

Warwickshire Police and Crime Panel

20th June 2014

Work Programme 2014/15

Recommendations

That the Warwickshire Police and Crime Panel:

- 1) Agrees the updated Work Programme for 2014/15;
- 2) Considers whether it wishes to webcast future meetings;
- 3) Reviews the update on recommendations and actions previously requested by the Panel;
- 4) Agrees to delegate the quarterly monitoring of the budget to the Budget Working Group; and
- 5) Allocates two members to attend the Conference on 10th July 2014.

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 21st 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 Recommendations and Actions Plan

- 2.1 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.

3.0 Webcasting

- 3.1 At its last meeting, the Panel requested information on the risks, benefits and associated costs for webcasting meetings of the Police and Crime Panel. As the Panel has taken a decision to hold each meeting at a different venue across the county, mobile webcasting would be the most flexible and appropriate option. This could be delivered through the County Council's Communication's team at an estimated cost of £250 per meeting.
- 3.2 The public view would be from a single point (usually filming the Chair / top table) but the microphone would capture speakers from around the room, even though they will not be on camera. An example of this is the webcasting of the Commissioner's Public Scrutiny meetings, which have proved popular (270 views at the last meeting and positive comments). (Link to the webcast: <http://www.ustream.tv/recorded/45880287>)
- 3.3 The webcast would be available to the public both live, and archived, via a link in a social media or a news article which would take the viewer to a specifically created channel on 'Ustream'. The link could also be published and promoted on the Council's website, the meetings page and from the agenda front page.
- 3.4 Benefits – the principal benefit is that webcasting improves public access to the democratic processes. Members of the public who are unable to attend the meeting have the option to watch the meeting, thereby increasing indirect engagement with the public and increasing public accessibility to the meeting. This is likely to encourage further engagement and the potential for more public representation at Panel meetings. Webcasts will also be available on the Ustream site for a period of time following the meeting.
- 3.5 Risks – members and officers will need to be conscious that even if the public is not present in room, it is very likely that the public will be present 'online' and viewing the webcast either live or post-meeting. Attendees will therefore need to remember that confidential issues should not be raised, without moving into private session.
- 3.6 The Panel is asked to consider whether it wishes to webcast its future meeting.

4.0 Budget Monitoring

- 4.1 The Work Programme 2014/15 includes a requirement for monitoring of the Commissioner's budget on a quarterly basis; however, the meeting frequency for the Panel does not correspond with the availability of the quarterly budget information and therefore there may often be delay before the most recent quarterly information can be considered.

- 4.2 In light of this, it is recommended that the Panel delegate the quarterly budget monitoring to the Budget Working Group. This will ensure that timely scrutiny of the budget is undertaken as the Working Group will be able to schedule meetings once the budget information is produced. This approach worked successfully in 2013/14, when the Working Group met in August to consider the Medium Term Financial Plan and in January to review the budget precept.
- 4.4 The Office of the Police and Crime Commissioner has advised that the Force is required to produce quarterly budget reports to the Commissioner by the end of the month following quarter end. In light of this, it would be appropriate for the Budget Working Group to meet early August (Q1), early November (Q2), early February (Q3) and early May (Q4).
- 4.3 If the Panel accept this recommendation, the Budget Working Group will be required to report its findings back to the Panel and escalate any issues that may require further consideration.

4.4 Membership

The current membership of the Budget Working Group is Councillor Gillian Roache, Councillor Peter Morson and Robin Verso.

5.0 **Conference Event**

- 5.1 Two places have been booked onto a conference event for Police and Crime Panel members and officers on Thursday 10th July 2014 at County Hall, Nottingham. Details of the Programme is attached here:
<http://www.frontlineconsulting.co.uk/courses/>
- 5.2 The Panel is asked to allocate the two spaces, as appropriate.

6.0 **Dates of Future Meetings**

- 6.1 Future meetings of the Police and Crime Panel have been scheduled for 10.00 a.m. on the following dates:
- 18th July 2014
 - 26th September 2014
 - 21st November 2014
 - 3rd February 2015

Appendices:

Appendix A – Work Programme 2014/15

Appendix B – Recommendations and Actions Plan 2014/15

	Name	Contact details
Report Author	Georgina Atkinson	georginaatkinson@warwickshire.gov.uk
Head of Service	Sarah Duxbury	sarahduxbury@warwickshire.gov.uk
Strategic Director	David Carter	davidcarter@warwickshire.gov.uk
Portfolio Holder	Councillor Kam Kaur	cllrkamkaur@warwickshire.gov.uk

**Police and Crime Panel
Work Programme 2014/15**

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"> • Review progress updates in the implementation of the Police and Crime Plan. • Review performance measures against objectives and scrutinise any areas of underperformance. • 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) • Review the Plan and determine matters for in-depth scrutiny; how and when. (Neil Hewison) 	N/a	*Standing item to every meeting – from June 2014 onwards (except for 18 th July as will be picked up in PCC Annual Report)
Complaints	The Panel to considering any complaints made personally against the PCC or the DPCC, taking into account the Complaints Protocol. (Verbal update)	N/a	*Standing item to every meeting
Election of Chair/Vice Chair	The Panel to elect a Chair and Vice-Chair for the 2014/15 Municipal Year. (Georgina Atkinson)	14 th June 2013	20 th June 2014
Rules of Procedure	Update Rules of Procedure to include the Public Question Time scheme. (Jane Pollard)	N/a	20 th June 2014
Appointment of Sub-Panels	To agree the working arrangements and Terms of Reference for the Planning & Performance Working Group; and Victims Services Commissioning Task and Finish Group. (Georgina Atkinson)	18 th March 2014	20 th June 2014

**Police and Crime Panel
Work Programme 2014/15**

Item	Report detail	Date of last report	Date of next report
Police and Crime Panel Annual Report 2013/14	To consider and comment on the Panel's Annual Report for 2013/14. (Georgina Atkinson)	18 th March 2014	20 th June 2014
Special Constables	Two Special Constables will be in attendance to share their experiences of the role. (Cl Slemensek)	3 rd February 2014	20 th June 2014 - TBC
Community Engagement and Delivery Plan	<p>The Panel to consider:</p> <ul style="list-style-type: none"> • How public engagement has been used to inform and shape the Police and Crime Plan? • How will the outcome of public/partner meetings be reported back to PCP? • The role of the PCC in responding to issues/requests raised via engagement. • 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 achieved. • (Neil Hewison / Cheryl Bridges) 	27 th September 2013	20 th June 2014
Community Safety Grants	<p>The Panel to consider:</p> <ul style="list-style-type: none"> • What are the criteria for applying/awarding the grants? • What is the decision-making process and how transparent is this? Public notification? • How is the expenditure monitored against the original objectives of the project? Is there an audit trail of expenditure? • Do the five objectives in the Police and Crime Plan reflect those of partners? Are they realistic? Are they adequately funded? (Neil Hewison) 	N/a	20 th June 2014

**Police and Crime Panel
Work Programme 2014/15**

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. (Cl Siemensek)	N/a	20 th June 2014 - TBC
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 th September 2013	18 th July 2014
Joint Property Vehicle Policy	To consider the policy for the Joint Property Vehicle with West Mercia. (Dave Clarke) Possible Task and Finish Group of Estates/Assets Strategy in future?	N/a	18 th July 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	26 th September 2014
PCC Role in Holding the Chief Constable to Account	<p>The Panel to consider:</p> <ul style="list-style-type: none"> • How does the PCC hold the Chief Constable to account, what are his conclusions and why? What evidence is there that practical changes and improvements have been made by the Commissioner holding the Chief Constable to account? • How does the PCC measure efficiency and effectiveness of Warwickshire Police? What are results and conclusions? Review and determine whether the PCP has anything of value to add. How is the Force relative to other authorities? Information/ view of HMIC. (Neil Hewison) 	N/a	26 th September 2014

**Police and Crime Panel
Work Programme 2014/15**

Item	Report detail	Date of last report	Date of next report
Victims Services Commissioning Task and Finish Group	To receive the final report and recommendations of the Task and Finish Group. (Georgina Atkinson)	N/a	26 th 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"> • What changes are you seeing on the ground as a result of the Commissioner's actions? • Do you have a clear understanding about what your Partnership needs to do to help achieve the outcomes in the Police and Crime Plan? • Is there anything that the bodies want the PCP to focus on re: the PCC's activity and priorities? (Georgina Atkinson) 	N/a	Review to be undertaken in autumn and report back to Panel 21 st November? Link individual Panel members to individual partners and then report back?
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	21 st November 2014
Office of the Police and Crime Commissioner	To consider the rationale, funding sources and budget implications and any future proposed expansions of the OPCC, include comparative information to other Offices. (Neil Hewison)	N/a	21 st November 2014

**Police and Crime Panel
Work Programme 2014/15**

Item	Report detail	Date of last report	Date of next report
Strategic Policing Requirement	<p>The Panel to consider:</p> <ul style="list-style-type: none"> • Information about the SPR and budget. • How the SPR affects the services delivered in Warwickshire, including the resources committed to meet the SPR. • Outcome of the HMIS inspection (due 2014). 	N/a	TBC – once the HMIC inspection has been. NH check timescales. undertaken
Budget Precept 2014/15	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)	3 rd February 2014	3 rd February 2015

Informal Meetings / Briefing Notes

Item	Briefing Note detail	Date requested	Date scheduled / circulated
Rural and Business Crime	To receive statistical information / data regarding rural and business crime.	18 th March 2014	29 th April 2014
Budget Briefing	Informal briefing be provided for Panel members regarding the formation of the policing budget, which will also pick up on the previous requests/points raised by the Budget Working Group:	3 rd February 2014	To be scheduled every November.

**Police and Crime Panel
Work Programme 2014/15**

	<ul style="list-style-type: none">• Detailed breakdown of the Alliance Savings Plans• Capital Programme management and monitoring procedures• Clarification on the Police and Crime Commissioner's thoughts on the Capital Programme and how he challenged and monitored the Programme. (Dave Clarke)		
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**Recommendations and Actions raised by
Police and Crime Panel 2014/15**

Date raised by the Panel	Recommendation / Action	Lead Member / Officer	Panel Update	Progress Notes
27 th 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	20 th June 2014	<p>COMPLETED – Information was tagged onto the supplementary information for Stratford DC. The other authorities did not send out supplementary information as a matter of course, though did signpost to the information through their own websites. Other options to disseminate information, such as through ‘Newsbeat’ are currently being considered.</p> <p>Adverts will be placed in the local media to publicise the Public Scrutiny meetings and the webcasting is proving popular (270 views at the last meeting).</p>
27 th 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	20 th June 2014	<p>COMPLETED</p> <p>The creation of a MASH does feature in the refresh of the Police and Crime Plan 2013-17 and this piece of work has been allocated to a Policy Officer.</p>
27 th 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	20 th June 2014	<p>COMPLETED Briefing note circulated to the Panel – 28th March 2014.</p>

**Recommendations and Actions raised by
Police and Crime Panel 2014/15**

<p>22nd November 2013</p>	<p>To request that a mapping structure of the Safer Neighbourhood Teams be provided to elected members to share with the public.</p> <p>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'.</p>	<p>Chief Inspector Slemensek</p>	<p>20th June 2014</p>	<p>COMPLETED</p> <p>SNT charts have been circulated with the Police and Crime Panel agenda for 3rd February 2014. Once photos have been received, these will be circulated to the Panel.</p>
<p>22nd November 2013</p>	<p>Councillor Gillian Roache requested that the Commissioner explore the provision of funding support to the CCTV service. The Commissioner agreed to consider this proposal.</p>	<p>PCC</p>	<p>20th June 2014</p>	<p>COMPLETED – The PCC grant scheme has been completed and there were no requests from the CSPS for funding support for the CCTV service.</p>
<p>3rd February 2014</p>	<p>Informal briefing be provided for Panel members regarding the formation of the policing budget, which will also pick up on the previous requests/points raised by the Budget Working Group:</p> <ul style="list-style-type: none"> • Detailed breakdown of the Alliance Savings Plans • Capital Programme management and monitoring procedures • Clarification on the Police and Crime Commissioner's thoughts on the Capital Programme and how he challenged and monitored the Programme. 	<p>Dave Clarke / Georgina Atkinson</p>	<p>20th June 2014</p>	<p>COMPLETED – Will be held every November – Georgina Atkinson and Dave Clarke to plan arrangements in August. Has been added to Work Programme 2014/15.</p>
<p>3rd February 2014</p>	<p>Request statistical information regarding business and rural crime.</p>	<p>Georgina Atkinson / Jemma Bull</p>	<p>20th June 2014</p>	<p>COMPLETED – information circulated to the Panel 29th April.</p>

**Recommendations and Actions raised by
Police and Crime Panel 2014/15**

18 th March 2014	Request that an assessment of the benefits, risks and costs for webcasting meetings of the Panel be undertaken.	Georgina Atkinson	20 th June 2014	Include in Work Programme report, to be presented at 20 th June meeting.
18 th March 2014	Request that the scoping document for the Victim Services Commissioning Task and Finish Group be prepared and presented to the next meeting.	Georgina Atkinson	20 th June 2014	COMPLETED – report due for 20 th June meeting.
18 th March 2014	Neil Hewison advised that a Policy Officer was currently working on Victims Services Commissioning and that there was the intention to schedule a Victims Summit in May, to which members of the Panel would be invited.	Neil Hewison / Chris Lewis	20 th June 2014	The Victims Summit is scheduled for 22 May – Robin Verso is attending. A further event will be held for the Panel post-election. Chris Lewis to confirm details, date, etc.