

Warwickshire Police and Crime Panel

23 June 2022

Appointment of Working Groups

Recommendations

That the Police and Crime Panel:

1. Confirms the continuation of the Planning and Performance Working Group and the Budget Working Group.
2. Confirms the terms of reference of the two working groups.
3. 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 group. The working groups have met quarterly since their inception.

The Panel is invited to consider the reappointment of the groups for 2022/23.

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 The Office of the Police and Crime Commissioner (OPCC) has been contacted to coordinate prospective meeting dates for the municipal year ahead. Once dates have been established, a view will be sought from members appointed to the Budget Working Group.
- 2.3 The following Panel members made up the membership of the Working Group in 2021/22:

Councillor Christopher Kettle (Chair)
Councillor Jenny Fradgley
Councillor John Holland
Councillor Derek Poole
Councillor David Reilly (ex Officio)

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 The OPCC has been contacted to coordinate prospective meeting dates for the municipal year ahead. Once dates have been established, a view will be sought from members appointed to the Planning and Performance Working Group.

Consideration has been given to the advantages of scheduling meetings in alignment with the quarterly Assurance Meetings between the Commissioner and the Force. This would allow the Working Group to receive up-to-date information and limit duplication of work on the part of the OPCC. The Working Group would be able to report its findings to the wider Panel on a timely basis by provisionally scheduling meetings around the following dates:

- Early September 2022 ahead of the Panel meeting on 22 September 2022
- Early November 2022 ahead of the Panel meeting on 17 November 2022
- February or March 2023 ahead of the Panel meeting on 6 April 2023

The terms of reference refer to quarterly meetings. There could be scope to meet in January 2023; however, the fourth meeting could be left open to be utilised when required.

- 3.3 The following Panel members made up the membership of the Working Group in 2021/22:

Mr Andy Davis (Chair)
Councillor Barbara Brown
Mr Andrew Davies
Councillor Clare Golby
Councillor Dave Humphreys
Councillor Christopher Kettle
Councillor David Reilly (ex-Officio)

4.0 Conclusion

The Panel is recommended to reappoint members to the Budget Working Group and the Planning and Performance Working Group for the 2022/23 municipal year.

Appendices

Appendix A – Budget Working Group Terms of Reference

Appendix B – Planning and Performance Working Group Terms of Reference

	Name	Contact Information
Report Author	John Cole	johncole@warwickshire.gov.uk Tel: 01926 736118
Assistant Director	Sarah Duxbury	sarahduxbury@warwickshire.gov.uk
Strategic Director	Rob Powell	robpowell@warwickshire.gov.uk

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> Polly Reed, Chief Executive Sara Ansell, Treasurer</p> <p><u>Warwickshire County Council:</u> John Cole, Democratic Services Officer Virginia Rennie, Financial Advisor</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>Polly Reed, Chief Executive Claire Morris, Head of Business Services and Assurance David Patterson, Assurance and Scrutiny Officer</p> <p><u>Warwickshire County Council:</u></p> <p>John Cole, Democratic Services Officer Caroline Gutteridge, Legal Advisor</p> <p><u>Warwickshire Police</u></p> <p>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 2021 – 2025 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	<ul 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.
------------------------------	--