 2014. It is therefore recommended that the Panel consider the appointment of Sub-Panels to transact particular business on its behalf, in order to effectively manage its responsibilities and additional scrutiny work without significantly increasing the number of formal Panel meetings required each year.

## **2.0 Proposed Working Groups / Task and Finish Groups**

- 2.1 Sub-Panels can be in the form of either Working Groups or Task and Finish Groups, both of which would be required to report directly to and make recommendations to the Panel. However, the purpose of the Groups is slightly different:
- Working Groups are established on a permanent basis to undertake detailed consideration of information that specifically relates to a key function of the Police and Crime Panel, i.e. consideration of the budget and planning and performance. These Groups meet on an ad hoc basis and present key findings in a report to the Panel.
  - Task and Finish Groups are established on a time-limited basis, to focus on a specific task / policy. These Groups will investigate or examine the key area and present its findings and recommendations in a report to the Panel. This can be a focused and effective means of working, but is resource-intensive.
- 2.2 An informal meeting to discuss the proposed Work Programme 2014/15 for the Police and Crime Panel was held on 21<sup>st</sup> January 2014. The members in attendance requested that the following proposals for Sub-Panels be presented to the Panel for consideration:
- 2.3 Planning and Performance Working Group – to meet on a quarterly basis to review performance and risk monitoring reports against the Police and Crime Commissioner's priorities, as outlined in the Police and Crime Plan 2013-17.
- 2.4 Victim Services Commissioning Task and Finish Group – to monitor the commissioning of victim services.

2.5 As Task and Finish Groups are time-limited, additional Groups may be appointed in future to address new areas of work or respond to key issues that would benefit from in-depth investigation. Potential future Task and Finish Group reviews have been indicated in the proposed Work Programme 2014/15 which will be considered by the Panel at Item 5.

### 3.0 Terms of Reference of Sub-Panels

3.1 If agreed by the Police and Crime Panel, the Terms of Reference for the Sub-Panels will be drawn up following formal appointment and will include:

- Working Group – the Terms of Reference will outline the role and purpose of the Group.
- Task and Finish Groups – as these are time-limited with a specific focus and area to investigate, it is recommended that the Panel adopt a Scoping Document which would be completed at commencement of the review. This would form the Terms of Reference for the Group. The proposed document, which is attached at **Appendix A**, is similar to that used for scrutiny reviews undertaken by Overview and Scrutiny Committee and provides a detailed outline of the Group’s key objectives, activities and outcomes.

## Appendices

Appendix A – Proposed Scoping Document for Task and Finish Groups

	Name	Contact details
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**Warwickshire Police and Crime Panel  
Task and Finish Group Scoping Document**

<b>Review Topic</b> (Name of review)	
<b>Task and Finish Group Members</b>	
<b>Key Officers / Departments</b>	
<b>Lead Support Scrutiny Officer</b>	
<b>Timescales</b>	
<b>Rationale</b> (Key issues and/or reason for doing the review)	
<b>Objectives of Review</b> (Specify exactly what the review should achieve)	
<b>Scope of the Topic</b> (What is specifically to be included/excluded)	<p><u>Include</u> The following is included in the scope of the review:</p> <p><u>Excluded</u> The following falls outside the scope of the review:</p>
<b>How will the public be involved?</b>	
<b>What site visits will be undertaken (if required)?</b>	
<b>How will our partners be involved?</b> (consultation with relevant stakeholders, District / Borough reps)	

**Warwickshire Police and Crime Panel  
Task and Finish Group Scoping Document**

<p><b>What primary / new evidence is needed for the scrutiny?</b> (What information needs to be identified / is not already available?)</p>	
<p><b>What secondary / existing information will be needed?</b> (i.e. background information, performance indicators, complaints, existing reports, legislation, central government information and reports)</p>	
<p><b>Indicators of Success</b> (What factors would tell you what a good review should look like? What are the potential outcomes of the review e.g. service improvements, policy change, etc?)</p>	