

Warwickshire Police and Crime Panel

26th September 2014

Work Programme 2014/15

Recommendations

That the Warwickshire Police and Crime Panel:

- 1) Agrees the updated Work Programme for 2014/15;
- 2) Reviews the update on recommendations and actions previously requested by the Panel;
- 3) Notes the update on the Victims' Services Task and Finish Group;
- 4) Approves the Terms of Reference of the Planning and Performance Working Group; and
- 5) Notes the meeting dates and arrangements for 2015/16.

1.0 Work Programme

- 1.1 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. A copy of the updated document is attached at **Appendix A**.
- 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 Victims' Services Task and Finish Group

- 3.1 The Task and Finish Group has made positive progress since the last meeting of the Panel and has considered evidence from a wide range of representatives and organisations who support victims of the following categories of crime: anti-social behaviour, hate crime, domestic violence, sexual violence, young victims of crime and bereaved victims.
- 3.2 With the assistance of the Warwickshire County Council's Consultation Officer, the Task and Finish Group has circulated a questionnaire to victims of crime (via the support organisations), to welcome their views and suggestions regarding existing support services. The findings of the survey will form part of the overall evidence base, which will be analysed at the next meeting, scheduled for 30th September.
- 3.3 The detailed findings of the review, together with a series of recommendations, will be presented to the Police and Crime Panel for approval on 21st November 2014. The Panel will be asked to consider the report and to submit the recommendations to the Police and Crime Panel for implementation.

4.0 Planning and Performance Working Group

- 4.1 The first meeting of the Working Group was held on 27th August 2014, at which members discussed the role and purpose of the Working Group. It is proposed that four key roles are:
- 1) To develop the Police and Crime Plan 2013-17 Delivery Plan in partnership with the Office of the Police and Crime Commissioner.
 - 2) To monitor the Commissioner's performance against the outcomes outlined in the Delivery Plan, on a quarterly basis.
 - 3) To undertake a regular review of the Work Programme of the Police and Crime Panel and makes recommendations to the Panel regarding areas of business for future meetings and Task and Finish Group review.
 - 4) To ensure that the activities of the Police and Crime Panel are aligned to the statutory functions of the Police and Crime Commissioner and the objectives of the Police and Crime Plan 2013-17.
- 4.2 A copy of the proposed Terms of Reference is attached at **Appendix C**, which the Panel is asked to approve.

5.0 Dates of Future Meetings

5.1 Future meetings of the Police and Crime Panel have been scheduled for the following dates:

- 21st November 2014 – Elizabeth House, Stratford-upon-Avon (there will be an informal Budget Briefing for all members of the Panel scheduled for 10.00 a.m., followed by the scheduled Panel meeting at 11.00 a.m.)
- 3rd February 2015 – Shire Hall, Warwick
- 24th April – venue to be arranged
- 26th June – venue to be arranged
- 18th September – venue to be arranged
- 20th November – venue to be arranged
- 3rd February 2016 – Shire Hall, Warwick
- 22nd April – venue to be arranged

5.2 The Panel holds all of its formal meetings across the county at each of the six authority's Town/Civic Halls on a rotation basis. It is proposed that this approach continues for the meetings listed above. If the Panel is in agreement of this, venue availability on each of the above dates will be identified and the full list of dates and venues will be published and circulated to members.

Appendices:

Appendix A – Work Programme 2014/15

Appendix B – Recommendations and Actions Plan 2014/15

Appendix C – Planning and Performance Working Group, Terms of Reference

Background Papers:

None.

	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

**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.
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
Report of the Budget Working Group	The Panel has delegated quarterly budget monitoring to the Budget Working Group, which will report its findings and minutes to each relevant PCP meeting. Next report due 26 th September (Georgina Atkinson)	20 th June 2014	* Following each BWG meeting – next due 26 th Sept
Independent Custody Visiting (ICV)	To receive a brief presentation from the Chairs of the North and South ICVs regarding their experiences of the role, key issues/challenges, etc. (Caroline Ryder to support)	N/a	26 th September 2014
Community Safety Ambassadors	Progress report on the Community Safety Ambassador scheme, to include a response to the issues raised by the Police and Crime Panel. (Cheryl Bridges)	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
PCC Role in Holding the Chief Constable to Account	<p>The Panel to consider a verbal report:</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
Operation X / Devonport	To consider the outcome of the Chief Constable's review of Operation X and future proposals regarding the deployment of officers in the three Policing Priority Areas.	N/a	26 th September 2014
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. 	20 th June 2014	26 th September 2014
Home Office Grant	To receive information on the Home Office Grant and options for the allocation of allowances to the Panel. (Georgina Atkinson / Sarah Duxbury)	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
Cyber, Rural and Business Crime	The Panel to receive an update on the PCC's progress in these three priority areas. (Neil Hewison)	20 th June 2014	21 st November 2014
Strategic Policing Requirement	The Panel to consider: <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 HMIC inspection (due 2014). 	N/a	21 st November 2014
Domestic Abuse	To consider the detail and delivery plan regarding the HMIC six recommendations regarding Domestic Abuse and how the Police and Crime Commissioner will address the low conversion rate for persons arrested for domestic abuse being subsequently prosecuted by the Crown Prosecution Service (CPS).	N/a	21 st November 2014
Sexual Violence	To consider a report outlining the reasons for the 6% rate of reported sexual violence cases resulting in a charge or caution, and what measures will be taken by the Police and Crime Commissioner. Report to also include information on how officers are trained to deal with rape incidents and what confidence and support they provide to the victims to progress the prosecution process.	N/a	21 st November 2014
Victims' Services Commissioning Task and Finish Group	To receive the final report and recommendations of the Task and Finish Group. (Georgina Atkinson)	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
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
Joint Property Vehicle Policy	To consider the Full Business Case for the Joint Property Vehicle (Dave Clarke / Richard Elkin)	18 th July 2014	TBC
Election of Chair/Vice Chair	The Panel to elect a Chair and Vice-Chair for the 2015/16 Municipal Year. (Georgina Atkinson)	20 th June 2014	First meeting in new municipal year
Police and Crime Panel Annual Report 2014/15	To consider and comment on the Panel's Annual Report for 2014/15. (Georgina Atkinson)	20 th June 2014	TBC
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? Discuss at Planning & Performance WG

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

Item	Report detail	Date of last report	Date of next report
Criminal Justice Bodies	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) Does the Panel wish to canvass the Criminal Justice Bodies to assess this?	N/a	TBC - Discuss at Planning & Performance WG
PCC Annual Report 2015	The Panel to review the PCC Annual Report and provide a written response (to be published on the web site). (Neil Hewison)	18 th July 2014	June /July 2015

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: <ul style="list-style-type: none"> Detailed breakdown of the Alliance Savings Plans Capital Programme management and monitoring procedures 	3 rd February 2014	To be scheduled every November. 21st November at 10am

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

	<ul style="list-style-type: none"> Clarification on the Police and Crime Commissioner's thoughts on the Capital Programme and how he challenged and monitored the Programme. (Dave Clarke) 		
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 / Georgina Atkinson)	To be produced for October / November	
Road Traffic Collisions	Information and data regarding Road Traffic Collisions involving cyclists, and extenuating factors, particularly in light of the 25% increase in KSIs and how this will be addressed. (Neil Hewison)	18 th July 2014	
Police Complaints	Request information on the police complaints system, with data on volume and outcomes of complaints. (Neil Hewison)	18 th July 2014	See Agenda Item 5 (Appendix A) – 26 th September 2014

**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>

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22 nd November 2013	<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>	Chief Inspector Slemensek	20 th June 2014	<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>
22 nd 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	20 th June 2014	COMPLETED – The PCC grant scheme has been completed and there were no requests from the CSPS for funding support for the CCTV service.
3 rd February 2014	<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. 	Dave Clarke / Georgina Atkinson	20 th June 2014	COMPLETED – Will be held every November – Georgina Atkinson and Dave Clarke to plan arrangements in August. Has been added to Work Programme 2014/15.
3 rd February 2014	Request statistical information regarding business and rural crime.	Georgina Atkinson / Jemma Bull	20 th June 2014	COMPLETED – information circulated to the Panel 29 th April.

**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	COMPLETED – included 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.
20 th June 2014	The Chair referred to the Panel's previous decision to invite Neighbourhood Watch representatives to Panel meetings and it was agreed that every effort be made to encourage attendance for future meetings.	Georgina Atkinson	18 th July 2014	COMPLETED – an email was sent to the Chair of NW on 23 rd March 2014 with details of future meetings, the public QT and encouragement to attend in future.
20 th June 2014	The increase in cycle collisions may indicate a need for increased education of road users. Members requested that more detail be provided on the nature of the collisions e.g. was it happening on particular roads or in particular environments.	Georgina Atkinson to liaise with Road Safety Team	18 th July 2014	COMPLETED Briefing note from WCC Road Safety Team circulated 16 th September.
20 th June 2014	The Panel requested a list of the CSAs so that they could be sure they had the name of their local CSA.	Neil Hewison / Cheryl Bridges	18 th July 2014	COMPLETED – list of CSAs and contact details circulated to the Panel, 24 th June.

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

20 th June 2014	Blueprint Model – it was agreed that the report be recirculated with the four work streams listed as these appear to be missing from the text on page 5, along with a chart of the governance arrangements.	Neil Hewison	18 th July 2014	COMPELTED – The workstreams are yet to be allocated; there is a senior leaders workshop this week to allocate programmes and projects under these five workstream leads. A definition about the subject titles within each element of the PAG workstream was circulated to the Panel on 24 th June 2014.
20 th June 2014	It was agreed that the Medium Term Financial Plan and position on reserves be put to the next meeting of the Budget Working Group to look at in more detail. Dave Clarke advised that he would include the risk assessment he undertook each year. It was agreed that the Panel look at this again at its meeting in July.	Georgina Atkinson / Dave Clarke	18 th July 2014	Agreed that Working Group will meet in August – awaiting date proposals from Dave Clarke, will be picked up in the action below.
20 th June 2014	The Panel agreed to delegate quarterly budget monitoring to the Budget Working Group.	Georgina Atkinson / Dave Clarke	18 th July 2014	COMPLETED – Meetings to be arranged for early August (Q1), early November (Q2), early February (Q3) and early May (Q4).
20 th June 2014	That future meetings are webcast, subject to monitor of the effectiveness of their operation.	Georgina Atkinson to liaise with Communications team	18 th July 2014	COMPLETED – first webcast meeting, 18 th July 2014.

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

18 th July 2014	<p>Recommendations to the Police and Crime Commissioner, in respect of the draft Annual Report 2014:</p> <ol style="list-style-type: none"> 1) That the 'Warwickshire Police Performance' section include greater detail regarding performance and crime statistics; and 2) That the 'End of Year Finance Report 2013/14' section provides greater clarity to avoid the misinterpretation of year-on-year budget comparisons. 	Neil Hewison	26 th September 2014	<p>COMPLETED</p> <p>1) The End of Year performance report will be included as an appendix to the Annual Report.</p> <p>2) This section now has greater clarity and information.</p>
Road Traffic Collisions	Information and data regarding Road Traffic Collisions involving cyclists, and extenuating factors, particularly in light of the 25% increase in KSIs and how this will be addressed.	Neil Hewison	26 th September 2014	To be provided to the Panel as a briefing note – agreed with NH, 1 st August.
Police Complaints	Request information on the police complaints system, with data on volume and outcomes of complaints.	Neil Hewison	26 th September 2014	<p>COMPLETED</p> <p>See Agenda Item 5 (Appendix A) – 26th September 2014</p>

**Warwickshire Police and Crime Panel
Planning and Performance Working Group
Terms of Reference**

Working Group	Planning and Performance
Working Group Members	<p><u>2014/15:</u></p> <p>Cllr Dennis Harvey Cllr Peter Fowler Cllr June Tandy Bob Malloy Robin Verso</p>
Key Officers / Departments	<p><u>Office of the Police and Crime Commissioner:</u></p> <p>Neil Hewison, Chief Executive Rebecca Parsons, Scrutiny and Performance Officer</p> <p><u>Warwickshire County Council:</u></p> <p>Georgina Atkinson</p>
Frequency	To meet on a quarterly basis.
Rationale (Key issues and/or reason for the Working Group)	To review performance and the delivery of the Police and Crime Commissioner's priorities, as outlined in the Police and Crime Plan 2013-17 and Delivery Plan.
Role and Objectives of the Working Group	<ol style="list-style-type: none"> 1) To develop the Police and Crime Plan 2013-17 Delivery Plan in partnership with the Office of the Police and Crime Commissioner. 2) To monitor the Commissioner's performance against the outcomes outlined in the Delivery Plan, on a quarterly basis. 3) To undertake a regular review of the Work Programme of the Police and Crime Panel and makes recommendations to the Panel regarding areas of business for future meetings and Task and Finish Group review. 4) To ensure that the activities of the Police and Crime Panel are aligned to the statutory functions of the Police and Crime Commissioner and the objectives of the Police and Crime Plan 2013-17.

**Warwickshire Police and Crime Panel
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<p>What information is needed?</p>	<ul style="list-style-type: none"> • Police and Crime Plan 2013-17 and the Delivery Plan • Warwickshire Police performance data • Police and Crime Panel Work Programme • Information from other Police and Crime Panels, as necessary. • Information, including performance figures where appropriate, from agencies overseen or funded by the OPCC.
<p>Indicators of Success</p>	<p>To effectively and constructively hold the Police and Crime Commissioner to account through the development of a robust and coherent a) Police and Crime Plan 2013-17 Delivery Plan and b) Police and Crime Panel Work Programme.</p>