

NOTTINGHAMSHIRE POLICE AND CRIME PANEL

Monday, 03 December 2012 at 10:00
County Hall, County Hall, West Bridgford, Nottingham NG2
7QP

AGENDA

- | | | |
|-----------|---|----------------|
| 1 | Minutes of last meeting held on 19 October 2012 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Membership | |
| 4a | Local Authority Membership | 7 - 8 |
| 4b | Independent Co-optees | 9 - 10 |
| 5 | Introduction to the Police and Crime Commissioner | 11 - 12 |
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| 7 | Work Programme | 21 - 24 |

Notes

- (a) Declarations of Interests – Persons making a declaration of interest should have regard to their own Council's Code of Conduct and the Panel's Procedural Rules.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford (Tel. 0115 9772590) or a colleague in Democratic Services at Nottinghamshire County Council prior to the meeting.

- (b) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (c) Membership

Chairman - Councillor John Clarke – Gedling Borough Council
Vice-Chairman – Mayor Tony Egginton – Mansfield District Council
Councillor Eunice Campbell – Nottingham City Council – TO BE CONFIRMED
Councillor David Challinor – Bassetlaw District Council
Councillor Jon Collins – Nottingham City Council
Councillor Georgina Culley – Nottingham City Council – TO BE CONFIRMED
Councillor Eddie Fearon – Rushcliffe Borough Council
Councillor Eric Kerry – Nottinghamshire County Council
Councillor John Knight – Ashfield District Council
Councillor Pat Lally – Broxtowe Borough Council
Councillor Keith Longdon – Nottinghamshire County Council – TO BE CONFIRMED
Councillor Alex Norris – Nottingham City Council
Councillor Tony Roberts MBE – Newark and Sherwood District Council

** These Councillor co-options are subject to Secretary of State approval.*

NOTTINGHAMSHIRE POLICE AND CRIME PANEL

MINUTES OF THE MEETING HELD ON 19 OCTOBER 2012 AT 4PM AT COUNTY HALL, WEST BRIDGFORD, NOTTINGHAM

MEMBERS PRESENT

(A denotes absent)

Councillor David Challinor – Bassetlaw District Council
 Councillor Jon Collins – Nottingham City Council
 Councillor John Clarke – Gedling Borough Council
 Executive Mayor Tony Egginton – Mansfield District Council
 Councillor Eddie Fearon – Rushcliffe Borough Council
 Councillor Eric Kerry – Nottinghamshire County Council
 Councillor John Knight – Ashfield District Council
 Councillor Pat Lally – Broxtowe Borough Council
 Councillor Alex Norris – Nottingham City Council
 Councillor Tony Roberts MBE – Newark and Sherwood District Council – A

SUBSTITUTE MEMBERS PRESENT

Councillor Roger Blaney - Newark and Sherwood District Council

OFFICERS PRESENT

Jayne Francis-Ward – Monitoring Officer)	Nottinghamshire
Keith Ford – Senior Democratic Services Officer	}	County Council
Chris Holmes – Team Manager, Democratic Services)	(Host Authority)

1. APPOINTMENT OF CHAIRMAN

RESOLVED 2012/001

That Councillor John Clarke be appointed Chairman of the Panel for the 2012/13 municipal year.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED 2012/002

That Tony Egginton be appointed Vice-Chairman of the Panel for the 2012/13 municipal year.

3. APOLOGIES FOR ABSENCE

Councillor Roger Blaney attended the meeting as a substitute for Councillor Tony Roberts.

4. DECLARATIONS OF INTERESTS

None.

5. PANEL ARRANGEMENTS

The report was introduced, detailing the Panel Arrangements that had now been agreed by all of the Councils involved in the Panel.

RESOLVED 2012/003

That the Panel Arrangements be noted.

6. RULES OF PROCEDURE

The report was introduced, containing the proposed Rules of Procedure for the Panel.

RESOLVED 2012/004

That the Rules of Procedure, as set out in the appendix to the report, be adopted.

7. PANEL MEMBERSHIP

(a) Local Authority Membership

The report was introduced, outlining the proposal for Nottingham City Council to have additional co-opted members on the Panel in order to achieve a more balanced membership.

It was clarified that the report contained errors at paragraph 14 and that percentage signs had been incorrectly included after the political balance proportions. These proportions should instead have stated:-

5.01 Labour
3.31 Conservative
0.89 Independent
0.79 Liberal Democrat.

During discussions, the following issues were raised:-

- Councillor Collins underlined his commitment to use the additional places, if agreed by the Panel and approved by the Secretary of State, to achieve better balance for the Panel's membership in terms of gender and ethnicity representation. He also agreed to look at reflecting political balance by considering offering one of any additional places agreed to a Conservative councillor;

- it was underlined that the overall balance of the Panel's membership needed to be reviewed at each annual meeting of the Panel, commencing in June 2013;
- the need for a Liberal Democrat representative in order to achieve political balance was raised. Following discussions, it was proposed that a place should be offered to the Liberal Democrat Group at Nottinghamshire County Council (subject to approval by the Secretary of State).

RESOLVED 2012/005

That, subject to approval by the Secretary of State:-

- i) two additional co-optee Councillor places be offered to Nottingham City Council; and**
- ii) one co-optee Councillor place be offered to the Liberal Democrat Group at Nottinghamshire County Council.**

(b) Independent Co-optees – recruitment process

The report was introduced and it was clarified that it was proposed that these appointments would be for an initial period of six months, ahead of a review of the Panel's overall membership in June 2013.

Members requested that the proposed sub-group, in making its nominations for the independent co-optee members, should consider seeking one person from the City and one from the County in order to ensure geographical balance. Members also recommended that the future review of membership should seek to widen the scope of any future independent member recruitment, in order to capture a more diverse range of skills and experience.

RESOLVED 2012/006

That a sub-group, consisting of the Chairman, Vice-Chairman and Councillor Norris, be established to agree and undertake the process for nominating two independent members for approval by the full Panel.

8. COMPLAINTS PROCEDURE

The report was introduced, highlighting that the complaints procedure would be developed once Home Office guidance had been published.

RESOLVED 2012/007

- 1) That a draft complaints procedure be considered for approval at the next meeting of the Panel.**
- 2) That, in the interim, any complaints received against the Police and Crime Commissioner be referred to the Monitoring Officer of the Host Authority (Nottinghamshire County Council).**

9. DRAFT WORK PROGRAMME AND SCHEDULE OF MEETINGS

The report was introduced, presenting the initial draft work programme which was based largely around the Panel's statutory responsibilities.

It was reported that the next meeting dates of the Panel had been confirmed as follows:-

- Monday 3 December 2012 – 10am;
- Tuesday 15 January 2013 – 2pm;
- Wednesday 6 February 2013 – 10am.

Members felt that these initial meetings should be held at County Hall as the base of the Host Authority. However, the need to hold future meetings elsewhere in the County in order to raise public awareness of the Panel's role and work was also raised.

RESOLVED 2012/008

- 1) That the draft work programme be noted.**
- 2) That further discussions take place with the Chairman and Vice-Chairman to develop the work programme ahead of the next meeting of the Panel.**

The meeting closed at 4.38pm.

CHAIRMAN
M_19Oct2012

NOTTINGHAMSHIRE POLICE AND CRIME PANEL
3 DECEMBER 2012

4a

LOCAL AUTHORITY MEMBERSHIP

Purpose of the Report

1. To update Members on the issue of Councillor co-options to the Panel.

Information and Advice

2. At the Panel's first meeting of 19 October 2012 it was agreed that two additional places should be offered to Nottingham City Council and one place offered to the Liberal Democrat Group at Nottinghamshire County Council, subject to Secretary of State approval. This was to enable the Panel to better meet the balanced appointment objective, in terms of population and political representation.
3. The City Council subsequently nominated Councillor Eunice Campbell (a Labour Councillor) and Councillor Georgina Culley (Leader of the Conservative Group).
4. Nottinghamshire County Council's Liberal Democrat Group has nominated Councillor Keith Longdon.
5. The Home Office were notified of these nominations on 12 November 2012.
6. The Panel's Councillor membership is now politically balanced as follows:-

Panel Size (Councillor Members only)	Labour	Conservative	Lib Dems	Independents
13	7	4	1	1

7. Once approval has been received from the Home Office, the Local Authority co-optees will be able to take a full and active role as Panel Members. It is hoped that this approval will be received ahead of the Panel meeting on 3 December 2012.

Other Options Considered

8. None.

Reasons for Recommendation/s

9. To update Members on progress with this issue, following discussions at the first meeting of the Panel.

RECOMMENDATION/S

That the current position on Councillor co-options to the Panel be noted.

Background Papers and Published Documents

- 1) Report to Nottinghamshire Police and Crime Panel 19 October 2012 – ‘Local Authority Membership’ and minutes of that meeting (published).

For any enquiries about this report please contact:-

Keith Ford, Senior Democratic Services Officer, Nottinghamshire County Council

keith.ford@nottscc.gov.uk

Tel: 0115 9772590

APPOINTMENT OF INDEPENDENT CO-OPTees

Purpose of the Report

1. To seek Panel approval for the two nominations of the independent co-optee appointment sub-group.

Information and Advice

Background

2. The Police and Social Responsibility Act 2011 requires each Police and Crime Panel to co-opt at least two independent members.
3. At its meeting on 19 October 2012, the Panel established a sub-group (consisting of the Chairman, the Vice-Chairman and Councillor Norris) to agree and undertake the process for appointing two independent co-optees.
4. Panel members had previously supported a proposal arising from the Nottinghamshire Leaders Group that this recruitment process should seek to appoint two independent members and should specifically target the Probation Board Trust and Nottinghamshire Magistrates. It was felt that by following this approach, the Panel would gain particular skills and areas of experience which would help meet the balanced appointment objective overall.
5. At the 19 October 2012 meeting, the Panel also agreed that the sub-group should consider seeking to achieve geographical balance by having one nominee from the City and one from the County.
6. The sub-group is due to interview shortlisted candidates on Thursday 29 November 2012. Details of the proposed nominations will be circulated via e-mail to Members on 30 November for approval at this Panel meeting.
7. Twelve applications were received from local magistrates and a single application was received from the Probation Trust Board. The sub-group shortlisted four local magistrates (two from the City and two from the County) and the Probation Trust Board nomination for interview.
8. These appointments are initially for a temporary period of six months, to give the Panel an opportunity to review its membership overall in terms of skills and experience in June 2013. Going forward, any subsequent independent co-optee appointments will be for a term of two years, in line with the Panel Arrangements.
9. At the 19 October meeting, Panel Members also recommended that this future membership review should seek to widen the scope of any future independent

member recruitment in order to capture a more diverse range of skills and experience.

10. One unsolicited application from a voluntary and community sector representative was also received. The sub-group felt that it would not be appropriate to shortlist this candidate at this stage in light of the previous agreement to focus the initial recruitment on Probation Trust Board and Magistrate nominations. However, it was agreed that this candidate's application should be placed on file ahead of any decision to seek further independent co-optees arising from the planned membership review in June 2013.
11. Should the nominations be approved today then the independent co-optees will be able to join the Panel for the remainder of the meeting, with full voting rights.

Other Options Considered

12. The process of targeted recruitment proposed by the Leaders Group will enable the Panel to initially address existing gaps in skills and experience.
13. The temporary appointments will give the Panel greater flexibility in reviewing the balance of its membership at its first annual meeting in June 2013. Possible options at that stage could include:-
 - confirming the initial temporary appointments for a further full two year term;
 - appointing other co-optees through a wider recruitment process; or
 - increasing the number of independent co-optees in total (subject to approval by the Secretary of State).

Reasons for Recommendation/s

14. To enable the appointment of independent co-optees.

RECOMMENDATION/S

That the nominations put forward by the sub-group, following the interviews held on 29 November 2012, be approved.

Background Papers and Published Documents

- 1) Report to Nottinghamshire Police and Crime Panel 19 October 2012 – 'Independent Co-optees' and the minutes of that meeting (published).

For any enquiries about this report please contact:-

Keith Ford, Senior Democratic Services Officer, Nottinghamshire County Council
keith.ford@nottscc.gov.uk Tel: 0115 9772590

INTRODUCTION TO THE POLICE AND CRIME COMMISSIONER

Purpose of the Report

1. To give an opportunity for the Police and Crime Commissioner to address the Panel.

Information and Advice

2. As Members will be aware, Paddy Tipping was elected as Nottinghamshire's first Police and Crime Commissioner on 16 November 2012. Mr Tipping took up office on 22 November 2012.
3. The Commissioner will attend the Panel meeting on 3 December 2012 to underline his priorities and his initial proposals to help achieve these priorities.
4. The Commissioner will also outline how he proposes to work together with the Panel and how the Panel can support him in his work.

Other Options Considered

5. None.

Reasons for Recommendation/s

6. To update Panel Members.

RECOMMENDATION/S

- 1) That the Commissioner's priorities be noted.
- 2) That Members consider the Commissioner's proposals on working together and the potential areas of support which the Panel could offer.

Background Papers and Published Documents

None.

For any enquiries about this report please contact:-

Keith Ford, Senior Democratic Services Officer, Nottinghamshire County Council
keith.ford@nottscc.gov.uk
Tel: 0115 9772590

COMPLAINTS PROCEDURE

Purpose of the Report

1. To seek approval of the Police and Crime Panel's Complaints Procedure.

Information and Advice

2. The Police and Crime Panel is required to make suitable arrangements for handling complaints against the Police and Crime Commissioner. Criminal complaints are to be referred to the Independent Police Complaints Commission, while local arrangements are required for dealing with other complaints.
3. At the last meeting of the PCP it was agreed that an interim complaints arrangement be adopted, as guidance was awaited. The Home Office published its guidance on 9 November.
4. A draft Complaints Procedure is attached at the Appendix to this report.
5. The proposal is that the Host Authority's Monitoring Officer (Nottinghamshire County Council's Monitoring Officer) will be delegated responsibility for much of the procedure. If approved, it is suggested that this arrangement is reviewed after 6 months. In particular the volume of complaints, and the resource and cost implications for the Host Authority, should be considered at that time.
6. Once adopted, the Complaints Procedure will be published on the PCP's website, and the Police and Crime Commissioner, Police Force and Independent Police Complaints Commission will be informed of the arrangements.

Other Options Considered

7. The Panel could consider amendments to the draft procedure attached. For example it could decide to delegate responsibility for the initial handling of complaints to the Police and Crime Commissioner's Chief Executive, or it could decide not to delegate any responsibilities and/or to discharge them via sub-committees.

Reason/s for Recommendation/s

8. It is a statutory requirement for the Panel to make arrangements for dealing with complaints.

RECOMMENDATION/S

- 1) That the draft complaints procedure attached to the report is adopted.

- 2) That the complaints procedure be reviewed after it has been in operation for 6 months.

Background Papers and Published Documents:-

The Police Reform and Social Responsibility Act 2011 (published)

<http://www.legislation.gov.uk/ukpga/2011/13/contents/enacted>

The Elected Local Policing Bodies (Complaints and Misconduct Regulations 2012 (published) <http://www.legislation.gov.uk/uksi/2012/62/part/1/made?view=plain>

The Police and Crime Panel report dated 19 October 2012 and minutes of that meeting (published)

Home Office guidance: Police and Crime Panel Regulations – non-criminal complaints and misconduct (published)

<http://www.homeoffice.gov.uk/publications/police/pcc/pcp-complaints-handling-process?view=Binary>

For any enquiries about this report please contact:-

Sue Bearman, Senior Solicitor, Nottinghamshire County Council

susan.bearman@nottscc.gov.uk,

0115 9773378

Appendix

NOTTINGHAMSHIRE POLICE AND CRIME PANEL COMPLAINTS PROCEDURE

BACKGROUND

1. This procedure has been adopted to ensure compliance with the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 which are issued under the Police Reform and Social Responsibility Act 2011.
2. There are separate procedures for complaints against the Commissioner's office and staff, and complaints regarding operational policing, the Chief Constable and other police officers. Details are available on the Commissioner's website and on the PCP website.

AIMS/OBJECTIVES

3. To set out the way complaints against the Police and Crime Commissioner (the Commissioner) and the Deputy Police and Crime Commissioner (the Deputy Commissioner) will be handled by the Police and Crime Panel (PCP).
4. To reassure the public that complaints against the Commissioner and the Deputy Commissioner are dealt with fairly and appropriately.
5. To reassure the public that any complaint relating to a criminal offence will be referred by the PCP to the Independent Police Complaints Commission.

INITIAL HANDLING OF COMPLAINTS

Submitting a complaint

6. The PCP has delegated authority for the initial handling of complaints, together with other aspects of the process, to the Host Authority's Monitoring Officer (Nottinghamshire County Council's Monitoring Officer) under Section 101(2) of the Local Government Act 1972.

Complaints should be sent to:

**The Monitoring Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP**

Or emailed to Jayne.Francis-Ward@nottscc.gov.uk

7. When submitting a complaint it is helpful to provide as much information as possible, to be specific regarding what was allegedly said or done, the date it

happened, and whether there were any witnesses. A form is available on the website.

Timescales

8. Wherever possible complaints will be acknowledged within 5 working days, and concluded within 40 working days if dealt with through informal resolution (see paragraph 32 below).

Duty to preserve evidence

9. Where a complaint is made, the first task is to ensure that all appropriate steps are taken to obtain and preserve evidence relating to the complaint. This duty is ongoing until or unless arrangements are made for the complaint to be dealt with through informal resolution (see paragraph 32 below). This is the exception because informal resolution does not involve the investigation of the complaint (i.e. obtaining evidence about it).

Notification and recording of complaints

10. If the complaint relates to another police force area, the police and crime panel for that area must be notified.
11. If the complaint relates to the PCP's police force area it will be recorded.
12. If the complaint is recorded, the complainant and the person complained against will be provided with a copy of the record of complaint. However:
 - The record may be altered to protect the identity of the complainant or any other person.
 - In some cases the Monitoring Officer may decide not to provide a copy of the record, if doing so might prejudice any criminal investigation or pending proceedings or would in some other way not be in the public interest. Any decision not to provide the record will be kept under regular review.
 - This duty to provide a copy of the record does not apply where the complaint has been, or is already being, dealt with by criminal proceedings, or where the complaint is withdrawn.
 - If a decision is taken not to notify or record a complaint, the complainant must be advised and given the reason.

Notification and recording of conduct matters

13. If an issue arises because of a media report or legal proceedings for example, and it appears that the Commissioner or Deputy Commissioner may have committed a criminal offence, this is referred to as a conduct matter.

14. A conduct matter is therefore where no formal complaint has been received, but the matter should be treated in the same way as if there was a complaint.
15. Such matters will be recorded in the same way as a complaint unless it has already been recorded as a complaint or is the subject of criminal proceedings.

Reference to the Independent Police Complaints Commissioner (IPCC)

16. The PCP is not responsible for investigating or determining whether a crime has been committed. The PCP has delegated authority to the Host Authority's Monitoring Officer for filtering complaints and deciding which complaints may amount to criminal conduct and should be referred to the IPCC. The Monitoring Officer may take advice from the IPCC before making a referral.
17. Any conduct matter (see paragraphs 17-19 above) and any serious complaint (a complaint about conduct that constitutes or involves, or appears to, the commission of a criminal offence) must be reported to the IPCC as soon as possible.
18. Any other complaint must be referred if the IPCC requires it.
19. Referrals should be made as soon as possible and no later than the close of business the day after the PCP becomes aware that the matter should be referred.
20. The complainant and the person complained about should be notified, unless doing so might prejudice a future investigation.
21. It is possible for the IPCC to refer any complaint back to the PCP for resolution.

Circumstances when the PCP does not need to deal with a complaint

22. The Monitoring Officer can decide not to refer the complaint for resolution, or to take no action at all, in the following circumstances: -
 - A complaint by a member of the Commissioner's staff, arising from their work
 - A complaint that is more than 12 months old where there is no good reason for the delay or the delay would be likely to cause injustice
 - A complaint about conduct that is already the subject of another complaint
 - An anonymous complaint
 - A complaint which is vexatious, oppressive or otherwise an abuse of process for dealing with complaints
 - A repetitious complaint

23. The complainant will be notified if the decision is taken not to deal with a complaint.

Withdrawn complaints

24. A complainant can withdraw or discontinue their complaint at any time, by notifying the PCP in writing (addressed to the Monitoring Officer) and signing the notification. This must be recorded, and if the complaint has been referred to the IPCC they must be updated too.

25. The PCP may decide not to treat the complaint as withdrawn, but to treat it as a conduct matter and refer it to the IPCC in accordance with the procedure set out above. This decision will be made by the Monitoring Officer in consultation with the Chairman of the PCP.

26. The person who is the subject of the complaint will be kept informed, unless to do so might prejudice a criminal investigation or pending proceedings, or would in some other way not be in the public interest.

Conduct occurring outside England and Wales

27. The Commissioner and Deputy Commissioner are under a duty to notify the PCP via the Monitoring Officer, of any allegation, investigation or proceedings relating to their conduct outside England and Wales. The PCP can take whatever action it thinks fit in these circumstances. This decision will be made by the Monitoring Officer in consultation with the Chairman of the PCP.

Informal Resolution of Complaints

28. If a complaint is not referred to the IPCC or rejected it must be dealt with by informal resolution. This is a way of dealing with a complaint by solving, explaining, clearing up or settling the matter directly with the complainant, without an investigation or formal proceedings. It is a flexible process that may be adapted to the needs of the complainant and the individual complaint.

29. If a complaint has already been satisfactorily dealt with by the time it comes to the PCP's attention, the complaint may be considered resolved and no further action taken. The Monitoring Officer can take this decision following consultation with the Chairman of the PCP.

30. If action is to be taken the Monitoring Officer will make arrangements following consultation with the Chairman of the PCP.

31. The handling of the process can be delegated to : -

- A sub-committee or a single member of the PCP
- Another person, such as the PCC's Chief Executive or the Host Authority's Monitoring Officer

- But the Commissioner and Deputy Commissioner cannot be appointed to consider complaints against each other.
32. If a sub-committee or a person is appointed the PCP can take back responsibility for informal resolution at any time.
33. Informal resolution will be discontinued if the IPCC notifies the PCP that they require the complaint to be referred to them, or if the Monitoring Officer in consultation with the Chairman of the PCP decides the complaint should be referred to the IPCC.

Requirements for information resolution

34. The intention is for the procedure to be flexible so it can be adapted to individual circumstances.
35. However, there are some formal requirements which are set out below:

No investigation can take place. The PCP has power to require the person complained against to provide information and documents to the PCP and to attend to answer questions. This does not amount to an investigation.
The complainant and the person complained against must be given the opportunity to comment on the complaint as soon as is practicable.
Any failure by the person complained against to comment on the complaint when invited to do so will be noted in the written record.
No apology can be tendered on behalf of the person complained against unless the person has admitted the alleged conduct and agreed to the apology.

The outcome of informal resolution

36. There will be no formal sanctions with informal resolution; ultimately the Commissioner and Deputy Commissioner are held accountable by the ballot box. However the PCP may publish a report or recommendation.
37. The aim is to resolve the complaint to the satisfaction of the parties involved. For example, the person complained against may agree that an apology would be appropriate, an explanation might resolve the concern, or an agreement on how to move forward may be reached following mediation.

Publishing the outcome of informal resolution

38. A record of the outcome of the informal resolution must be made as soon as practicable after the process is completed. Copies must be provided to the complainant and the person complained against.

39. The record of the outcome of informal resolution can be published if it is considered to be in the public interest. This decision rests with the Monitoring Officer in consultation with the Chairman of the PCP. Before doing so the complainant and the person complained against will be invited to comment, and their views will be considered.

Keeping records

40. A record of all complaints received will be kept until 12 months after the Commissioner and/or Deputy Commissioner leaves office. The record will include the name of the complainant, details of the complaint and how the matter has been dealt with.

41. Summary reports regarding complaints dealt with under this procedure will be submitted to the PCP on a regular basis.

Appeals

42. There is no right of appeal to informal resolution.

43. However a complaint can be made about the way a matter was handled, for example if it was delayed or if there was a failure to record a complaint. In the first instance the complaint should be addressed to the Chairman of the PCP:

The Chairman of the Police and Crime Panel
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

44. If a satisfactory response is not received the complainant can refer the matter to the Local Government Ombudsman:

The Local Government Ombudsman
PO Box 4771
Coventry
CV4 0EH

WORK PROGRAMME

Purpose of the Report

1. To give Members an opportunity to consider the work programme for the Panel and to suggest further topics for inclusion (see appendix).

Information and Advice

2. The work programme is intended to assist with the Panel's agenda management and forward planning. The draft programme will be updated and reviewed regularly in conjunction with the Chairman and Vice-Chairman of the Panel.
3. Now that the Police and Crime Commissioner has taken up office, it will be possible to firm up the work programme going forwards.
4. The Panel currently has meeting dates finalised for January and February 2013. Although the Panel is only required by its Rules of Procedure to meet four times each municipal year, it is expected that Members may want more meetings during the Commissioner's initial period of office. It is proposed that a meeting be arranged for mid-April 2013 to enable consideration of the Commissioner's Annual Report (first 100 days in office) and an initial overview of progress against the Police and Crime Plan.

Other Options Considered

5. All Members of the Panel are able to suggest items for possible inclusion in the work programme.

Reasons for Recommendation/s

6. To enable the work programme to be developed further.

RECOMMENDATION/S

- 1) That the work programme be noted.
- 2) That a meeting be arranged for mid-April 2013, ahead of the Annual Meeting in June 2013.
- 3) That Members suggest any further topics for possible inclusion in the work programme.
- 4) That discussions take place with the Chairman and Vice-Chairman to develop the work programme further.

Background Papers and Published Documents

- 1) Report to Police and Crime Panel – 19 October 2012 - 'Draft Work Programme and Schedule of Meetings' and minutes of that meeting (published).

For any enquiries about this report please contact:-

Keith Ford, Senior Democratic Services Officer, Nottinghamshire County Council
keith.ford@nottscc.gov.uk
Tel: 0115 9772590

Nottinghamshire Police and Crime Panel

Draft Work Programme (as at 23 November 2012)

<u>Agenda Item</u>	<u>Brief Summary</u>
15 January 2013	
Draft Police and Crime Plan	The Panel is required to review and submit a report or recommendation on the draft Police and Crime Plan of the Commissioner.
Police and Crime Commissioner's Governance Framework and overview of decisions and other action taken.	To consider the Commissioner's Governance Framework. The Panel will also review and scrutinise any decisions and other actions taken by the Commissioner on an ongoing basis.
Information-sharing protocol	The Panel will be asked to consider adopting an information-sharing protocol between the Commissioner and the Panel.
Police and Crime Commissioner's response to the Panel's report on the proposed appointment of a Deputy Police and Crime Commissioner	The Commissioner is required to notify the Panel of whether they have accepted or rejected the Panel's recommendation on the proposed appointment of a Deputy Police and Crime Commissioner.
6 February 2013	
Police Precept	The Panel is required to review and submit a report and recommendation as necessary on the Commissioner's proposed precept by 8 th February 2013. N.B. If the proposed precept is vetoed a further meeting of the Panel will be needed before 22 nd February 2013 in order to respond to the revised precept from the Commissioner.
Overview of Police and Crime Commissioner decisions and other action taken.	The Panel will review and scrutinise any decisions and other actions taken by the Commissioner on an ongoing basis.
April 2013 (date TBC)	
PCC Annual Report	The Panel is required to review the Commissioner's annual report about the exercise of his functions in the financial year and progress in meeting police and crime objectives. It is proposed that this initial annual report will cover the Commissioner's first 100 days in office.
Overview of Police and Crime Commissioner decisions and	The Panel will review and scrutinise any decisions and other actions taken by the Commissioner on an

<u>Agenda Item</u>	<u>Brief Summary</u>
other action taken.	ongoing basis.
Police and Crime Plan	Update on progress against objectives.
Complaints update	Regular update on any complaints received against the Police and Crime Commissioner or Deputy Police and Crime Commissioner.
June 2013 – Annual Meeting (date TBC)	
Review of Balanced Appointment Objective.	<p>The Panel will review its membership to see whether any actions are required in order to meet the requirements for:-</p> <ul style="list-style-type: none"> • the membership to represent all parts of the police force area and be politically balanced; and • members to have the skills, knowledge and experience necessary.
Overview of Police and Crime Commissioner decisions and other action taken.	The Panel will review and scrutinise any decisions and other actions taken by the Commissioner on an ongoing basis.
Complaints Procedure	Review of complaints procedure after six months of operation.