



## CAMBRIDGESHIRE POLICE AND CRIME PANEL ANNUAL MEETING

**THURSDAY 19 JUNE 2014, 2.00 PM**

**Council Chamber - Town Hall, Peterborough City Council**

**Contact – paulina.ford@peterborough.gov.uk, 01733 452508**

### AGENDA

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Membership: (Membership for 2014/2015 To be confirmed)

Councillors: M McGuire, J D Ablewhite, T Bick, M Curtis, G Elsey, T Hunt, N Khan, P Reeve, M Shellens, B Shelton.

Independent Co-optees:

Christine Graham and Raja Ali

Officer Support:

Ian Phillips

Paulina Ford



**MINUTES OF A MEETING OF THE CAMBRIDGESHIRE AND PETERBOROUGH POLICE  
AND CRIME PANEL  
HELD AT HUNTINGDONSHIRE DISTRICT COUNCIL  
ON 19 MARCH 2014**

<b>Members Present:</b>	Councillors Ablewhite (Chair), Bick, Curtis, Elsey, Khan, Shellens, Shelton, and Christine Graham.	
<b>Officers Present:</b>	Paulina Ford Gary Goose	Peterborough City Council Peterborough City Council
<b>Others Present:</b>	Sir Graham Bright Brian Ashton Dr Dorothy Gregson	Cambridgeshire Police and Crime Commissioner Deputy Cambridgeshire Police and Crime Commissioner Chief Executive, Office of the Police and Crime Commissioner

**1. Apologies for Absence**

Apologies were received from Councillor McGuire, Councillor Todd, Councillor Hunt, and Councillor Bullen.

At this point Councillor Bick pointed out that a Co-opted Member of the Committee had not attended any of the meetings for a year and sought clarification on how this might be dealt with. The Governance Officer advised that she would look in to how this might be dealt with. Councillor Ablewhite Acting Chair informed Members that in the meantime he would ask the Chair (Councillor McGuire) to write to the Co-opted Member regarding attendance.

**ACTION**

Councillor McGuire to write to the Independent Co-opted Member concerned regarding his non-attendance at the Cambridgeshire Police and Crime Panel Meetings.

**2. Declarations of Interest**

Christine Graham declared an interest with regard to item 5, Decisions by the Commissioner and in particular decision CPCC 2014-007 – Providing Support for Victims in Cambridgeshire and advised that she would leave the room if that decision was discussed.

**3. Minutes of the meeting held 5 February 2014.**

The Chair advised the Panel that the Commissioners Officer had noted an inaccuracy in the minutes and read out the area that required correction as follows:

## Item 5, Decisions by the Commissioner - Memorandum of Understanding

“Bedfordshire provided technical services, Cambridgeshire was leading on HR, Finance and IT and Hertfordshire were leading on organisation support e.g. Call Centres, Detention Centres.”

The text should have read: “Bedfordshire are leading on protective services, Cambridgeshire are leading on organisational support which includes HR, Finance and IT and Hertfordshire are leading on operational support e.g. Call Centres, Detention Centres.”

The minutes of the meeting held on 5 February 2014 were agreed as an accurate record subject to the above correction.

### **4. Public Questions**

Two questions had been submitted by Mr Richard Taylor a resident of Cambridgeshire which are attached at Appendix 1 of the minutes.

Two questions had been submitted by Huntingdonshire District Councils Overview and Scrutiny Panel (Social Well-Being) and are attached at Appendix 2 of the minutes.

Mr Taylor was in attendance at the meeting and the Chair invited Mr Taylor to present his questions to the Panel.

In response to Mr Taylor’s first question regarding the Rules of Procedure the Chair responded that the Panel was a meeting held in Public and not a Public Meeting which were two different types of meeting. Members of public could however lobby a member of the Panel to ask a question on their behalf.

Mr Taylor submitted a supplementary question which included the following points:

- The public participation item could be made more accessible.
- The rules of procedure with regard to Public Participation could be made clearer within the agenda.
- Public questions could be taken by the Panel as they occur at the meeting.
- The contact details for the support officer for the Panel on the CPCP website were inaccurate.
- Questions for the Panel that have been rejected have not been reported to the Panel.

The Chair commented that he was unaware of any public questions that had been presented to the Panel that had been rejected.

In response to Mr Taylor’s second question regarding holding the Police and Crime Commissioners role to account by the electorate and by the Panel the Chair responded that the electorate would get involved in the process by going out to the ballot box. This was the point of having someone who was politically accountable.

Mr Taylor submitted a supplementary question in which he quoted a comment made by the Chair at the last meeting. Mr Taylor felt that this had indicated that a boundary had been drawn and that there were items outside of the scope of the Panel to which they could hold the Commissioner to account. An example was the Commissioners diary. Mr Taylor felt that this was a way to find items to scrutinise the Commissioner on but the Chair had indicated at the last meeting that this was not within the remit of the Panel.

The Chair responded that this had not indicated that any boundaries had been drawn.

A Member of the Panel commented that it did not seem unreasonable for the Panel to receive details of the Commissioners diary. The public may want to understand how the role of the Commissioner was working and his function.

The Chair thanked Mr Taylor for submitting his questions and attending the meeting.

The Chair then moved to the two questions submitted by Huntingdonshire District Councils Overview and Scrutiny Panel (Social Well-Being) and invited Councillor Curtis who was in attendance to present the questions.

The Panel discussed question one. Comments and questions included:

- A Member of the Panel commented that an example of the Panel scrutinising the Commissioner on engagement with the public was at the last meeting of the Panel when the Panel challenged the Commissioner in regard to what outreach work was being done. This would be seen as community engagement.
- Members of the Panel asked the Commissioner if he had an Engagement Strategy in place. *The Commissioner responded that there was an Engagement Strategy in place and that he had just appointed a new Director of Communications and Engagement.* The Chair requested that the Panel receive a copy of the Engagement Strategy.
- A Member of the Panel was concerned that the constabulary was not engaging with the public with regard to events like the proposed EDL march in Peterborough. *The Commissioner responded that this was operational and for the Chief Constable. The Engagement Strategy set out in the Police and Crime Plan held the Chief Constable to account. The Commissioner assured the Panel that he had spoken to the Chief Constable regarding the EDL march and everything possible was being done to address it.*
- A Member of the Panel commented that it was also the role of the Members of the Panel to explain to members of the public at meetings that they attended what the role of the Police and Crime Commissioner was and the work that he was undertaking.

The Chair referred to the supplementary question submitted by Huntingdonshire District Councils Overview and Scrutiny Panel and responded that the Panel would wait until it had seen the Commissioners Engagement Strategy and then comment and make any recommendations if required.

The Panel discussed the second question from Huntingdonshire District Councils Overview and Scrutiny Panel. Comments and questions included:

- Panel Members commented that there appeared to be a challenge with regard to decisions being made by the Commissioner and whether they were being passed across as operational decisions when in reality they were strategic and should be for the Commissioner. The Panel would need to keep a continuous eye on this to ensure the balance of decisions made by the Commissioner was right.
- The Chair suggested that to ensure in depth scrutiny by the Panel going forward that a working party should meet to discuss and formalise a proper scrutiny plan for the forthcoming year. The Panel agreed to this and nominations for the working party were sought. Councillor Shelton, Councillor Bick, Councillor Ablewhite and Christine Graham volunteered to be part of the group. The Chair Councillor McGuire would also be invited. A member from the Centre for Public Scrutiny should also be invited to attend.

The Chair thanked Councillor Curtis for attending and submitting the questions on behalf of the Huntingdonshire District Councils Overview and Scrutiny Panel.

## **ACTIONS**

1. The Chair, Vice Chair, Councillor Shelton, Councillor Bick and Christine Graham to form a working party and meet before the next meeting of the Panel to discuss and formulate a scrutiny work plan for the Panel for the next municipal year.
2. The Panel requested that the Police and Crime Commissioner provide the Panel with a copy of his Engagement Strategy.

### **5. Decisions by the Commissioner**

The Panel received a report to enable it to review or scrutinise decisions taken by the Police and Crime Commissioner under Section 28 of the Police Reform and Social Responsibility Act 2011. The Panel was recommended to indicate whether it would wish to further review and scrutinise the decisions taken by the Police and Crime Commissioner taken since the previous Panel meeting.

The Chair went through each of the decisions listed and the Commissioner provided the Panel with further context and clarification on the following decision.

#### **Local Commissioning of Victim Referral Mechanisms via a Victim Hub**

- Panel Members sought clarification on whether the Victim Hub would mean losing independent support for victims of crime. *The Commissioner responded that it was currently a Pilot Scheme and was being monitored carefully. The idea was to engage with all partners including the Victim Support Organisation to trigger a rapid response when needed to ensure victims received support more rapidly than they did through the current model. The Chief Executive, Office of the Police and Crime Commissioner had done a lot of work nationally regarding the Pilot Scheme and advised the Panel that the Pilot should improve the system for many victims of crime. Research was being carried out to try and gain a better understanding of how many people were seeking independent support.*
- A Member of the Panel sought clarification that people would receive support dependent on the risk and not dependent on the crime. *The Commissioner confirmed that this was correct.*
- Panel Members wanted to know if the Ministry of Justice were supporting the pilot. *The Commissioner responded that the Ministry of Justice had providing funding for the pilot.*

## **ACTION**

The Panel noted the report and requested that the Commissioner provide a progress report on the Pilot Scheme for Local Commissioning of Victim Referral Mechanisms via a Victim Hub as part of the work programme next year.

### **6. Police and Crime Plan Variation**

The Panel received a report which informed them of a draft variation to the Police and Crime Plan. The variation sought to update the Police and Crime Plan to reflect the 2014/15 precept and budget, latest reiteration of the Medium Term Financial Plan and Community Safety Funding and update where latest information was available as listed in Appendix 1 of the report.

The Panel were asked to review the draft variation to the Police and Crime Plan and make a report or recommendations on the draft variation to the Commissioner. The Panel were advised that the Plan was not set in stone and would continue to be updated.

The Deputy Police and Crime Commissioner informed the Panel that there was a slight variance between the Medium Term Financial Plan figures presented to the Panel at the last meeting on 5 February and those presented now. The difference related to the collection of contribution rate backwards and forwards, however it was not a matter of budgetary substance and was in favour.

Having reviewed the draft variation to the Police and Crime Plan the Panel **AGREED** to endorse the variation of the Police and Crime Plan reflecting the 2014/15 precept and budget, latest reiteration of the Medium Term Financial Plan and Community Safety Funding and update where latest information was available.

## 7. Agenda Plan

The Panel received and noted the agenda plan including dates and times for future meetings.

### ACTION

The Panel agreed the dates and times of the meetings in the Agenda Plan and agreed that the working group meet to discuss and plan the work programme for the Panel for 2014-2015.

### ACTIONS

DATE OF MEETING	ITEM	ACTION	UPDATE
19 March 2014	Apologies	Councillor McGuire to write to the Independent Co-opted Member concerned regarding his non-attendance at the Cambridgeshire Police and Crime Panel Meetings.	Letter sent on 17 April 2014.
	Public Questions	The Chair, Vice Chair, Councillor Shelton, Councillor Bick and Christine Graham to form a working party and meet before the next meeting of the Panel to discuss and formulate a scrutiny work plan for the Panel for the next municipal year.	The Working Party met on 15 May 2014.
		The Panel requested that the Police and Crime Commissioner provide the Panel with a copy of his Engagement Strategy.	The Engagement Strategy to be programmed into the Agenda Plan over the next municipal year.
	Decisions by the Commissioner	The Panel noted the report and requested that the Commissioner provide a progress report on the Pilot Scheme for Local Commissioning of Victim Referral Mechanisms via a Victim Hub as part of the work programme next year.	Programmed into the Agenda Plan on 30 July 2014.

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>ACTION</b>	<b>UPDATE</b>
	Agenda Plan	The Panel agreed the dates and times of the meetings in the Agenda Plan and agreed that the working party meet to discuss and plan the work programme for the Panel for 2014-2015.	The Working Party met on 15 May 2014.

The meeting began at 2.00pm and ended at 2.33pm



**Appendix 1**  
**Question/s for Cambridgeshire Police and Crime Panel**  
**Meeting Date: 19 March 2014**

<b>Questioner</b>	Richard Taylor
<b>Questions addressed to which Member of the Panel</b>	Chairman Cllr Mac McGuire
<b>Date Question was submitted</b>	12 March 2014
<p><b>Questions:</b></p> <p>I would like to submit the following questions the "public participation" element of the Police and Crime Panel meeting on Wednesday the 19th of March 2014:</p> <ol style="list-style-type: none"> <li>1. Why do the panel's rules of procedure not include provisions for members of the public to make statements to the panel, or to suggest items for scrutiny, during the public participation agenda item?</li> <li>2. Which aspects of the Police and Crime Commissioner's role does the panel consider are for the electorate, rather than the panel, to hold the commissioner to account in relation to?</li> </ol> <p>I have published my questions, along with background information which I may be able to introduce when presenting my questions in person, and when asking follow-up questions, at: <a href="http://www.rtaylor.co.uk/6711">http://www.rtaylor.co.uk/6711</a></p> <p>Section 7.3 of the rules of procedure which the panel have adopted require public participants to identify the panel member to whom questions are addressed. In order to comply with this I will nominate the chairman, or in his absence whoever is chairing the meeting, to address my questions to.</p>	

**Appendix 2**  
**Question/s for Cambridgeshire Police and Crime Panel**  
**Meeting Date: 19 March 2014**

<b>Questioner</b>	Cllr Curtis on behalf of Huntingdonshire District Councils Overview and Scrutiny Panel (Social Well-Being)
<b>Questions addressed to which Member of the Panel</b>	Chairman Cllr Mac McGuire
<b>Date Question was submitted</b>	12 March 2014
<p><b>Questions:</b></p> <p><b><u>Question 1</u></b></p> <p><i>Given that national research identifies that the Police and Crime Commissioners generally are not engaging with their communities, what action is the Cambridgeshire Police and Crime Panel taking to ensure that the Police and Crime Commissioner is engaging with the public over and above other public sector organisations?</i></p> <p>NB – the source of national research is the Centre for Public Scrutiny’s report entitled Police and Crime Panels: The First Year.</p> <p>There will be a <b>Supplementary Question</b> to this which will be as follows:-</p> <p><i>What changes will the Police and Crime Panel recommend to the Commissioner’s planned programme of public engagement over the next 12 months which will work towards achieving an improvement in public engagement?</i></p> <p><b><u>Question 2</u></b></p> <p><i>Is the Panel satisfied that the Commissioner is fully responding to public expectation by taking political decisions on priorities for funding and allocation of policing resource rather than passing them off as ‘operational’?</i></p> <p>Councillor Ian Curtis will be representing Huntingdonshire District Council’s Overview and Scrutiny Panel (Social Well-Being) and will be in attendance at the meeting. He will be addressing these questions direct to all Members of the Cambridgeshire Police and Crime Panel, directing the questions specifically to the Chairman of the Panel.</p>	

<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 8</b>
<b>19 JUNE 2014</b>	<b>Public Report</b>

**Report of: Ian Phillips, Peterborough City Council, Police and Crime Panel Support**

Contact Officer(s) – Ian Phillips  
Contact Details – [Ian.Phillips@peterborough.gov.uk](mailto:Ian.Phillips@peterborough.gov.uk)

**REVIEW OF COMPLAINTS**

**1. PURPOSE**

1.1 To update the Cambridgeshire Police and Crime Panel on complaints received against the Commissioner.

**2. RECOMMENDATIONS**

2.1 Note details of this report.

**3. TERMS OF REFERENCE**

3.1 This report discharges the responsibility for the panel to have an overview of complaints made against the Commissioner.

**4. BACKGROUND**

4.1 Regular quarterly update to the panel.

**5. KEY ISSUES**

5.1 During the course of this reporting period there are no complaints made against the Commissioner. Although the Commissioner’s Office referred one item of correspondence to the Panel for consideration, the Panel determined that the issues raised did not constitute a complaint against the Commissioner and no further action was taken.

**6. IMPLICATIONS**

6.1 None

**7. CONSULTATION**

7.1 None

**8. NEXT STEPS**

8.1 N/a.

**9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None

**10. APPENDICES**

10.1 None

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 9</b>
<b>19 JUNE 2014</b>	<b>Public Report</b>

**Report of: Ian Phillips, Peterborough City Council, Police and Crime Panel Support**

**Contact Officer(s) – Ian Phillips, Peterborough City Council  
Contact Details – 01733 86849, ian.phillips@peterborough.gov.uk**

**RULES OF PROCEDURE**

**1. PURPOSE**

1.1 The purpose of this report is to review the Rules of Procedure which were adopted by the Police and Crime Panel at its meeting on 7 February 2013.

**2. RECOMMENDATIONS**

2.1 It is recommended that:

(a) the Panel review the Rules of Procedure as required at paragraph 1.4 of the Rules of Procedure.

**3. TERMS OF REFERENCE**

3.1 The rules of procedure outline how the Panel will operate. They can also be referred to as the standing orders of the Panel.

**4. BACKGROUND**

4.1 At the meeting of the Cambridgeshire Police and Crime Panel on 7 February 2013 the Rules of Procedure were approved in accordance with Schedule 6, paragraph 25, of the Police Reform and Social Responsibility Act 2011 (the 'Act'). In accordance with paragraph 1.4 of the Rules of Procedure the Panel are required to review the Rules of Procedure annually at the Panels Annual Meeting. The Rules of Procedure are attached at Appendix 1.

**5. KEY ISSUES**

5.1 The Rules shall not be amended unless written notification of the amendments required are received by the Panel Secretariat not less than fifteen working days prior to a Panel meeting. No amendment may be considered by the Panel which does not comply with the Police Reform and Social Responsibility Act 2011, relevant Regulations or statutory guidance.

**6. IMPLICATIONS**

6.1 N/A

**7. CONSULTATION**

7.1 N/A.

**8. NEXT STEPS**

8.1 Should any amendments be requested to specific sections of the Rules of Procedure, these will be amended accordingly and agreed at the next meeting of the Panel with the remaining Rules

being deemed approved.

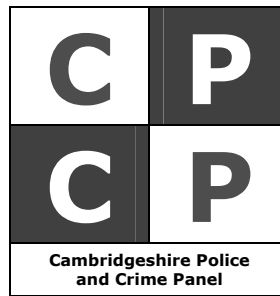
**9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None.

**10. APPENDICES**

10.1 Rules of Procedure (Appendix 1)



## Cambridgeshire Police and Crime Panel Rules of Procedure

### 1.0 General

#### 1.1 In this document:

- the “Panel” is the Police and Crime Panel for the Cambridgeshire Police Force;
- the “Secretariat” is the financial, administrative, scrutiny and other officer support to the Panel;
- the “Host Authority” is the council which is host to the Secretariat at the relevant time;
- the “Act” is the Police Reform and Social Responsibility Act 2011;
- the “Panel Arrangements Document” is the document which sets out the agreement of all 7 Authorities on the overarching framework for how the Panel will operate;
- the “Rules” are the rules as set out in this Rules of Procedure Document.

#### 1.2 These Rules of Procedure (“the Rules”) are made by the Panel pursuant to Schedule 6, paragraph 25, of the Police Reform and Social Responsibility Act 2011 (the ‘Act’).

#### 1.3 The Police and Crime Panel (‘the Panel’) will be conducted in accordance with the Rules. The Rules should be read and considered in conjunction with the Panel Arrangements.

#### 1.4 The Rules shall be reviewed annually at the Panel’s Annual meeting. In the first year of operation amendments may be made mid-year to take into account a Memorandum of Understanding between the Panel and the newly elected Police and Crime Commissioner; and at any time may be updated should regulations require.

#### 1.5 The Rules shall not be amended unless written notification of the amendment/s required are received by the Panel Secretariat not less than fifteen working days prior to the Panel meeting. No amendment may be considered by the Panel which does not comply with the Act, relevant Regulations or statutory guidance.

#### 1.6 If there is any conflict in interpretation between these Rules and the Act or Regulations made under the Act, the Act and Regulations will prevail. The Monitoring Officer of the Host Authority will have the final ruling as to the interpretation of legal matters.

#### 1.7 Where the Rules do not explicitly address an issue the Standing Orders from the Host Authority will apply.

#### 1.8 All Panel members will be subject to a Member Code of Conduct which for elected members will be those of their own Council; co-opted members will be subject to the

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Code of Conduct of the Host Authority provided that the Panel may agree to adopt such additional protocols as it thinks fit.

**2.0 Election of Chairman and Vice-Chairman**

- 2.1 The Chairman and Vice-Chairman of the Panel shall be elected from amongst the members of the Panel. The election will take place annually at the Annual meeting of the Panel, which will normally be held in June of each year.
- 2.2 Save for the requirement for re-election; there is no maximum term length for the Chairman or Vice-Chairman positions.
- 2.3 The positions will be elected by those members present at the Annual Meeting by a simple majority vote.
- 2.4 The Vice-Chairman will preside in the absence of the Chairman and if neither is present the Panel will appoint a Chairman from among the remaining Members for the purposes of that meeting.

**3.0 Resignation and removal of the Chairman and Vice-Chairman**

- 3.1 The Chairman and/or Vice-Chairman may be removed by a vote of no confidence by a simple majority vote at a formal meeting of the Panel.
- 3.2 In the event of the resignation or removal of the Chairman or Vice-Chairman an election for the position will be held at the next meeting of the Panel.

**4.0 Panel Meetings**

- 4.1 The Panel will hold at least four ordinary meetings per year to carry out its functions. The calendar of meetings will normally be agreed by the Panel at its Annual Meeting. Ordinary meetings will not be held in April or May.
- 4.2 Extraordinary meetings may also be called by the Chairman or by any four Members of the Panel or by the Monitoring Officer of the Host Authority.
- 4.3 Written notice must be given at least 10 working days before an Extraordinary meeting (unless the Chairman agrees that there are special reasons for an urgent meeting) and the meeting must then be held within 20 working days of that notice.
- 4.4 Any request for an Extraordinary Meeting must specify the particular item of business for which the Extraordinary Meeting of the Panel is to be called.
- 4.5 The Panel will determine the location and timing of its meetings, bearing in mind the principle that meetings should be rotated across the Cambridgeshire area.
- 4.6 Ordinary meetings will take place in accordance with a work programme agreed by the Panel, and will start at the time decided by the Panel. The maximum length of a meeting shall normally be three hours.
- 4.7 The agenda to be followed at ordinary meetings will be as follows:
  - 1. to receive apologies for absence;
  - 2. to receive any declarations of interest from members;



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3. to approve the minutes of the last meeting;
  4. to receive the minutes of sub-committees and task groups and any reports submitted to the Panel by those Sub-committees and task groups; and
  5. to receive any questions or petitions from members of the public in accordance with paragraph 7;
  6. to consider written and verbal reports from officers and Panel members; and
  7. items requested by members of the Panel in accordance with 4.11 .
- 4.8 The only business to be conducted at an Extraordinary Meeting of the Panel will be to choose a person to preside if the Chairman and Vice-Chairman are absent or otherwise unable to preside and to consider the matter specified in the request to call an Extraordinary Meeting. No other business may be conducted at the meeting unless the Panel otherwise resolve.
- 4.9 The Panel Agenda, and accompanying papers, will normally be issued to Panel Members at least 5 working days before the meeting. It will also be published on the Panel's website and by sending copies to each Panel member, and publicised by any other means the Panel considers appropriate. Papers will normally be sent by Email.
- 4.10 The Secretariat will endeavour to co-ordinate the circulation of papers as early as possible to enable members to have as much time as possible to consider the issues before the meeting.

*The scheduling of ad-hoc agenda items*

- 4.11 Any Member of the Panel shall be entitled to give notice to the Secretariat that he or she wishes an item relevant to the functions of the Panel to be included on the agenda following the existing scheduled items of business. Items will normally be considered at the next ordinary meeting of the Panel, providing that the following conditions apply:
- a) At least 15 working days written notice is given to the Secretariat (The PCC is required to be given 10 working days notice therefore this timing allows for discussions prior to this).
  - b) The item must be relevant to the remit of the Panel, as set out in the Panel Arrangements Document.
  - c) The item must not have been already considered within the last six months by the Panel.
- 4.12 In the event of a dispute on whether the conditions listed above apply, the Monitoring Officer of the Host Authority will advise the Chairman and Panel. The Chairman's decision shall be final.
- 4.13 Where the conditions above apply and the agenda item is discussed, the Panel may consider at this point whether any further action is needed in terms of further agenda time; investigation outside of the meeting; or a written response or information from the PCC.

**5.0 Quorum**

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5.1 A meeting of the Panel cannot take place unless at least one third of the membership of the Panel is present.

**6.0 Voting**

6.1 Unless agreed by consensus, a decision is taken by a majority of those present and voting.

6.2 Voting is generally by a show of hands unless a named vote is called for by a member of the Panel.

6.3 If a Panel Member arrives at the meeting before the casting of votes on any item has been commenced he/she is entitled to vote on that item.

6.4 Immediately after a vote is taken any Panel Member may ask for it to be recorded in the minutes that he/she voted for or against the question, or that he/she abstained.

6.5 The Chairman of the Panel, or other person presiding, shall have a second and/or casting vote where votes for and against a proposal are equal. There shall be no restriction on the manner in which the casting vote is exercised.

**7.0 Public Participation**

7.1 Members of the public may attend all meetings subject only to the exceptions in the Access to Information Standing Orders. The Police and Crime Panel may also invite other people to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, councillors who are not members of the panel and officers in other parts of the public sector and may invite such people to attend.

7.2 Part of the order of business at the meetings shall be designated for community involvement. This time allowed for this section of the meeting shall be 15 minutes. During this part of the meeting there shall be provision for:

- Questions from the public; and
- The receipt of petitions.

**Questions**

7.3 A question may only be asked if notice has been given by delivering it in writing, by facsimile transmission or by electronic mail to the Secretariat **not later than 12 noon, five working days before the day of the Panel meeting (not including the day of the meeting itself)**. Each question must give the name and address of the questioner and must name or clearly identify the Member to whom it is to be put.

7.4 If the Chairman decides that a matter is urgent he or she can allow a question without having received notice, as at paragraph 7.3, provided a copy of the question is delivered to the Secretariat not later than 10am on the day of the meeting. In such circumstances, the Chairman shall have discretion as to the order in which it is presented to the meeting.

7.5 No person may submit more than two questions to a Panel meeting and no more than two such questions may be asked on behalf of one organisation.

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- 7.6 If the Secretariat feels that a question is:
- (a) not about a matter for which the Panel has a responsibility;
  - (b) illegal, improper, irregular, frivolous or offensive;
  - (c) substantially the same as a question which has been put at a meeting of the Panel in the past six months; or
  - (d) requires the disclosure of confidential or exempt information;
- she/he shall inform the Chairman who will then decide whether or not to allow the question to be put. If the Chairman decides not to allow a question his or her reasons will be recorded in the minutes of the meeting and will not be open to debate.
- 7.7 The Secretariat can edit any question provided the person asking the question is consulted about any alteration. The Secretariat will enter each question in a book open to public inspection and will immediately send a copy of the question to whom it is to be put.
- 7.8 Copies of all questions will be circulated to all Members and will be made available to the public attending the meeting.
- 7.9 If a questioner who has submitted a written question is unable to be present, they may ask the Chairman to put the question on their behalf. The Chairman may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.
- 7.10 A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply and be directed to clarifying the reply. The Chairman may reject a supplementary question on any of the grounds in paragraph 7.7 above. One minute is allowed for putting a supplementary question.
- 7.11 An answer can take any of the following forms:
- (a) a direct oral answer;
  - (b) a reference to a publicly available document if it answers the question;
  - (c) if it would not be practicable or appropriate to answer a question orally the Member will supply a written answer to the questioner within 7 days.
- 7.12 The person asked the question may refuse to answer but must give his or her reasons for doing so. Two minutes are allowed for answering a supplementary question.
- 7.13 Any questions not fully answered at the end of the allotted period will be answered in writing within 7 days.
- 7.14 A summary of the key points of questions asked on notice and replies given will be produced after each meeting as an annex to the Minutes.

**Petitions**

- 7.15 Members and residents can present petitions.
- 7.16 Every petition must be polite and must be relevant to the responsibilities of Panel.

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- 7.17 The petitioner must say what the petition is about without commenting;
- 7.18 Petitions must contain at least 3 signatures. To present a petition, the Secretariat must receive written notice and the wording of the petition no later than 4 pm on the day before the meeting. No more than two people must present the petition and say what it is about, without commenting. It will be referred to the Secretariat for consideration.
- 7.19 There will be no debate about a petition when it is presented.
- 7.20 A report to the Panel about the action taken on the petition will be made no later than the second Ordinary meeting of the Panel following the meeting when the petition was presented.

**General Participation**

- 7.21 Any further involvement from the public at the meetings of the Panel will be at the discretion of the Chairman including involvement in any debate and the asking of questions, without prior notice, during the debate on items on the agenda.
- 7.22 Members of the public are entitled to record the meetings of the Panel using audio and visual recording equipment. If the chairman feels that the recording is obstructing, disturbing or disrupting the proceedings of the meeting, the recording must cease.

**8.0 Work Programme**

- 8.1 The Panel will be responsible for setting its work programme. In doing so it shall have regard to:
- a) the requirement to undertake the functions and responsibilities of the Panel as set out in the Act including consideration of the necessary timings to meet its legal responsibilities;
  - b) the priorities defined by the PCC;
  - c) the views of the public on Police and Crime matters;
  - d) the views of key partners, including Probation, Health, Community Safety Partnerships;
  - e) the views of its members and advisers; and
  - f) the resources available to support the delivery of the work programme.

**9.0 Sub-Committees**

- 9.1 The Panel may set up sub-committees to undertake specified functions of the Panel. The role of sub-committees is to carry out delegated Panel functions, excluding those functions that are not able to be delegated under the Act. Sub-committees may formally take decisions as delegated to them by the Panel.
- 9.2 The work to be undertaken by a sub-committee will be agreed by the Panel. In commissioning the work the Panel will agree as part of the scoping document the following:
- a) terms of reference and delegations
  - b) purpose/objectives

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- c) resources
- d) timescales for completing the work and reporting back
- e) membership

- 9.3 The Panel shall appoint sub-committees. The Chairman of the Panel may make a recommendation to the Panel on Membership.
- 9.4 The maximum size of a sub-committee shall be seven members. The minimum size is three members. Size shall be determined on a case-by-case basis at the point that the review is commissioned.
- 9.5 The membership of sub-committees shall be confined to members of the Panel.
- 9.6 In determining the membership of a sub-committee the Panel shall give so far as practicable, consideration to the duties in the Act to consider political balance; geographical balance; and the skills and expertise of members.
- 9.7 Sub-Committees shall report back to the Panel, and the minutes of the Sub-committee shall be received by the Panel.

**10.0 Task Groups**

- 10.1 The role of Task Groups is to undertake time-limited investigations into particular issues, such as a scrutiny topic review. They are informal working groups, and as such have no decision-making power. Task Groups will report back upon the completion of their work with a report and recommendations to the Panel.
- 10.2 The work to be undertaken by a Task Group will be agreed by the Panel. In commissioning the work the Panel will agree as part of the scoping document the following:
- a) terms of reference;
  - b) purpose/objectives;
  - c) approach to gathering evidence;
  - d) resources to support the review;
  - e) timescales for completing the work and reporting back; and
  - f) membership.
- 10.3 Task Groups can only make reports or recommendations to the Panel. The Panel will consider reports it receives, and if agreed, such reports may be adopted as the Panel's report.
- 10.4 The Panel will appoint Task Groups. The Chairman of the Panel may make a recommendation to the Panel on the membership.
- 10.5 The maximum size of a Task Group shall be agreed by the Panel at the point that the review is commissioned. The minimum size is three members.
- 10.6 The Panel shall appoint a Chairman of the Task Group from within the membership of the Panel. The Chairman of the Panel may make a recommendation on whom to appoint.
- 10.7 The composition of a Task Group will be determined by the role it is to perform. Whilst issues of political and geographical balance may be taken into account, to

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help the effectiveness of the group consideration may also be given to:

- a) skills and expertise
- b) availability of members to undertake the work
- c) interest and commitment

10.8 The Panel may choose to co-opt non-Panel members onto a Task Group if it is considered that they possess skills, expertise, or a perspective which will assist the Group in its work. Co-opted members on a Task Group are non-voting members of the Group.

10.9 The following eligibility rules will apply to non-voting co-opted members of Task Groups:

- a) must live and/or work in the Cambridgeshire Police Force area; and
- b) must be able to provide expertise/layperson's perspective to assist the group in carrying out its scrutiny function.

### **11.0 Panel Reports and Recommendations—General**

11.1 Where the Panel makes a report to the PCC it will publish the report or recommendations on its website, except where the information is exempt or confidential as defined in the Local Government Act 1972 (as amended).

11.2 The Panel may require the PCC within 20 working days (or within such other period as is indicated in these Rules) of the date on which s/he receives the Panel's report or recommendations to:

- a) consider the report or recommendations;
- b) respond to the Panel indicating what (if any) action the PCC proposes to take;
- c) where the Panel has published the report or recommendations, publish the response from the PCC.

11.3 The Panel will formally make requests to the PCC or issue other statements by way of reports and recommendations. As the Panel is a scrutiny body, rather than an executive decision-making committee, motions or resolutions will not be considered by the Panel.

#### *Procedure for Agreeing Reports and Recommendations*

11.4 Recommendations to the PCC from the Panel will be made as an outcome of a scrutiny review or as a result of an agenda item discussion.

11.5 As a cross-party scrutiny committee reports and recommendations to the PCC should normally be agreed by consensus rather than a formal vote. Where this is not possible a vote may be taken, under the voting procedure outlined above. This includes the option of a Panel member requesting a named vote is taken at the meeting to ensure that views are minuted.

#### *Minority Reporting*

11.6 In exceptional circumstances, one minority report in relation to reports prepared by Task Groups may be prepared and submitted for consideration with the majority report to the PCC. Where a member or members wish to submit a minority report the

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Chairman of the Panel and Secretariat should be notified as soon as possible in advance of the Panel meeting, normally 10 working days notice should be given depending on the timing of the Task Group's consideration of its majority report.

- 11.7 The PCC's responsibilities and remit relate to the Committee as a whole, therefore the PCC will respond to the Committee as a whole and not to individual members of the Panel. This means that for the purposes of communication to the public, stakeholders and the PCC the majority report represents the viewpoint of the Panel and the PCC will be required only to respond to the majority report.

**12.0 PCC and others giving account**

- 12.1 The presumption will be that the PCC will be required to attend all formal Police and Crime Panel meetings (ordinary and extraordinary) to answer questions which may be necessary to assist the Panel in discharging its functions, unless the Panel decides that this is not necessary and informs the PCC that they will not be required.
- 12.2 The PCC shall be notified on the Annual Work Programme of the Panel including meeting dates by the Secretariat of the Panel.
- 12.3 In setting the Annual Work Programme the Panel should identify and consider where possible what papers will be required, and if any supporting staff from the Secretariat, Police or otherwise are likely to be needed in addition to the PCC, in order to give as much notice as possible.
- 12.4 Where a new agenda item is scheduled for a meeting that is not included within the work programme and the PCC (and staff/or Chief Constable) is required to attend, the Secretariat will inform the relevant persons of the nature of the agenda item and any written information that is required as soon as possible.
- 12.5 At least 15 working days notice will be given of the new agenda item to the PCC and any requirement to provide written information (owing to the access of information requirements this equates to 10 working days notice for the provision of written information).
- 12.6 In exceptional circumstances, and where there is agreement between the PCC and Chairman of the Panel, shorter notice may be required for either attendance or papers.
- 12.7 If the Panel requires the PCC to attend before the Panel, the Panel may also request the Chief Constable to attend on the same occasion to answer any questions which appear to the Panel to be necessary in order for it to carry out its functions.
- 12.8 In undertaking its functions, the Panel may invite persons other than those referred to above to attend Panel meetings, to address the meeting, discuss issues of local concern and/or answer questions. This may, for example and not exclusively, include residents, stakeholders, Council Members who are not members of the Panel and officers from other parts of the public sector.

**13.0 Special Functions**

- 13.1 The Special Functions of the Panel, as set out in the Panel Arrangements, are those functions which are conferred on the Panel in relation to:

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- a) the review of the Police and Crime Plan as required by Section 28(3) of the Act;
- b) the review of the Annual Report as required by Section 28 (4) of the Act;
- c) the review of senior appointments in accordance with Paragraphs 10 and 11 of Schedule 1 of the Act;
- d) the review and potential veto of the proposed precept in accordance with Schedule 5 of the Act;
- e) the review and potential veto of appointment of the Chief Constable in accordance with Part 1 the Act.

**14.0 Police and Crime Plan**

14.1 The Panel is a statutory consultee on the development of the PCC's Police and Crime Plan and will receive a copy of the draft Police and Crime Plan, or a draft of any variation to it, from the PCC.

14.2 The Panel will:

- a) hold a meeting to review the draft Police and Crime Plan (or a variation to it); and
- b) report or make recommendations on the draft Plan which the PCC must take into account.

**15.0 Annual Report**

15.1 The PCC must publish an Annual Report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the Panel for consideration.

15.2 The Panel must comment upon the Annual Report of the PCC, and for that purpose must:

- a) arrange for a meeting of the Panel to be held as soon as practicable after the Panel receives the Annual Report;
- b) require the PCC to attend the meeting to present the Annual Report and answer such questions about the Annual Report as the Panel think appropriate;
- c) make a report and/or recommendations on the Annual Report to the PCC.

**16.0 Proposed precept**

*[this section may be updated in light of forthcoming regulations]*

16.1 The Panel will receive notification from the PCC of the precept that they are proposing to issue for the coming financial year. The Panel will arrange for a meeting of the Panel to be held as soon as practicable after the Panel receives the proposed precept and make a report including recommendations.

16.2 Having considered the precept, the Panel will either:

- a) support the precept without qualification or comment; or
- b) support the precept and make recommendations; or
- c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made).

16.3 If the Panel vetoes the proposed precept, the report to the PCC must include a statement that the panel has vetoed the proposed precept and give reasons for that decision. The Panel will require a response from the PCC to the report and any such



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recommendations.

**17.0 Senior Appointments**

- 17.1 The Panel must review the proposed appointment by the PCC of the Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime PCC.
- 17.2 The Panel will receive notification of the proposed appointment from the PCC, which will include:
- a) the name of the candidate;
  - b) the criteria used to assess suitability of the candidate;
  - c) why the candidate satisfies the criteria; and
  - d) the terms and conditions proposed for the appointment.
- 17.3 The Panel must hold a confirmation hearing for all proposed senior appointments within 15 working days of receipt of notification by the PCC. It must also report to the PCC at the same time with its recommendations. The 15 working days will not include the post-election period.
- 17.4 The confirmation hearings will be held in public and the candidates will be questioned in relation to their appointment. Candidates must attend, either in person or by video link.
- 17.5 Following the hearing, the Panel will make a report and/or recommendations to the PCC on the proposed appointment. The PCC must respond in writing within the usual 20 working days confirming whether the recommendation has been accepted or not.
- 17.6 In relation to the proposed appointment of the Chief Constable, the Panel is required to make recommendations to the PCC and has the power to veto the appointment. Following the hearing, the Panel will be asked to:
- a) support the appointment without qualification or comment;
  - b) support the appointment with associated recommendations, or
  - c) veto the appointment of the Chief Constable (a two thirds majority is required of those members present at the time when the decision is made). *(This may be subject to change following Home Office Regulations)*
- 17.7 If the Panel vetoes an appointment, it must set out its reasons for doing so in a report to the PCC and the PCC must not then appoint that candidate as Chief Constable.

**18.0 Suspension of the Police and Crime Commissioner**

- 18.1 The Panel may suspend the PCC if it appears to the Panel that:
- a) the PCC is charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence; and
  - b) the offence is one which carries a maximum term of imprisonment exceeding two years.
- 18.2 This decision will be taken at a formal Panel meeting via a vote.

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- 18.3 The suspension of the PCC ceases to have effect upon the occurrence of the earliest of these events:
- a) the charge being dropped;
  - b) the PCC being acquitted of the offence;
  - c) the PCC being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act 2011 by virtue of the conviction; or
  - d) the termination of the suspension by the Police and Crime Panel.
- 18.4 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:
- a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
  - b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.
- 19.0 Suspension and Removal of the Chief Constable**
- 19.1 The Panel will receive notification if the PCC suspends the Chief Constable.
- 19.2 The PCC must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.
- 19.3 The PCC must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.
- 19.4 If the PCC is still proposing to call upon the Chief Constable to resign, she/he must notify the Panel accordingly (the 'further notification').
- 19.5 Within 30 days from the date of receiving the further notification the Panel must make a recommendation in writing to the PCC as to whether or not s/he should call for the retirement or resignation. Before making any recommendation the Panel may consult the chief inspector of constabulary, and must hold a meeting.
- 19.6 The scrutiny hearing which must be held by the Panel is a Panel meeting in private to which the PCC and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person or video link.
- 19.7 The PCC may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:
- (a) at the end of 30 days from the Panel having received notification if the Panel has not by then given the PCC a recommendation as to whether or not she/he should call for the retirement or resignation; or
  - (b) the PCC notifies the Panel of a decision about whether she/he accepts the Panel's recommendations in relation to resignation or retirement.
- 19.8 The PCC must consider the Panel's recommendation and may accept or reject it,

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notifying the Panel accordingly.

**20.0 Appointment of an Acting Police and Crime Commissioner**

20.1 The Panel must meet to appoint a person to be acting PCC if:

- a) no person holds the office of PCC;
- b) the PCC is incapacitated (i.e. unable to fulfil the functions of PCC) which is a matter for the Panel to determine; or
- c) the PCC is suspended.

20.2 In the event that the Panel has to appoint an acting PCC it will meet to determine the process for appointment which will comply with these Rules of Procedure and any legal requirements.

20.3 The Panel may appoint a person as acting PCC only if the person is a member of the PCC's staff at the time of the appointment.

20.4 In appointing a person as acting PCC in a case where the PCC is incapacitated, the Panel must have regard to any representations made by the PCC in relation to the appointment.

20.5 The appointment of an acting PCC will cease to have effect upon the earliest of the following:

- a) the election of a person as PCC;
- b) the termination by the Panel, or by the acting PCC, of the appointment of the acting PCC;
- c) in a case where the acting PCC is appointed because the PCC is incapacitated, the PCC ceasing to be incapacitated; or
- d) in a case where the acting PCC is appointed because the PCC is suspended, the PCC ceasing to be suspended.

20.6 Where the acting PCC is appointed because the PCC is incapacitated or suspended, the acting PCC's appointment does not terminate because a vacancy occurs in the office of PCC.

**21.0 Complaints**

21.1 Serious complaints which involve allegations which may amount to a criminal offence by the PCC or senior office holders are dealt with by the Independent Police Complaints Commission (the 'IPCC').

21.2 The Panel may however be involved in the informal resolution of certain other complaints against the PCC and Deputy PCC, where they are not being investigated by the IPCC or cease to be investigated by the IPCC.

21.3 The Panel shall have a Complaints Procedure for complaint handling that shall be set out in a protocol.

**22.0 Further Guidelines/Protocols**

22.1 The Panel may agree further guidelines/protocols to assist it in carrying out its business so long as these are in accordance with the Rules of Procedure, Panel

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Arrangements and legal requirements. Further guidance and protocols may cover:

- a) Memorandum of Understanding between the PCC and Panel
- b) Communications Protocols (including media handling)
- c) Public Involvement
- d) Complaints Procedure
- e) PCP and local scrutiny committees Protocol

**APPENDIX 1****ANNEX A: ACCESS TO INFORMATION STANDING ORDERS****1.0 SCOPE**

- 1.1 These standing orders apply to all formal meetings of the Police and Crime Panel.
- 1.2 These rules do not affect any additional rights to information contained elsewhere in this Constitution or granted by law.

**2.0 RIGHTS TO ATTEND MEETINGS**

- 2.1 Members of the public may attend all meetings subject only to the exceptions in these standing orders.

**3.0 NOTICES OF MEETING**

- 3.1 The Secretariat will give at least ten clear days notice of any meeting by posting details of the meeting at the principal offices of the Host Authority and on the Internet.

**4.0 ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING**

- 4.1 The Secretariat will make copies of the agenda and reports open to the public available for inspection at the designated offices at least five clear days before the meeting. If an item is added to the agenda later, the Monitoring Officer of the Host Authority shall make each report available to the public as soon as the report is completed and sent to members, and will ensure that it will be open to inspection from the time the item was added to the supplementary agenda.

**5.0 SUPPLY OF COPIES**

- 5.1 The Secretariat will supply copies of:
  - a) any agenda and reports which are open to public inspection;
  - b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and
  - c) if the Monitoring Officer of the Host Authority thinks fit, copies of any other documents supplied to members in connection with an item to any person on payment of a charge for postage and any other costs under the Host Authority's Charging Policy. Under the Freedom of Information Act, information would be supplied free until these costs go over the threshold of £450, when a charge would be levied.

**6.0 ACCESS TO MINUTES ETC AFTER THE MEETING**

- 6.1 The Secretariat will make available copies of the following for six years after a meeting:
  - a) the minutes of the meeting, or, where appropriate, records of decisions taken, together with reasons, for all meetings of the Panel excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
  - b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;

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- c) the agenda for the meeting; and
- d) reports relating to items when the meeting was open to the public.

**7.0 BACKGROUND PAPERS**

- 7.1 *List of background papers:* Reports will include a list (prepared by the Secretariat) of those documents (called background papers) relating to the subject matter of the report which in their opinion disclose any facts or matters on which the report or an important part of the report is based; and which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information.
- 7.2 *Public inspection of background papers:* The Council will make available for public inspection for six years after the date of the meeting one copy of each of the documents on the list of background papers.
- 7.3 *Use of media technology at Panel Meetings:* At the discretion of the Chairman of the Panel recording of meetings and use of media technology will be permitted provided that it does not release information that the Secretariat has identified as being confidential under the Access to Information Regulations.
- 7.4 The Secretariat supports the use of networking sites to disseminate information during their meetings, provided that confidential information as outlined above is not deliberately or inadvertently disclosed.

**8.0 SUMMARY OF THE PUBLIC'S RIGHTS**

- 8.1 A written summary of the public's rights to attend meetings and to inspect and copy documents is available for inspection at the Principal offices of the Host Authority.

**9.0 EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS**  
**Confidential information – requirement to exclude public**

- 9.1 The public must be excluded from an item at a meeting whenever it is likely in view of the nature of the business to be confidential.
- 9.2 *Meaning of confidential information:* Confidential information means information given to the Panel by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by reason of a Court Order or any enactment.
- 9.3 *Exempt information – discretion to exclude public:* The public may be excluded from an item at a meeting whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information would be disclosed.
- 9.4 *Meaning of exempt information:* Subject to, and to the test of the Public Interest set out in paragraph below, information is exempt information where it falls within any of the following categories:
- 1 Information relating to an individual.
  - 2 Information which is likely to reveal the identity of an individual.

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- 3 Information relating to the financial or business affairs of any particular person (including the public authority holding the information), except where the information is required to be registered under certain prescribed statutes including the Companies Act 1985 and the Charities Act 1993. "Financial or business affairs" includes contemplated, as well as past or current activities.
  - 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority. "Labour relations matter" means any matter which may be the subject of a trade dispute, or any dispute about any such matter (ie a matter specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992.
  - 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
  - 6 Information which reveals that the Authority proposes:
    - a) to give under any enactment a notice, under or by virtue of which requirements are to be imposed on a person; or
    - b) to make an order or direction under any enactment.
  - 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
- 9.5 *Public interest test:* Information falling within any of categories 1-7 set out above, which is not prevented from being exempt because it falls within category 3, and is required to be registered under the prescribed enactments is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**10.0 EXCLUSION OF ACCESS BY THE PUBLIC TO REPORTS**

- 10.1 The Monitoring Officer of the Host Authority may exclude access by the public to a report which, in his or her opinion, relates to an item during which, in accordance with this Access to Information Standing Order, the meeting is likely not to be open to the public; or, as the case may be, was not open to the public. Such reports will be marked "Not for publication", together with the category of information likely to be disclosed.

**11.0 RECORD OF DECISIONS**

- 11.1 After any formal meeting of the Panel, the Secretariat will produce a record of every decision taken at that meeting as soon as practicable. The record will include a statement of the reasons for each decision and, where appropriate, any alternative options considered and rejected at that meeting.

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 10</b>
<b>19 June 2014</b>	<b>Public Report</b>

## Report of the Police and Crime Commissioner

Contact Officer(s) – Dorothy Gregson

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### ANNUAL REPORT 2013/14

<b>1.</b>	<b>PURPOSE</b>
1.1	This report is being presented to the Cambridgeshire Police and Crime Panel (the “Panel”) to enable it to review the annual report issued by the Cambridgeshire Police and Crime Commissioner (the “Commissioner”) under Section 12 of the Police Reform and Social Responsibility Act 2011.
<b>2.</b>	<b>RECOMMENDATIONS</b>
2.1	The Panel is asked to review the annual report attached as Appendix A.
<b>3.</b>	<b>TERMS OF REFERENCE</b>
3.1	Item 2 of Terms of Reference - To review, put questions to the Commissioner at a public meeting, and make a report or recommendation (as necessary) on the annual report.
<b>4.</b>	<b>BACKGROUND</b>
4.1	This report is presented to enable the Panel to carry out its functions as noted in paragraph 3. The Panel is required to review the annual report.
4.2	Under Section 12 of the Police Reform and Social Responsibility Act 2011, each Police and Crime Commissioner must produce an annual report on the exercise of the organisation’s functions in the financial year and the progress that has been made in meeting the police and crime objectives in the Police and Crime Plan (the “Plan”).
4.3	As soon as practicable after producing the annual report, the Commissioner must send the report to the Panel. The Commissioner must attend before the Panel at a public meeting, present the report to the Panel and answer the Panel’s questions on the report.
4.4	The Commissioner must arrange for the annual report to be published.
4.5	The Panel has asked for an update on the Performance Framework. A copy of the Performance Framework (which is Appendix 2 of the Plan) and the most recent Performance Update, which contains progress against baseline and benchmarking data, are attached as Appendices B and C respectively. Both of these documents can also be accessed on the Commissioner’s website on the links below.

	<a href="http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2012/08/Cambridgeshire-Police-and-Crime-PLan-2013-16-V31.pdf">http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2012/08/Cambridgeshire-Police-and-Crime-PLan-2013-16-V31.pdf</a> <a href="http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2014/05/14-05-08-BCB-Agenda-Item-14-Performance-Update.pdf">http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2014/05/14-05-08-BCB-Agenda-Item-14-Performance-Update.pdf</a>
<b>5.</b>	<b>KEY ISSUES</b>
5.1	The annual report is the first that reflects a full year of the Commissioner being in office.
<b>6.</b>	<b>IMPLICATIONS</b>
6.1	None.
<b>7.</b>	<b>CONSULTATION</b>
7.1	The Commissioner has made appropriate arrangements for obtaining the views of the people in Cambridgeshire, the Chief Constable, responsible authorities and other relevant parties in carrying out the functions outlined above.
<b>8.</b>	<b>NEXT STEPS</b>
8.1	The Commissioner must give the Panel a response to any report or recommendation on the annual report and publish any such response in a manner determined by the Panel.
<b>9.</b>	<b>BACKGROUND DOCUMENTS</b>
9.1	Used to prepare this report in accordance with the Local Government (Access to Information) Act 1985 - Police and Crime Plan 2013-16 <a href="http://www.cambridgeshire-pcc.gov.uk/police-crime-plan">www.cambridgeshire-pcc.gov.uk/police-crime-plan</a>
<b>10.</b>	<b>APPENDICES</b>
10.1	A. Annual Report B. Performance Framework C. Performance Update

## CAMBRIDGESHIRE POLICE & CRIME COMMISSIONER'S

### ANNUAL REPORT 2013-14

#### The Commissioner

Throughout my first complete financial year I have continued to be impressed by the Chief Constable, his senior colleagues and officers and staff of the Constabulary. I recognise that the kind of change needed to balance budgets can be unsettling, however, we all have to face the reality of "doing more with less" as budgetary restrictions bite. I have been seriously impressed by how everyone has continued to rise to this challenge, acting with professionalism and commitment despite challenging circumstances. I recognise also that national news headlines and their fall-out, particularly during an already challenging time, can be deflating at a personal level to those who are working hard to keep people safe on a daily basis.

I am pleased to see the vast majority of the Cambridgeshire public have confidence in their police service and victims of crime report very high levels of satisfaction in police services. We must ensure our public can continue to trust our officers in order to maintain our communities' help and support to reduce crime and keep people safe. Cambridgeshire's officers have worked hard with communities to build trust over many years and it's important to maintain those strong links. I have worked hard in the past year to put this at the centre of what we do. So too have I been pleased to see that the satisfaction rate among victims of dwelling burglary has risen from 92 to 94 per cent. The impact of being a victim of burglary, particularly among older victims of this crime, can be very damaging. It's important that we continue to tackle it, and its devastating effect on the victim, head on.

In 2013-14 much of my time has been taken driving forward the national and regional policing agenda in order to meet the challenges we face. As we have got on top of the challenging budgetary agenda I want to increasingly focus on my "and crime" role. A key part of this is working with police and crime commissioner and chief constable colleagues across the country on key issues such as victims and mental health.

Protecting the front line has remained a priority and we look to do that through innovation as well as collaboration. Cambridgeshire's innovative root and branch response to the financial challenges we face, Programme Metis, has taken centre stage during the past year and we have been pleased to welcome on board Bedfordshire and Hertfordshire. Use of modern technology will greatly reduce the time needed to process paperwork, allowing officers to spend more time in the community. I would like to thank all staff for welcoming the changes that will be rolled out over the coming months and years. The Chief Constable and I are committed to supporting staff as we move towards our new ways of working, supporting those whose roles are affected by the transition.

At a local level I am committed to working with young people to help keep them on the right track and that is why I have set up a youth fund which allows charitable projects in Cambridgeshire and Peterborough to bid for funding to engage young people in positive community activities. In the coming months I am going to launch a police cadets scheme.

I have been interested to meet and listen to hundreds of members of the public, partner agencies, organisations, groups and volunteers. In addition to meetings and surgeries I have personally replied to hundreds of letters and phone calls raising all kinds of issues with me from rural policing and road safety to individual cases and concerns. It is through meeting and listening to the people the police serve that I am able to fulfil my first pledge – to be the voice of the public and not the police. I have continued to be grateful for this feedback which helps me to further improve the service. With this in mind I look forward to the year ahead.

[Signature] Sir Graham Bright, Police and Crime Commissioner

### **The Commissioner's Pledges**

My pledges were created in direct response to feedback from the public during my election campaign, subsequent correspondence, meetings with members of the public and staff from partner agencies.

#### Be the voice of the public, not the police

I appointed an Outreach Worker as a pilot initiative for Peterborough and Fenland. Nicola Fenton's work has helped me identify local concerns for action. Nicola has attended police and partner panels / forums, parish councils and other meetings across Peterborough and Fenland and has met with and listened to people ranging from adults with learning disabilities to community and Speedwatch groups. Issues have included experiences with the 101 phone number and awareness of current hate crime initiatives. These issues have either been dealt with locally by Nicola or escalated to me for action with the Chief Constable. Nicola's diary is now published every month on my website, complementing my own:

<http://cambridgeshire-pcc.gov.uk/commissioners-diary/>

<http://cambridgeshire-pcc.gov.uk/staff/nicola-fenton/>

The success of the outreach work in the north of the Force area has led me to recruit a further Outreach Worker for the south of the area who will support me to reach even more people, acting as my eyes and ears on the ground.

#### Work in partnership

Work in Cambridgeshire to understand the needs of victims is well developed and we are leading the agenda locally, regionally and nationally. An evidence-based Victim Strategy is driving the commissioning of support services for victims, and the development of a Victim Hub will ensure the county leads the way in providing an integrated victim management approach. I have championed both the needs of victims and the desire to build safer, stronger and supportive communities in Cambridgeshire; communities with low crime rates, low numbers of victims and high numbers of people willing to be witnesses. Progress must continue to be made in the year ahead, with the money for commissioning victims' services coming over to me in October.

Mental health has also been a strong focus for me and I have signed up to the national Mental Health Concordat. I have begun working with local partners to look at what action is needed to provide efficient and effective delivery of mental health services for people in crisis in Cambridgeshire. Significant works remains in this area. Too many people with mental health problems end up in police cells. I want to see partner agencies working much more closely together to ensure people with mental health problems receive the right care, at the right time, in the right place.

Locally I have also ensured that the misuse of alcohol is taking centre stage. I am not against people enjoying themselves responsibly and safely, but drinking so much that you put yourself or others at risk of harm and become a drain on services, and the public purse which funds them, is no fun for anybody. The Constabulary has also taken the issue of safeguarding people made vulnerable through the volume of alcohol they have consumed very seriously. They have rolled out training for door staff which helps them identify where they may need to seek help or intervene. Nationally the issue of preventing the sale of Super Strength alcohol has been raised. The drinks industry is challenging back citing competition law and clearly this needs to come to a head in the House of Commons. I have heard some MPs are now asking the Office of Fair Trading for clarity on the topic and I will be keeping a close eye on how this progresses. I will also be speaking to colleagues in the House of Commons to ensure Cambridgeshire's collective voice is heard. I have said before that I want to offer support where it is needed.

#### Focus on localised policing

My 2013-14 budget enabled the Force to increase the number of officers supporting local policing. An organisational restructure reduced the number of more senior posts in favour of constables and removed back office functions in favour of increasing frontline activities. A focus on increasing momentum for collaborative working has also helped identify significant savings. Cambridgeshire is now one of the lowest costing forces in the country, with one of the highest percentages of officers' time spent on frontline duties. See also 'Programme Metis' below.

#### Visible policing

I have supported Programme Metis to be established in Cambridgeshire and secured Home Office Innovation Fund money to roll the programme out to collaboration partners Hertfordshire and Bedfordshire. Metis is a root and branch redesign of all Force systems, processes and structures which focuses on utilising technology to release officers' time, allowing them to spend more hours out in their communities. The direction of travel is to reduce the need for officers to return to fixed bases, increasing their availability through the effective use of technology including mobile data devices. The ultimate aim is to allow the public easier contact with the police with the organisation becoming paperless, enabling more efficient sharing of information across the criminal justice system.

#### Increase the number of special constables

I have been encouraging businesses to sign up to Employer Supported Policing – a scheme whereby employers support their staff to train and patrol as Special Constables. There were 240 Special Constables in November 2012. The target for 300 Special Constables in post by April 2014 was met in

January this year, but with the fast pace of volunteers joining and leaving we have to work hard to maintain and build on this number. I fully support the Specials and want to increase their numbers because they offer valuable assistance to policing in Cambridgeshire and Peterborough. The fact that they willingly and voluntarily give up their time is appreciated and I will do all I can to promote their contribution to policing and encourage new recruits.

#### Improve call handling

Since November 2012 I have focused on call handling performance in response to public concerns. The issue has featured regularly in my monthly Business Co-ordination Board meetings to allow me to scrutinise performance and hold the Chief Constable to account in this important area of business. Secondary pick-up remains a priority for me as it is still a cause of concern for members of the public.

#### Focus on tackling anti-social behaviour, burglary and drug misuse

I have personally championed the use of the innovative information sharing system ECINS. The system, which was initially for anti-social behaviour (ASB), brings together partners from across the county in a virtual world to manage and task across agency boundaries in real time. This not only saves time and money but ensures a 'whole agency' approach is taken to support victims. In the year following my plea for agencies to get on board the use of the system has quadrupled. It is now used to co-ordinate partnership work for integrated offender management, troubled families and even the misuse of alcohol through monitoring licensed premises.

#### Take a preventative approach

I am committed to supporting early intervention and preventative work to reduce the number of young people entering the criminal justice system. I have therefore set up a Youth Fund using money generated by the police from lost property that is auctioned when unclaimed. The aim of the Youth Fund is to engage young people in positive activities in their community. The projects must be related to activities that have the potential to reduce youth crime. Community groups can bid for small grants up to a maximum £2,000.

I have continued to fund Youth Offending Services in Cambridgeshire and Peterborough, which both recently received glowing reports from Her Majesty's Inspectorate (HMI) of Probation. I am committed to supporting work with young people to divert them away from a life of crime and it is clear that the organisations I am funding share that vision. We are progressing very well in this respect.

#### Increase collaborative working

I have continued to lead and support further collaboration opportunities, which will help deliver better services and close the funding gap. Cambridgeshire forms part of a three-way Strategic Alliance with Bedfordshire and Hertfordshire. All parties have agreed to work together to identify how collaboration between them can be dramatically increased to include 'Operational Support' and 'Organisational Support' services, which include functions such as HR, fleet, ICT, custody and call handling. A Memorandum of Understanding has been signed between the three police and crime commissioners and chief constables and work is progressing rapidly to develop business cases for

each of the areas. Savings this year from collaboration exceed £800k and this figure will grow as more collaborated functions are implemented and savings are worked through. Cambridgeshire's progress on collaboration, including opportunities to explore 'blue light' collaboration, was something I gave evidence on to the Home Affairs Select Committee and was subsequently highlighted in their report.

### Hold the police to account

When I gave evidence to the Home Affairs Select Committee I stated that I have gone to great lengths not to set targets. The overall goal is to reduce crime and improve public confidence. This approach is one the Committee clearly identified with, highlighting my response in their subsequent report.

I do however receive regular reports on Constabulary performance and operational updates capture a range of day to day business which in turn deliver against a number of my pledges, such as joint multi-agency working to tackle crime, Neighbourhood Alert Implementation which focuses on localised policing, and updates on crime rates focussing on tackling burglary. Board papers are published providing for transparency and accountability in decision making and demonstrating how I am delivering against my pledges.

### **Delivery of policing objectives - overview**

The five Police and Crime Objectives I set the Chief Constable in 2012-13 have remained unchanged in 2013-14. However, a number of the actions to achieve each of them have changed in line with the Constabulary's strategic assessment, which identifies current and emerging crime trends. Other than these five key objectives, I have resisted setting specific targets which can be counterproductive to driving sustained progress. While detailed performance information is available through Business Coordination Board papers which are available on my website, performance highlights from 2013-14 include the following:

#### **1. Maintain Local police Performance**

- Satisfaction with service delivery significantly improved throughout 2013-14; Cambridgeshire performs better than peers in this area.
- The satisfaction rate of victims of burglary in a dwelling identifies that service delivery in this area is better than peers and improved compared to the baseline.
- Dealing with local concerns is an important measure of police engagement. The percentage of people feeling that the police do deal with issues of greatest importance to them has fallen from 72.3% to 68.9% according to local data. On a more positive note an additional independent survey, the British Crime Survey, shows an increasing percentage of people having confidence in Cambridgeshire Constabulary from 58.1% to 63.5%.
- The Constabulary is working to improve this figure and learning from areas such as Cambridge, where confidence has risen.

#### **2. Deliver policing within available budget**

- Criminals across Cambridgeshire have been ordered to pay back more than £2m during the past 12 months – a significant improvement on the baseline figure. The Force’s Economic Crime Unit (ECU) has secured 111 confiscation orders totalling £2,171,110, five cash forfeitures worth a total of £106,859 and a further £26,300 seized from drug users and dealers. The orders mean victims of crime are set to benefit from £197,480 through compensation payouts, while the Force should receive £449,785 to help its fight against crime. The balance is recovered by the Treasury.
- Protecting the frontline has remained a priority, with collaboration and Programme Metis taking centre stage (more details under ‘Priorities in focus’).

### **3. Reduce Crime and Disorder**

- Long term indicators of crime reduction for both total recorded crime and victim-based crime continue to reflect an improvement, specific success includes:
  - At year end a significant reduction in the harm caused by organised crime groups operating within Cambridgeshire has been achieved
  - Perception of drug misuse in Cambridgeshire has fallen to 9% in the year ending March 2014.
- The proportion of respondents that perceive a high level of ASB remains stable at year end at 0.9%.
- Along with other forces, Cambridgeshire has strong evidence that crime is moving from the traditional, well-reported methods such as burglary and theft from person/vehicle to more modern, often unreported methods such as taking money from bank accounts. I know that the Chief Constable, and our colleagues around the country, share this concern and plan to tackle the problem of cybercrime head on.

### **4. Keeping People Safe**

- The Force promotes a ‘culture of belief’ evidenced through the ‘no crime’ rate for rape offences which is in the region of 5% when compared to a national average of 9.6% in 2012/13.
- Most recent Her Majesty’s Inspectorate of Constabularies (HMIC) data to April 2013 demonstrates that Cambridgeshire had the second highest rape detection rate of all forces nationally.
- Areas for improvement were identified by a HMIC report into the Force’s handling of domestic abuse cases. This area of work remains a strong focus and I have been assured by the Chief Constable, and HMIC’s inspectors, that following their findings the Force quickly took appropriate action. A Multi-Agency Referral Unit involving police, Cambridgeshire County Council and Peterborough City Council co-locates domestic abuse and protection services, with the aim of ensuring the right support is given to the right victims at the right time. I continue to fully support the valuable work of the Unit in this challenging area.
- Exploitation of children and migrant workers has continued to be a concern in Cambridgeshire with emerging evidence that this is a national problem. More on this can be found within the ‘Priorities in focus’ section. While we have had some excellent results



during the past year in this area, the problem and those associated with it will not go away overnight. I know that the Constabulary will continue to work with other forces to ensure a more effective, joined up approach to this national concern sending a clear message that modern day slavery will not be tolerated in Cambridgeshire.

## **5. Maintain the resilience of protective services**

- A number of people were arrested in a series of dawn raids in Cambridgeshire which involved more than 250 officers carrying out a series of warrants under the Misuse of Drugs Act. Two of the men were part of an organised crime group supplying controlled drugs both within and outside Cambridgeshire. The operation involved Cambridgeshire Constabulary, East Midlands Specialist Operations Unit, and Hampshire Police.
- The Force's Major Crime Unit won two awards at the Investigator Excellence in Investigations Award ceremony, held at the West Midlands Police Conference Centre in Birmingham in January. One related to a murder investigation in 2011 and the other a cold case review from 1979. Nine awards were given out to UK police forces with the cases between them resulting in more than 500 years in jail sentences.

### **Delivery of policing objectives – in focus**

Maintain local police performance – to provide an effective policing service which makes innovative use of existing resources and extends public involvement.

My focus has always been to protect the frontline and my budget was prepared on the basis that the number of constables within local policing should be maintained.

I have also committed to funding Police Community Support Officers (PCSOs) at the current level for this financial year, following discussion between myself and the Chief Constable.

The Chief Constable's PCSO Review involved a year of analysis, research and significant engagement with public and other stakeholders.

The main conclusion was that the public, partner agencies, elected representatives, voluntary groups and all levels of the police service put considerable value in the work being undertaken by PCSOs, as do I.

As well as setting the establishment at 150, the review has placed a new emphasis on the role PCSOs play in safeguarding victims, including victims of crime, ASB and domestic violence. The new role-profile reflects the gradual evolution of the PCSO role over the past decade.

Deliver policing within the available budget – to identify and implement activity which will help reduce our costs or improve efficiency.

The Chief Constable's leadership of Programme Metis ('Commissioner's Pledges') is one of two interlinked change programmes aimed at improving service efficiency and finding the millions of pounds necessary to balance the budget in the coming years. The scale of this change cannot be underestimated.

Cambridgeshire was successful in its bid for £2m of Innovation Fund money from the Home Office which will allow Metis to be rolled out across Bedfordshire and Hertfordshire. It builds on and will help integrate the many other areas of business that the three police and crime commissioners and chief constables are either already, or planning to, collaborate on.

In the past year agreements have been signed relating to collaboration on Cameras, Tickets and Collisions; Counter Terrorism; Regional Disaster Victim Identification Unit and Victims. Although outside of the time period covered by this report, the three commissioners and chief constables have most recently (May 2014) signed an agreement to begin work on developing business cases to collaborate fully on finance, fleet, estates and facilities, legal services, human resources, training, ICT, firearms licensing, public contact centres, control rooms, custody and crime recording.

Continue to tackle crime and disorder – to drive crime and disorder to lower levels, transferring the fear of crime from the law abiding public to those who persistently commit crime.

Operation Erle was the proactive joint inquiry between police and Peterborough City Council's children's services into child sexual exploitation in Peterborough. Launched in January 2013 this was a victim-led investigation which identified young people who were at risk of being sexually exploited.

From those initial approaches a number of investigations were launched, the first of which culminated in the conviction at the Old Bailey of three men and two teenage boys for 26 offences against five girls. The men and one of the boys were jailed for a total of 54 years, the other boy was given a rehabilitation order.

Cambridgeshire has also played a key role in a national operation into high-value museum thefts including rhinoceros horn and Chinese artefacts which were stolen from the Fitzwilliam Museum in Cambridge.

A total of 24 people were arrested across the UK in a series of dawn raids in September and remain on bail pending further investigation.

The Commissioner has met English Heritage to discuss how the police can better tackle so-called 'heritage crime' such as this, since this crime is understood to be significant yet continues to prove difficult to quantify. There are opportunities nationally for better coordination of police intelligence, prevention and enforcement activity.

Keeping people safe – resources are dedicated to ensure those people at most risk from harm are protected.

In October 2013, nine people were arrested and two recruitment agencies had their licenses suspended as part of a day of action against the exploitation of workers in Wisbech. The day of action was part of Operation Endeavour, a joint police and Gangmasters Licensing Authority (GLA) inquiry into the exploitation of migrant workers in the Wisbech area, mainly from Lithuania and Latvia.

The police and the GLA led operation also involved the National Crime Agency (NCA), Fenland District Council, the Home Office and the Vehicle and Operator Services Agency (VOSA).

In total about 300 police and partner agency officers and staff were involved. It saw raids and arrests at eight properties in Wisbech, March and King's Lynn.

The police and GLA also attended the premises of two March-based recruitment agencies, whose licences were suspended with immediate effect.

It was launched as a result of Operation Pheasant, a joint-agency campaign to tackle homes of multiple occupancy and poor living standards which started in November 2012.

In February, Chief Inspector Mike Winters was invited to give evidence at Parliament to help inform the drafting of the Modern Day Slavery Bill.

And in March, Her Majesty the Queen paid tribute to the work in Fenland by inviting a representative of the Force, T/Chief Inspector Robin Sissons, to a luncheon at Buckingham Palace.

Police and the GLA have continued to work together to tackle exploitation and further arrests have been made. Legal proceedings against a number of people are ongoing.

Triple murderer Joanne Dennehy was given a whole life sentence for killing three men and stabbing a further two in 13 days last year, the first woman to be given a whole life sentence under new legislation. She was told she would never be released from prison for the murders of three men, and the attempted murders of two others, in a two-week period at the end of March 2013. Her accomplices were also sentenced for their roles.

The murders were the first crucial test for the then newly collaborated Major Crime Team which spans Cambridgeshire, Bedfordshire and Hertfordshire. The successful operation is testament to the increased resilience offered by the Unit which has strengthened each force's investigations capability.

Maintain the resilience of protective services – the management of resources and delivery of service is maintained to support both local policing and national requirements.

On March 29, the Force, with help from 11 other forces across the country, successfully policed two protests in Peterborough, which passed off peacefully and without major disruption to the city.

Protests by the Peterborough Trades Union Council (PTUC) and the English Defence League (EDL) took place in the city centre.

The operation involved hundreds of officers, specialist public order officers, dog units, horses and a helicopter. There were also extra community patrols throughout the city to provide reassurance to local people and deal with any incidents.

A number of community representatives, including youth workers and faith leaders, acted as key contacts to ensure people were kept informed of the policing operation.

The aim of the operation was to facilitate two peaceful protests while allowing the people of Peterborough to go about their business as usual. Sufficient were in place to police the protests, carry out patrols in the city centre and key locations and deal with business as usual.

The Force worked closely with Peterborough City Council, which had 25 youth workers out and about talking to young people and organising events including a football tournament which around 100 young people competed in.

Other forces providing support on the day were Bedfordshire, Hertfordshire, Essex, Norfolk, Suffolk, British Transport Police, Nottinghamshire, City of London, Leicestershire, Lincolnshire and Derbyshire.

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## **APPENDIX 1 – Variations to the Police and Crime Plan in 2013-14**

During 2013-14 the Commissioner sought the Panel's endorsement of three variations to his Police and Crime Plan. Discussion regarding those variations, and a record of the Panel's endorsement, is available on the Panel's website. Additionally, each change is recorded on the Commissioner's website and all previous versions of the Plan are also available for complete transparency. Variations included:

July 18, 2013 – this variation updated the collaboration section of the Plan to ensure it reflected the continued provision of policing across Cambridgeshire.

February 5, 2014 – The second formal variation to the Plan was reviewed by the Police and Crime Panel on this date. The variation updated page 7 to reflect the enhanced status of partnership working on key themes such as victims, offenders and vulnerable adults.

March 19, 2014 – Following the Police and Crime Panel's approval of the 2014-15 budget the Police and Crime Plan was varied to include updated information on the budget, the 2014-15 Crime and Disorder Reduction Grants and workforce data.

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## APPENDIX 2 – Finance and Resourcing 2013-14

2013-14 was the Police and Crime Commissioner first full year in office and a budget £132.8m was approved and endorsed by the Police and Crime Panel. To enable the budget to be balanced the policing element of the council tax was increased by 1.96% and savings and efficiencies of £3.7m. At the end of the year, spending was £129.4m and an underspend of £3.4m. This planned underspend has been used to enhance the Budget Damping reserve, to smooth the impact of future funding reductions.

Capital expenditure on buildings, vehicles and information and communications technology amounted to £4.6m. This was financed by grant (£2.0m), revenue contributions (£1.7m), and capital receipts/reserves (£0.9m). Seventy-eight per cent of the budgeted capital programme was achieved.

**Reserves:** Total (useable) reserves at the 31st March 2014 are £24.9m (£22.1m at 31 March 2013) of which £15.7m are earmarked for specific purposes, including £4.8m for future capital spending. Of the remainder, the General Fund Balance, held as a working balance and general contingency, is £9.2m (about seven per cent of the Net Budget Requirement for 2013-14). More details on the above can be found in the Statement of Accounts 2013-14.

The above budget for 2013-14 included 1,349.2 police officers, 837.1 police staff and 180 PCSOs. During the year, to aid in the closing of the budget gap for 2014/15, police staff vacancies were built up as posts were identified as not being required and recruitment of PCSOs was suspended to enable the establishment to reduce to 150 in 2014/15. The average number of PCSOs during the year was 158. There was also a drive to recruit up to 300 specials during the year. Whilst the average number of specials during the year was 261, the number of Specials reached 300 in January 2014. There will be a need to keep driving special recruitment to maintain the numbers.

### Grants

#### Police and Crime Reduction Grants

During the year the Police and Crime Commissioner received Community Safety Funding from the Home Office which was distributed as Crime and Disorder Reduction Grants to the following partners:

Partner	Allocation 2013-14 (£)	Rationale
Cambridge City Community Safety Partnership	45,820	The Cambridge Community Safety Partnership will be working on projects to reduce anti-social behaviour, serious acquisitive crime, including burglary, and will undertake preventative work with young people. They will also focus on the longer term strategic issue of the impact of mental health, drug and alcohol misuse on violent crime and ASB through improved working with the mental health services.
Fenland Community Safety	41,080	The Fenland Community Safety Partnership projects are developed to support the reduction of crime across the

Partnership		<p>district, focusing on the following themes:</p> <ul style="list-style-type: none"> <li>• Anti-social behaviour</li> <li>• Alcohol related crime</li> <li>• Acquisitive crime</li> <li>• Children and Young people</li> </ul> <p>Supporting victims and vulnerable people, domestic abuse, reducing re-offending and substance misuse run throughout the four themes.</p>
Huntingdon Community Safety Partnership	28,440	<p>The Huntingdonshire Community Safety Partnership has a proven record of reducing crime, disorder and anti-social behaviour. Working together, sharing information, applying tailor-made approaches that range from more traditional interventions to more creative and cross-agency ones, the partnership will use its grant smartly to build on past achievements, focus on that which causes the most harm and that which causes concern to the people of the district being served.</p>
East Cambridgeshire Community Safety Partnership	22,120	<p>The CSP emphasises preventative work with young people to reduce anti-social behaviour and engaging volunteers in crime and ASB prevention activities.</p> <p>Neighbourhood improvement work with Town and Parish Councils will work at a very local neighbourhood level to reduce local fear of crime and anti-social behaviour.</p>
South Cambridgeshire Community Safety Partnership CDRP	20,540	<p>The grant will be used for</p> <ul style="list-style-type: none"> <li>• helping to keep people safe in their homes (including tackling burglary and rogue trading)</li> <li>• supporting vulnerable victims (particularly victims of domestic abuse)</li> <li>• preventing and tackling anti-social behaviour, and supporting the "Together for Families" initiative</li> <li>• continuing support for the Countywide Offender Management scheme.</li> </ul> <p>As part of the four priorities, we will aim to improve how we work together on (a) mental health issues and (b) with young people.</p>
Multi Agency Referral Unit (Young Persons' IDVA)	41,000	<p>This grant funds a Young Persons' IDVA for Cambridgeshire who provides specialist support to young victims of domestic abuse. The grant is made in line with the Police and Crime Objective 'Keeping people safe' which is contained within the Commissioner's Police and Crime Plan.</p>
Integrated Offender Management	35,000	<p>IOM is successful in reducing the reoffending of prolific offenders most at risk of committing acquisitive crime such as burglary and car crime. Key agencies work together to assist offenders to address the causes of their reoffending whilst those that do not engage are subject to robust disruption/enforcement activity.</p>
Drug Intervention Programme Peterborough	207,575	<p>The Safer Peterborough Partnership has an integrated treatment system that promotes recovery for drug users across the criminal justice system; reducing offending and</p>

		anti-social behaviour, and improving health. It links clearly with alcohol treatment, substance misuse prevention, and criminal justice interventions to build more cohesive, safer and confident communities.
Drug Intervention Programme Cambridgeshire	116,022	Through effective partnership working aligned to both IOM and Transforming Rehabilitation, DAAT's START programme will engage substance misusing offenders, at all stages of the criminal justice process, to participate in effective, structured treatment. The intention is to reduce the impact of drug-related offending and create fewer victims of crime.
Safer Peterborough Partnership	116,000	Safer Peterborough Partnership builds cohesive, safer and confident communities by driving down rates of reported crime and anti-social behaviour. It is committed to Peterborough's preventative agenda by clear linkage with the Sustainable Community Strategy, whilst continuing its focus on tackling current issues of cohesion, crime, disorder and safety within neighbourhoods.
Cambridgeshire Youth Offending Service	91,762	The grant funds three Prevention Officers. These officers work in high need areas in Cambridgeshire to prevent young people at risk from entering the criminal justice system. The officers work closely with local Police Officers and Children's Services to identify young people.
Peterborough Youth Offending Service	74,584	The funding will primarily support the crime prevention agenda, securing staff time to work with young people at risk of offending or who have committed a first low level offence. By tackling the underlying issues at this early stage, crime will be significantly reduced in the longer term.
Drug Testing in Custody	60,000	Drug enforcement is now strategically aligned with drugs intervention at Peterborough. With both mandatory and voluntary intervention pathways for drug dependant users. Keeping people safe priorities for 2014/15 are to continue the development of early intervention and prevention pathways alongside the frequent attendees data and the Peterborough crime priorities.
Neighbourhood Watch	2,500	Funding for marketing to increase membership

### Victims Services

From October 2014 police and crime commissioners will be responsible for commissioning the majority of emotional and practical support services for victims of crime locally. Specific support services will be targeted at those most in need.

In December 2013 the Office of the Police and Crime Commissioner received £299k to:

- build restorative justice capacity;
- build capacity and capability of the wider voluntary, community and social enterprise victim service providers in advance of local commissioning; and
- to prepare for local commissioning.



Grants for funding were made to the following partners in line with the Inter-agency Victim Strategy and Commissioning Intentions.

Recipient	Award (£)	Rationale
Cambridgeshire Constabulary	100,000	Development of Victim Hub to act as a six-month local referral pilot. This will include: funding a project manager post and developing a virtual resource centre for victims of crime.
Cambridge Rape Crisis Peterborough Rape Crisis	35,000	Joint funding to build capacity and capability in areas of need.
Drug Link (VCSE)	30,000	One off set up costs for Alcohol Diversion Scheme
Cambridgeshire County Council	25,000	Expertise and resources provided to enable effective commissioning.
Cambridgeshire County Council Research Team	5,000 5,000	Research to better understand the rate of victimisation in Cambridgeshire to enable effective strategies to be put in place to reduce the number of victims. Research to better understand why some people choose not to report crime.
Cambridgeshire Youth Offending Service	10,000	Accelerate roll out of, and build RJ capacity, in Cambridgeshire schools
Peterborough Youth Offending Service	10,000	Build Restorative Justice capacity in Peterborough
Women's Aid Cambridge	10,000	Work to support capacity and capability of potential providers of services to enable the victims of most serious crime to cope and recover.
Peterborough Neighbourhood Watch	2,500	Development of local scheme and training of local co-ordinators to provide community-level support
Restorative Justice Research and Audit	12,000	Research work to understand the impact of Restorative Justice Interventions on victims to inform future commissioning.
Regional Co-ordination	10,000	Establish a collaboration agreement co-ordination post
Migrant Support Worker	29,500	Pilot post to co-ordinate support to migrant workers who are victims of exploitation

Looking ahead to 2014/15 the Police and Crime Commissioner has set a budget of £131.06m. This is a reduction of £1.74m compared to 2013-14. A main contributor to this was a reduction in policing grant being reduced by 4.8%. To balance the budget for this financial year a council tax was increased by 1.92% and a further £4.9m of reductions identified. The Medium Financial Plan identifies further budget gaps of £12m over the next four years, which both the Police and Crime Commissioner and the Chief Constable will be developing plans to tackle this.

The Police and Crime commissioner will also be allocating:

- £1.3m in Crime and Disorder Reduction Grant to partners;

- £454k for the provision of local commissioned services for victims of crime, to include restorative justice services.

## **CONTACT US**

Contact the Cambridgeshire Police and Crime Commissioner:

### **Online:**

[www.cambridgeshire-pcc.gov.uk](http://www.cambridgeshire-pcc.gov.uk)

Visit the Cambridgeshire Police and Crime Commissioner website

### **Email:**

[Cambs-pcc@cambs.pnn.police.uk](mailto:Cambs-pcc@cambs.pnn.police.uk)

### **Follow us on Twitter:**

@PCCCambs

### **Write to:**

South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA

### **How to contact the police**

#### **In an emergency always call 999**

When a life is in danger or a serious crime is being committed.

#### **For all non-emergencies call 101**

For calls not requiring immediate police attendance or any other enquiry.

Online [www.cambs.police.uk](http://www.cambs.police.uk)

Visit the Cambridgeshire Constabulary website.

**Follow us on:** [Twitter logo] [Facebook logo] [YouTube logo] @CambsCops eCops

# Appendix 2

## Performance Framework

Maintain local police performance	Baseline
Dealing with local concerns	72.3%
Satisfaction with service delivery	85.4%
Achieve and maintain 300 Specials Constables	245

Continue to tackle crime and disorder	Baseline
Reduce victim based crime	40,653
Increase the detection rate	30.6%
Reduce dwelling burglary	2,744
Increase the burglary detection rate	20.5%
Maintain low levels of perceived of anti-social behaviour	0.9%
The level of anti-social behaviour does not increase over the next 12 months	28,021
Reduce the total harm caused by Organised Crime Groups operating in Cambridgeshire <sup>1</sup>	N/A
Increase the volume of assets removed from criminals	136
Increase the value of assets removed from criminals	£1,502,063
Perception of drug misuse	14.0%

Keeping people safe	Baseline
Reduce the percentage of offenders who reoffend within 12 months <sup>2</sup>	N/A
Limit the number of people who commit offences whilst on the scheme <sup>3</sup>	N/A
Improve the ratio of reported incidents of domestic abuse to prosecutions <sup>4</sup>	8.4%
Increase the satisfaction of victims of racist incidents <sup>5</sup>	78.7%

Maintain the resilience of protective services	
Reduce the number of people killed or seriously injured in road traffic collisions	370

<sup>1</sup> Measures and data currently being finalised.

<sup>2</sup> Measures currently being finalised with partners.

<sup>3</sup> Measures currently being finalised with partners.

<sup>4</sup> Number of domestic violence cases where the Crown Prosecution Service has authorised a charge and which have gone through the court system, as a percentage of all domestic violence incidents.

<sup>5</sup> This is a measure of racist incidents only

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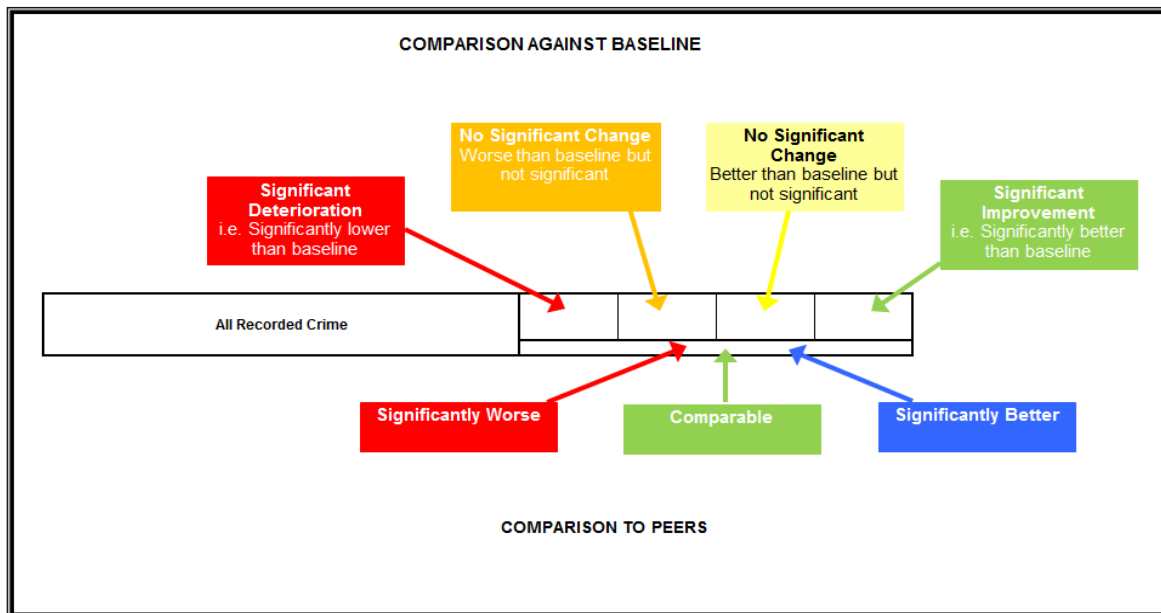
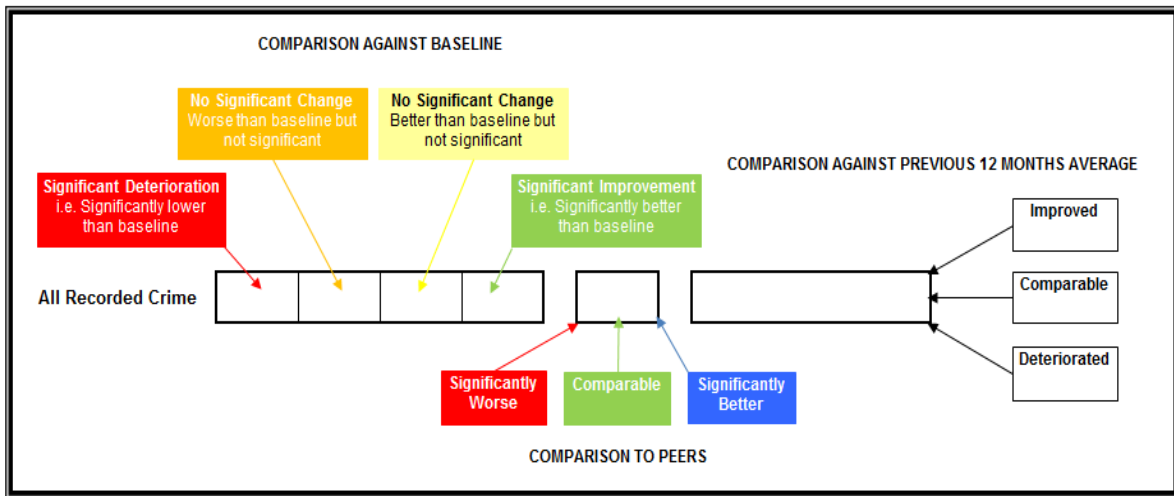
# **Cambridgeshire Constabulary**

## **Police and Crime Commissioner Performance Update**

**March 2014**

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NOTES



**MOST SIMILAR FORCES**

- Avon and Somerset
- Devon and Cornwall
- Gloucestershire
- Staffordshire
- Thames Valley
- Warwickshire
- Wiltshire

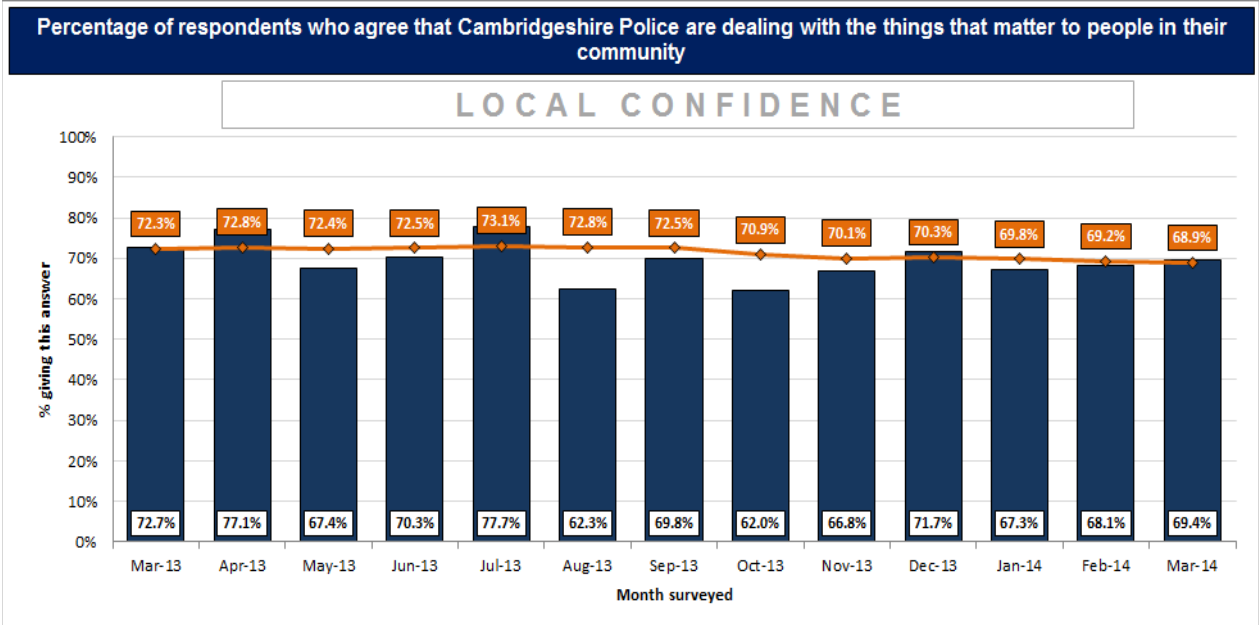
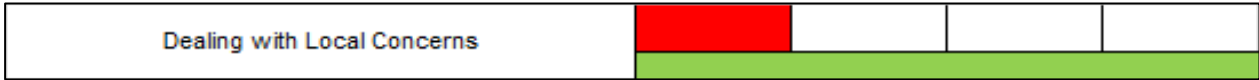
**POLICE AND CRIME PLAN DASHBOARD**

<b>Maintain Local Police Performance</b>		<b>MSF</b>	<b>Latest month</b>	<b>Rolling 12 months</b>	
				<b>Baseline</b>	<b>Current</b>
Dealing with Local Concerns			Comparable	72.3%	68.9%
Satisfaction with Service Delivery			Comparable	85.4%	89.0%
Special Constabulary - N° of Officers			Below target	245	284
Special Constabulary - N° of Hours worked				5,440	6,243
999 calls answered within 10 seconds			Comparable	94.7%	96.7%
Non-emergency calls answered within 30 seconds			Comparable	89.6%	94.4%
<b>Continue to tackle Crime and Disorder</b>		<b>MSF</b>	<b>Latest month</b>	<b>Baseline</b>	<b>Current</b>
All Recorded Crime			Comparable	46,435	43,970
Victim-Based Crime			Deteriorated	40,653	39,225
Perception of high ASB			Comparable	0.9%	0.9%
Anti-social behaviour			Comparable	28,021	27,251
All Crime Detection Rate			Deteriorated	30.6%	29.4%
Satisfaction with Service Delivery - Burglary Dwelling			Comparable	91.8%	94.6%
Burglary Dwelling			Comparable	2,744	2,411
Burglary Dwelling Detection Rate			Deteriorated	20.5%	19.8%
Asset Recovery			Comparable	£1,502,063	£2,277,970
Harm caused by all known OCGs operating in Cambs			Decreased average	1630	1406
Harm caused by original cohort of OCGs			Decreased average	1630	785
Perception of Drug Misuse			Comparable	14.0%	9.0%
<b>Keeping People Safe</b>		<b>MSF</b>	<b>Latest month</b>	<b>Baseline</b>	<b>Current</b>
Ratio of DV Incidents to Prosecutions				8.4%	8.1%
Detection Rate for Domestic Abuse Crime			Deteriorated	49.4%	44.8%
IOM (% of people who reoffend within 12 months)				n/a	
IOM (N° of people who commit offences on the scheme)				n/a	
Hate Crime Detection Rate			Deteriorated	51.4%	45.5%
Satisfaction with Service Delivery - Racist Incidents			Comparable	78.7%	78.9%
<b>Maintain the resilience of protective services</b>		<b>MSF</b>	<b>Latest month</b>	<b>Baseline</b>	<b>Current</b>
Reduce KSI Road Casualties			Comparable	371	392
<b>Organisational Health</b>		<b>MSF</b>	<b>Latest month</b>	<b>Baseline</b>	<b>Current</b>
Sickness - Police Officer			Comparable	7.8	6.3
Sickness - Police Staff			Comparable	8.9	7.2

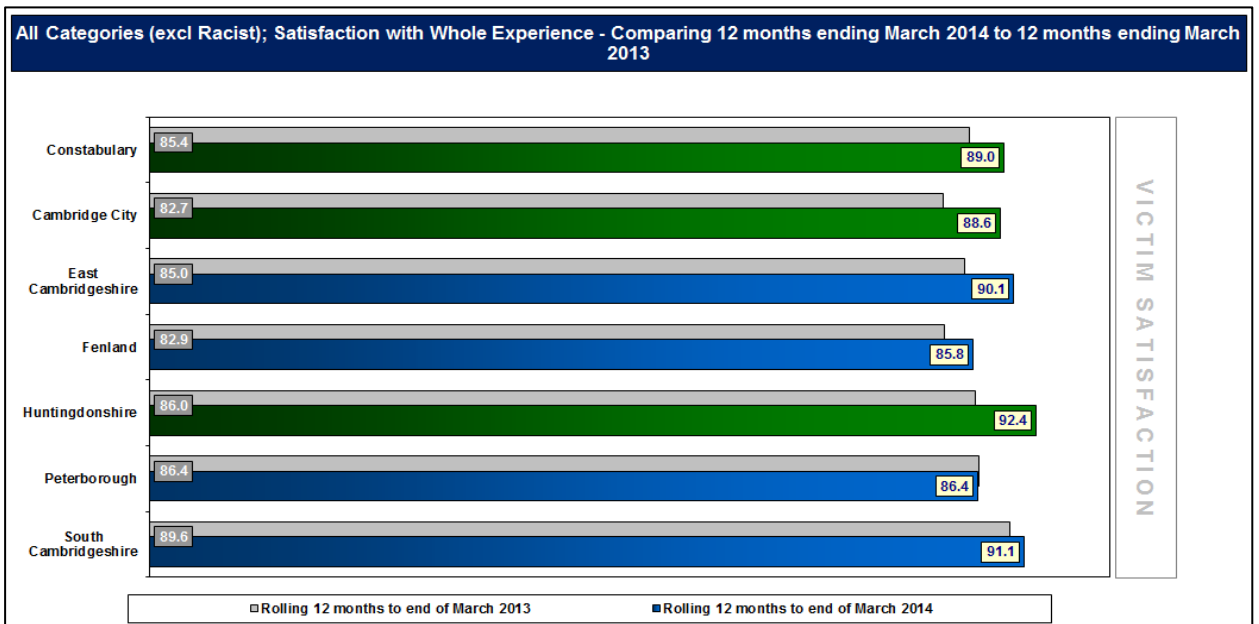
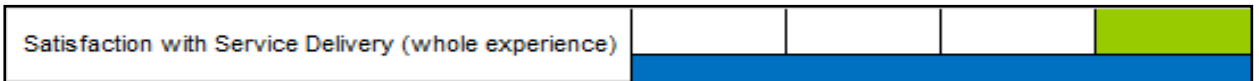
Data as at 10 April 2014



MAINTAIN LOCAL POLICE PERFORMANCE

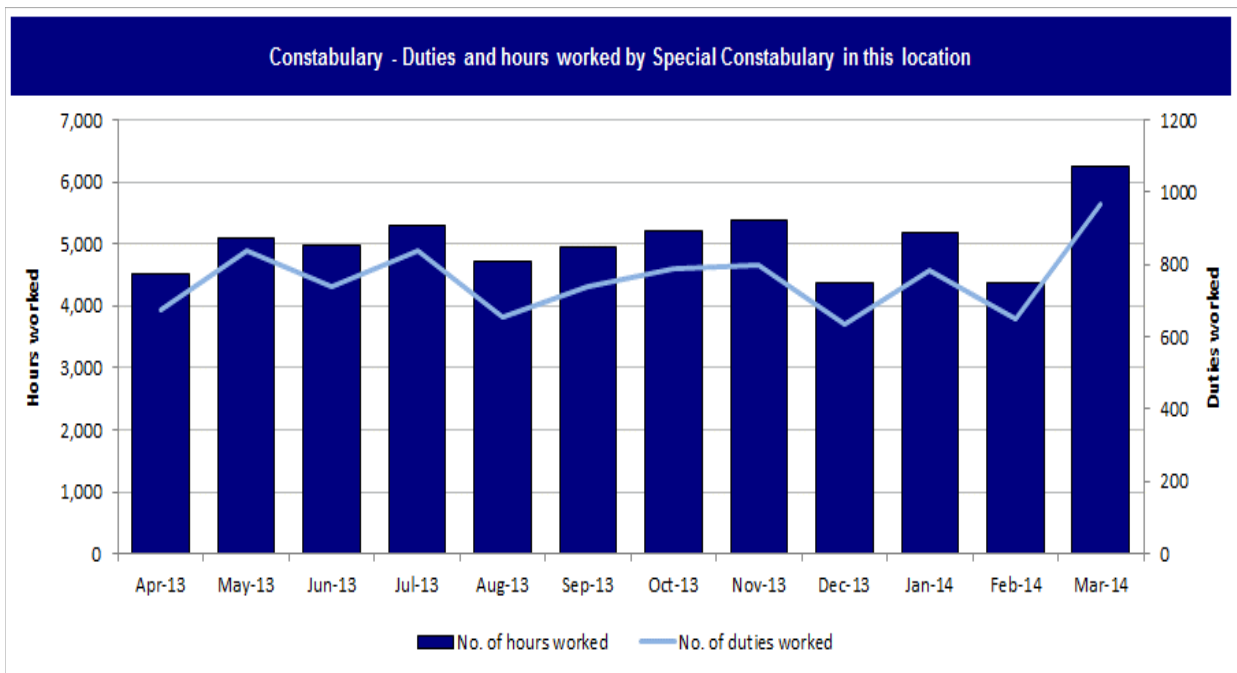
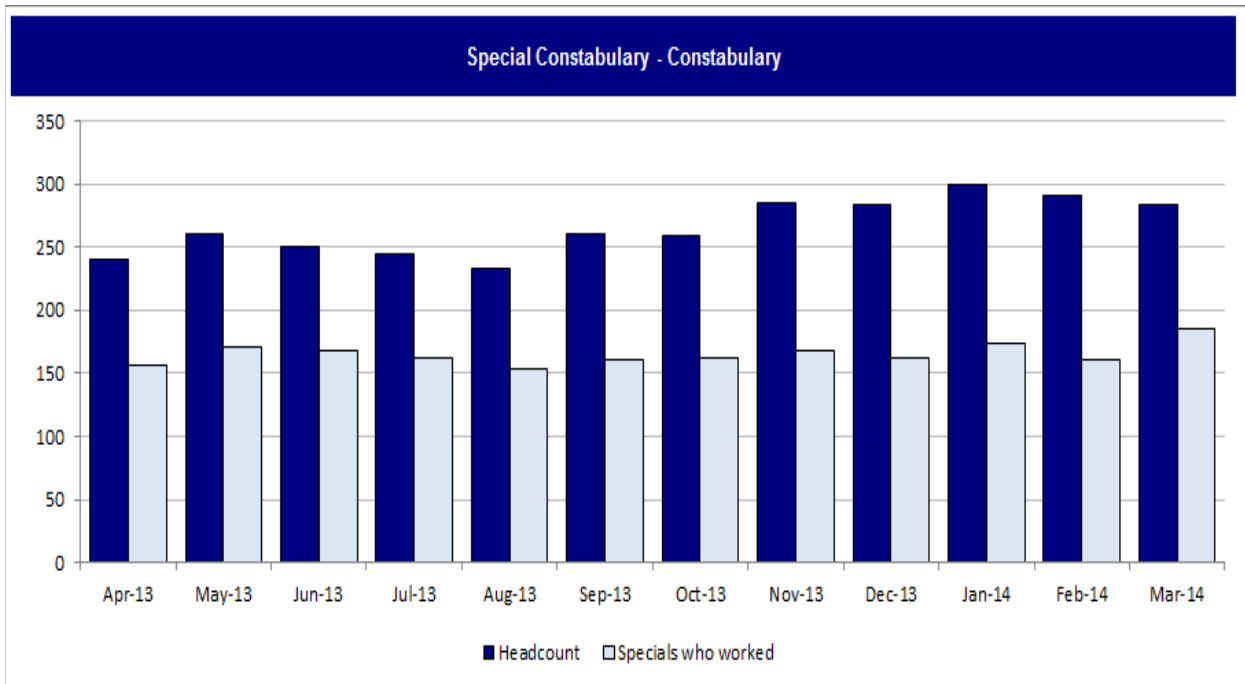


Policing in Cambridgeshire Survey data to March 2014

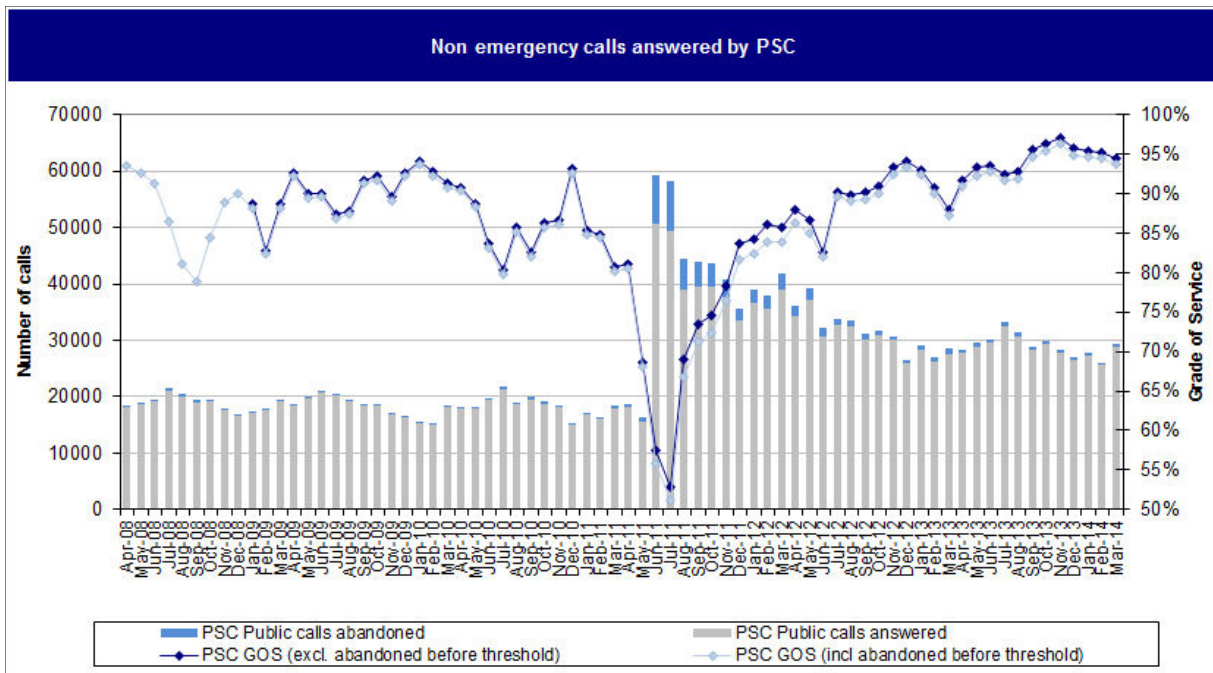
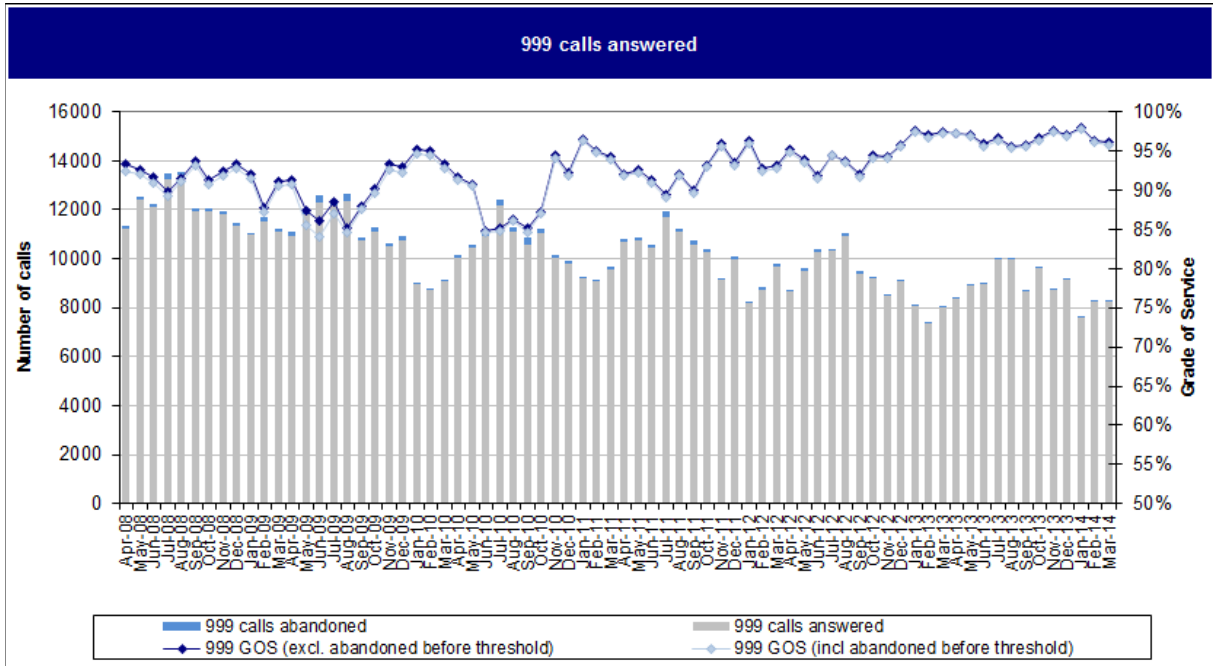


Victim Satisfaction Survey data to March 2014

**SPECIAL CONSTABULARY**

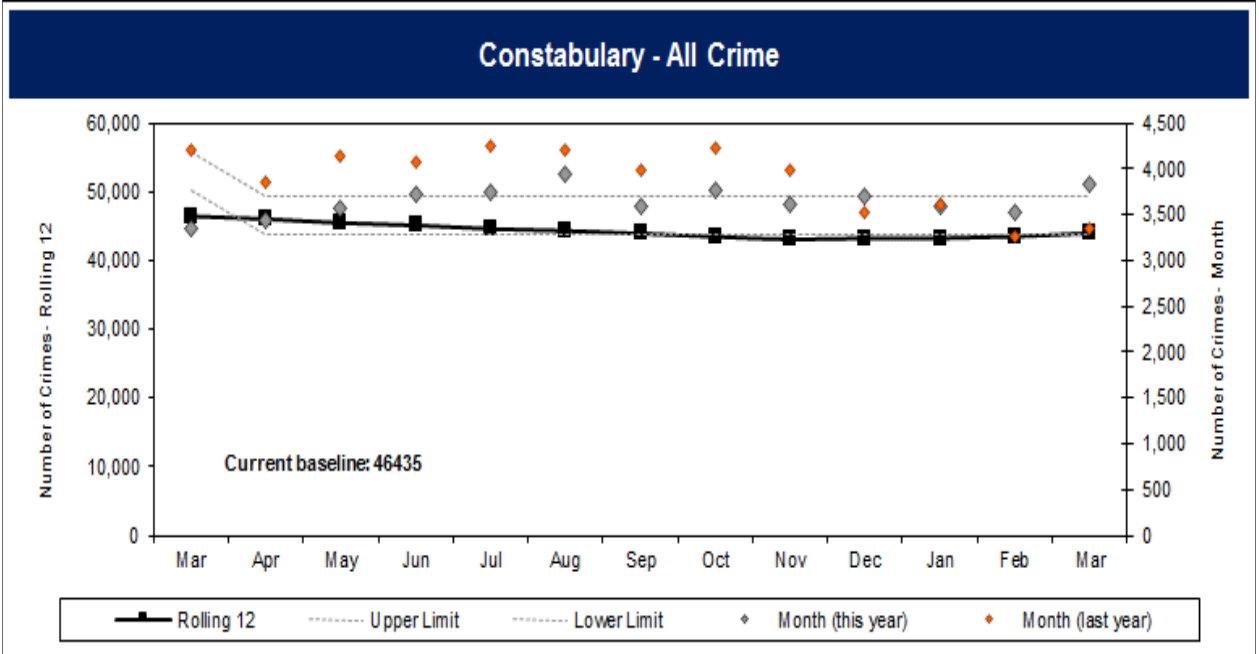


CALL HANDLING

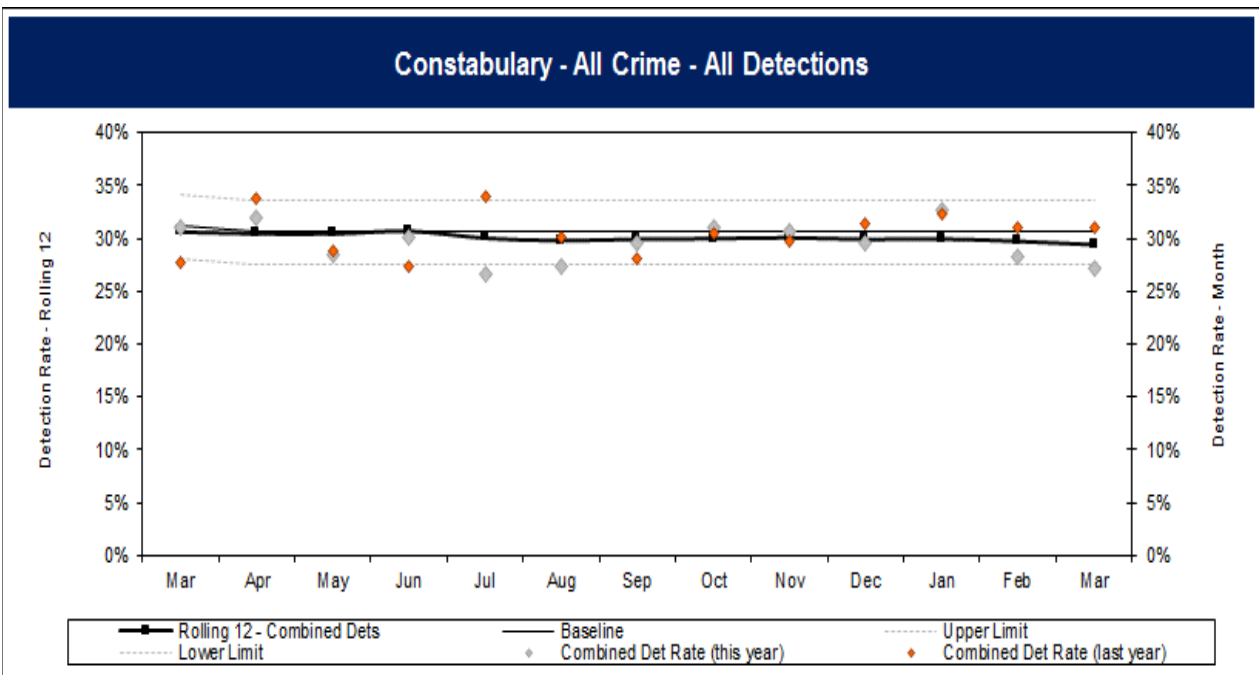


CONTINUE TO TACKLE CRIME AND DISORDER

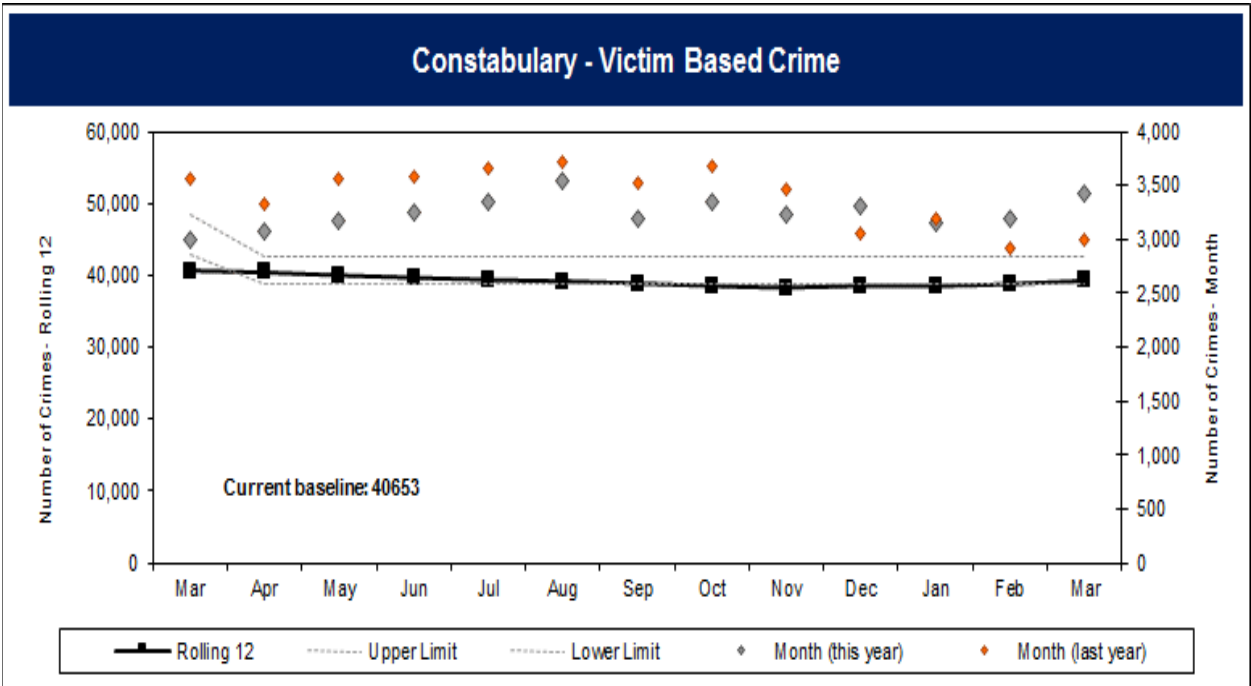
All Recorded Crime				



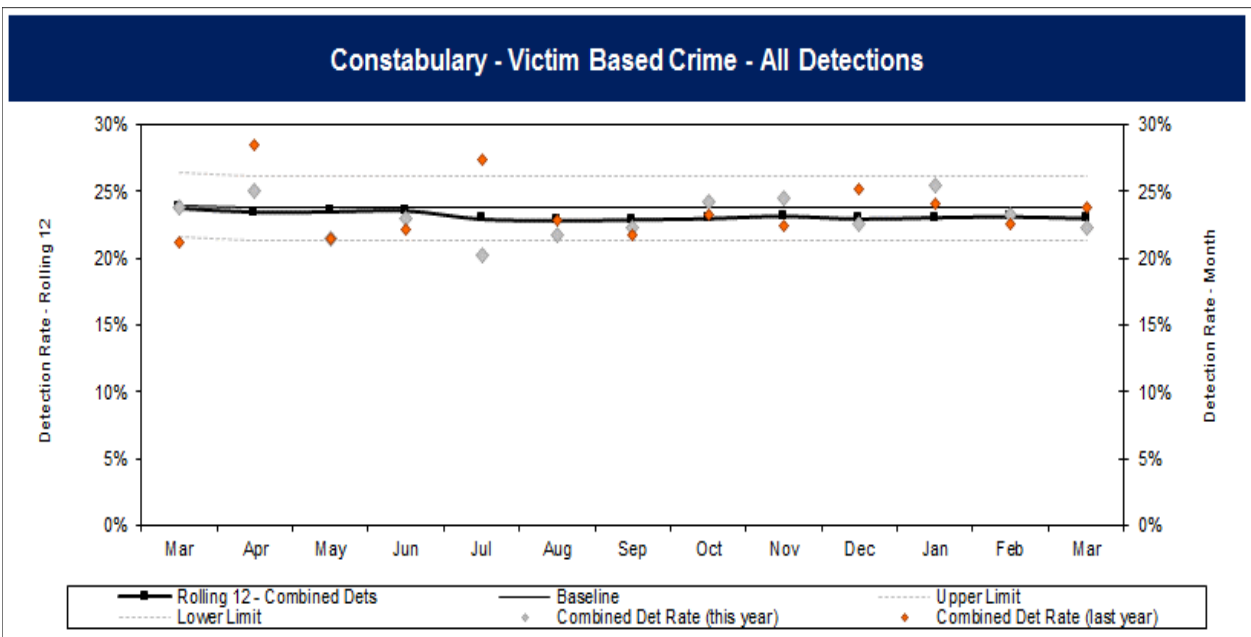
All Crime Detection Rate			



Victim-Based Crime				

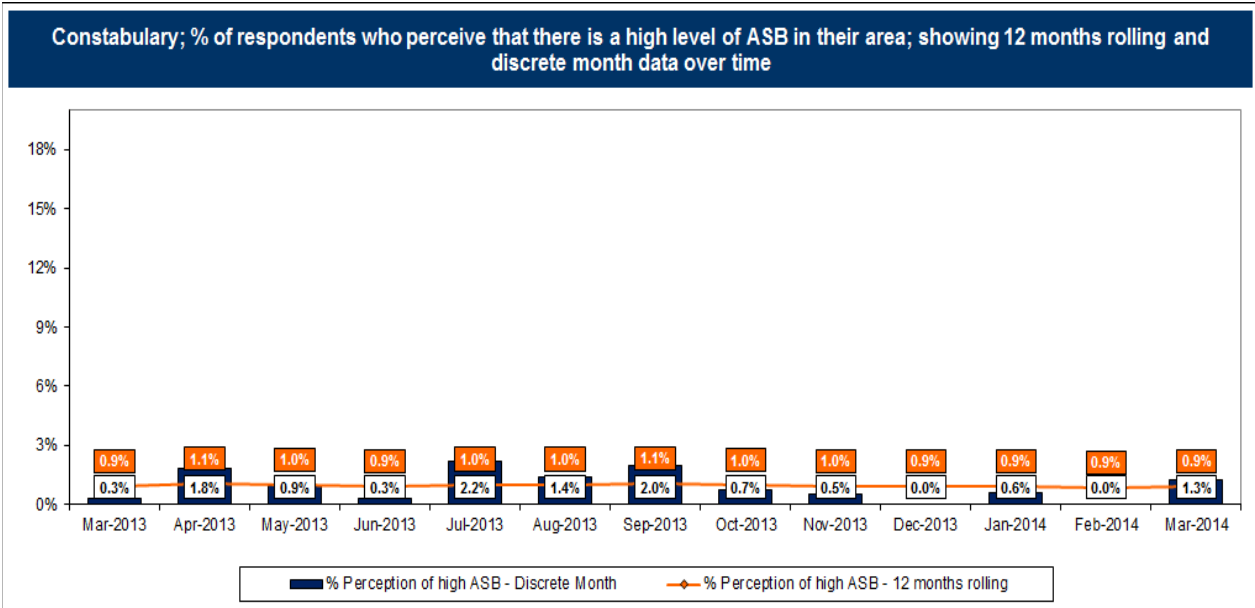


Victim-Based Crime Detection Rate				



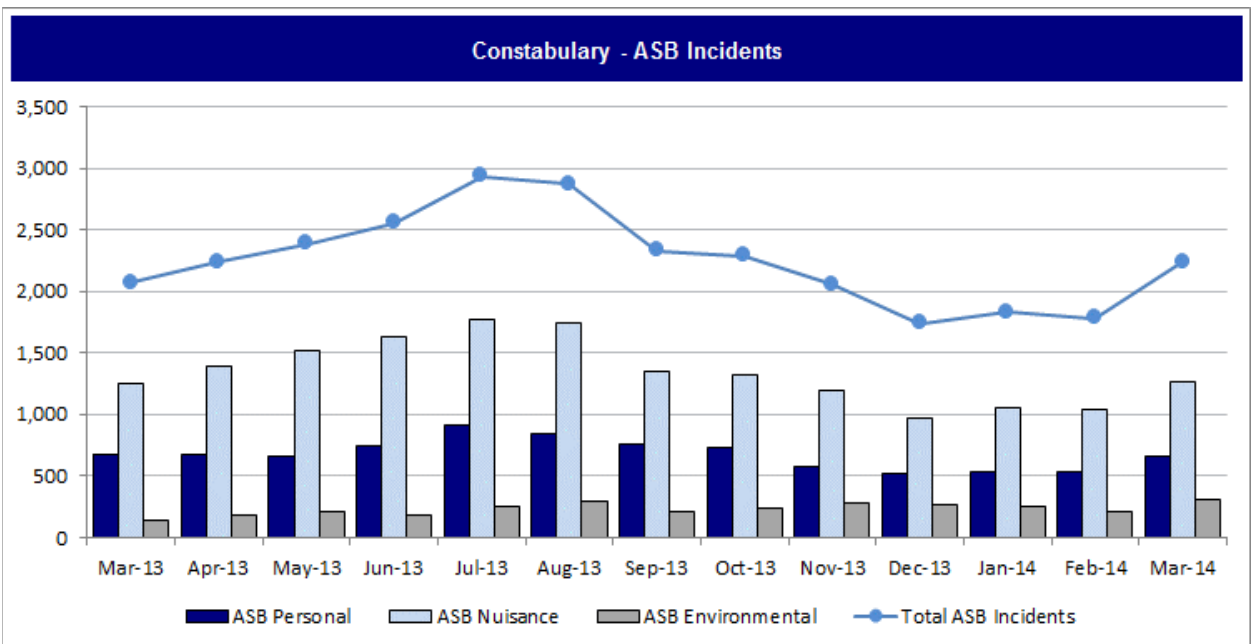
NOT PROTECTIVELY MARKED

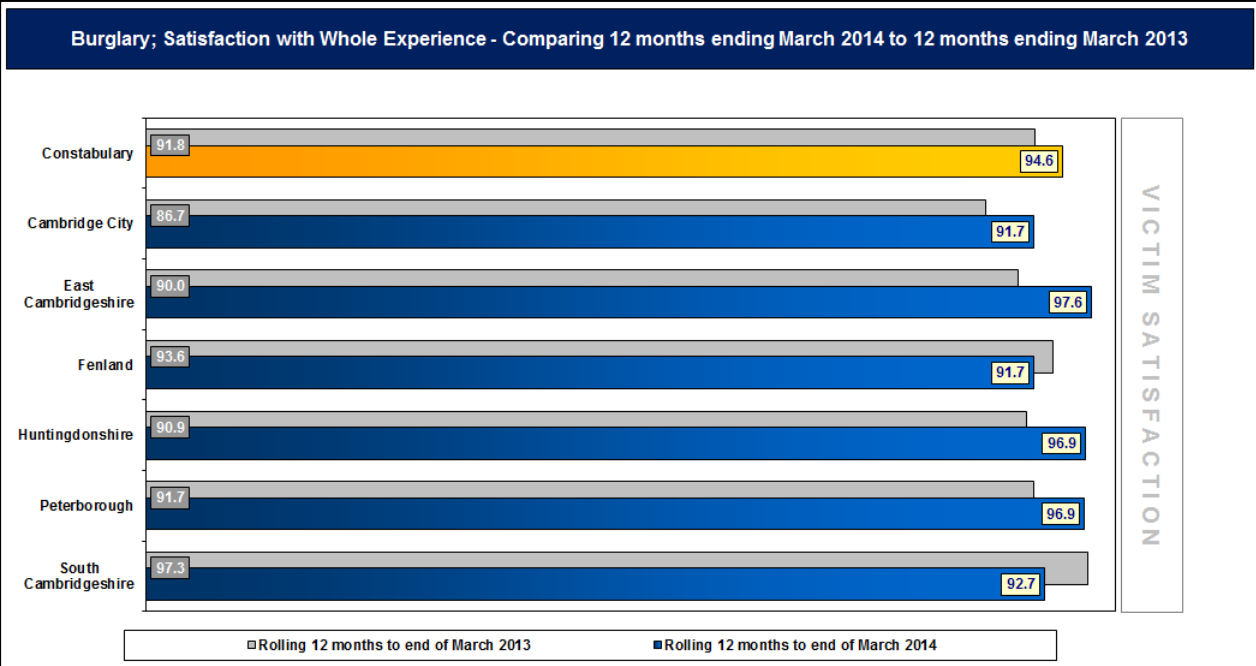
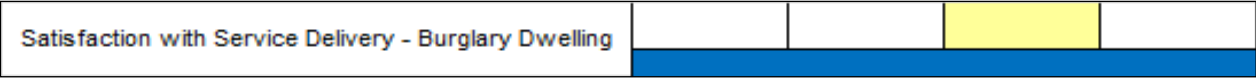
Perception of High ASB			
	Not available		



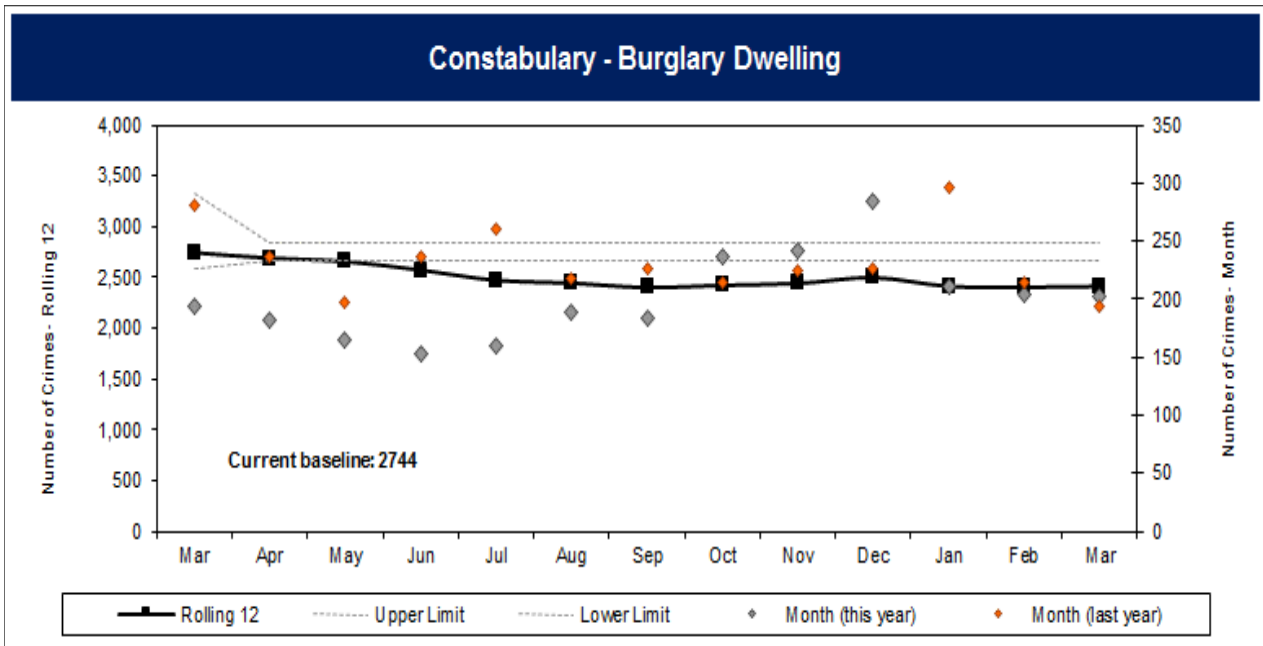
*Policing in Cambridgeshire Survey data to March 2014*

Anti-social behaviour			
	Not available		

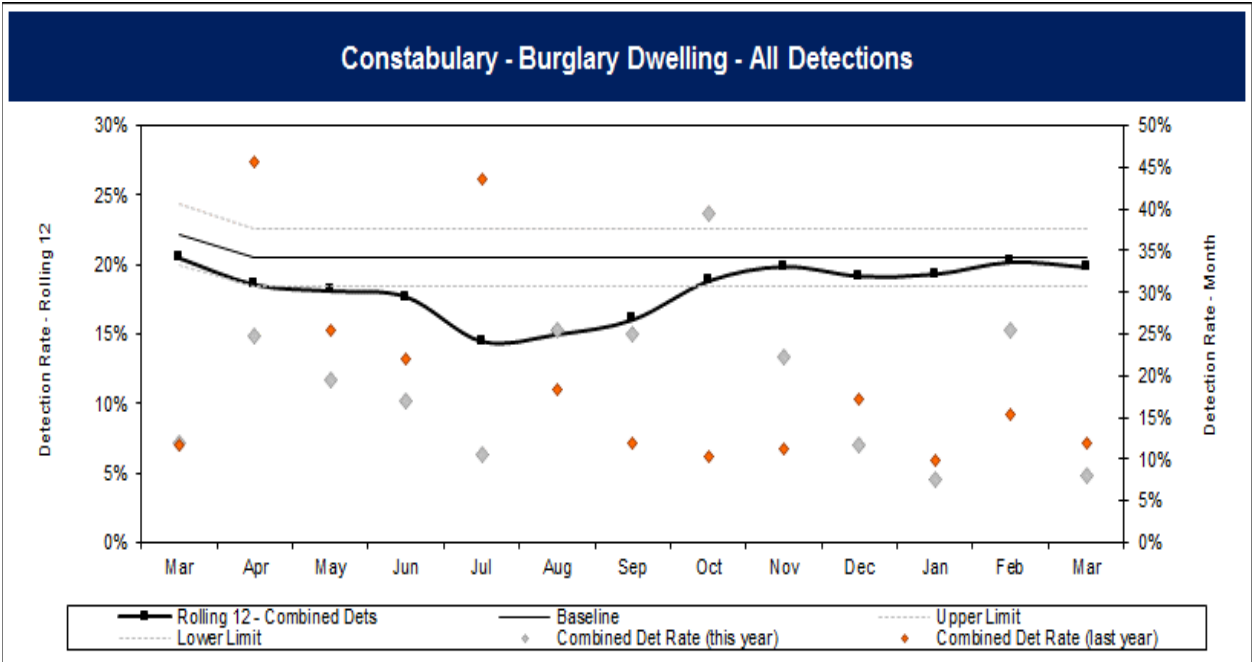




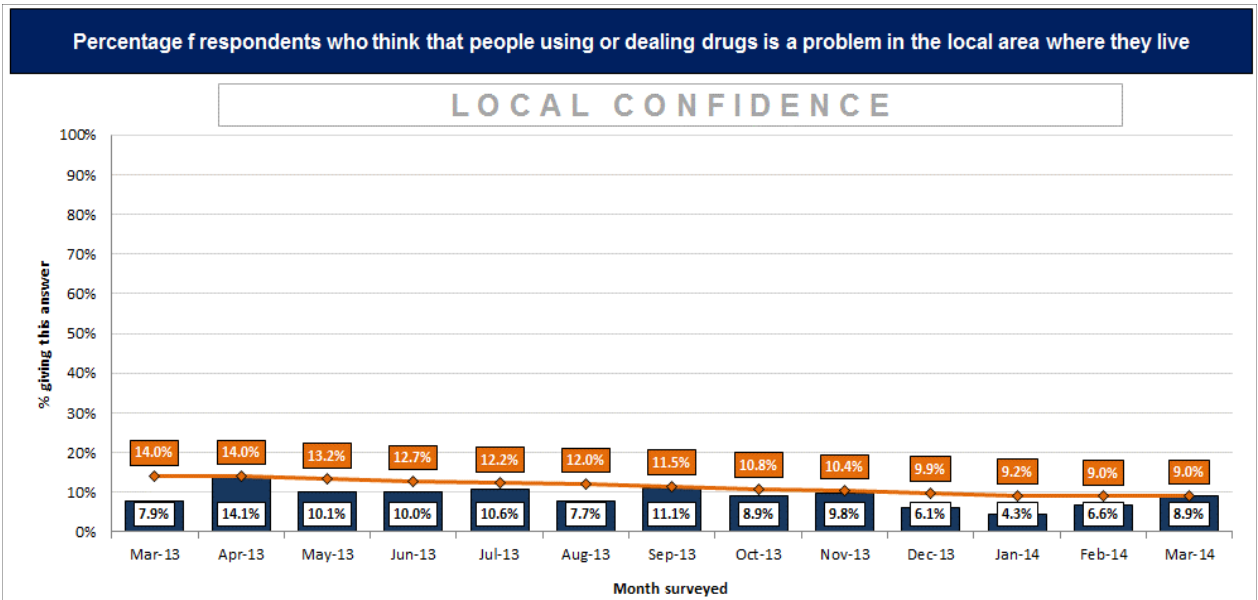
Victim Satisfaction Survey data to March 2014



Burglary Dwelling Detection Rate				



Perception of Drug Misuse				
	Not available			

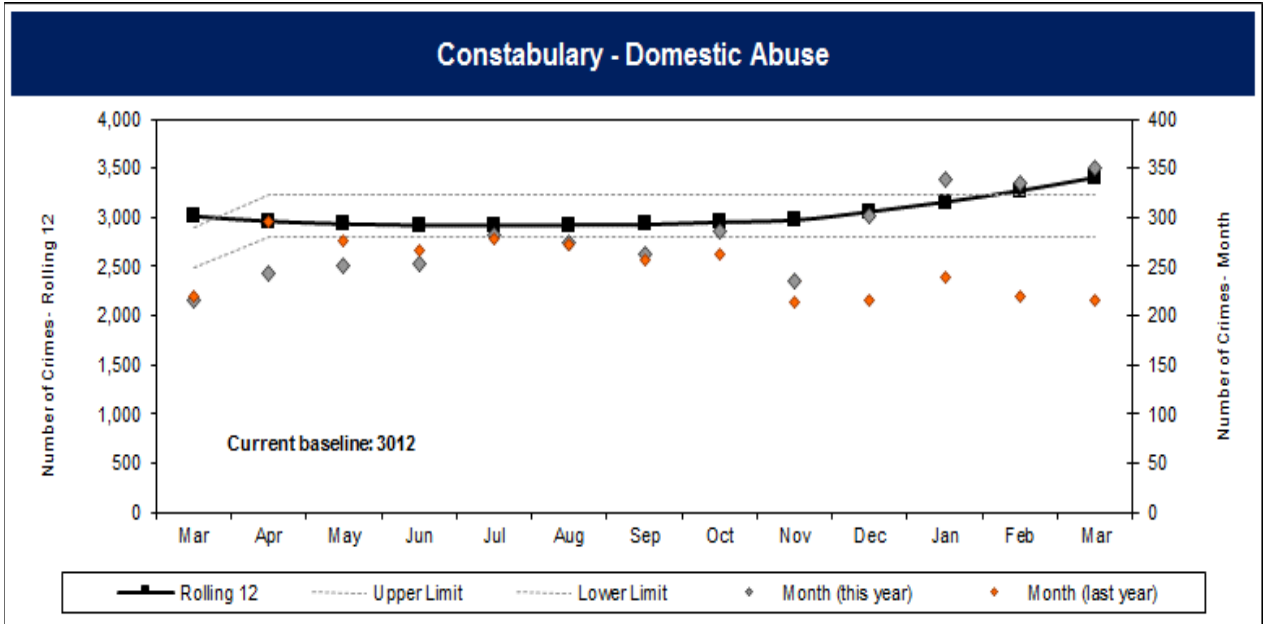


Policing in Cambridgeshire Survey data to March 2014



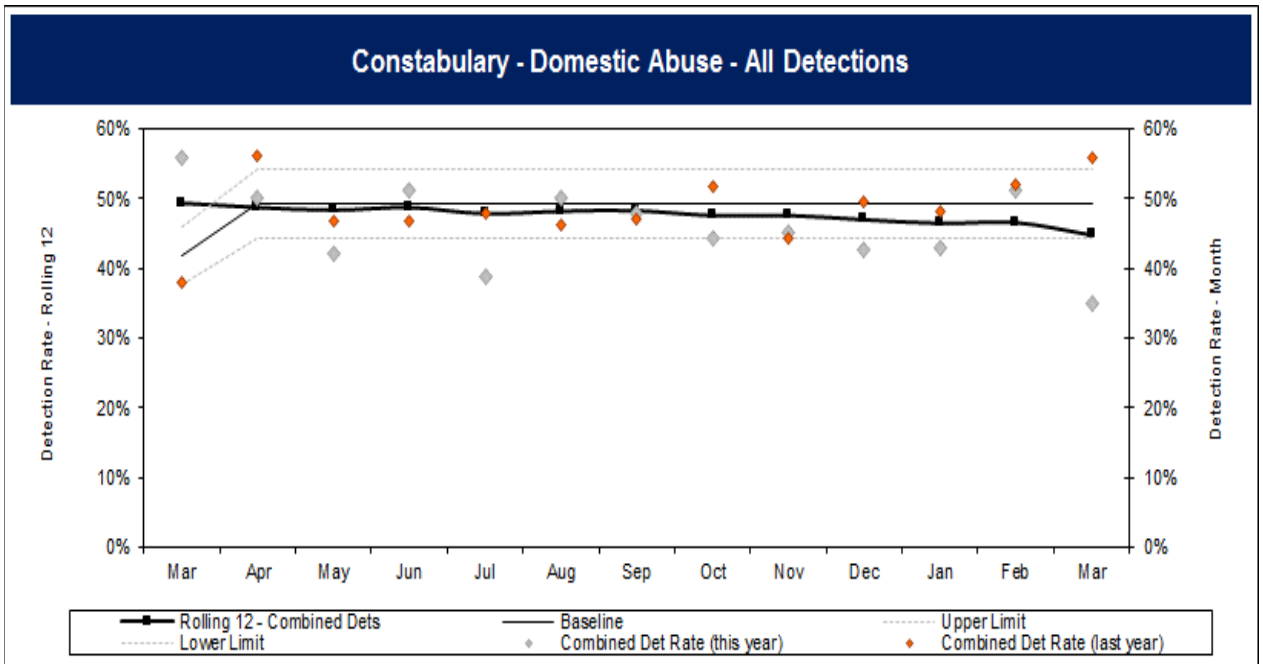
KEEPING PEOPLE SAFE

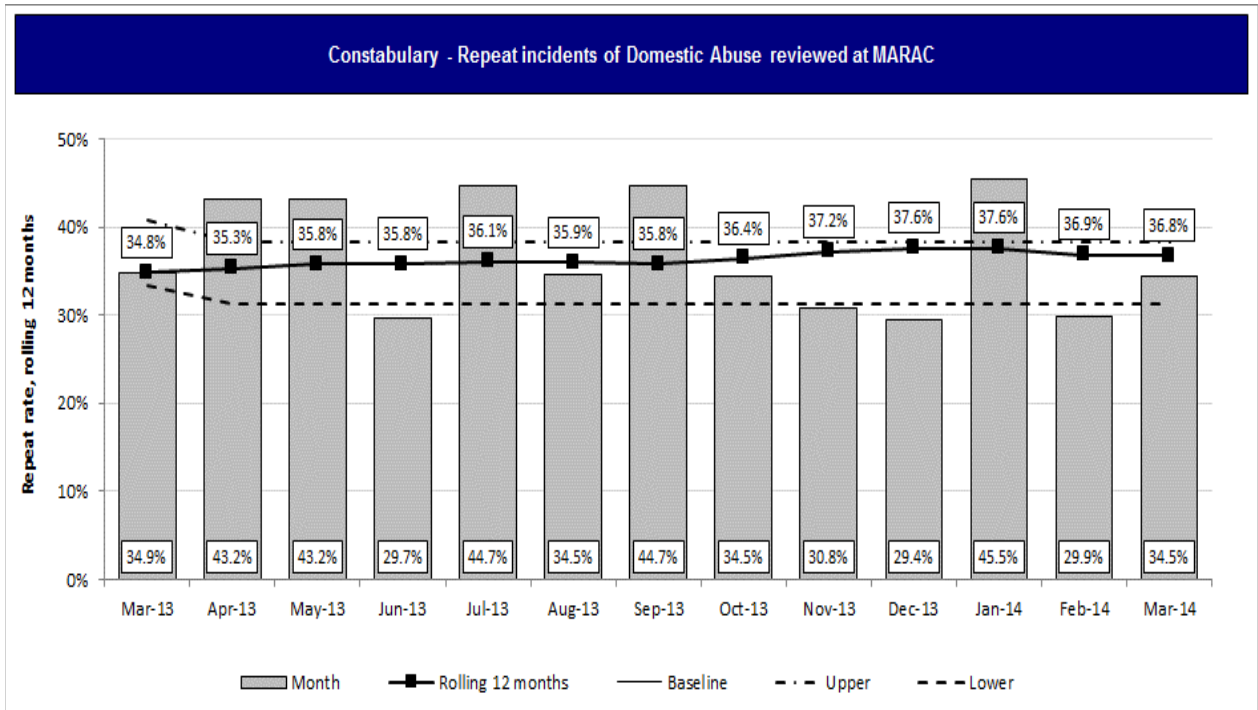
Domestic Abuse Crime				
	Not available			



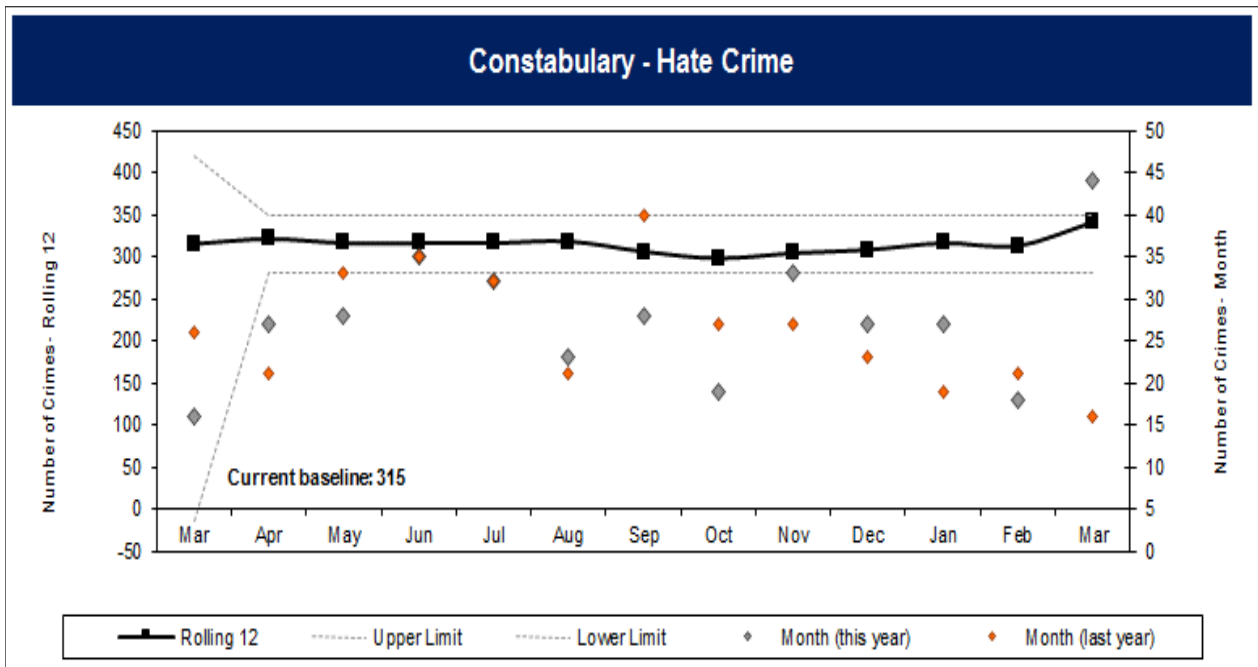
*As the Constabulary proactively encourages victims of Domestic Abuse to confidently seek our help, an increase in this offence type may not necessarily be a negative indicator.*

Domestic Abuse Detection Rate				
	Not available			

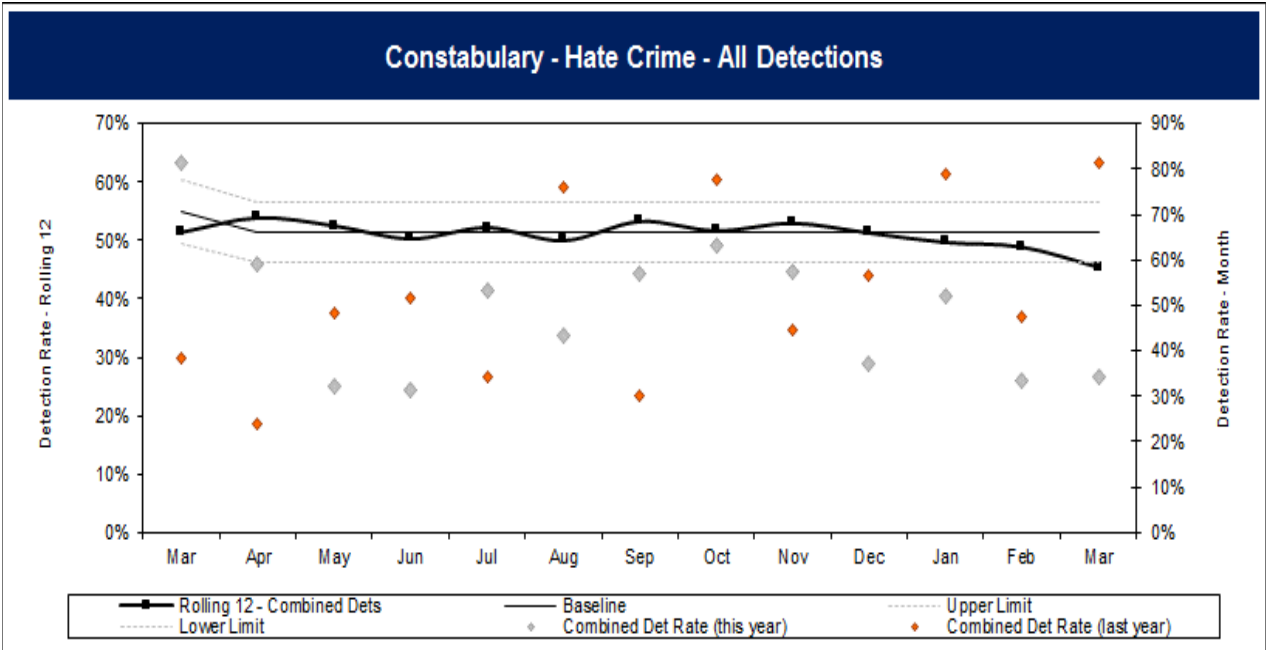




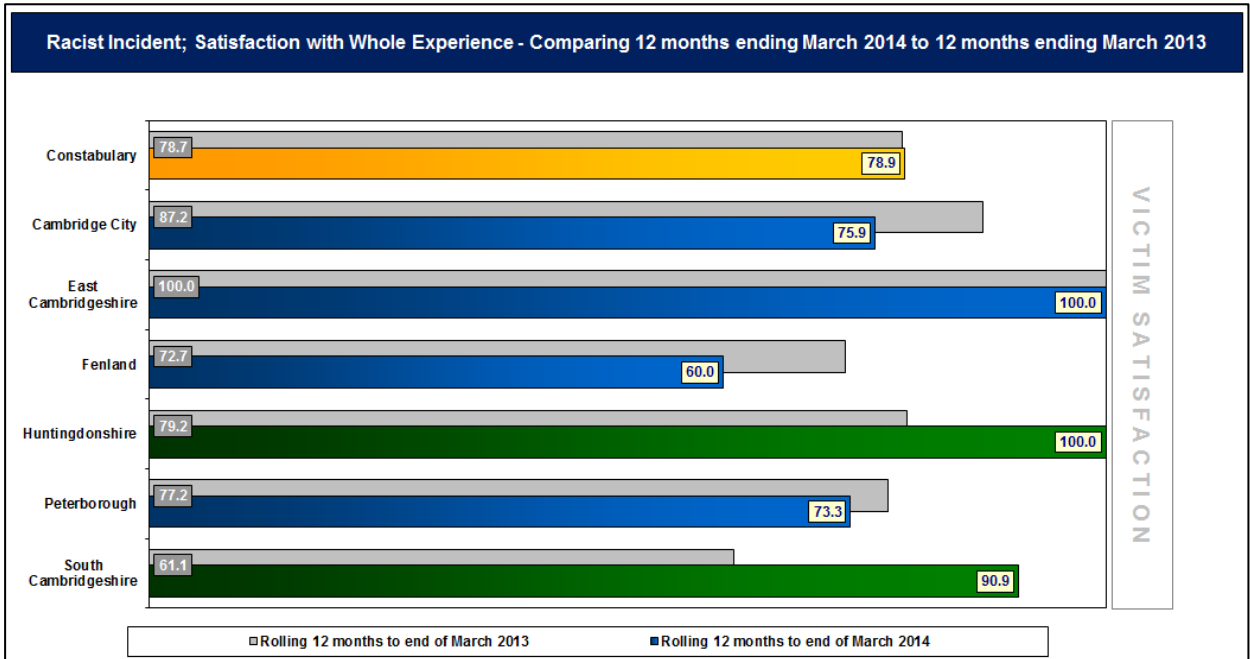
Hate Crime				



Hate Crime Detection Rate			
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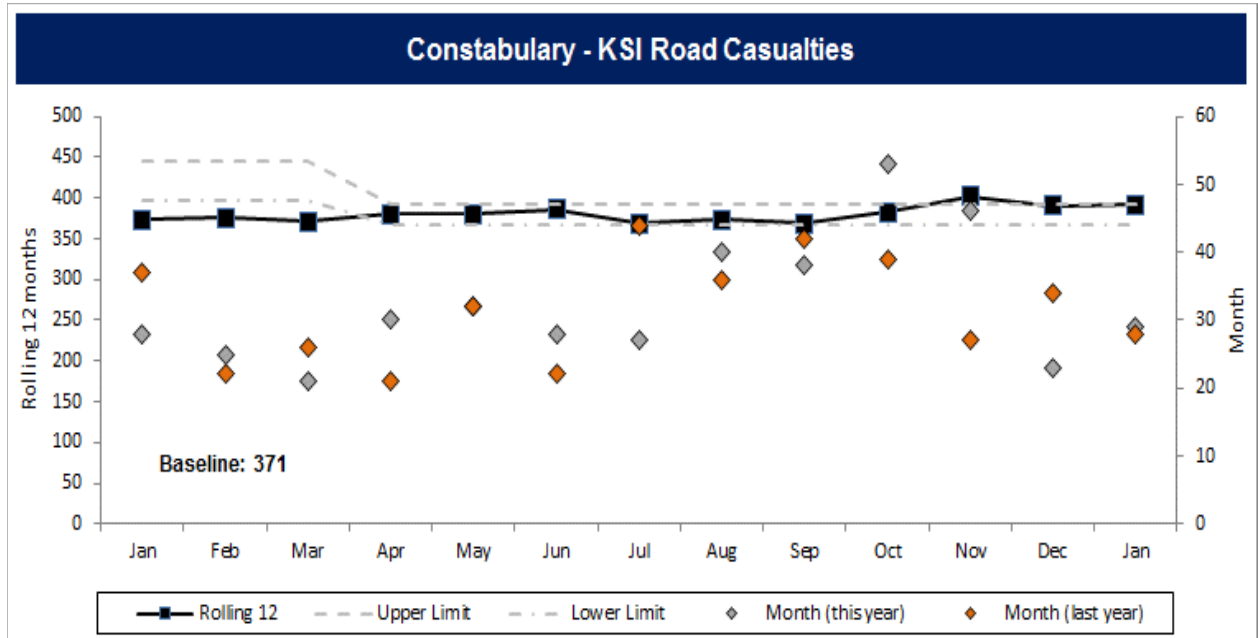
Satisfaction with Service Delivery - Racist Incidents				
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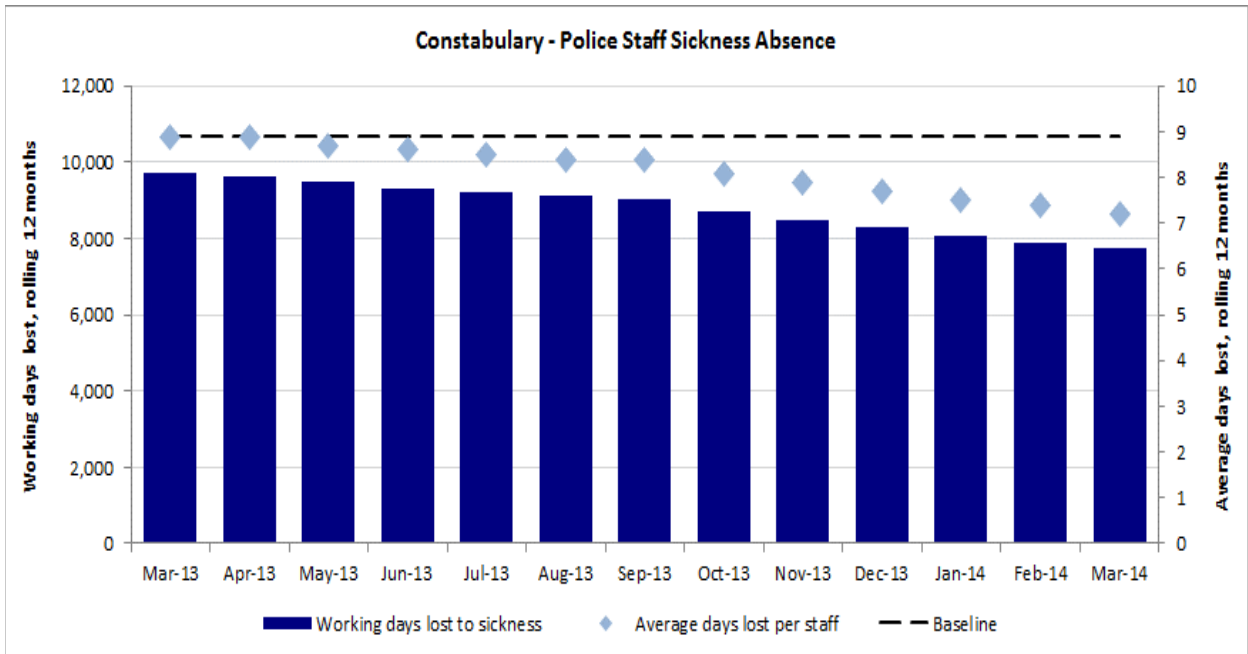
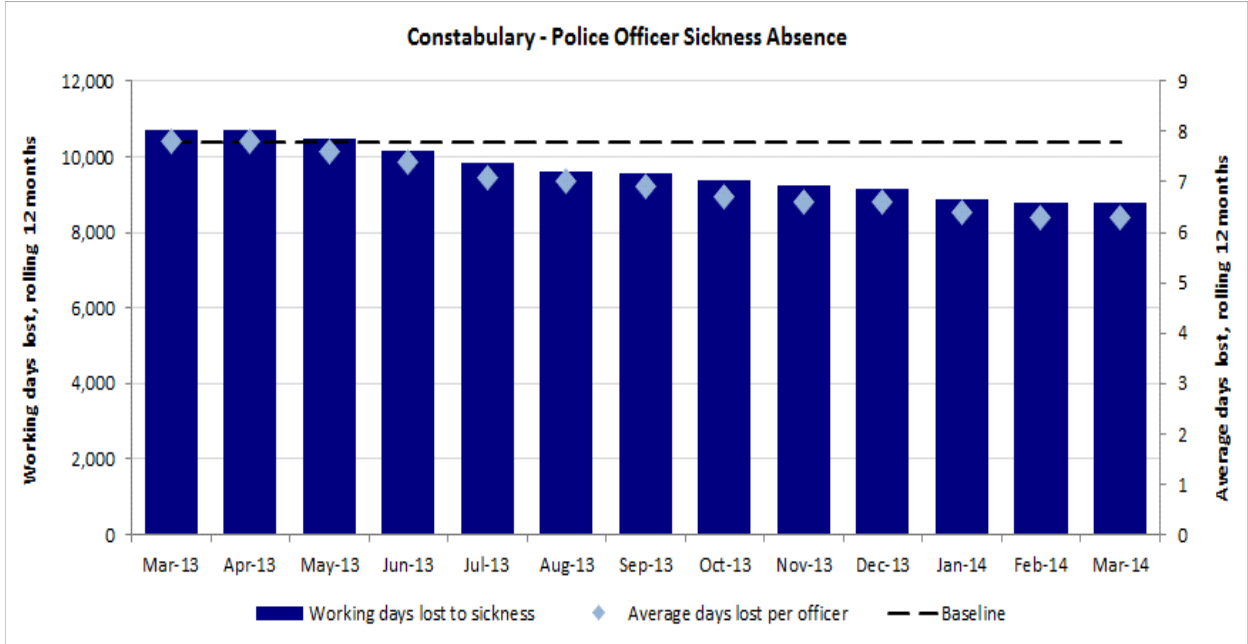
Victim Satisfaction Survey data to March 2014

MAINTAIN THE RESILIENCE OF PROTECTIVE SERVICES

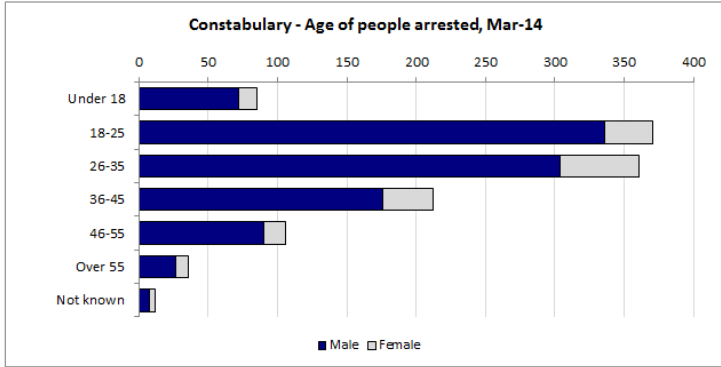
KSI Road Casualties				



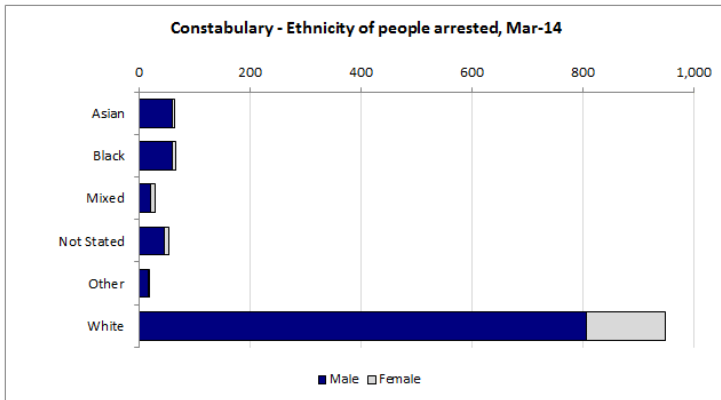
ORGANISATIONAL HEALTH



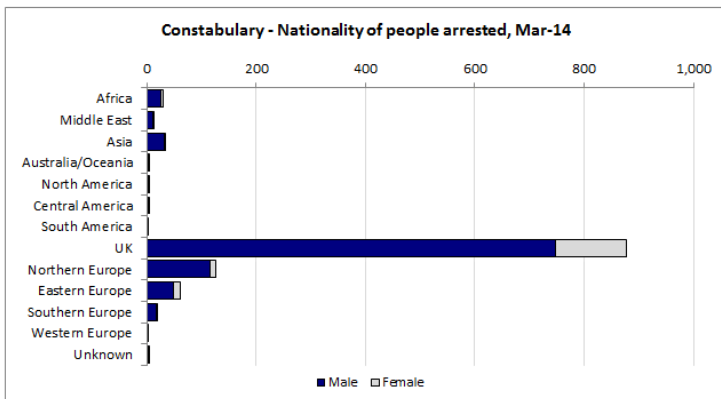
ARRESTS



SUMMARY - AGE		
	Mar-14	Rolling 12 *
Under 18	7.2%	7.1%
18-25	31.4%	31.2%
26-35	30.5%	29.5%
36-45	17.9%	18.7%
46-55	9.0%	9.2%
Over 55	3.0%	3.0%
Not known	1.0%	1.3%
<b>TOTAL ARRESTS</b>	<b>1,183</b>	<b>14,365</b>
Juveniles	5.3%	4.7%



SUMMARY - ETHNICITY		
	Mar-14	Rolling 12 *
Asian	5.5%	5.7%
Black	5.7%	5.2%
Mixed	2.5%	2.7%
Not Stated	4.6%	6.4%
Other	1.6%	1.2%
White	80.2%	78.8%
<b>TOTAL ARRESTS</b>	<b>1,183</b>	<b>14,365</b>

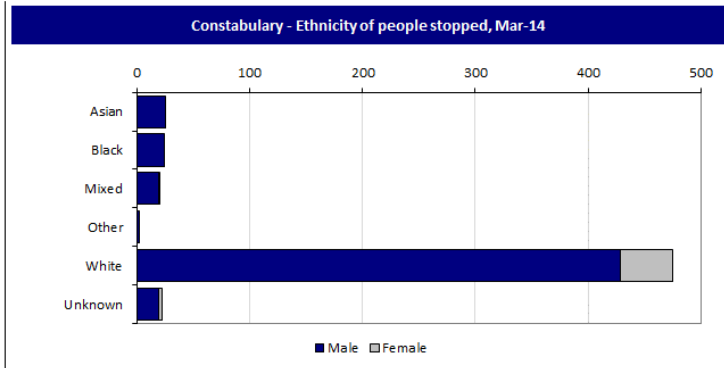


SUMMARY - NATIONALITY		
	Mar-14	Rolling 12 *
Africa	2.5%	2.0%
Middle East	1.2%	0.8%
Asia	2.9%	2.6%
Australia/Oceania	0.3%	0.1%
North America	0.3%	0.3%
Central America	0.3%	0.2%
South America	0.1%	0.1%
Total America	0.8%	0.5%
UK	74.1%	73.4%
Northern Europe	10.7%	10.8%
Eastern Europe	5.2%	7.3%
Southern Europe	1.7%	1.8%
Western Europe	0.2%	0.3%
Europe (excl UK)	17.8%	20.2%
Europe (incl UK)	92.0%	93.6%
Unknown	0.3%	0.3%

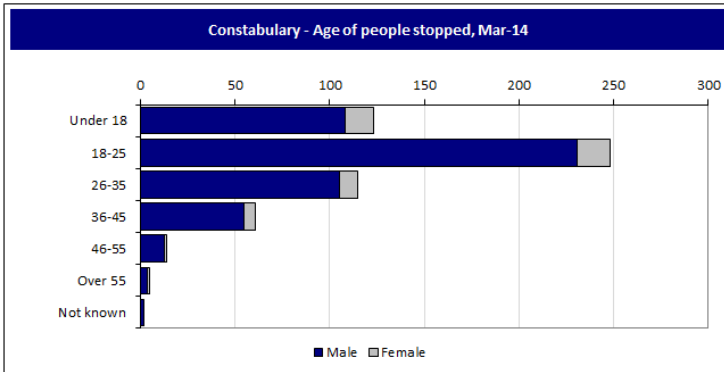
\* Current rolling 12 months to March 2014

Data from NSPIS Custody

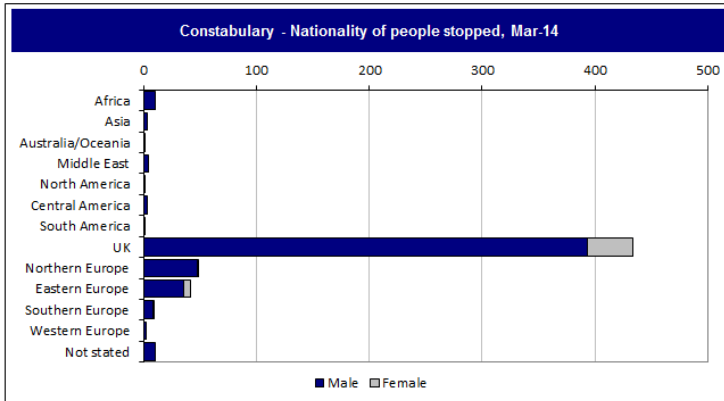
STOP SEARCHES



SUMMARY - ETHNICITY		
	Mar-14	Rolling 12
Asian	4.4%	5.6%
Black	4.2%	3.9%
Mixed	3.5%	2.4%
Other	0.4%	0.7%
White	83.6%	82.5%
Unknown	3.9%	5.0%
<b>TOTAL</b>	<b>568</b>	<b>12,667</b>



SUMMARY - AGE		
	Mar-14	Rolling 12
Under 18	21.7%	18.8%
18-25	43.7%	45.9%
26-35	20.2%	20.9%
36-45	10.7%	8.9%
46-55	2.5%	4.0%
Over 55	0.9%	1.1%
Not known	0.4%	0.3%
<b>TOTAL</b>	<b>568</b>	<b>12,667</b>



SUMMARY - NATIONALITY		
	Mar-14	Rolling 12
Africa	1.8%	0.9%
Asia	0.5%	1.4%
Australia/Oceania	0.2%	0.0%
Middle East	0.7%	0.6%
North America	0.2%	0.2%
Central America	0.5%	0.2%
South America	0.2%	0.1%
Total America	0.9%	0.4%
UK	76.4%	76.3%
Northern Europe	8.6%	8.4%
Eastern Europe	7.2%	7.2%
Southern Europe	1.6%	1.8%
Western Europe	0.4%	0.3%
Europe (excl UK)	17.8%	17.7%
Europe (incl UK)	94.2%	94.0%
Not stated	1.8%	2.7%

\* Current rolling 12 months to March 2014

Data from Stop Search database

INFORMATION SHEET

POLICE AND CRIME PLAN INDICATORS

	Indicator Name	Data used	Peer comparison data (iQuanta)
<b>Maintain local police performance</b>	Dealing with Local Concerns	Policing in Cambridgeshire survey data (conducted via telephone interviews). Data to March 2014	Data to September 2013
	Satisfaction with Service Delivery	Victim satisfaction surveys (conducted via telephone interviews). Data to March 2014	Data to December 2013
	Special Constabulary	Strength data from ORIGIN. Data to March 2014.	n/a
	999 calls answered	Call handling data. Data to March 2014	n/a
	Non emergency calls answered	Call handling data. Data to March 2014	n/a
<b>Continue to tackle crime and disorder</b>	All Recorded Crime	Police recorded crime. Data to March 2014	Data to February 2014
	All Crime Detection Rate	Police recorded crime. Data to March 2014	Data to February 2014
	Victim-Based Crime	Police recorded crime. Data to March 2014	Data to February 2014
	Victim-Based Crime Detection Rate	Police recorded crime. Data to March 2014	Data to February 2014
	Perception of high anti-social behaviour	Policing in Cambridgeshire survey data (conducted via telephone interviews). Data to March 2014	n/a
	Level of Anti-social behaviour	Police recorded incident data. Data to March 2014	n/a
	Satisfaction with Service Delivery - Burglary Dwelling	Victim satisfaction surveys (conducted via telephone interviews). Data to March 2014	Data to December 2013
	Burglary Dwelling	Police recorded crime. Data to March 2014	Data to February 2014
	Burglary Dwelling Detection Rate	Police recorded crime. Data to March 2014	Data to February 2014
	Asset Recovery	JARD data to March 2014	n/a
	Harm caused by OCGs	Police data. Data to March 2014	n/a
	Perception of drug misuse	Policing in Cambridgeshire survey data (conducted via telephone interviews). Data to March 2014	n/a
<b>Keeping people safe</b>	Ratio of DV Incidents to Prosecutions	Police recorded crime data and CPS data. Data to October 2013	n/a
	Domestic Abuse Crime	Police recorded crime. Data to March 2014	n/a
	Domestic Abuse Detection Rate	Police recorded crime. Data to March 2014	n/a
	Hate Crime	Police recorded crime. Data to March 2014	Data to February 2014
	Hate Crime Detection Rate	Police recorded crime. Data to March 2014	Data to February 2014
	Satisfaction with Service Delivery - Racist Incidents	Policing in Cambridgeshire survey data (conducted via telephone interviews). Data to March 2014	Data to December 2013
<b>Maintain the resilience of protective services</b>	KSI Road Casualties	Cambridgeshire County Council data to January 2014	Data to December 2013
<b>Organisational Health</b>	Police officers sickness absence rate	Sickness data from ORIGIN. Data to March 2014	n/a
	Police staff sickness absence rate	Sickness data from ORIGIN. Data to March 2014	n/a

OTHER PERFORMANCE INDICATORS

	Indicator Name	Data used	Peer comparison data (iQuanta)
<b>Arrests</b>	Age, ethnicity and nationality of detainees	Data from NSPIS Custody. Data to March 2014	n/a
<b>Stop Search</b>	Age and ethnicity of people stop searched	Data from Stop Search database and NSPIS Custody. Data to March 2014	n/a



<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 11</b>
<b>19 June 2014</b>	<b>Public Report</b>

## Report of the Police and Crime Commissioner

Contact Officer(s) – Dorothy Gregson

Contact Details – [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk) 0300 333 3456

### Objective One – Maintaining Local Police Performance

<b>1.</b>	<b>PURPOSE</b>
1.1	The purpose of this report is to update the Police and Crime Panel (the “Panel”) on the progress made towards Objective One of the Police and Crime Plan (the “Plan”) – Maintain Local Police Performance.
<b>2.</b>	<b>RECOMMENDATIONS</b>
2.1	To note the report.
<b>3.</b>	<b>BACKGROUND</b>
3.1	When I took office my intention was for evolution of the former Police Authority’s Local Policing Plan rather than a revolutionary approach and starting from scratch. I have treated the Plan as a ‘live’ document; some aspects of the Plan are still relevant after 18 months and other aspects have been subject to variations. These variations will continue as required.
3.2	I have worked to deliver the actions and outcomes specified in the Plan and to deliver my Pledges. I have never been one for targets and have always gone to great lengths not to set any. The Pledges in my Plan are based on what the public have flagged up to me and what they would like to see from Cambridgeshire Constabulary (the “Constabulary”). The overall goal is to reduce crime and improve public confidence.
<b>4.</b>	<b>PLEDGE – WORK IN PARTNERSHIP</b>
4.1	I have championed both the needs of victims and the desire to build safer, stronger and supportive communities in Cambridgeshire. This is demonstrated by communities with low crime rates, low numbers of victims and high numbers of people willing to be witnesses.
4.2	Work in Cambridgeshire to understand the needs of victims is well developed and we are leading the agenda locally, regionally and nationally. An evidence-based Victim Strategy is driving the commissioning of support services for victims. The development of a Victims’ Hub will offer victims emotional and practical support and help them to cope and recover from their experiences.

4.3	Progress must continue to be made in the year ahead. Government funding is enabling Cambridgeshire to become an 'early adopter' for commissioning victims' services from October 2014. This will ensure the county leads the way in providing an integrated victim management approach.
4.4	Mental health has also been a strong focus for me. I have signed up to the national Mental Health Concordat which commits myself and partner agencies to work more closely together to ensure people with mental health problems receive the right care, at the right time, in the right place.
4.5	I have begun working with local partners to look at what action is needed to provide efficient and effective delivery of mental health services for people in crisis in Cambridgeshire. Significant work remains in this area. Too many people with mental health problems end up in police cells as, in many cases, this is the only option available to deal with their immediate needs.
4.6	Locally I have also ensured that the misuse of alcohol is taking centre stage. I am not against people enjoying themselves responsibly and safely, but drinking so much that they put themselves or others at risk of harm and become a drain on services, and the public purse which funds them, is no fun for anybody.
4.7	The Constabulary take very seriously the issue of safeguarding people made vulnerable through the volume of alcohol they have consumed. They have rolled out training for door staff which helps them to identify where they may need to seek help or intervene.
4.8	Nationally the issue of preventing the sale of super strength alcohol has been raised. The drinks industry are challenging back, citing competition law. Clearly this issue and the views of interested parties needs to be democratically addressed in Parliament.
4.9	I have heard some MPs are now asking the Office of Fair Trading for clarity on the topic and I will be keeping a close eye on how this progresses. I will also be speaking to MP's to ensure Cambridgeshire's collective voice is heard. I have said before that I want to offer support where it is needed.
<b>5.</b>	<b>PLEDGE – LOCAL POLICING</b>
5.1	My 2013/14 budget enabled the Constabulary to increase the number of officers supporting local policing. An organisational restructure reduced the number of more senior posts in favour of Constables and removed back office functions in favour of increasing frontline activities.
5.2	A focus on increasing momentum for collaborative working has also helped identify significant savings. Cambridgeshire is now one of the lowest costing forces in the country, with one of the highest percentages of officers' time spent on frontline duties.
5.3	A contributing factor to these savings is Programme Metis. I have supported this innovative initiative in Cambridgeshire and have secured Home Office Innovation Fund money to roll the programme out to collaboration partners Hertfordshire Constabulary and Bedfordshire Police.
5.4	Metis is a root and branch redesign of all force systems, processes and structures which focuses on utilising technology to release officers' time, allowing them to spend more hours out in their communities. The direction of travel is to reduce the need for officers to return to fixed bases, increasing their availability through the effective use of technology

	including mobile data devices.
5.5	The ultimate aims are to enable the public to have easier access to, and contact with, the police and for the Constabulary to become paperless, enabling more efficient sharing of information across the criminal justice system.
5.6	I appointed an Outreach Worker as a pilot initiative for Peterborough and Fenland. Nicola Fenton's work has helped identify local concerns for action. She has attended police and partner panels / forums, parish councils and other meetings across Peterborough and Fenland. She has also met with, and listened to people ranging from adults with learning disabilities to road safety groups such as Speedwatch, and youth and community groups.
5.7	Issues arising from Nicola's contact have included experiences with the 101 phone number and awareness of current hate crime initiatives. These issues have either been dealt with locally by Nicola or escalated to me for action with the Chief Constable.
5.8	The success of the outreach work in the north of the force area has led me to recruit a further Outreach Worker for the south of the area who will support me to reach even more people, acting as my eyes and ears on the ground.
<b>6.</b>	<b>PLEDGE – HOLD THE POLICE TO ACCOUNT</b>
6.1	I receive regular reports on the Constabulary's performance and operational updates which capture a range of day to day business as well as holding the Chief Constable to account for the efficient and effective delivery of the Plan. The Business Co-ordination Board (the "Board") is a monthly forum where I am able to discuss, scrutinise and hold the Chief Constable to account for policing.
6.2	This enables me to ensure that the Constabulary is delivering against my Pledges, such as joint multi-agency working to tackle crime, Neighbourhood Alert implementation which focuses on localised policing, and updates on crime rates focussing on, for example, tackling burglary.
6.3	The Board papers are published on my website providing for transparency and accountability in decision making and demonstrating how I am delivering against my Pledges. These papers can be accessed online via the following link:  <a href="http://www.cambridgeshire-pcc.gov.uk/work/">http://www.cambridgeshire-pcc.gov.uk/work/</a>
<b>7.</b>	<b>PLEDGE – INCREASE THE NUMBER OF SPECIAL CONSTABLES</b>
7.1	I have been encouraging businesses to sign up to Employer Supported Policing – a scheme whereby employers support their staff to train and patrol as Special Constables.
7.2	There were 240 Special Constables in November 2012. The target for 300 Special Constables in post by April 2014 was met in January this year, but with the fast pace of volunteers joining and leaving we have to work hard to maintain and build on this number.
7.3	I fully support the Specials and want to increase their numbers because they offer valuable assistance to policing in Cambridgeshire and Peterborough. The fact that they willingly and voluntarily give up their time is appreciated and I will do all I can to promote

	their contribution to policing and encourage new recruits.
7.4	The Specials are not a replacement for Police Community Support Officers nor are they Constables “on the cheap”. They are additional officers with warranted powers who provide a range of valuable services to their communities on a voluntary basis.
<b>8.</b>	<b>PLEDGE – IMPROVE CALL HANDLING</b>
8.1	Since November 2012 I have focused on call handling performance in response to public concerns. The issue has featured regularly in my monthly Board meetings allowing me to actively monitor and scrutinise performance and hold the Chief Constable to account in this important area of business.
8.2	Call handling performance of both 999 calls and non-emergency 101 calls remains steady and the Constabulary continues to work to improve their performance. Significant improvement has been achieved with the initial answer of a non-emergency call. Every 101 call that comes into the Constabulary is subject to an initial triage assessment which assesses threat, risk and harm and prioritised accordingly. Any calls which are deemed urgent are routed to the Force Control Room for immediate action. Any call that needs re-directing to another department or extension number is routed accordingly. Calls that are of a general or crime recording nature are routed through to separate staff within the Police Service Centre and it is here at this secondary pick-up that a caller can experience some delay, particularly at peak times.
8.3	Work is on-going with the Constabulary to improve the secondary pick-up as this remains a priority for me, and is still a cause of concern for members of the public. Therefore I will continue to have a close focus on the Constabulary’s performance.
8.4	For this reason, I am currently conducting an online survey of users of the 101 service, to help us identify what the specific issues are and how they can be addressed. This survey runs until the 23 <sup>rd</sup> June 2014 and can be found on the following link <a href="http://cambridgeshire-pcc.gov.uk/survey/101-call-handling/">http://cambridgeshire-pcc.gov.uk/survey/101-call-handling/</a> .
8.5	I will also be asking the Constabulary to provide me with further analysis of 101 answering times. This analysis will be brought before the Board in due course for scrutiny.
8.6	The Panel have asked whether there are future plans to collaborate in respect of call handling. As part of our extensive collaboration plans with Bedfordshire Police and Hertfordshire Constabulary, call handling is to be considered within the wider topic of Contact Management, ie the various means by which the public can contact the Force. Work is progressing to establish the options available.
	<b>MEASURES OF SUCCESS</b>
<b>9.</b>	<b>DEALING WITH LOCAL CONCERNS</b>
9.1	Dealing with local concerns is an important measure of police engagement. The percentage of people feeling that the police do deal with issues of greatest importance to them has fallen from 72.3% to 68.9%. This is disappointing but on a more positive note an additional survey, the Crime Survey for England and Wales, shows an

	increasing percentage of people having confidence in the Constabulary from 58.1% to 63.5%. The Constabulary are working to improve this figure.
<b>10.</b>	<b>VICTIM SATISFACTION</b>
10.1	The victims of crime survey shows that the satisfaction of victims of crime continues to rise, with 89.0% of victims surveyed in the 12 months to February 2014 satisfied with the service they received compared to the baseline of 85.4%.
10.2	For me this is absolutely critical. We know we cannot stop all crime but what we can do is make sure that if someone is unfortunate enough to be a victim of crime, that the service they receive from the Constabulary is first class. The Victims' Hub described above will be key to achieving this.
<b>11.</b>	<b>ACHIEVE AND MAINTAIN 300 SPECIAL CONSTABLES</b>
11.1	As indicated above the target of 300 was reached in January 2014 and due to natural turnover of officers, the number has fallen back slightly. However, additional recruitment is likely to take the figure above 300 again.

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 12</b>
<b>19 June 2014</b>	<b>Public Report</b>

## Report of the Police and Crime Commissioner

Contact Officer(s) – Dorothy Gregson

Contact Details – [cambs-pcc@cambs.pnn.police.uk](mailto:cambs-pcc@cambs.pnn.police.uk) 0300 333 3456

### DECISIONS BY THE COMMISSIONER

#### 1. PURPOSE

- 1.1 This report is being presented to the Cambridgeshire Police and Crime Panel to enable it to review or scrutinise decisions taken by the Police and Crime Commissioner under Section 28 of the Police Reform and Social Responsibility Act 2011.

#### 2. RECOMMENDATIONS

- 2.1 The Panel is recommended to indicate whether it would wish to further review and scrutinise the decisions taken by the Police and Crime Commissioner. In these circumstances further information would be provided for a future meeting.
- 2.2 The Panel is asked to note the key decisions to be taken by the Commissioner during the forthcoming period and the context for these decisions.

#### 3. TERMS OF REFERENCE

- 3.1 Item 6, To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the Commissioner's functions.

#### 4. BACKGROUND

- 4.1 This report is presented to enable the Panel to carry out its functions as noted in paragraph 3. The Panel is required to review or scrutinise decisions made, it is also required to support the effective exercise of the functions of the Police and Crime Commissioner.

#### 5. KEY ISSUES

- 5.1 The following decisions taken by the Commissioner have been notified to the Panel:

<b>Date</b>	<b>Decision Record</b>	<b>Decision Summary</b>
01/04/2014	CPCC 2014-009	To approve the signing of a Section 22A agreement to create a resource to act as the link between the six Police and Crime Commissioner offices in the Eastern Region who are working on the victims' agenda.
25/03/2014	CPCC 2014-010	To approve the scheme of governance and the Financial Regulations and associated amendments for implementation on 1 April 2014.

25/03/2014	CPCC 2014-011	To approve the freehold disposal of Papworth Police Station on an unconditional basis to the Abbey Group for £220,000.
25/03/2014	CPCC 2014-012	To approve the transfer of a 1.5m strip of land via a Deed of dedication to Cambridgeshire County Council.
16/04/2014	CPCC 2014-013	To accept the grant agreement and grant to the value of £454,395 from the Ministry of Justice.
29/04/2014	CPCC 2014-014	To approve the three year continuation of the lease of Operational Planning Support Unit (OPSU) on Alconbury Airfield.
01/05/2014	CPCC 2014-015	To approve the current interim OPCC Head of Finance to act into the post of Interim Chief Finance Officer (with associated section 151 responsibility and duties) until the substantive appointment of the Police and Crime Commissioner Director of Finance.

5.2 The relevant decision records are attached at Appendix 1.

5.3 If the Panel wishes to scrutinise these decisions, further details can be provided for the next meeting.

## 6. IMPLICATIONS

6.1 Subject to the Panel's need for further information or scrutiny on any of the decisions above, it may be required that further information is submitted to a future meeting of the Panel.

## 7. CONSULTATION

7.1 The decisions are in line with the direction set in the Police and Crime Plan. These decision records have been placed on the Commissioner's website.

## 8. NEXT STEPS

8.1 The Panel members may request further information about the decisions detailed above.

8.2 Future decisions to be taken by the Commissioner will continue to be notified to the Panel. The Police Reform and Social Responsibility Act 2011 introduced a number of statutory decisions to be taken by the Commissioner. Key decisions to 31 March 2015 include:

- Any variation to the Police and Crime Plan must be sent to the Police and Crime Panel to review
- Any collaboration agreements
- Update to the Financial Regulations



- Appointment of Commissioner's Chief Finance Officer, to be notified to the Panel for a confirmation hearing to be held

8.3 These statutory decisions of the Commissioner also require a range of supporting decisions for the Commissioner and his staff including:

- Medium Term Financial Strategy 2014-18
- Governance framework 2014-15
- Annual Governance Statement 2013-14.

8.4 These decisions will be taken against a challenging financial context, for the Commissioner and Constabulary, but also for key partners. All parties are faced with considering how the budget gaps can be bridged to make best use of available funding. The Commissioner has pledged to give priority to frontline and as much visible policing as possible.

## **9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 Decisions records and background papers detailed at Appendix 1.

## **10. APPENDICES**

10.1 Appendix 1 - Decision records.

**Appendix 1**



**Cambridgeshire  
Police & Crime  
Commissioner**

<b>CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2014-009</b>	
<b>Subject</b>	<b>Section 22A – Eastern Regions Victims Post</b>
<b>Decision</b>	To approve the signing of a Section 22A agreement to create a post to act as the link between the six Police and Crime Commissioner offices in the Eastern Region.
<b>Decision Summary</b>	Commissioners from the six regions have committed to work together to ensure there is a smooth transition from local to national commissioning of victims services. This will ensure that the budgets and resources available to support victims of crime are used as efficiently and effectively as possible.

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	Regional Victims Commissioning paper to the 25 March 2014 BCB.

<b>Sir Graham Bright, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b>	<b>Date</b> 1/4/2014

**To:** Business Coordination Board  
**From:** Chief Executive  
**Date:** March 25 2014

## **REGIONAL VICTIMS COMMISSIONING**

### **1. Purpose**

- 1.1 To inform the Board of the progress made by the Eastern Region Victims Commissioning Group to secure the smooth transition from national to local commissioning of victims services.

### **2. Recommendation**

- 2.1 The Board approves the signing of a Section 22 agreement to create a post to act as the link between the six Police and Crime Commissioner offices in the Eastern Region to ensure: budgets and resources available to support victims of crime are used as efficiently and effectively as possible and there is a smooth transition from national to local commissioning.

### **3. Background**

- 3.1 In October 2014 the responsibility for commissioning initial support for victims of crime will pass to Police and Crime Commissioners.
- 3.2 Commissioners from the six regions committed to work together on this transition at the Eastern Region meeting in January 2014 and approved the creation of an Eastern Region Victims Commissioning Group. This group agreed to undertake a strategic options analysis, including risks, benefits and costs in relation to models of regional collaboration and commissioning, and use this to inform the development of an action plan, to be signed off by the Regional Alliance.
- 3.3 In taking this forward, it was proposed that each Commissioner pools a small amount of their 2013/14 Preparatory Capacity and Capability Fund for Victims to employ an Eastern Region Victims Services Co-ordinator/Senior Project Manager. The post holder will support the work of the working group and implementation of the action plan. It is estimated that this will cost up to £10k per county. A twin track recruitment approach has been taken looking for both individuals on a 12 month secondment and agencies interested in

completing this project. The final decision will be made based on both the quality of applications and anticipated value for money.

- 3.4 The successful post holder/agency will also ensure that the rest of region learn from Cambridgeshire’s experience as an ‘early adopter’ providing victim referral mechanisms locally through a Victims’ Hub from October 2014. The rest of the region will remain within the MoJ national Victim Support funding extension until April 2015.
- 3.5 It is also anticipated that this post holder will feed into the national Victims Working Group (comprising of Kevin Hurley, Alun Michael and Dorothy Gregson) to support effective transition. The group represents PCCs on the victims commissioning programme, influencing the MoJ’s planned work including the commissioning of national services and wider policies that affect the victims’ journey. The group also raises emerging issues with the MoJ on behalf of PCCs, helps to plan the devolution of funding for victims’ services, and engages with Victim Support on relevant issues.

#### 4. Recommendation

- 4.1 The Board approves the signing of a Section 22 agreement to create a post to act as the link between the six Police and Crime Commissioner offices in the Eastern Region to ensure: budgets and resources available to support victims of crime are used as efficiently and effectively as possible and there is a smooth transition from national to local commissioning.

#### BIBLIOGRAPHY

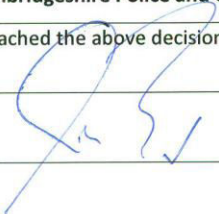
Source Document (s)	Contact Officer	Location
Eastern Region Victims Services Co-ordinator/Senior Project Manager – Policing Body Collaborative Service Agreement	Strategic Advisor Nicky Phillipson	Cambridgeshire Police & Crime Commissioner, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA



**Cambridgeshire  
Police & Crime  
Commissioner**

<b>CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2014-010</b>	
<b>Subject</b>	<b>Scheme of Governance and Financial Regulations</b>
<b>Decision</b>	To approve the scheme of governance and the Financial Regulations and associated amendments for implementation on 1 April 2014.
<b>Decision Summary</b>	<p>As a result of stage 2 transfers and certain responsibilities being transferred to the respective constabulary chief constables, the current scheme of governance is required to be updated for the 1st April 2014 to reflect the responsibilities of the Police and Crime Commissioners, Chief Constable and Chief Officers, as well as the consents (giving of authority) to the chief constable by the Police and Crime Commissioner.</p> <p>The scheme of governance is a common scheme between Bedfordshire, Cambridgeshire and Hertfordshire. The Financial Regulations apply to Cambridgeshire alone.</p>

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	Scheme of Governance as presented to 25 March 201 BCB Financial Regulations – as presented to 25 March 2014 BCB

<b>Sir Graham Bright, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b>	<b>Date</b>
	28th March 2014

Please click the links below for the background documents.

Scheme of Governance: <http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2014/04/14-03-25-BCB-Agenda-Item-7-Governance-Framework.pdf>

Financial Regulations: <http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2014/04/14-03-25-BCB-Agenda-Item-7-Governance-Framework-Financial-Regs.pdf>



Cambridgeshire  
Police & Crime  
Commissioner

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2014-011	
<b>Subject</b>	Papworth Police Station Site – Freehold Disposal
<b>Decision</b>	To approve the freehold disposal of Papworth Police Station Site on an unconditional basis to the Abbey Group for £220,000.
<b>Decision Summary</b>	<ul style="list-style-type: none"><li>• The site has been vacant since September 2010 with Finance and Resources committee formally approving the sale of the site in September 2011.</li><li>• A full planning application for a residential scheme was submitted with a view to releasing the best value for the site on eventual sale (estimated at between £120,000 and £200,000).</li><li>• The planning application is as yet undetermined due to on-going highways/access and affordable housing issues.</li><li>• In February 2014 the Estates Department commissioned an independent valuation report which concluded that the best alternative commercial use for the site is for a small convenience store supporting a site value of around £165,000.</li><li>• Abbey Group (Cambridgeshire) Ltd approached Estates with 2 offers:<ol style="list-style-type: none"><li>1. £220,000 – unconditional and not subject to planning permission.</li><li>2. £250,000 – Conditional on receiving planning consent for a convenience store.</li></ol></li><li>• Option 1 is the preferred option given the uncertainty over the likelihood of securing planning consent for an alternative use, alongside the benefits of a quick sale releasing us from the liability of on-going revenue costs. It also demonstrates best value for the site.</li></ul>

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	Papworth Police Station Site – paper to 25 March 2014 BCB

<b>Sir Graham Bright, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b>	<b>Date</b> 25 <sup>th</sup> March 2014

**To:** Business Coordination Board

**From:** Chief Constable

**Date:** 25 March 2014

## **PAPWORTH POLICE STATION SITE**

### **1. Purpose**

1.1 To seek approval to the freehold disposal of Papworth Police Station site.

### **2. Background**

2.1 This property has been vacant since September 2010 when the beat office relocated to Cambourne Police Station. It was originally considered that the site would lend itself to residential use given the location and surrounding uses.

2.2 Finance and Resources Committee formally approved the proposed sale of the site on 22<sup>nd</sup> September 2011 following consultation with County, Parish and District Councillors.

2.3 Local estate agents and planning consultants were subsequently instructed to draw up a residential scheme for the site which was submitted to SCDC for full planning consent with a view to releasing the best value of the site on eventual sale.

2.4 The application is as yet undetermined and has a protracted history due to a combination of issues including affordable housing, access/highways and design.

2.5 The design element has been satisfactorily altered but the other issues remain unresolved.

2.6 To reconfigure the traffic calming and access arrangements to satisfy the planning process would involve significant expenditure (estimated at a minimum of £10,000). For the affordable housing element, SCDCs required



adjustments to our viability report which could impact significantly on the potential capital receipt.

- 2.7 The unencumbered residential site value was originally estimated at around £200,000. In addition, in order to test our viability appraisal, SCDC commissioned a report which estimated the current residential site value at £120,000. This is considered to be a very modest valuation.
- 2.8 Given the difficulties with the planning application, an independent valuation report was sought by Estates on alternative commercial use for the site. This concluded that the best alternative use is for a small convenience store supporting a site value of around £165,000.
- 2.9 Estates are in receipt of 2 offers (subject to contract) from the Abbey Group (Cambridgeshire) Ltd who are interested in the acquisition of the site for a convenience store. These are summarised as follows:
  - The first offer is unconditional and not subject to any planning permission. This offer is £220,000 (two hundred and twenty thousand pounds).
  - The second offer is conditional upon receiving planning permission for a convenience store. This offer is £250,000 (two hundred and fifty thousand pounds).
- 2.10 It should be noted that the average annual revenue costs associated with holding this vacant site is in the region of around £6,000.
- 2.11 Section 123 of the Local Government Act 1972 provides that Local Authorities are not permitted to dispose of land or grant leases in excess of 7 years for a consideration which is less than the best which is reasonably obtainable, unless they obtain consent from the Secretary of State or comply with the 2003 dispensations. The valuation evidence demonstrates that the offers from the Abbey Group achieve best consideration and that there are no compliance issues.

### **3. Summary**

- 3.1 Following approval to dispose of the site in September 2011 planning options have been considered and evaluated and an offer to purchase the freehold received.
- 3.2 The conditional offer of £250,000 carries significant uncertainty over timescales for the purchaser to secure planning consent for a convenience store (given the protracted nature of the existing application for residential use).

3.3 The unconditional offer of £220,000 represents best value for the site as it removes planning and highway uncertainties and allows the sale to proceed without delay. It also removes the liability of on-going revenue costs and the potential problems associated with the ownership of vacant property. In addition, the resolution and cost of highways/access requirements would fall to the purchaser. This option presents a freehold disposal compliant with s123 of the Local Government Act 1972.

**4. Recommendation**

4.1 It is recommended to proceed with the unconditional offer of £220,000 from the Abbey Group.

**Bibliography**

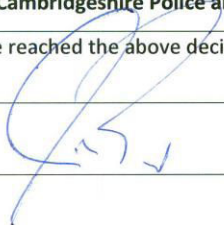
Source Document(s)	Contact Officer	Location
Estate Management – Property Files	Colin Luscombe ( Head of Estates & FM) or Elly McKee(Estates Management Surveyor)	Cambridgeshire Constabulary



Cambridgeshire  
Police & Crime  
Commissioner

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD CPCC 2014-012	
<b>Subject</b>	March Police Station: Transfer of 1.5m strip of land
<b>Decision</b>	To approve the transfer of a 1.5m strip of land via a Deed of dedication to Cambridgeshire County Council
<b>Decision Summary</b>	<ul style="list-style-type: none"><li>• Cambridgeshire County Council (CCC) wish to make highways/footway improvements around the various vehicular entrances onto City Road thereby easing movement for pedestrians including wheelchair users.</li><li>• This requires the transfer of a 1.5 m strip of land from the police station car park (fronting onto City Road).</li><li>• CCC has agreed to make a compensatory payment of £2,000 as well as carrying out alterations and improvements to the Police car park and payment of legal fees.</li></ul>

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	March Police Station: Transfer of 1.5m strip of land – paper to 25 March 2014 BCB

<b>Sir Graham Bright, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b>	<b>Date</b>
	25 <sup>th</sup> March 2014

**To:** Business Coordination Board

**From:** Chief Constable

**Date:** 25 March 2014

## **MARCH POLICE STATION: TRANSFER OF 1.5M STRIP OF LAND**

### **1. Purpose**

- 1.1 To seek formal approval to the transfer of a small strip of land to Cambridgeshire County Council (CCC) for highways/footway improvements.

### **2. Background**

- 2.1 CCC wish to provide a new footway adjacent to March Police station car park, in the area shown shaded on the plan below, which is within the freehold ownership of the Police and Crime Commissioner.



2.2 It is anticipated that this work will connect the footways around the various entrances in the locality easing movement for pedestrians including wheelchair users.

2.3 The following terms have been agreed without prejudice with CCC:

- Transfer of the 1.5m strip of land fronting police station car park via Deed of Dedication (total approx.30 sq m).
- Setting back of existing car park space into grassed area to retain full parking space (to same standard and finish as remainder of car park).
- Mark up retained car park with white lining to demarcate parking spaces.
- Installation of footway edging kerbs (or white lining) to show demarcation of footway.
- Compensatory payment of £2,000 for loss of land.
- CCC to pay all legal fees.

2.4 This proposal was considered by the Estates Sub Group on 13<sup>th</sup> March 2014 and subsequently referred to Business Coordination Board.

### 3 Summary

3.1 This transfer will facilitate footway and car park improvements for the public in general and the Police respectively as well as securing a small capital receipt.

### 4. Recommendation

4.1 To approve the transfer of a 1.5m strip of land via a Deed of Dedication to Cambridgeshire County Council.

### Bibliography

Source Document(s)	Contact Officer	Location
Estate Management – Property Files	Colin Luscombe ( Head of Estates & FM) or Elly McKee(Estates Management Surveyor)	Cambridgeshire Constabulary



CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2014- 013	
<b>Subject</b>	Grant funding in relation to local commissioning of victims support services (including restorative justice service)
<b>Decision</b>	To accept the grant agreement and grant to the value of £454,395 from the Ministry of Justice.
<b>Decision Summary</b>	<p>From October 2014 the commissioning of Victims support services will be transferring to the Police and Crime Commissioners. To enable the commissioning the Ministry of Justice is providing a grant of £454,395, which is 6 months funding for Victims Services, Restorative Justice and Sexual Violence/Domestic Violence.</p> <p>This grant funding is to cover spend in relation the commissioning and provision of:</p> <ul style="list-style-type: none"> <li>• Services for victims of crime and particularly victims in the priority categories outlined in the Victims’ Code: victims of the most serious crime, persistently targeted victims, and vulnerable or intimidated victims, to help them cope with the immediate impacts of crime and, as far as possible, recover from the harm they have experienced.</li> <li>• Services for victims of sexual and/or domestic violence.</li> <li>• Support services for family members (as defined in Article 2 (b) of the Victims’ Directive).</li> <li>• Any associated costs that arise in the process of commissioning/provision of victims’ services.</li> </ul>

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	The Ministry of Justice Grant agreement dated 5 <sup>th</sup> April 2014.

<b>Sir Graham Bright, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b>	<b>Date</b> 16/4/14

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD - CPCC 2014-014	
<b>Subject</b>	Lease Renewal Building 200/201 Alconbury Airfield
<b>Decision</b>	To approve the three year continuation of the lease of Operational Planning Support Unit (OPSU) on Alconbury Airfield.
<b>Decision Summary</b>	<p>The main heads of terms for the current lease renewal as agreed with Landlords Urban &amp; Civic are outlined below (and are substantially the same as the terms of the existing lease):</p> <ul style="list-style-type: none"> <li>• <b>Term:</b> 3 years from 1 April 2014</li> <li>• <b>Landlord:</b> Urban &amp; Civic Alconbury</li> <li>• <b>Tenant:</b> Office of the Police and Crime Commissioner for Cambridgeshire.</li> <li>• <b>Lease:</b> 3 year term contracted out of the '1954 Act' (no security of tenure)</li> <li>• <b>Break clause:</b> 3 month break clause by either party at any time.</li> <li>• <b>Rent:</b> £12,500 per annum</li> <li>• <b>Repairs &amp; Insurance:</b> Tenant responsibility.</li> <li>• <b>Service Charge:</b> No service charge will apply.</li> <li>• <b>User Clause:</b> Use of the Property for Police Training.</li> <li>• Each party to bear their own legal costs incurred in the preparation of the lease renewal.</li> </ul> <p>This proposal has been considered and approved by FEB on 1 April 2014.</p>

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	Operational Planning Support Unit: Buildings 200/201 Alconbury Airfield.

<b>Sir Graham Bright, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b>	<b>Date</b> 29/04/2014

**To: Sir Graham – Police and Crime Commissioner for Cambridgeshire**

**From: Colin Luscombe – Director of Estates OPCC**

**Date: 29 April 2014**

**Operational Planning Support Unit: Buildings 200/201 Alconbury Airfield**

**1.0 Purpose**

1.1 To seek approval to renew the lease of Building 200/201 Alconbury Airfield for continued use by the Operational Planning Support Unit (OPSU).

**2.0 Background**

2.1 This property was first occupied by the Force in March 2005 under a 3 year lease at an initial rent of £10,000 per annum. The premises were taken on as a shell and significant fitting out works were carried out by the police prior to occupation.

2.2 Due to the long term redevelopment plans for the Airfield the Landlords (initially Alconbury Developments, now Urban & Civic) introduced a general policy of granting a maximum lease term of 3 years with no security of tenure. This is coupled with a standard landlords break clause giving 3 months' notice at any time (sometimes after the first year of the term). This provides them with flexibility to secure vacant possession if/when required. There are no immediate plans for the redevelopment of the site of this building.

2.3 Lease renewals have been implemented 3 yearly as required.

2.4 Main heads of terms for the current lease renewal as agreed with Urban & Civic are outlined below:

- Landlord: Urban & Civic Alconbury
- Tenant: Office of the Police and Crime Commissioner for Cambridgeshire.
- Demise: Buildings 200/201 Alconbury Airfield and associated external areas (as existing).



- Term: 3 years from 1 April 2014 contracted out of the '1954 Act' (no security of tenure).
- Rent: £12,500 per annum including maintenance charge for external/communal areas.
- Repairs/Insurance: Tenant responsible for all repairs and insurance.
- Use: Police Training.
- Break Clause: Either party has the option to break on 3 month's notice at any time.
- Each party to bear their own legal costs incurred in the preparation of the new lease.

### 3.0 Summary

3.1 This is an opportunity to continue to occupy training/exercise facilities at a reasonable cost and in an accessible location.

3.2 Chief Superintendent Mike Colbourne (1090 Beds) has confirmed the on-going requirement for this facility.

3.3 On the 1<sup>st</sup> April 2014 the Force Executive Board confirmed the continued requirement for 200/201 Alconbury Airfield and supported an OPCC Decision Notice to take a further 3 year lease from 1 April 2014 on the basis of the main terms outlined in 2.4 above.

### 4.0 Recommendation

4.1 The PCC is asked to approve a further 3 year lease from 1 April 2014 at a rent of £12,500pa.

### BIBLIOGRAPHY

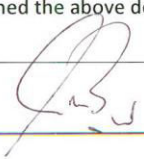
Source Document (s)	Contact Officer	Location
Estate Management – Property Files	Colin Luscombe (Director of Estates) or Elly McKee (Estates Management Surveyor) 01480 422679 (CL) or 01480 422423 (EM)	Cambridgeshire Police & Crime Commissioner, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA



Cambridgeshire  
Police & Crime  
Commissioner

CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2014-015	
<b>Subject</b>	Police and Crime Commissioner Chief Finance Officer
<b>Decision</b>	<p>To approve the current interim OPCC Head of Finance to act into the post of Interim Chief Finance Officer (with associated section 151 responsibility and duties) until the substantive appointment of the Police and Crime Commissioner Director of Finance.</p> <p>This is subject to agreement of the Business Co Ordination Board on 8<sup>th</sup> May 2014.</p>
<b>Decision Summary</b>	<p>The Chief Finance Officer is a permanent established post within the Police and Crime Commissioner (PCC) Office, undertaken by a member of the PCC Office team. The position became vacated on 30th September 2014. At this time Niki Howard, the Director of Resources for the Chief Constable agreed to undertake the role and responsibilities of the PCC CFO until a suitable replacement was appointed.</p> <p>It is important that both the Police and Crime Commissioner and the Chief Constable have access to independent advice and the Police and Crime Commissioner retains the Chief Finance Officer as an established position within his office. Therefore this would keep the roles of the Chief Finance Officer for the Police and Crime Commissioner and Chief Finance Officer (Director of Resources) for the Chief Constable separate, as is implied in both the Police RSRA 2011 and CIPFA statement on “the role of the chief financial officer of the Police and Crime Commissioner and the Chief Finance Officer of the Chief Constable”.</p>

<b>Contact Officer</b>	Dorothy Gregson, Chief Executive Tel: 0300 333 3456 Email: <a href="mailto:dorothy.gregson@cambs.pnn.police.uk">dorothy.gregson@cambs.pnn.police.uk</a>
<b>Background Papers</b>	CFO Position for BCB 08-05-14 report

<b>Sir Graham Bright, Cambridgeshire Police and Crime Commissioner</b>	
I confirm that I have reached the above decision after consideration of the facts above.	
<b>Signature</b>	
<b>Date</b>	1/5/2014

**To:** Business Coordination Board

**From:** Chief Executive

**Date:** 08 May 2014

## **THE POLICE AND CRIME COMMISSIONER CHIEF FINANCE OFFICER POSITION**

### **1. Recommendation**

1.1 The current interim OPCC Head of Finance to act into the post of Interim Chief Finance Officer (with associated section 151 responsibility and duties) until the substantive appointment of the Police and Crime Commissioner Director of Finance.

### **2. Background**

2.1 The Police Reform and Social Responsibility Act (PRSRA) 2011 under paragraph 6 of Schedule 1 requires every PCC outside London to appoint a CFO. An identical duty under paragraph 4 of Schedule 2 and paragraph 1 of Schedule 4 to the Police Reform and Social Responsibility Act 2011 the Chief Constable is also required to appoint a CFO. The Police and Social Responsibility Act 2011 requires both CFOs to comply with relevant provisions within the Local Government Acts.

2.2 Since Sir Graham Bright took office on 22<sup>nd</sup> November the Chief Finance Officer (CFO) for the Police and Crime Commissioner has been a permanent established post within the PCC Office, undertaken by a member of the PCC Office team. The position became vacated on 30<sup>th</sup> September 2014. At this time Niki Howard, the Director of Resources for the Chief Constable agreed to undertake the role and responsibilities of the PCC CFO until a suitable replacement was appointed.

2.3 After an initial attempt to fill the position on a permanent basis proved unsuccessful, the Police and Crime Commissioner is undertaking a second recruitment round to find a suitable permanent appointment.

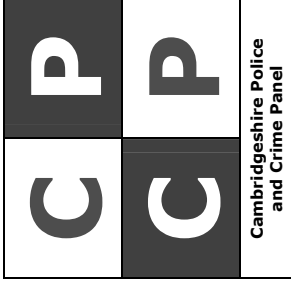
- 2.4 A recent HMIC Valuing the Police Inspection identified a need to bring to an end the period in which the Director of Resources also undertakes the Chief Finance Officer function for the Police and Crime Commissioner.

### **3 Current Position and Proposed interim arrangements**

- 3.1 An interim Head of Finance was appointed to the Police and Crime Commissioners Office on 3<sup>rd</sup> February 2014. The main function was to develop a common Bedfordshire, Cambridgeshire and Hertfordshire Scheme of Governance, provide support to the PCC, Chief Executive and Chief Finance Officer and to provide advice and guidance as appropriate whilst allowing the dual role of Director of Resources for the Chief Constable/Chief Finance Officer for the Police and Crime Commissioner to continue.
- 3.2 The appointee (Robert Vickers) is a CIPFA qualified accountant, with significant post qualification experience and previous experience working in the Police and Crime Commissioner environment, having occupied the Chief Finance Officer Role at Leicestershire Police and Crime Commissioner during his last assignment.
- 3.3 It is important that both the Police and Crime Commissioner and the Chief Constable have access to independent advice and the Police and Crime Commissioner retains the Chief Finance Officer as an established position within his office. Therefore this would keep the roles of the Chief Finance Officer for the Police and Crime Commissioner and Chief Finance Officer (Director of Resources) for the Chief Constable separate, as is implied in both the PRSRA 2011 and CIPFA statement on “the role of the chief financial officer of the Police and Crime Commissioner and the Chief Finance Officer of the Chief Constable”.
- 3.4 It is proposed that the responsibilities and duties of the Chief Finance Officer of the Police and Crime Commissioner are transferred to Robert Vickers, with effect from 8<sup>th</sup> May 2014.

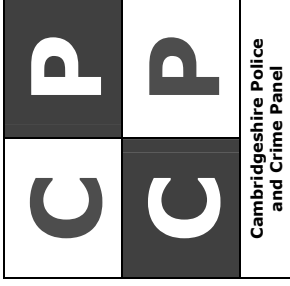
### **4 Recommendation**

- 4.1 The current interim OPCC Head of Finance to act into the post of Interim Chief Finance Officer (with associated section 151 responsibility and duties) until the substantive appointment of the Police and Crime Commissioner Director of Finance.

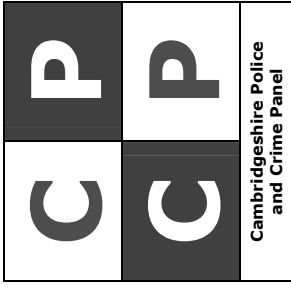


**CAMBRIDGESHIRE POLICE AND CRIME PANEL  
AGENDA PLAN 2014-2015**

DATE OF MEETING	TITLE/PURPOSE	OFFICER
<p>Thursday 19 June 2014 ANNUAL MEETING, Council Chamber, Town Hall, Peterborough City Council, 2pm</p>	<p>Election of Chairman Election of Vice Chairman Independent Co-Opted Member Public Questions Review of Complaints Rules of Procedure CPCC Annual Report 2013-2014 Maintain Local Police Objective Report Decisions by the Commissioner Meeting Dates and Agenda Plan</p>	<p>Ian Phillips, Peterborough City Council Ian Phillips, Peterborough City Council Police and Crime Commissioner's Office Police and Crime Commissioner's Office Police and Crime Commissioner's Office</p>
<p>Wednesday 30 July 2014, 2pm</p>	<p>Public Questions</p>	



DATE OF MEETING	TITLE/PURPOSE	OFFICER
Bourges/Viersen Rooms, Town Hall, Peterborough City Council	Review of Complaints Decisions by the Commissioner Domestic Abuse – Commissioners Response to the HM Inspectorate of Constabulary Report of 27 March 2014 Police and Crime Objective Report (T.B.C.) Update on Progress for Implementation of Victims Hub Cambridgeshire Police and Crime Panel Annual Report 2013-2014	Ian Phillips, Peterborough City Council Police and Crime Commissioner's Office Police and Crime Commissioner's Office  Police and Crime Commissioner's Office  Ian Phillips, Peterborough City Council
Wednesday 5 November, 2pm Huntingdon District Council, Civic Suite 1a	Public Questions Review of Complaints Police and Crime Objective Report (T.B.C.) Decisions by the Commissioner	Ian Phillips, Peterborough City Council
Wednesday 28 January 2015 BUDGET MEETING	Public Questions	Ian Phillips, Peterborough City Council



DATE OF MEETING	TITLE/PURPOSE	OFFICER
Huntingdon District Council, Civic Suite 1a	Review of Complaints Police and Crime Objective Report (T.B.C.) Decisions by the Commissioner Budget Precept 2015/2016	
Wednesday 18 March 2015 Huntingdon District Council, Civic Suite 1a	Public Questions Review of Complaints Police and Crime Objective Report (T.B.C.) Decisions by the Commissioner	Ian Phillips, Peterborough City Council

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