

# Warwickshire Police and Crime Panel

18 March 2014

## Agenda

A meeting of the Warwickshire Police and Crime Panel will be held in the **Council Chamber, Nuneaton Town Hall** on **18<sup>th</sup> March 2014, commencing 10.00 a.m.**

### 1. General

#### (1) Apologies

#### (2) Members' Disclosures of Pecuniary and Non-Pecuniary Interests

Members are required to register their disclosable pecuniary interests within 28 days of their election of appointment to the Council. A member attending a meeting where a matter arises in which s/he has a disclosable pecuniary interest must (unless s/he has a dispensation):

- Declare the interest if s/he has not already registered it
- Not participate in any discussion or vote
- Must leave the meeting room until the matter has been dealt with (Standing Order 42).
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting

Non-pecuniary interests must still be declared in accordance with the new Code of Conduct. These should be declared at the commencement of the meeting.

#### (3) Minutes of the meeting held on 3 February 2014

### 2. Public Engagement

To consider options to increase the promotion of the role of the Police and Crime Panel, to achieve greater publicity and encourage greater public engagement.

**3. Police and Crime Panel Annual Report**

To consider the development of an Annual Report for the Police and Crime Panel, focusing on activity through the year and outcomes achieved.

**4. Appointment of Sub-Panels**

To consider the appointment of Working Groups and time-limited Task and Finish Groups to undertake work on behalf of the Police and Crime Panel.

**5. Work Programme 2014/15 and Future Meeting Dates**

To review and approve the proposed Work Programme for 2014/15 and agree the dates, times and venues for future meetings, including the use of pre-meeting briefings.

**6. Any Urgent Items**

At the discretion of the Chair, items may be raised which are considered urgent (please notify Democratic Services in advance of the meeting).

**7. Date of Next Meeting**

**Warwickshire Police and Crime Panel Membership**

**Councillors:**

Councillor Michael Coker	Warwick District Council
Councillor Nicola Davies	Warwickshire County Council
Councillor Peter Fowler	Warwickshire County Council
Councillor Dennis Harvey (Chair)	Nuneaton and Bedworth Borough 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-upon-Avon District Council
Councillor Jenny Fradgley	Warwickshire County Council
Councillor June Tandy	Warwickshire County Council

**Co-opted Independent Members:**

Bob Malloy  
Robin Verso

For queries regarding this agenda, please contact:  
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JIM GRAHAM  
Chief Executive  
Shire Hall  
Warwick



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held on 3<sup>rd</sup> February 2014**

**Present:**

**Members of the Panel**

Councillors:

Michael Doody	Warwick District Council
Dennis Harvey (Chair)	Nuneaton and Bedworth Borough Council
Peter Fowler	Warwickshire County Council
Jenny Fradgley	Warwickshire County Council
Phillip Morris-Jones	Warwickshire County Council
Peter Morson	North Warwickshire Borough Council
Gillian Roache	Stratford-upon-Avon District Council
June Tandy	Warwickshire County Council
Helen Walton	Rugby Borough Council

Co-opted Independent members

Bob Malloy  
Robin Verso (Vice Chair)

**Office of the Police and Crime Commissioner**

Ron Ball	Police and Crime Commissioner
Dave Clarke	Treasurer
Chris Lewis	Policy Officer
Rob Phillips	Deputy Chief Finance Officer
Chief Inspector Slemensek	Warwickshire Police
Eric Wood	Deputy Police and Crime Commissioner

**Warwickshire County Council Officers**

Georgina Atkinson	Democratic Services Team Leader
John Betts	Head of Finance
David Carter	Strategic Director, Resources Group
Andy Hickmott	Chief Fire Officer
Jack Linstead	Communications Officer
Jane Pollard	Governance Advisor
Janet Purcell	Democratic Services Manager

**Members of the Public**

Two members from Warwickshire Neighbourhood Watch Association

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**1. General**

**(1) Apologies**

Apologies for absence were received from Councillor Michael Coker (Warwick District Council; Councillor Michael Doody was substitute member), Councillor Derek Poole (Rugby Borough Council; Councillor Helen Walton was substitute member) and Councillor Nicola Davies (Warwickshire County Council).

**(2) Members' Disclosures of Pecuniary and Non-Pecuniary Interests**

Robin Verso declared a non-pecuniary interest; the nature of the interest being that he was the Chair of the Warwickshire Probation Trust.

**(3) Minutes of the meeting held on 22<sup>nd</sup> November 2013**

The Police and Crime Panel agreed that the minutes of the meeting held on 22<sup>nd</sup> November 2013 be signed by the Chair as a true and accurate record.

**2. Appointment of Vice-Chair**

It was proposed by Councillor Roache and seconded by Councillor Tandy that Robin Verso be appointed as the Vice-Chair of the Police and Crime Panel for the remainder of 2013/14. This motion was agreed unanimously by the Panel.

**3. Report of the Budget Working Group**

The Panel considered the report and minutes of the Budget Working Group meeting that had taken place on 16<sup>th</sup> January 2014. Robin Verso, who had chaired the meeting of the Working Group, referred to the minutes of the meeting and the key questions raised by members in respect of the proposed budget and Medium term Financial Plan.

Members were advised that following the resignation of Councillor Michael Doody (Warwick District Council), Cllr Gillian Roache had been the temporary substitute Conservative member on the Budget Working Group and had attended the meeting on 16<sup>th</sup> January 2014. The Conservative position on the Budget Working Group now needed to be reappointed.

The Police and Crime Panel agreed:

- 1) To note the minutes of the Budget Working Group meeting; and
- 2) That Councillor Gillian Roache be appointed as the Conservative member on the Budget Working Group.

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### **4. Proposed Local Police Precept 2014/15**

The Panel considered the Police and Crime Commissioner's proposed budget precept and budget proposals which had been published on 29<sup>th</sup> January 2014. It was noted that the Panel was required by the Police and Reform Social Responsibility Act 2011 to review and make a report to the Police and Crime Commissioner (PCC) on his proposed precept by 8<sup>th</sup> February 2014 and that the Panel had an option to veto the precept.

The Police and Crime Commissioner considered that the decision not to increase the precept in 2013/14 had been correct. However, key factors such as the top-slicing of the collaboration fund and a £9 million (in Warwickshire) savings target by 2018/19, had put additional pressures on the budget and therefore he believed that a 1.99% increase was essential. He referred to the current uncertainty regarding the precept referendum limit set by central government and explained that although a 1.99% increase was proposed at present, he would fix the precept below a lower referendum limit, once confirmed. There was therefore no risk of a local referendum on the policing precept.

Members of the Police and Crime Panel asked a number of questions as set out below.

#### Base Budget

- 1) Robin Verso requested an outline of the rationale for the 1.99% increase; whether any other options had been considered; and what course of action the Police and Crime Commissioner would take if the precept referendum limit was reduced to, for example, 1.49%?

In response, the Commissioner explained that the Council Tax Freeze Grant of one per cent was considered insufficient for sustaining resources. He added that a 1.99% increase would amount to £0.01 per day increase per household for a Band D property, which he considered barely noticeable for the household; however, a decision to not increase the precept would leave a shortfall in the Base Budget of approximately £3 million, which would ultimately have a significant impact on service delivery. In light of this, the Police and Crime Commissioner considered that the proposed increase was reasonable and essential.

The Commissioner accepted that criticism was likely for any precept increase and he therefore considered that an increase to the referendum limit would be worthwhile. He explained that at present, the Reserves were in a healthy position and would be substantially drawn down during the Medium Term Financial Plan to fund a range of crime prevention projects, such as Operation X. The income from the precept increase would ensure that the use of Reserves was at a healthy and sustainable level and the Commissioner believed that it was reasonable for the public to make a very small contribution towards those projects through the precept increase.

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He added that the intention was to increase the precept to the referendum limit imposed by central government. A revised limit of 1.5% would require an additional £800,000 savings over the Medium term Financial Plan.

- 2) Councillor Roache asked a question regarding the Police and Crime Commissioner's Revenue Budget Consultation.

The Commissioner advised that the consultation, which had run from 13<sup>th</sup> to 28<sup>th</sup> January 2014, had been advertised during his interviews on BBC Coventry and Warwickshire and had also been published on the OPCC's (Office of the Police and Crime Commissioner) website. He had also consulted the District and Borough Councils and Community Safety Partnerships. There had been four responses to the consultation – one response was in support of the proposed precept increase and three objected to the increase. The Panel was advised that the consultation had been relatively cost free, using officer time to prepare the consultation and the publicity had been free of charge through radio interviews.

- 3) Bob Malloy referred to the commitment that had been made by the West Mercia and Warwickshire Police and Crime Commissioner's to align the precept increase across the Alliance. He asked if there had been any indication how the West Mercia Police and Crime Panel might respond to the proposed precept and requested assurances regarding the calculation of the budget formula if there was an increase in the Warwickshire precept, but not in West Mercia.

In response, the Commissioner explained that it would be very unfortunate if alignment could not be achieved and he agreed that it was imperative that the increase in the Warwickshire precept be allocated to Warwickshire-based projects, such as Operation X. He added that the West Mercia Police and Crime Panel had scheduled its budget precept meeting for 4<sup>th</sup> February 2014 and indications from its Budget Working Group had indicated support to the proposed precept increase.

- 4) Robin Verso referred to the Alliance Savings Plans and requested an outline of how the savings were being achieved without affecting operational policing.

The Commissioner explained that the formation of the Alliance had provided many cost-saving opportunities and that, despite significant savings, the performance of both forces under the Alliance had been sustained. For example, the Safer Neighbourhood Teams had been strengthened and the number of Special Constables had increased. He accepted that the implementation of the Alliance and the new policing model had been challenging and that a number of issues which had been identified, such as the redeployment of staff, were currently being reviewed.



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The Deputy Police and Crime Commissioner added that the 2015/16 savings would focus on the Enabling Services section of the Alliance, which included finance, HR and victims/witnesses services. The impact of savings was regularly monitored by the Alliance Governance Group, which included an analysis of pressure points to identify where adjustments may be required in order to maintain positive performance.

The Police and Crime Panel requested a report on the implementation of the 'Blueprint' model.

- 5) Councillor Walton referred to Appendix B(i) to the budget report and queried the projected increase in the level of staff allowances from £930,000 in 2013/14 to £1.767 million in 2014/15. Councillor Walton also requested clarification on the expenditure for Community Safety Ambassadors.

Dave Clarke, Treasurer, explained that the significant increase in staff allowances was due to the amalgamation of the West Mercia and Warwickshire allowance budget from 2014/15 onwards; therefore the £1.767 million represented the cost to the Alliance. Due to the amalgamation, budget comparisons between 2013/14 and 2014/15 could be misleading; however, from hereon in the budgets would be accurately apportioned and a more meaningful comparison could be achieved.

With regard to Community Safety Ambassadors, the Commissioner explained that there was a £130,000 budget allocation across the Alliance, of which £30,000 was allocated to the Warwickshire Ambassadors scheme. West Mercia's allocation was significantly higher due to the wider geographical spread of the area and associated staff support costs.

- 6) The Chair referred to Appendix B(ii) of the budget report and requested clarification on how the 6.28% reduction in the Protective Services budget would be managed without affecting service delivery.

The Commissioner gave assurances that, based on the impact of previous savings and budget reduction, performance would not be detrimentally affected. Performance was one of the key features of his regular meetings with the Chief Constable and he believed that any issues relating to performance would be identified and addressed promptly.

Dave Clarke added that the first two stages of savings had focused on the rationalisation of management by amalgamating roles across the Alliance and the sharing of premises. Those savings had created the budget reductions, as outlined in Appendix B(ii). He added that the next two stages would focus on the integration of IT and the rationalisation of processes, which were more challenging to achieve but ultimately would provide further savings opportunities.

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- 7) Councillor Doody requested clarification on the allocation of funding to Community Safety Partnerships and why this had been calculated on a population basis, rather than according to crime statistics.

The Police and Crime Commissioner explained that following representations made by the Community Safety Partnerships, the allocation of funding would be reviewed. He would report back the key findings and any changes to a future meeting of the Police and Crime Panel.

- 8) Councillor Doody expressed concern with the Police and Crime Commissioner's decision to draw down £16.7 million from Reserves whilst also proposing a 1.99% increase in the precept. Councillor Doody was not reassured that this demonstrated budget prudence.

In response, the Commissioner explained that the precept increase was a necessity to alleviate the speed and level at which the Reserves would be drawn down over the Medium Term Financial Plan. In reference to his office, the Commissioner considered that the level of staffing was now appropriate, given the additional responsibilities for crime prevention and the commissioning of services which were not features of the disbanded Police Authority. In addition, due to the public facing role of the Commissioner, there were key duties relating to Freedom of Information requests and investigating complaints. The Commissioner invited members of the Police and Crime Panel to visit his office and speak to members of staff regarding roles and responsibilities.

- 9) Councillor Morris-Jones requested an outline of the rationale for the £2.5 million allocation to tackle rural, business and cyber crime and how the impact of expenditure would be assessed.

The Panel was advised by the Commissioner that issues regarding rural and business crime had been raised regularly through various consultations and forums. Rural crime had been recognised as a national issue and 18 Police and Crime Commissioners had recently established a Rural Crime Network.

The Commissioner explained that cyber crime had been recognised nationally as a significant issue that was increasing at a considerable rate. He therefore considered it an obligation to seek to address this for Warwickshire residents. Because detection was extremely challenging, the project would focus primarily on the prevention of cyber crime by raising public awareness and providing education on Internet safety.

With regard to estimated costs, the Commissioner explained that costs had been calculated in partnership with the Alliance and progress would be regularly monitored by the Chief Constable.

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- 10) Councillor Walton requested clarification on the Police and Crime Commissioner's rationale for the use of Reserves and the potential impact of a reduction in the referendum cap on any precept increase.

The Commissioner stated that he had inherited a sound budget position and wanted to ensure that the budget was equally as secure at the end of his term. He believed that the Medium Term Financial Plan allowed for a prudent use of Reserves over a five-year period.

Dave Clarke added that a decision had been made to backload savings until the outcome of the Comprehensive Spending Review (CSR) 2015/16 had been announced. Assumptions on future grant settlements had been made on the basis of projections by the Institute of Fiscal Studies; however, there was no guarantee that an incoming government in 2015 would continue the same spending policies as the existing government. It was therefore considered that backloading certain savings, such as those relating to staffing, until greater assurances could be made about future grant settlements was the most prudent approach.

The Commissioner agreed to the Panel's request that an informal briefing be provided regarding the formation of the policing budget.

- 11) Councillor Fowler asked a question regarding the use of the Home Office grant for commissioning victims services.

In response, the Commissioner confirmed that this had been granted on a one-year basis and therefore the post within his office was a one-year contract.

Following the discussion, the Police and Crime Panel was reminded that it could give a view regarding the proposed precept, make recommendations and veto if considered appropriate. Councillor Doody proposed that the Police and Crime Panel veto the proposed precept, in light of his concerns regarding the use of Reserves and the proposal to increase the precept by 1.99%. This was seconded by Councillor Walton. The motion was lost on a vote of two for and nine against.

The Police and Crime Panel agreed:

- 1) To note the Police and Crime Commissioner's proposed 1.99% increase in precept and agree that a summary of the Panel's views be put in a report to the Commissioner;
- 2) That a report of the Panel's discussion be prepared and forwarded to the Police and Crime Commissioner by 8<sup>th</sup> February 2013 (*A copy of the report is appended to these minutes*);
- 3) That a report on the implementation of the 'Blueprint' model be presented at the next meeting; and

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- 4) To request that an informal briefing be provided for Panel members regarding the formation of the budget.

**5. Refresh of the Police and Crime Plan 2013-17**

The Police and Crime Commissioner explained that the revised Police and Crime Plan 2013-17 would be based on the version as agreed in 2013. There would be no substantial changes and only a refresh of the key priorities.

A discussion took place with regard to rural crime. The Commissioner confirmed that this would focus on “crime in rural areas” and had been identified as a priority following representations from the public, Community Safety Partnerships and the analysis of crime statistics. Councillor Roache welcomed the Commissioner’s commitment to addressing rural crime.

The Police and Crime Panel agreed:

- 1) To note the refreshed priorities for the Police and Crime Plan 2013-17; and
- 2) Request statistical information regarding business and rural crime.

**6. Recent Activity and Decisions Taken by the Police and Crime Commissioner**

The Police and Crime Commissioner referred to the Community Safety Ambassadors (CSAs) scheme and reported that, to date, there were 26 CSAs across the county. Overall, he considered the scheme to be positive and that the majority of CSAs had a full understanding and appreciation of their role in providing local intelligence regarding crime and disorder issues. He explained that there had been a few minor issues, which had been anticipated given the originality of the scheme, and one CSA had been dismissed from the role.

Councillor Tandy suggested that an informal discussion between Councillors and the Police and Crime Commissioner would be useful to discuss the issues that had been reported, particularly regarding clarification and public understanding of the CSA role.

The Commissioner accepted that the initial launch of the CSAs could have been improved and therefore a re-launch of the scheme would be undertaken to raise public awareness and provide greater clarification regarding the role. Councillor Fradgley expressed concern at the impact of a public re-launch, given the attendance levels at Community Forums, and considered that the scheme was a good idea but had little capacity to work well.

In response to a question raised, the Commissioner clarified that the role of the CSAs at Community Forum meetings was to listen and observe and not to answer questions from the public. The role was one of a number of mechanisms for gathering local intelligence regarding crime and disorder

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issues across the county. He added that he also gained intelligence from Community Safety Partnerships and elected members, which would be combined with information from the CSAs.

The Chair considered that the scheme may be difficult to achieve in urban areas and that public awareness and perception of the role was a key issue that would need to be addressed.

The Police and Crime Panel agreed to note the recent activity and decisions taken by the Police and Crime Commissioner.

*The Chair left the meeting at this point (4.45 p.m.) and the Vice Chair took the chair for the remainder of the meeting.*

### **7. Staffing of the Office of the Police and Crime Commissioner**

The Panel was provided with an outline of the new staffing arrangements for the Office of the Police and Crime Commissioner. Members were reminded that Mark Gore had been the Interim Chief Executive until the appointment of Neil Hewison in October 2013. Since then, Mark Gore had provided temporary support until the three recently recruited Policy Officers had commenced in post and would continue to do so during a temporary period of leave by the Chief Executive, to ensure that there was adequate support for the new employees. It was reported that one member of staff had commenced on 3<sup>rd</sup> February 2014 and the remaining two would start on 10<sup>th</sup> and 17<sup>th</sup> February 2014. An additional post, which was funded by the Home Office for commissioning victims services, had been awarded on a one-year contract. There was also a 0.6 FTE Policy Officer post for supporting additional responsibilities.

The Commissioner gave assurances that the new staffing structure for the office was at the correct level, given the level of additional responsibilities for crime prevention.

A discussion took place with regard to the District and Borough Council's responsibility for crime prevention. The Deputy Police and Crime Commissioner advised that although the additional crime responsibilities of the Commissioner did not diminish those of the local authorities, it was recognised that these were non-statutory responsibilities for local authorities and were at risk of being reduced, in light of increasing budgetary pressures. He stressed the importance of partnership working between the Commissioner and the District and Borough Councils to ensure that services to the public were maintained.

The Police and Crime Panel agreed to note the report.

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**8. Special Constables**

The Deputy Police and Crime Commissioner introduced the report and explained that there had been a positive number of Special Constable applications from a diverse range of people.

Councillor Morris-Jones considered Special Constables to be the backbone of volunteering services and stressed the importance of assigning useful and interesting work to them. He referred to an annual event that was held previously to celebrate the positive work that had been undertaken by Special Constables.

A discussion took place with regard to the Opinion Survey of Special Constables that had been undertaken in December 2013 and January 2014. There was concern that the response rate of 11% was low and whether the results could be considered as statistically valid or representative. Chief Inspector Slemensek advised that the survey feedback had provided useful ideas regarding improvements to the support and training of Special Constables. A detailed action plan had been created, which would be implemented and reviewed by the Special Constabulary Steering Group. The plan included key actions, such as effective forward planning of workload for Special Constables and the provision of refresher training.

With regard to public awareness, Chief Inspector Slemensek advised the Panel that a list of the statutory powers of Special Constables was available on the Warwickshire Police web site. Communication would be targeted across wider groups and networks, alongside good news stories to promote the value of Special Constables.

To conclude, the Commissioner reported that from September 2015, 14 young people from school Year 11 would be recruited as cadets, based on the existing scheme in West Mercia. The role would include two hours training per week for a two-year period.

The Police and Crime Panel agreed:

- 1) To note the report; and
- 2) That the Police and Crime Commissioner invite a number of Special Constables to a future meeting of the Panel to share their experiences and views of the service.

**9. Urgent Items**

There were no urgent items on this occasion.

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**10. Updated Action Plan and Future Meetings 2014/15**

The Police and Crime Panel referred to the Action Plan document which had been designed to assist the Panel in the monitoring of recommendations and requests that it had made either to the County Council or to the Office of the Police and Crime Commissioner. The document would be regularly updated and presented to each Panel meeting, to enable members to track progress and determine whether any further action is required.

The Police and Crime Panel agreed to:

- 1) Note the updated Action Plan;
- 2) Hold an additional meeting in March 2014 as an Annual Work Programme meeting;
- 3) Defer agreement on the proposed future meeting dates/times for 2014/15 to the meeting scheduled for March 2014; and
- 4) Schedule an informal budget briefing for the Panel in November 2014.

**11. Report Containing Confidential or Exempt Information**

The Police and Crime Panel agreed to pass the following resolution: *“That members of the public be excluded from the meeting for the item below on the grounds that their presence would involve the disclosure of confidential or exempt information as defined in Paragraph 1 of the Local Government Act 1972.”*

**Complaints**

The Panel agreed that as the Chief Executive of the Police and Crime Commissioner’s Office was not in attendance at the meeting, the item be deferred until the next meeting.

The meeting rose at 5.10 p.m.

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Chairman

# **Report of the Warwickshire Police and Crime Panel**

## **Response to Police and Crime Commissioner Proposed Precept 2014/15**

### **1.0 Introduction**

- 1.1 The Warwickshire Police and Crime Panel (PCP) is required by the Police Reform and Social Responsibility Act 2011 to review and make a report to the Police and Crime Commissioner on the proposed local police precept by 8<sup>th</sup> February 2014. The Panel has the option to veto the precept at this stage. The Commissioner issued his proposed precept by the required deadline of 1<sup>st</sup> February 2014, along with budget proposals. The Panel considered the proposals at its meeting on 3<sup>rd</sup> February 2014 and agreed to note the proposed 1.99% increase in precept and not to exercise a veto. The Panel reached its conclusion after questioning the Commissioner and with the Commissioner's assurance on some key points raised by the Panel.
- 1.2 The minutes of the meeting (attached at Appendix A) outlines the questions put by the Panel and the responses of the Police and Crime Commissioner. This report summarises the key points raised which the Panel wish the Commissioner to take into account over the coming year and in preparation for future year's budgets.

### **2.0 Budget Information**

- 2.1 At the time of the meeting, the Police and Crime Panel understood the difficult position of considering and setting the local policing precept without knowing the precept referendum limit. The Panel understood that although a 1.99% increase was proposed, the Commissioner would fix the precept below the referendum limit, once confirmed. The Panel therefore accepted that there was no risk of a local referendum on the policing precept. Subsequent to the meeting, the actual referendum limit was set at increases below 2%, indicating that the original proposal considered by the Panel remained valid.
- 2.2 The Panel is reassured by the Commissioner that in the event of a precept increase in Warwickshire, but not one in West Mercia, the formula for splitting costs between the two areas will be revisited so that the additional precept income is secured for Warwickshire-based projects and services.
- 2.3 The Panel notes the Commissioner's commitment to securing a sound budget position at the end of his term and that the use of Reserves, the implementation of savings plans across the Alliance and a precept increase are the Commissioner's approach to achieving that position. As part of this, the Panel acknowledges the decision made to backload savings until the outcome of the next Comprehensive Spending Review (CSR) has been announced.
- 2.4 The Panel is assured by the Commissioner's confidence that the formation of the Alliance has provided many cost-saving opportunities without a detrimental impact on performance and service delivery. The Panel notes the Commissioner's commitment to monitoring performance and to ensuring that



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the Chief Constable takes rapid action if there is any deterioration in performance.

- 2.5 There was discussion at the meeting regarding the impact of savings, both those already achieved and those planned for Phase 2 and the Panel is looking forward to receiving further information about the implementation of the Blueprint model across the Alliance that will provide more detail on the planned savings.
- 2.6 Overall, the Panel recognises the complexities of the formation of the policing budget and has requested that an informal briefing be provided to members on an annual basis to understand how the budget is formed.

### **3.0 Budget Priorities**

- 3.1 The Panel notes the allocation of £2.5 million from reserves to address rural, business and cyber crime and accepts that the Commissioner will regularly monitor progress in these areas through his discussions with the Chief Constable. The Panel would like to be kept regularly informed on progress achieved in these three areas.

### **4.0 Funding to Community Safety Partnerships**

- 4.1 The Panel raised a concern at the meeting in respect of the allocation of funding to Community Safety Partnerships and the rationale for its distribution. The Panel accepts this that this an area which is being reviewed by the Commissioner and looks forward to receiving a report in the near future regarding the outcome of the review and any subsequent changes to funding allocation.

### **5.0 Capital Programme**

- 5.1 At its meeting on 16<sup>th</sup> January 2024, the Police and Crime Panel's Budget Working Group requested further information on Capital Programme management and monitoring procedures, including clarification on the Police and Crime Commissioner's judgment of the Capital Programme and how he challenged and monitored the Programme. The Panel supports this request.

### **6.0 Conclusion**

- 6.1 The Panel notes the budget proposals and looks forward to more detailed information at future meetings in order that the Panel can monitor progress of both the Police and Crime Plan 2013-17 and the Budget in subsequent years. The Panel also looks forward to an informal briefing on the formation of the policing budget in November 2014.



## Warwickshire Police and Crime Panel

18<sup>th</sup> March 2014

### Public Engagement

#### Recommendations

- 1) That the Warwickshire Police and Crime Panel approves:
  - The proposed Public Question Time Scheme for meetings of the Panel;
  - Improvements to the Panel's web page and proposals for further enhancement; and
  - Proposed methods, including the use of social media, to achieve wider promotion of the Panel and its scheduled meetings.
- 2) That the Warwickshire Police and Crime Panel requests the Police and Crime Commissioner to accept and answer public questions at its meetings, on the basis laid out in the Public Question Time Scheme.

#### 1.0 Background

- 1.1 The Warwickshire Police and Crime Panel has been established as a joint committee of the Constituent Councils under Section 28 of the Police Reform and Social Responsibility Act 2011. It is subject to Access to Information Act 1985 legislation, which stipulates that meetings will be held on public, unless either confidential or exempt information is being discussed.
- 1.2 The Panel's existing Terms of Reference makes provision for public attendance; however, at present there is no provision at the meetings for either public speaking and/or public question time. This report outlines options for increasing public awareness of and participation in the Warwickshire Police and Crime Panel.

#### 2.0 Public Participation at Meetings

- 2.1 Research has been undertaken to assess how public participation is encouraged by Police and Crime Panels across the county and a summary of examples are included at **Appendix A**. From the research undertaken, it is apparent that Police and Crime Panels across the country have either introduced a formal Public Participation Scheme to the meeting, or are taking steps to introduce one in the near future.

- 2.2 The majority of Panels that have already introduced a Public Participation Scheme have applied a set procedure which outlines how either public questions and /or speaking will be managed in advance of, and during, the meetings. Research of these procedures (as outlined at **Appendix A**) indicates the following similarities:
- Public participation is limited to questions, rather than a statement;
  - Requests for questions should be submitted in writing either three or five working days in advance of the meeting;
  - Where time limits have been introduced, these are three minutes per member of the public and/or up to 30 minutes allocation on the agenda (some authorities grant less than this, i.e. 20 minutes).
  - There is a mixed approach regarding the stage in the agenda at which public questions can be raised. A number of Panels restrict this to the designated Public Participation item on the agenda, whereas others also allow questions to be raised before the start of agenda item which the question relates to.
- 2.3 It is worth noting that a number of Panels (e.g. Hertfordshire and Staffordshire) Participation Schemes extends public questions to the Police and Crime Commissioner. Research has indicated that the focus of public questions is predominately to the Commissioner, rather than to the Panel, and on this basis it is recommended that that Warwickshire Police and Crime Panel requests the Commissioner to accept and answer public questions at its meeting on the basis laid out in the Public Question Time Scheme.
- 2.4 Based on the research and feedback regarding the Schemes adopted by other Panels, a proposed Public Question Time scheme has been developed for the Warwickshire Police and Crime Panel. The proposed scheme (attached at **Appendix B**) is based primarily on the Warwickshire County Council Public Question Time scheme which applies to its Overview and Scrutiny Committees. It is recommended that this be adopted as it is in line with the host authority's existing Public Question Time arrangements and is also similar to those adopted by other Police and Crime Panels.
- 2.5 The Panel is asked to consider the introduction of the scheme for all future meetings and that this is allocated as a standing item on the agenda (i.e. 'Item 2 – Public Question Time'). If agreed by the Panel, the agenda will advise the public on the requirement to submit questions in writing within the set timescale. Once contact has been made from the public, advice will be given at that stage so that members of the public understand the procedure for dealing with public questions at the meeting. Meet and Greet arrangements will be put in place for the start of the meeting.
- 2.6 It is also recommended that the Public Question Time scheme is published on the web page for the Warwickshire Police and Crime Panel (see 3.2). Other Panels have reported that participation in the scheme has generally been low across the country, which may predominantly be due to a lack of public awareness about the existence and role of the Panels. To try to raise

awareness of Warwickshire's Panel, a number of publicity methods are outlined at Section 4.0 in the report.

### **3.0 Web Presence**

3.1 Information about the Warwickshire Police and Crime Panel is published at the following web page: <http://www.warwickshire.gov.uk/policeandcrimepanel>  
The web page was enhanced on 12<sup>th</sup> February to include the following additional information:

- Brief background to the Police and Crime Panel
- Greater details regarding the Panel's roles and responsibilities
- Text links to the agenda, reports and minutes of Panel meetings
- Text links to other web pages, i.e. links to the OPCC.
- A link to the Home Office web site for more info on PCCs and PCPs.

3.2 To enhance the web page site further, and provide a greater source of information for the public, the Panel is asked to consider adding the following to the page:

- Public Question Time Scheme
- Police and Crime Panel Terms of Reference / Working Arrangements
- A 'Publications' section to include links to documents such as: Police and Crime Plan 2013-17; Reports of the Police and Crime Panel (i.e. precept responses); Annual Report of the Police and Crime Commissioner, etc.

### **4.0 Wider Publicity and Social Media**

4.1 There have been useful discussions with the Council's Communications team regarding how wider promotion of the Police and Crime Panel and its scheduled meetings can be achieved. The team has advised that the following methods can be used:

- Link from the home page of the Warwickshire Direct web site
- Posts on the Warwickshire Democracy blog
- Links from the Police and Crime Commissioner's web site
- Promotion through the County Council's 'Warwickshire News' Facebook and Twitter pages
- Promotion through the Localities Facebook pages
- Electronic mailshot to all Parish Councils, media contacts, police contacts, MPs, key stakeholders, etc.

4.2 It is suggested that the launch of the Panel's Public Question Time scheme (Appendix B – if agreed by the Panel) is publicised via these avenues, followed by regular promotion of scheduled Panel meetings, with a focus on

agenda items which may stimulate public interest. The Panel is asked to consider these proposals.

**Appendices:**

Appendix A – Research of Police and Crime Panels – Public Participation Schemes  
Appendix B – Proposed Public Question Time Scheme for the Warwickshire Police and Crime Panel

	Name	Contact details
<b>Report Author</b>	Georgina Atkinson	<a href="mailto:georginaatkinson@warwickshire.gov.uk">georginaatkinson@warwickshire.gov.uk</a>
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### Research of Police and Crime Panels – Public Participation Schemes

The information below provides examples of Public Participation Schemes that are used by Police and Crime Panels:

#### West Mercia

The Panel has a 'Public Participation' section on the agenda, whereby the public is asked to notify Democratic Services of the nature and content of their proposed participation no later than 9.00 a.m. on the working day prior to the meeting.

#### West Midlands

Each meeting designates an agenda item to public questions to the Panel. Questions must be submitted by 5 clear working days prior to the meeting. There is a set criteria. Questions:

- a) must relate to the Panel's roles and responsibilities scrutinising and supporting the Police and Crime Commissioner (PCC);
- b) must not be substantially the same question put to the meeting in the past 6 months;
- c) must not be defamatory, frivolous, vexatious or offensive;
- d) must not require the disclosure of confidential or exempt information; and
- e) must not refer to any matter of a personal nature.

#### Northamptonshire

The Panel requires notification of requests from members of the public to be submitted to the Chair (c/o the Committee Manager) before the meeting (no specific deadline is set).

#### Staffordshire

The Panel allows members of the public either living or working within the constituent authorities to have the opportunity to put questions to the Police and Crime Commissioner. Questions must be submitted three clear working days prior to the Panel meeting. A questioner may submit up to two questions per Panel meeting.

#### Cheshire

The Panel allows members of the public to put questions direct to Cheshire's Police and Crime Panel via social media platform Twitter. The Cheshire Police and Crime Panel's Twitter account '@CheshirePCP'.

## Hertfordshire

Interestingly, Hertfordshire has an extensive Public Participation Scheme which includes the following:

- General questions to the Panel – a maximum of 20 minutes is allowed at each meeting for general public questions. Members of the public are encouraged to email their questions at least seven days in advance of a meeting and answers will be provided orally at the meeting or in writing after the meeting, if an immediate response is not possible.
- Specific questions to the Panel – members of the public can ask further questions at meetings when there is an agenda item for the Panel to consider the Police and Crime Commissioner's proposed precept, draft Police and Crime Plan or annual report. A maximum of 15 minutes per agenda item is allowed for public questions which will take place prior to the Panel's consideration of the agenda item.
- Petitions – members of the public may present a petition containing 10 or more signatures to a meeting of the Panel. The petition must be sent at least 14 days before the date of a meeting. The presenter of the petition may address the meeting of the Panel for up to three minutes. If the subject matter of the petition is on the agenda, the topic will be discussed at the meeting. If the subject matter of the petition is not on the agenda, the petition will be referred to the next meeting of the Panel.
- Questions to the Police and Crime Commissioner – the constitution of the Panel allows members of the public to ask the Police and Crime Commissioner questions at its meetings when the Commissioner is present. The same procedure as general questions applies.

## Lincolnshire

Members of the public can ask questions, which must be submitted in writing at least 5 clear working days in advance of the meeting. The question must relate to the work of the Panel and be directed to the Panel. The person submitting the question or a nominated representative must attend the meeting to ask their question and will be invited to ask their question either:

- under the agenda item 'Questions from the Public' if their question relates to matters which are not otherwise on the agenda (subject to an overall time limit of 20 minutes); or
- when the relevant agenda item is being considered if they wish to ask a question on a matter which is on the agenda at a particular meeting.

No person may submit more than one question at any one meeting. In addition, the Chief Executive of the Host Authority may reject a question if it:

- (a) Does not relate to a matter of general interest;



- (b) Does not relate to a matter for which the Panel has responsibility or which affects the interests of the Panel;
- (c) Relates exclusively to an individual grievance or personal issue;
- (d) Is defamatory, offensive, or frivolous;
- (e) Is substantially the same as a question which has been put at meeting of the Panel within the previous six months;
- (f) Requires the disclosure of exempt or confidential information.

### Wiltshire

The Panel has provision for either statement or questions. Statements have to be in relation to an item on the agenda and the request must be registered at least 10 minutes prior to the meeting. Speakers are permitted to speak for up to 3 minutes on any agenda item.

With regard to questions, members of the public are able to ask questions in relation to the responsibilities and functions of the Panel at each meeting. Those wishing to ask questions are required to give notice of any such questions no later than three working days before the meeting. Questions may also be asked without notice if the Chairman decides that the matter is urgent.

### Devon and Cornwall

Members of the public can attend Panel meetings and may ask questions at each meeting (up to two questions per person per meeting and up to 100 words per question) that are relevant to the Panel's functions. At the start of each meeting, 30 minutes will be allocated to questions asked by members of the public and responses may be oral or written. Questions must be put in writing at least five clear working days before the Panel meeting.

### North Yorkshire

Members of the public may ask questions or make statements at Panel meetings if they have delivered it in writing or by electronic mail no later than midday three working days before the day of the meeting. Each speaker is limited to 3 minutes on any item. Members of the public who have given notice will be invited to speak either:

- at the Public Participation item on the agenda, if their questions/statements relate to matters which are not otherwise on the agenda (subject to an overall time limit of 30 minutes); or
- when the relevant agenda item is being considered if they wish to speak on a matter which is on the agenda for the meeting.



## Warwickshire Police and Crime Panel Public Question Time Scheme

### General

The Chair of the Warwickshire Police and Crime Panel has the power to manage the Public Question Time session and has the discretion to reject any question which:

- (i) has already been answered;
- (ii) is not relevant to the business of the Panel or the Police and Crime Commissioner; or
- (iii) he/she considers unsuitable.

Where a number of members of a particular organisation wish to ask questions on related matters, the Chair may limit the number of questioners as he/she considers appropriate.

The Public Question Time session shall be limited to thirty minutes.

### Eligibility

Any member of the public who is resident or working in Warwickshire may put a question to the Panel. The questions:

- (i) must relate to the Panel's roles and responsibilities;
- (ii) must not be substantially the same question put to the meeting of the Panel within the previous six months;
- (iii) must not be defamatory, frivolous, vexatious or offensive;
- (iv) must not require the disclosure of confidential or exempt information; and
- (v) must not refer to any matter of a individual grievance or personal issue.

Any member of the public who is resident or working in Warwickshire may put a question to the Police and Crime Commissioner. The questions:

- (i) must relate to the role, responsibility and statutory powers of the Police and Crime Commissioner;
- (ii) must not be substantially the same question put to the meeting of the Panel within the previous six months;
- (iii) must not be defamatory, frivolous, vexatious or offensive;
- (iv) must not require the disclosure of confidential or exempt information; and
- (v) must not refer to any matter of a individual grievance or personal issue.

## Warwickshire Police and Crime Panel Public Question Time Scheme

### Submission of Questions to the Police and Crime Panel and/or the Police and Crime Commissioner

The following procedure shall apply to the submission of questions to the Police and Crime Panel and/or the Police and Crime Commissioner:

- (i) Questions should be notified in writing and received by Democratic Services at least **3 working days** before the meeting.
- (ii) The questioner may ask a maximum of two questions.
- (iii) Each questioner shall have a maximum of three minutes to speak.
- (iv) Each question must give the name and address of the questioner and the name and date of the meeting to which it is to be put.
- (v) Democratic Services will record each question received and will immediately send or give a copy of the question to the Chair and/or the Police and Crime Commissioner and/or any other person to whom the question is likely to be put.
- (vi) Exceptionally the Chair, in consultation with Democratic Services, may accept questions notified in writing at least fifteen minutes before the start of the meeting.

### Procedure at the meeting

The following procedure shall apply to the consideration of public questions at meetings of the Police and Crime Panel:

- (i) The Chair will take the questions in the order he/she considers most appropriate.
- (ii) The questioner will be invited to ask the question.
- (iii) The Chair or the relevant person present will reply.
- (iv) The questioner may ask one supplementary question.
- (v) Any supplementary question must arise directly out of the original question or the reply and must not be interpreted as allowing a debate of either the question or the reply.
- (vi) Questions and answers given at the meeting will be recorded in the minutes of the meeting.

### Absence of Questioner

In the absence of the questioner, the Chair has discretion over how to deal with the question and may put the question him/herself to the meeting.

### Form of Answers

Answers may take the form of either a direct oral answer or reference to a publication. Where an oral answer cannot immediately be given, a written answer may be given to the questioner as soon as practicable following the meeting.

**Warwickshire Police and Crime Panel  
Public Question Time Scheme**

Any question which cannot be dealt with during public question time, either because of lack of time or absence of the appropriate person, will be dealt with by a written answer.

All written answers given following the meeting will be circulated to all members of the body and, unless the contents would involve disclosure of exempt or confidential information, shall normally be made public.



## Warwickshire Police and Crime Panel

18<sup>th</sup> March 2014

### Police and Crime Panel Annual Report

#### Recommendations

That the Warwickshire Police and Crime Panel approves:

- 1) The development of an Annual Report which will highlight activity throughout the year and outcomes achieved;
- 2) The publication of an Annual Report for 2013/14.

#### 1.0 Summary

- 1.1 It is recommended that the Warwickshire Police and Crime Panel agrees to publish an Annual Report. A number of Panels (e.g. Wiltshire, Hertfordshire) publish Annual Reports, although this is not yet common practice. The production of an Annual Report is a key requirement of Overview and Scrutiny Committees in all local authorities. Given that the nature of the work of the Panel is similar to that of Overview and Scrutiny, it is considered to be a valuable exercise for the Panel to adopt.
- 1.2 The document, which would be approved at the first Panel meeting in each new municipal year, could include the following:
  - Background to the Panel (for the first Annual Report, to give brief summary of when established and why);
  - Membership;
  - The role and purpose of the Panel;
  - Key activity and achievements throughout the year;
  - Looking forward – the Panel's plans for the coming 12 months; and
  - Contact Information.
- 1.3 The Annual Report could be widely promoted, using the tools as referred to in the Public Engagement report (Item 2 on the agenda), in order to raise public awareness of the role of the Panel and what it has achieved. Panel members will also be encouraged to present the Annual Report to their authority's Council meeting as a method of informing elected members.
- 1.4 The Panel is asked to consider the development of an Annual Report for future years and whether it wishes to publish a report for 2013/14.

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## 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>	



## Warwickshire Police and Crime Panel

18<sup>th</sup> March 2014

### Work Programme 2014/15

#### Recommendations

That the Warwickshire Police and Crime Panel:

- 1) Agrees the proposed Work Programme for 2014/15;
- 2) Considers the use of different venues for meetings;
- 3) Considers the use of pre-meeting briefings;
- 4) Reviews the update on recommendations and actions previously requested by the Panel; and
- 5) Agrees the future meeting dates for 2014/15.

#### 1.0 Work Programme

- 1.1 An informal meeting to discuss the Work Programme 2014/15 for the Police and Crime Panel was held on 21<sup>st</sup> January 2014 and the proposed document is attached at **Appendix A**. The Work Programme is a live document which will be updated following each meeting. Items may also be deferred or added to the Work Programme as considered necessary and agreed by the Chair of the Panel.
- 1.2 The Panel is asked to consider the Work Programme and the inclusion of additional areas of scrutiny activity or review.

#### 2.0 Venues

- 2.1 At present, the Panel holds all of its formal meetings at Shire Hall, Warwick. There has been a suggestion previously that the Panel holds its meetings across the county, in each of the member authority areas. In practice, this could be scheduled on a rotation basis with the meeting held at each of the six authority's Town/Civic Halls (subject to room availability).
- 2.2 The Panel is asked to consider this proposal.

### 3.0 Pre-meeting Briefings

3.1 Prior to each formal meeting, there is an informal briefing with the full Panel. This gives members an opportunity to discuss the agenda items and consider key lines of enquiry and questioning to the Police and Crime Commissioner. The Panel is asked to consider the effectiveness of this approach, practical arrangements (i.e. timing of the briefing) and whether any improvement could be made.

### 4.0 Recommendations and Actions Plan

4.1 Attached at **Appendix B** is a document which will help the Panel to keep track of recommendations and requests that it has made either to the County Council or to the Office of the Police and Crime Commissioner. The document will be regularly updated and presented to each Panel meeting, so that members can track progress and determine whether any further action is required.

### 5.0 Dates of Future Meetings

5.1 Future meetings of the Police and Crime Panel have been proposed for 10.00 a.m. on the following dates:

- 6<sup>th</sup> or 20<sup>th</sup> June 2014
- 18<sup>th</sup> July 2014
- 19<sup>th</sup> September 2014
- 14<sup>th</sup> or 21<sup>st</sup> November 2014
- 2<sup>nd</sup> or 3<sup>rd</sup> February 2015

5.2 The Panel is asked to approve the dates above.

### Appendices:

Appendix A – Work Programme 2014/15

Appendix B – Recommendations and Actions Plan 2013/14

	Name	Contact details
<b>Report Author</b>	Georgina Atkinson	<a href="mailto:georginaatkinson@warwickshire.gov.uk">georginaatkinson@warwickshire.gov.uk</a>
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**Police and Crime Panel  
Work Programme 2013/14**

Item	Report detail	Date of last report	Date of next report
Police and Crime Plan 2013-17	<p>To hold the PCC to account for the delivering of the Police and Crime Plan and to:</p> <ul style="list-style-type: none"> <li>• Review progress updates in the implementation of the Police and Crime Plan.</li> <li>• Review performance measures against objectives and scrutinise any areas of underperformance.</li> <li>• Consider the recent work of the PCC, including any activities / decisions taken since the last meeting of the Panel and engagement with national and regional policing initiatives (and how the PCC's national work is of benefit to Warwickshire and local priorities)</li> </ul> <p>Are there any key topics in the plan that the PCP wants to scrutinise in depth? (Neil Hewison)</p>	N/a	*Standing item to every meeting – from June 2014 onwards
Complaints	The Panel to considering any complaints made personally against the PCC or the DPCC, taking into account the Complaints Protocol.	N/a	*Standing item to every meeting
Budget Working Group	Consideration of key issues / findings / outcomes of the Working Group – to report to the Panel following a meeting.	N/a	Following each BWG meeting – TBC
Work Programme 2014/15	To be reviewed and agreed by the Panel at the Annual Work Programme meeting.	N/a	March 2014
Police and Crime Panel Annual Report 2013/14	To consider the development of an Annual Report for the Police and Crime Panel, focusing on activity through the year and outcomes achieved.	N/a	March 2014

**Police and Crime Panel  
Work Programme 2013/14**

Item	Report detail	Date of last report	Date of next report
Promotion and Publication of the Police and Crime Panel	<p>To consider options to increase the promotion of the role of the Police and Crime Panel, achieve greater publicity and encourage greater public engagement, such as:</p> <ul style="list-style-type: none"> <li>• Greater use of social media – link to WarksDemocracy Blog, the Council's web site and push information through the Area Teams' Facebook pages</li> <li>• Holding meetings in different areas</li> <li>• Public Question Time on the agenda (same approach as O&amp;S Committees)</li> </ul>	N/a	March 2014
Appointment of Working Groups / Task and Finish Groups	<p>To appoint the following:</p> <ol style="list-style-type: none"> <li>1) Planning and Performance Working Group – to meet on a regular basis</li> <li>2) Victim Support Commissioning Task and Finish Group – time-limited group to monitor the commissioning of the victim support service.</li> </ol>	N/a	March 2014
Election of Chair/Vice Chair	The Panel to elect a Chair and Vice-Chair for the 2014/15 Municipal Year. (Georgina Atkinson)	14 <sup>th</sup> June 2013	June 2014
PCC Annual Report 2013/14	The Panel to review the PCC Annual Report and provide a written response (to be published on the web site). (Neil Hewison)	27 <sup>th</sup> September 2013	June 2014
Quarterly Budget Monitoring	To receive quarterly updates on the budget. (Dave Clarke) June 2014 – to receive 2013/14 outturn figures for revenue, capital and reserves.	22 <sup>nd</sup> November 2013	June 2014
Engagement Strategy	The Panel to consider:	27 <sup>th</sup> September 2013	June 2014

**Police and Crime Panel  
Work Programme 2013/14**

Item	Report detail	Date of last report	Date of next report
	<ul style="list-style-type: none"> <li>• How will the outcome of public/partner meetings be reported back to PCP?</li> <li>• The role of the PCC in responding to issues/requests raised via engagement.</li> <li>• Key issues raised and actions taken, to measure the impact of the Engagement Strategy, how well it has been undertaken, how it will be improved in future and whether the objectives have been received.</li> <li>• How public engagement has been used to inform and shape the Police and Crime Plan? (Neil Hewison)</li> </ul>		
Community Safety Grants	<p>The Panel to consider:</p> <ul style="list-style-type: none"> <li>• What is the criteria for applying/awarding the grants?</li> <li>• What is the decision-making process and how transparent is this? Public notification?</li> <li>• How is the expenditure monitored against the original objectives of the project? Is there an audit trail of expenditure?</li> <li>• Do the five objectives in the Police and Crime Police reflect those of partners? Are they realistic? Are they adequately funded?</li> </ul>	N/a	June 2014
Commissioning Strategy	<p>The Panel to review the development of a commissioning framework that delivers community outcomes and value and to liaise with the PCC about the commissioning framework and highlight lessons learned from past commissioning models and partnership interventions. Progress update to the June meeting. (Neil Hewison) Possible Task and Finish Group review – to be considered March 2014.</p>	N/a	June 2014

**Police and Crime Panel  
Work Programme 2013/14**

Item	Report detail	Date of last report	Date of next report
Implementation of the 'Blueprint' Model	The Panel requested a report regarding the implementation of the Blueprint model. (Neil Hewison)	N/a	June 2014
Community Safety Ambassadors	Outcome / findings of the review of the Community Safety Ambassadors, which will take place post-summer 2014. (Neil Hewison)	N/a	September 2014
Feedback from Statutory Bodies	<p>The Police and Crime Panel to canvass the Chairs of the Warwickshire Community Safety Partnerships, Third Sector, CAVA, Police, Criminal Justice and other statutory partners on the following:</p> <ul style="list-style-type: none"> <li>• What changes are you seeing on the ground as a result of the Commissioner's actions?</li> <li>• Do you have a clear understanding about what your Partnership needs to do to help achieve the outcomes in the Police and Crime Plan?</li> <li>• Is there anything that the bodies want the PCP to focus on re: the PCC's activity and priorities? (Georgina Atkinson)</li> </ul>	N/a	Review to be undertaken in autumn and report back to Panel in November? Link individual Panel members to individual partners and then report back?
Estates / Assets Strategy	To consider the Strategy. (Dave Clarke) Possible Task and Finish Group review in future?	N/a	TBC – Dave Clarke to advise.
PCC Role in Holding the Chief Constable to Account	<p>The Panel to consider:</p> <ul style="list-style-type: none"> <li>• How does the PCC hold the Chief Constable to account, what are his conclusions and why?</li> <li>• What evidence is there that practical changes and improvements have been made by the Commissioner holding the Chief Constable to account?</li> <li>• How does the PCC measure efficiency and effectiveness of Warwickshire</li> </ul>	N/a	TBC

**Police and Crime Panel  
Work Programme 2013/14**

Item	Report detail	Date of last report	Date of next report
	<p>Police? What are results and conclusions? Review and determine whether the PCP has anything of value to add.</p> <ul style="list-style-type: none"> <li>• How is the Force relative to other authorities? Information/ view of HMIC. (Neil Hewison)</li> </ul>		
Criminal Justice Bodies	<p>Report to outline how the PCC works with criminal justice bodies to make arrangements for efficient transaction of criminal justice policy and the PCC's role and progress in leading on Restorative Justice. (Neil Hewison)</p> <p>Does the Panel wish to canvass the Criminal Justice Bodies to assess this?</p>	N/a	November 2014
Strategic Policing Requirement	<p>The Panel to consider:</p> <ul style="list-style-type: none"> <li>• Information about the SPR and budget.</li> <li>• How the SPR affects the services delivered in Warwickshire, including the resources committed to meet the SPR.</li> <li>• Outcome of the HMIS inspection (due 2014).</li> </ul>	N/a	TBC – once the HMIC inspection has been undertaken
Office of the Police and Crime Commissioner	<p>To consider the rationale, funding sources and budget implications on any future proposed expansions of the OPCC be shared with the Police and Crime Panel at an early stage.</p>	N/a	TBC – when required
Budget Precept 2014/15	<p>This is a statutory role for the Panel in approving precept and needs to be supported by information to help the Panel understand how the budget is put together and its development, what assumptions are used and changes from previous years. (Dave Clarke)</p>	3 <sup>rd</sup> February 2014	TBC – only item on the agenda to allow sufficient time for debate?

**Police and Crime Panel  
Work Programme 2013/14**

**Briefing Notes**

<b>Item</b>	<b>Briefing Note detail</b>	<b>Date requested</b>	<b>Date circulated</b>
	To notify the Panel of any briefing notes that have been circulated separate to the agenda.		

**Recommendations and Actions raised by  
Police and Crime Panel 2013/14**

Date raised by the Panel	Recommendation / Action	Lead Member / Officer	Panel Update	Progress Notes
12 <sup>th</sup> March 2013	Requested that the Police and Crime Plan give recognition to the part played by the Military Covenant of which the Police were a part and ensure outcomes are monitored. Ron Ball agreed that this would be included.	PCC	3 <sup>rd</sup> February 2014	<b>COMPLETED</b> This has been included in the Police and Crime Plan 2013-17.
27 <sup>th</sup> September 2013	Request confirmation on how the PCC will communicate to people who do not have internet access with a suggestion that the budget letter issued with the precept letter may be an opportunity to reach every household. PCC to consider ways of communicating with citizens.	PCC	3 <sup>rd</sup> February 2014	The PCC is considering an approach to District and Borough Councils to circulate information in budget leaflets.
27 <sup>th</sup> September 2013	Request that a list of the projects for the Innovation / Community Safety Grants totalling around £270,000.	Mark Gore	3 <sup>rd</sup> February 2014	<b>COMPLETED</b> List circulated to the Panel at the 27 <sup>th</sup> September 2013 meeting.
27 <sup>th</sup> September 2013	Eric Wood referred to the College of Policing consultation on Child Abuse and Child Sexual Exploitation that follows on from the findings of the serious case review into the death of Daniel Pelka. A common finding in this and previous reviews, has been that the Police are 'not child centred'. EW offered to report back on the work and the national guidelines that will emerge following consultation.	Eric Wood	3 <sup>rd</sup> February 2014	In line with the recommendations of the College of Policing, and following the meeting of key statutory agencies involved in Child Protection, the PCC is consulting with partners on the establishment of a Multi-Agency Safeguarding Hub (MASH), which will facilitate communication between agencies and the coordinators of safeguarding work.

Recommendations and Actions raised by  
Police and Crime Panel 2013/14

				The intention would be that the MASH cover both children and vulnerable adults. The creation of a MASH does feature in the refresh of the Police and Crime Plan 2013-17.
27 <sup>th</sup> September 2013	Ron Ball and Eric Wood undertook to find out what criteria are used for the deployment of PCSOs to schools and why some schools have had their PCSO removed.	PCC / DPCC	3 <sup>rd</sup> February 2014	Chief Inspector Mike Slemensek has been asked to provide this information.
22 <sup>nd</sup> November 2013	To request that a mapping structure of the Safer Neighbourhood Teams be provided to elected members to share with the public.  To request that the SNT structure and contact details be published in existing District, Borough and/or Parish Council publications and the Neighbourhood Watch publication, 'Newsbeat'.	Chief Inspector Slemensek	3 <sup>rd</sup> February 2014	SNT charts have been circulated with the Police and Crime Panel agenda for 3 <sup>rd</sup> February 2014. Awaiting further copies with pictures / photos of the teams.
22 <sup>nd</sup> November 2013	Councillor Gillian Roache requested that the Commissioner explore the provision of funding support to the CCTV service. The Commissioner agreed to consider this proposal.	PCC	3 <sup>rd</sup> Feb 2014	This issue is being considered by the PCC.
22 <sup>nd</sup> November 2013	To appoint Councillor Peter Morson to observe the interviews for the Policy and Research Officer posts on 4 <sup>th</sup> December (and Councillor Peter Fowler as reserve).	Cllr Morson	3 <sup>rd</sup> Feb 2014	<b>COMPLETED</b> Cllr Fowler attended the interviews in the absence of Cllr Morson.



**Recommendations and Actions raised by  
Police and Crime Panel 2013/14**

22 <sup>nd</sup> November 2013	To circulate an electronic version of the PCSO powers document.	Democratic Services	N/a	<b>COMPLETED</b> Circulated to members – 25 <sup>th</sup> November 2013
22 <sup>nd</sup> November 2013	The Commissioner agreed to invite Neighbourhood Watch representatives to attend future meetings of the Police and Crime Panel.	PCC	3 <sup>rd</sup> February 2014	<b>COMPLETED</b> This invitation has been made.
22 <sup>nd</sup> November 2013	The Panel requested detailed figures on cycling accidents.	PCC	3 <sup>rd</sup> February 2014	<b>COMPLETED</b> Circulated to members – 15 <sup>th</sup> January 2014
16 <sup>th</sup> January 2014 – Budget Working Group	The Group requested that a breakdown of how the Warwickshire Base Budget had been calculated be included as part of the proposed Budget Precept 2014/15 report which would be presented to the Police and Crime Panel on 3 <sup>rd</sup> February 2014.	Dave Clarke	3 <sup>rd</sup> February 2014	
16 <sup>th</sup> January 2014 – Budget Working Group	The Group requested that a detailed breakdown of the Alliance Savings Plans which demonstrated how the 2014/15 and 2015/16 savings targets would be achieved.	Dave Clarke	3 <sup>rd</sup> February 2014	
16 <sup>th</sup> January 2014 – Budget Working Group	An update on each of the PCCs three priority areas – rural, business and cyber crime – at £1.5 million per annum by the Alliance over the MTFP period.	PCC / Neil Hewison	3 <sup>rd</sup> February 2014	<b>COMPLETED</b> Included as part of the PCC's report to the Police and Crime Panel re: Refresh of the Police and Crime Plan 2013-17.

**Recommendations and Actions raised by  
Police and Crime Panel 2013/14**

16 <sup>th</sup> January 2014 – Budget Working Group	1) Request further information on Capital Programme management and monitoring procedures. 2) Request clarification on the Police and Crime Commissioner's thoughts on the Capital Programme and how he challenged and monitored the Programme. 3) An outline of how change is managed across the Alliance, with a copy of the Alliance Governance Structure.	Dave Clarke	3 <sup>rd</sup> February 2014	
3 <sup>rd</sup> February 2014	informal briefing be provided for Panel members regarding the formation of the policing budget.	Dave Clarke		To be held in November?
3 <sup>rd</sup> February 2014	Request statistical information regarding business and rural crime.	Neil Hewison / CI Slemensek		
3 <sup>rd</sup> February 2014	That the Police and Crime Commissioner invite a number of Special Constables to a future meeting of the Panel to share their experiences and views of the service.	PCC		