

Warwickshire Police and Crime Panel

21 June 2018

Appointment of Working Groups

Recommendations

- 1) That the Panel confirms the continuation of the Planning and Performance Working Group and the Budget Working Group.
- 2) The Panel confirms the membership of the two working groups.

1.0 Summary

The Panel has established two working groups on a permanent basis to give detailed consideration to budget and performance issues and enable more proactive scrutiny. The membership has been a minimum of three members and the Chair of the Police and Crime Panel is an ex-officio member on each. The working groups have met quarterly since their inception.

The Panel is invited to consider the reappointment of the groups for 2018/19.

2.0 The Budget Working Group

- 2.1 The terms of reference of the Budget Working Group are set out in Appendix A.
- 2.2 A programme of dates for 2018/19 has yet to be confirmed but the first meeting has been arranged for Tuesday 10 July at 10.00 am.
- 2.3 The following Panel members made up the membership of the Working Group in 2017/18:

Councillor Adrian Warwick (Chair)
Councillor Richard Chattaway
Councillor Gwynne Pomfrett.

Councillor Pomfrett is no longer a member of the Police and Crime Panel and therefore a new appointment is required.

3.0 The Planning and Performance Working Group

3.1 The terms of reference of the Planning and Performance Working Group are set out in Appendix B.

3.2 Meetings have been arranged for 10.00 am on the following dates:

- 3 September 2018
- 5 November 2018
- 21 January 2019
- 13 May 2019

3.3 The following Panel members made up the membership of the Working Group in 2017/18:

Councillor Neil Dirveiks
Bob Malloy (Chair)
Andy Davis

4.0 Conclusion

The Panel is recommended to reappoint members to the Budget Working Group and the Planning and Performance Working Group for the 2017/18 municipal year.

Appendices

Appendix A – Planning and Performance Working Group Terms of Reference

Appendix B – Budget Working Group Terms of Reference

	Name	Contact details
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Appendix A - Budget Working Group Terms of Reference

Working Group	Budget Working Group
Working Group Membership	3 members as a minimum
Key Officers / Departments	<p><u>Office of the Police and Crime Commissioner:</u> Elizabeth Hall, Treasurer Deputy Treasurer</p> <p><u>Warwickshire County Council:</u> Democratic Services Officer (vacant) Virginia Rennie</p>
Frequency	To meet on a quarterly basis in line with the production of the quarterly budget monitoring reports.
Rationale (Key issues and/or reason for the Working Group)	<p>The Budget Working Group was established by the Police and Crime Panel to:</p> <ul style="list-style-type: none"> a) undertake detailed review of the budget and quarterly finance reports; b) Evaluate the Commissioner's proposed precept and make recommendations, if considered appropriate, to the Panel at the annual precept meeting. c) undertake quarterly monitoring of the Commissioner's financial plans, including the capital and revenue programmes; <p>The Police and Crime Panel will receive the minutes of each working group meeting, together with a highlight report identifying key issues.</p>
What information is needed?	<ul style="list-style-type: none"> • Quarterly budget reports, including information on the capital and revenue budget position, and any under/overspends • Timely sight of the Commissioner's precept proposals. • HMIC Value for Money Reports • Detail of Home Office funding and grant allocations, as necessary.
Indicators of Success	<ul style="list-style-type: none"> a) That the PCCs approach to budget spending is robustly monitored and challenged where necessary. b) That the PCC acts on recommendations put forward by the Police and Crime Panel.

Appendix B – Planning and Performance Working Group Terms of Reference

Working Group	Planning and Performance Working Group
Working Group Membership	3 members as a minimum
Key Officers / Departments	<p><u>Office of the Police and Crime Commissioner:</u></p> <p>Neil Hewison, Chief Executive David Patterson, Development and Policy Lead - Performance</p> <p><u>Warwickshire County Council:</u> Democratic Services Officer (vacant).</p> <p><u>Warwickshire Police</u> A senior officer as and when required</p>
Frequency	To meet on a quarterly basis in line with the production of the quarterly performance reports.
Rationale (Key issues and/or reason for the Working Group)	<p>The Planning and Performance Working Group was established by the Police and Crime Panel to:</p> <ol style="list-style-type: none"> a) Monitor the Commissioner’s performance against the objectives of the Police and Crime Plan and its associated Delivery Plan. b) Analyse the latest performance reports from Warwickshire Police in order to identify any key issues to raise with the Commissioner at future Panel meetings. c) Review the work programme of the Police and Crime Panel and make recommendations to the Panel regarding areas of business for future meetings and task and finish group reviews. <p>The Police and Crime Panel will receive the minutes of each working group meeting, together with a highlight report identifying key issues.</p>
What information is needed?	<ul style="list-style-type: none"> • Police and Crime Plan 2016-2021 and the Delivery Plan • Warwickshire Police performance data • Police and Crime Panel Work Programme • Information from other Police and Crime Panels, as necessary. • Where appropriate, information from agencies overseen or funded by the OPCC.
Indicators of Success	<ol style="list-style-type: none"> a) That the delivery of the Police and Crime Plan is monitored and outcomes reported to the Police and Crime Panel. b) That the working group provide the Police and Crime Panel with recommendations on work programming, ensuring that each meeting has sufficient business for the Panel to robustly exercise its duties. c) That the PCC acts on recommendations put forward by the Police and Crime Panel.