



## CAMBRIDGESHIRE POLICE AND CRIME PANEL

**WEDNESDAY 4 NOVEMBER 2015, 2.00 PM**

**The Guildhall - Cambridge City Council, The Guildhall, Market Square,  
Cambridge CB2 3QJ**

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

### AGENDA

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• Minutes of Meeting held at 10.00am – Chief Constable Confirmation Hearing	
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*\*Members of the public wishing to submit questions to the Panel can do so by contacting the secretariat no later than 12 noon five working days before the Panel meeting, not including the day of the meeting itself. Further details can be found within paragraph 7, Public Participation within the rules of procedure:*

*<http://democracy.peterborough.gov.uk/documents/s20891/Rules%20of%20Procedure%20-%20Amended%203072014.pdf>*

Membership:

Councillors: J D Ablewhite (Chairman) M McGuire, L Herbert, D Oliver, S Lane, A Shaheed, A Pearson, A Coles, P Bullen, M Shellens, B Shelton

Independent Co-optees:

Edward Leigh  
Francesca Anderson

Officer Support:

Ian Phillips, Peterborough City Council  
Paulina Ford, Peterborough City Council



**MINUTES OF A MEETING OF THE  
CAMBRIDGESHIRE POLICE AND CRIME PANEL, CONFIRMATION HEARING  
HELD AT  
PETERBOROUGH CITY COUNCIL  
ON 16 SEPTEMBER 2015**

**Members Present:** Councillors J Ablewhite (Chairman), B Shelton (Vice Chairman), M McGuire, M Shellens, P Bullen, A Pearson, L Herbert, S Lane, A Coles, A Shaheed and Edward Leigh – Independent Co-optee

<b>Officers Present:</b>	Ian Phillips	Lead Officer, Peterborough City Council
	Kim Sawyer	Monitoring Officer, Peterborough City Council
	Mandy Pullen	Head of HR, Peterborough City Council
	Paul Smith	HR, Peterborough City Council
	Paulina Ford	Senior Democratic Services Officer, Peterborough City Council

<b>Others Present</b>	Alec Wood	Proposed Candidate for Chief Constable
	Dr Dorothy Gregson	Chief Executive, Office of the Police and Crime Commissioner
	Sir Graham Bright	Police and Crime Commissioner
	Brian Ashton	Deputy Police and Crime Commissioner

**1. Apologies for Absence**

Apologies were received from Councillors Oliver.

**2. Declarations of Interest**

There were no declarations of interest.

**Chairman's Statement**

The Chairman welcomed Alec Wood the proposed candidate for the position of Chief Constable, members of the public and officers present at the meeting. The Chairman then read out a statement outlining to the Panel and those present at the meeting the procedure for the Confirmation Hearing.

The Chairman reminded the Panel that the purpose of the Confirmation Hearing was not to re-run the selection panel interview but to assure themselves that the applicant's professional competence and personal independence for the role has been adequately proven. Matters concerning the terms and conditions of service of the appointment were not within the remit of the Confirmation Hearing.

The Chairman informed the Panel and members of the public present that in accordance with Part 1 of schedule 12A of the Local Government Act 1972, the Panel would after questioning the candidate be required to go into private session to deliberate and determine a recommendation to the Commissioner on whether to approve or refuse the appointment. With the Panel's consent, the press and public would be excluded from those deliberations as there would be further discussion regarding the suitability of the candidate for the role.

The Chair stated that the Panel would return following the private session to announce the outcome of their deliberations.

### **3. Proposed Appointment of the Police and Crime Commissioner's Chief Constable**

The meeting constituted the Confirmation Hearing for the proposed appointment of a new Chief Constable which is required to be held under Schedule 8 of the Police Reform and Social Responsibility Act 2011 to enable the Panel to report to the Police and Crime Commissioner on that proposed appointment.

The Panel considered the report of the Police and Crime Commissioner for Cambridgeshire in respect of the proposed appointment which in accordance with the requirements of the Police Reform and Social Responsibility Act 2011, Schedule 8, Part 1, Paragraph 3 (2), provided details of:

- The name of the person whom the commissioner is proposing to appoint ("the candidate"),
- The criteria used to assess the suitability of the candidate for the appointment
- Why the candidate satisfied those criteria and
- The terms and conditions on which the candidate is to be appointed

Panel Members questioned the candidate in relation to his proposed appointment to consider his suitability for the role and to assure themselves of the applicant's professional competence and personal independence for the role. At the conclusion of the Panels questions and responses from the candidate the Chairman thanked Alec Wood for attending the hearing.

Following questions of the candidate the Panel RESOLVED that they would go into private session to deliberate and determine a recommendation to the Commissioner regarding the proposed candidate for the position of Chief Constable.

At this point the Panel left the Council Chamber.

The Panel returned to the Council Chamber and the Chairman announced the decision of the Panel and made the following statement:

"We are pleased to confirm that we will recommend to the Police and Crime Commissioner that we endorse his proposed appointment of Alec Wood as the new Chief Constable.

The Panel has confirmed that it would like to give the proposed new Chief Constable our full support. We would like to offer an invite to the Commissioner that the Chief Constable should attend future Police and Crime Panel meetings".

We will write to the Police and Crime Commissioner to confirm our decision today."

Alec Wood thanked the Panel for endorsing the appointment and confirmed that he would be delighted to undertake the role of Chief Constable for Cambridgeshire Constabulary.

The Chairman thanked the Panel Members for attending and carrying out the Confirmation Hearing and Officers in attendance for their support to the Panel in undertaking the process.

The meeting began at 10.00am and ended at 11.47am.

CHAIRMAN

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**MINUTES OF A MEETING OF THE CAMBRIDGESHIRE POLICE AND CRIME PANEL  
HELD AT CAMBRIDGESHIRE COUNTY COUNCIL  
ON 16 SEPTEMBER 2015**

**Members Present:** Councillors J Ablewhite, (Chairman) B Shelton (Vice Chairman), M McGuire, M Shellens, P Bullen, A Pearson, L Herbert, A Coles, A Shaheed, S Lane, Edward Leigh and Francesca Anderson

**Officers Present:** Paulina Ford Peterborough City Council  
Ian Phillips Peterborough City Council

**Others Present:** Sir Graham Bright Cambridgeshire Police and Crime Commissioner  
Brian Ashton Deputy Cambridgeshire Police and Crime Commissioner  
Dr Dorothy Gregson Chief Executive, Office of the Police and Crime Commissioner  
Josie Gowler Chief Finance Officer

**Chairman's Announcement**

The Chairman announced that the Panel had agreed to change the order of the agenda and bring forward item 7, Vacancy for Independent Co-opted Member to item 5 and item 8, Community Safety Partnerships to item 6. Item 6, the Rules of Procedure would be moved to item 11.

**1. Apologies for Absence**

Apologies for absence were received from Councillor Oliver.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of the meeting held 17 June 2015.**

The minutes of the meeting held on 17 June 2015 were agreed as an accurate record and the action points were noted.

**4. Public Questions**

One question had been submitted to the Panel from Mr Richard Taylor and is attached at Appendix 1 of the minutes. Mr Taylor was in attendance to present and receive the response to his question.

Having received the response Mr Taylor commented that he felt the Rules of Procedure had in this case been suspended with regard to considering his suggestions for the work programme in public. Mr Taylor suggested that going forward if the Rules of Procedure were to be suspended again that a clear explanation as to why should be given.

## **5. Vacancy for Independent Co-opted Member**

The report was introduced by the Chairman which provided the Panel with an update on the vacancy for an Independent Co-opted Member. The Chairman advised the Panel that the interview panel who consisted of Councillors Ablewhite, McGuire, Shellens and Reeve had interviewed three candidates. The interview panel had unanimously agreed that Francesca Anderson was the strongest overall candidate and therefore recommend that the Panel appoint Francesca Anderson to the vacancy of Independent Co-opted Member of the Panel.

The Panel unanimously AGREED to endorse the recommendation to appoint Francesca Anderson as the second Independent Co-opted Member of the Panel.

Following the Panels endorsement of the recommendation the Chairman invited Francesca Anderson who was present in the public gallery to join the Panel for the remainder of the meeting.

## **6. Community Safety Partnerships**

The report was introduced by the Police and Crime Commissioner and provided the Panel with information regarding Community Safety Partnership's (CSP's). Key areas within the report included:

- CSP model and engagement
- CSP funding, outcomes and impact
- Cambridgeshire Constabulary support to CSP's
- Multi-agency working models
- Strengthening the role and performance of CSP's

Observations and comments raised by the Panel included:

- Paragraph 5.3 of the report stated that CSP's set their local priorities but the local priorities within the Police and Crime Plan had not changed since 2012. Did this mean local priorities had not changed or was there a time lag in updating the plan to reflect the local priorities.
- The report stated that the Office of the Police and Crime Commissioner (OPCC) had recently taken over the administration of the Cambridgeshire Countywide Strategic Community Safety Board meetings, would this provide an opportunity to re-profile how the Board worked and assess how effectively it was operating.
- The CSP's undertake a huge amount of work but it did not appear to be integrated within the wider police force priorities.
- What support was given to CSP's in terms of data?
- There was no mention of CSP's in the Commissioners Annual Report. It would be helpful to see a clearer plan for the future on where CSP's sit on plans both county and Peterborough wide. There appeared to be a missing link with local and force wide priorities.
- Clarification was sought on how 'Star Chambers' operated and how frequently a grant recipient was called before a 'Star Chamber'.
- Members noted that approximately £900,000 was allocated across the county but that Peterborough CSP received half of the Community Safety Partnership funding.



- Clarification was sought as to why no Panel members were invited to an event held on 24 July 2015 hosted by the four Commissioners with the BeNCH Community Rehabilitation Company.
- Members were concerned that crime data was not adequately broken down and in particular the different types of violent crime. Members requested that the Commissioner provide a detailed breakdown of different types of crime and how the collection of data could be improved based on district areas and in particular violent crime and how this was being tackled and reduced.

Responses by the Commissioner to questions from the Panel included:

- CSP's set their own priorities within the frame work of the priorities in the Police and Crime Plan.
- The OPCC had not started to administer the Cambridgeshire Countywide Strategic Community Safety Board yet but this would provide an opportunity to co-ordinate the Board in a more effective way.
- The Commissioners role was not to take leadership of the CSP's. There would be a review of the Board and a report would come back to the Panel with proposals at a future meeting.
- Grant recipients were called before a 'Star Chamber' annually in rotation to review how the money was being spent, what impact it was having and if value for money was being achieved.
- The event held on 24 July was an operational event attended by key organisations in the criminal justice system across the four counties. It was intended for frontline workers and therefore no Police and Crime Panels were invited.

Following debate the Panel AGREED to note the report and requested that the Commissioner provide the following:

1. A further report on the outcome of the review of the CSP's and the Cambridge Countywide Strategic Community Safety Board at the next meeting of the Panel.
2. A detailed breakdown of different types of crime and how the collection of data could be improved based on district areas and in particular violent crime and how this was being tackled and reduced. This to be provided at the next meeting.

## **7. Complaints Report**

The Panel received a report which provided an update on any complaints made against the Police and Crime Commissioner.

### **ACTION**

The Panel noted that no complaints had been received against the Police and Crime Commissioner or his Deputy since the last report received.

## **8. Police Outturn 2014/15 and Looking Forward to 2015/16**

The presentation was introduced by the Police and Crime Commissioner. The Director of Finance and Deputy Commissioner were also in attendance and provided the Panel with context behind the detail in the presentation. The following key areas were highlighted:

- Key figures for 2014/15
- Breakdown of outturn 2014/15
- Capital expenditure
- Reserves
- OPCC Budget and Outturn 2014/15

- OPCC Changes in spend 2014/15
- Grants
- Challenge ahead
- Savings in Commissioners first three budgets
- 2015/16 Quarter 1 Outturn
- 2015/16 and beyond
- 

Observations and comments raised by the Panel included:

- Members referred to the slide titled 2015/16 and beyond. Concern was raised regarding the possibility of a significant deficit in pension schemes and wanted to know if this had been prepared for. *The Panel were informed that a presumption had been made with regard to the possible pension deficit. There was also an additional aspect in that as staff numbers declined there would be a smaller pool to pay for those who had an entitlement from previous employment. It would be difficult to say if the assumptions made were correct until the actuarial results were received.*
- Members requested assurance that a more detailed budget dialogue would be held with the Panel when presenting the budget in February to allow the Panel to provide effective scrutiny and support to the Commissioner in the budget process. *The Deputy Commissioner responded that the objective was to maintain an efficient and effective capacity of front line policing with the tools they needed to do the job, in a way that would be the most beneficial within the resources available. The Deputy Commissioner agreed that it was helpful to provide the Panel with information on the 1<sup>st</sup> Qtr. and highlight the strengths and pressures, and then for the Panel to provide comments on where they thought a little less pressure or a little more pressure could be taken on those costs. However it was more difficult to provide the same sort of detail when presenting the overall budget as it was ultimately the responsibility of the Police and Crime Commissioner to set the budget.*

Following debate the Panel AGREED to note the report.

Councillor Shellens left the meeting at this point.

## **9. Cambridgeshire Police and Crime Commissioner Annual Report**

The Police and Crime Commissioner introduced his Annual Report 2014-15 and highlighted the key areas within the Annual Report providing the Panel with the opportunity to review and comment on it.

Observations and comments raised by the Panel included:

- There was no reference to or statistics on violent crime. What strategies were in place to reduce violent crime.
- 101 service. It was still very difficult to get through to 101.
- Overall good report but lacking statistics and very little historical data included. More consistent reporting of statistics was required including police activity, crime reporting and satisfaction detection rates. Trends and geographical context should also be included.
- The Panel asked the Commissioner if he would endorse the request that the Panel had made at the Confirmation Hearing earlier that the Chief Constable accompany the Commissioner at least once a year to a Panel meeting. *The Commissioner responded that it might be valuable to have a separate seminar for the Panel to look at operational matters. There needed to be caution when discussing operational matters in public as this may affect the outcome of some of the work the police were doing. The Commissioner advised that he would look into this request.*
- The Chairman pointed out that the new Chief Constable had stated that he was willing to attend a Panel meeting providing the Commissioner was happy for him to attend. The

Panel had become aware from attending a recent Police and Crime Panel National Conference that other Panels have their Chief Constable in attendance at Panel meetings on a regular basis. Those Panels had felt it was beneficial to have the Chief Constable in attendance on some occasions to talk about financial and tactical aspects. It was acknowledged that operational matters could not be discussed.

- Concern was raised about the lack of information regarding out of court disposals. Could there be more information provided on out of court disposals and whether they were increasing or decreasing, what crimes they were being used for and trends.
- The report had stated that Public confidence in Cambridgeshire Constabulary had improved moving from 68.9% to 72.0%. How was this figure arrived at?
- Why was there such a discrepancy in the award of grant funding for drug intervention between Peterborough (£184,500) and Cambridgeshire (£104,400).

Responses by the Commissioner to questions from the Panel included:

- The biggest rise in violent crime was domestic abuse. There was a performance review being undertaken to dig deeper and try and find out why there had been a rise in domestic abuse. This would provide very useful information.
- The Commissioner advised that the 101 service had been a consistent problem but had improved greatly since he had reviewed it. The main issue was the secondary call and a QueueBuster system was now in place. It had also been agreed to provide extra people to handle the calls but recruitment had been difficult as this was a specialist role. The Commissioner assured the Panel that he would continue to monitor the service.
- The Commissioner acknowledged that some more statistics could be included within the report but there would need to be a balance and the public often preferred to see narrative which the report had provided.
- Information on out of court disposals would be looked into and there would be a report back to the Panel.
- Public confidence was measured by the police.
- The grant funding was an historical figure but would be reviewed and information provided to the Panel on why there was a difference between Peterborough and Cambridgeshire. It should be noted however that Peterborough had a larger population.

Having reviewed the Police and Crime Commissioners Annual Report the Panel AGREED to endorse the Annual Report for 2014/15. In doing so, the Police and Crime Panel made the following recommendation:

1. That the Commissioner should consider publishing key statistical crime data (particularly around violent crime) showing comparisons to other similar areas to allow the public to make their own judgements on the performance of the Commissioner.

## **ACTION**

The Panel made a number of requests for further information to the Commissioner when considering the annual report. These were:

1. That the Commissioner should provide more information on the numbers and trends of out of court disposals.
2. That the Commissioner should provide more information on the levels of public confidence in the police and how these figures are arrived at.
3. That the Commissioner should provide more information on why Peterborough and Cambridge drug intervention grants are at different amounts.

## **10. 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.

Observations and comments raised by the Panel on the following decisions included:

Cambridgeshire Constabulary Vehicle Workshop – CPCC2015-026

- Had the Commissioner considered outsourcing the work rather than providing an internal vehicle workshop. *The Commissioner responded that it would be a specialist garage dealing with police cars. There were currently three vehicle workshops located in Cambridge, March and Peterborough. The new vehicle workshop would provide a central location in St Ives and would provide an overall cost saving. The new workshop would be able to take on work from other areas such as the fire service and local authorities.*

The Commissioner was informed of a report published from the Committee on Standards in Public Life called 'Tone from the top - leadership, ethics and accountability in policing' and the recommendation within that report that as a matter of good practice: Police and Crime Commissioners should publish a forward plan of decisions identifying the subject matter of the decision, why it is key, the meeting at which the decision is due to be taken, who will be consulted before the decision is taken and what reports/papers will be available for inspection. The Panel therefore requested that the Commissioner provide a forward plan of Key Decisions at future meetings. *The Commissioner advised that he would consider this request.*

## **ACTION**

The Panel noted the report and decisions that had been made by the Commissioner and requested that the Commissioner provide the Panel with a Forward Plan of Key Decisions at a future meeting.

At this point the Police and Crime Commissioner and officers left the meeting.

## **11. Rules of Procedure**

The Chairman introduced the Report which provided the Panel with an opportunity to review the Rules of Procedure. The Rules of Procedure had previously been presented to the Panel at its Annual Meeting on 17 June 2015. Due to the number of suggested changes the report was deferred to the September meeting to allow further time for members of the Panel to consider them and the possibility of making further suggestions.

The Chairman thanked members of the Panel for providing further suggestions for amendments to the Rules of Procedure. Due to the number of suggestions received and the requirement to ensure that the proposed changes were in line with the Local Government Act the Chairman suggested that a small working group be formed. The working group would work with a legal officer to consider the proposed amendments and reflect on the current Rules of Procedure and report back to the Panel at the next meeting in November.

The Panel unanimously AGREED to form a working group.

The Chairman accepted nominations to the working group who were Edward Leigh, Independent Co-opted Member, Councillor Lane and Francesca Anderson, Independent Co-opted Member.

The Panel AGREED to the nominations and requested that the working group report back to the Panel at the next meeting on 4 November 2015.

## 12. Meeting Dates and Agenda Plan 2015-2016

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

The Chairman asked the Panel if any additional items should be added to the work programme. The following suggestion was made and agreed to.

- A review of the Chief Constable Appointment procedure.

### ACTIONS

DATE OF MEETING	ITEM	ACTION	UPDATE
	Community Safety Partnerships	The Commissioner to provide the following: <ol style="list-style-type: none"> <li>1. A further report on the outcome of the review of the CSP's and the Cambridge Countywide Strategic Community Safety Board at the next meeting of the Panel.</li> <li>2. A detailed breakdown of different types of crime and how the collection of data could be improved based on district areas and in particular violent crime and how this was being tackled and reduced. This to be provided at the next meeting.</li> </ol>	Report rescheduled to be presented at the 16 March 2016 meeting.
	Cambridgeshire Police and Crime Commissioner Annual Report 2014/2015	The Panel made a number of requests for further information to the Commissioner when considering the annual report. These were: <ol style="list-style-type: none"> <li>1. That the Commissioner should provide more information on the numbers and trends of out of court disposals.</li> <li>2. That the Commissioner should provide more information on the levels of public confidence in the police and how these figures are arrived at.</li> <li>3. That the Commissioner should provide more information on why Peterborough and Cambridge drug intervention grants are at different amounts.</li> </ol>	
	Decisions by the Commissioner	The Panel noted the report and decisions that had been made by the Commissioner and requested that the Commissioner provide the Panel with a Forward Plan of Key Decisions at a future meeting.	
	Rules of Procedure	The Panel unanimously AGREED to form a working group.  The Panel AGREED to the nominations and requested that the working group report	Report from the working group scheduled in for 4 November 2015 meeting.

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>ACTION</b>	<b>UPDATE</b>
		back to the Panel at the next meeting on 4 November 2015.	

The meeting began at 2.00pm and ended at 3.50pm

CHAIRMAN

## Appendix 1

<b>Questioner</b>	Richard Taylor
<b>Questions addressed to which Member of the Panel</b>	Question to the Chairman
<b>Date Question was submitted</b>	9 September 2015
<b>Question</b>	
<p>I submitted a number of suggestions for items of scrutiny to the panel in advance of its previous meeting on the 17th of June 2015.</p> <p>Were these considered by the panel under the process set out in section 8.2 of the panel's rules of procedure?</p> <p>I expected to see the items considered at under the item on the agenda titled: "Meeting dates and Agenda Plan" however the panel appeared to be in a rush to finish its meeting and the chair declared the "Meeting dates and Agenda Plan" item was "for information" preventing any debate. The chair went on to announce an "agenda setting meeting in private shortly".</p> <p>I filmed the meeting and the relevant section can be viewed at:</p> <p><a href="https://www.youtube.com/watch?v=NPr6DNI9tDg&amp;t=111m05s">https://www.youtube.com/watch?v=NPr6DNI9tDg&amp;t=111m05s</a></p> <p>I think the panel ought to operate openly and agenda items, and decisions, should not be taken in private meetings. Decisions on what aspects of the Police and Crime Commissioner's role to look into are important panel decisions.</p>	
<b>Response</b>	
<p>The Panel acknowledges receipt of your suggested scrutiny items. The Panel considered your suggestions at its last agenda setting meeting and will continue to consider these at future agenda planning sessions. Whilst we welcome suggested areas for scrutiny from the public, the Panel is responsible for setting its own agenda and is not obligated to accept scrutiny suggestions presented to it.</p>	

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 5</b>
<b>4 NOVEMBER 2015</b>	<b>Public Report</b>

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

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 or his Deputy.

**2. RECOMMENDATIONS**

2.1 To note the 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 or his Deputy.

**4. BACKGROUND**

4.1 Regular quarterly update to the panel on any complaints received for investigation.

**5. KEY ISSUES**

5.1 During the course of this reporting period there were no complaints made against the Commissioner or his Deputy.

**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. 6</b>
<b>4 NOVEMBER 2015</b>	<b>Public Report</b>

## **REPORT OF: THE POLICE AND CRIME PANEL RULES OF PROCEDURE WORKING GROUP**

**Contact Officer(s) – Paulina Ford, Peterborough City Council**  
**Contact Details – 01733 452508, paulina.ford@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 the Panel:
- (a) review the Rules of Procedure as required at paragraph 1.4 of the Rules of Procedure.
  - (b) take into consideration the suggested changes of the Working Group as highlighted in red in Appendix 1 of the report.
  - (c) confirm and resolve to approve any changes as agreed following discussion.

#### **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 panel's Annual Meeting.
- 4.2 The Rules of Procedure were presented to the panel at its Annual Meeting which was held on 17 June 2015. The Panel had also received suggested amendments from Independent Co-opted Member, Edward Leigh and requested further time to consider these. It was therefore decided that the Rules of Procedure should be presented again at the next meeting of the panel on 16 September 2015 for review. At this meeting the Chairman proposed that a small Working Group be set up to review the Rules of Procedure and report back to the Panel at the next meeting on 4 November 2015.

The Working Group which consisted of Edward Leigh, Independent Co-opted Member, Councillor Lane, Panel Member and Francesca Anderson, Independent Co-opted Member met on 6 October 2015 at Peterborough City Council offices. Also in attendance was Paulina Ford, Senior Democratic Services Officer and Secretariat to the Panel and Debbie Forde, Governance Adviser. The Group went through the Rules of Procedure and the Rules of Procedure with suggested amendments in RED are attached at Appendix 1 for the Panels consideration.

## **5. KEY ISSUES**

5.1 The Working Group considered a number of proposed amendments and agreed there was a need to clarify some the procedures in particular those relating to the public participation in meetings. The key changes are as follows:

- 5.2
- (a) to ensure 10 days' notice is given of ordinary meetings; this is in line with the notice required for Extraordinary meetings;
  - (b) to allow the public to submit statements as well as questions;
  - (c) to give more time for the public to submit questions following publication of the agenda;
  - (d) obviating the need to name the panel member to whom the question is put;
  - (e) to specify a time limit of 2 minutes for the public to read out question or statement; and
  - (f) change of wording from Chairman to Chairperson.

A list of the paragraphs which have been amended, with explanations are set out in Appendix 2.

## **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 with proposed changes in red (Appendix 1)
  - Cambridgeshire Police and Crime Panel – Rules of Procedure List of changes: (Appendix 2)



## 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 “PCC” is the Police and Crime Commissioner
- 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 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 Chairperson and Vice-Chairperson**

2.1 The Chairperson and Vice-Chairperson 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 Chairperson or Vice-Chairperson 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-Chairperson will preside in the absence of the Chairperson and, if neither is present, the Panel will appoint a Chairperson from among the remaining members for the purposes of that meeting.

## **3.0 Resignation and removal of the Chairperson and Vice-Chairperson**

3.1 The Chairperson and/or Vice-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 Chairperson or Vice-Chairperson 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.

4.2 The date, time and venue of each Ordinary Meeting shall be determined and published on the Panel's website at least 10 working days in advance, unless the Chairperson or, in his/her absence, the Vice-Chairperson agrees that there are special reasons for an urgent meeting in which case the notice period may be shorter. Ordinary Meetings will not be held in April or May. The calendar of meetings will normally be agreed by the Panel at its Annual Meeting.

4.3 Extraordinary Meetings may also be called by the Chairperson or by any four members of the Panel or by the Monitoring Officer of the Host Authority.

4.4 The date, time and venue of an Extraordinary Meeting must be published on the Panel's website, and all Panel members notified at least ten working days before an Extraordinary Meeting, unless the Chairperson or, in his/her absence, the Vice-Chairperson agrees that there are special reasons for an urgent meeting in which case the notice period may be shorter.

4.5 Any request for an Extraordinary Meeting of the Panel must specify the particular item of business for which the Extraordinary Meeting is to be called.

4.6 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.

- 4.7 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, however meetings would normally be expected to last no longer than two hours.
- 4.8 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;
  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, statements 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. to consider items requested by members in accordance with 4.11.
- 4.9 The only business to be conducted at an Extraordinary Meeting of the Panel will be:
- a) to choose a person to preside if the Chairperson and Vice-Chairperson are absent or otherwise unable to preside;
  - b) to consider the matter specified in the request to call an Extraordinary Meeting;
  - c) to receive any questions, statements or petitions from members of the public in accordance with paragraph 7 which must relate to the matter of business specified in the request to call the Extraordinary Meeting;
  - d) no other business may be conducted at the meeting unless the Panel otherwise resolve.
- 4.10 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.
- 4.11 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*

- 4.12 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 Police and Crime Commissioner (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.
- 4.13 In the event of a dispute on whether the conditions listed above apply, the Monitoring Officer of the Host Authority will advise the Chairperson and Panel. The Chairperson's decision shall be final.
- 4.14 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**

- 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 Chairperson 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 **public** meetings subject only to the exceptions in the Access to Information Standing Orders **attached at Annex A**.
- 7.2 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.
- 7.3 Part of the order of business at public meetings shall be designated for community involvement. The time allowed for this section of the meeting shall be up to 30 minutes. During this part of the meeting there shall be provision for:
- Questions **and statements** from the public; and
  - The receipt of petitions.



- 7.4 At an Ordinary meeting, questions and statements need not relate to an item on the agenda. At an Extraordinary Meeting only questions and statements that relate to the principle agenda item shall be admitted as stated in standing order 4.9

### Questions

- 7.5 A member of the public (Questioner) wishing to ask a question or make a statement at a public meeting of the Panel must submit his/her question or statement in writing, by facsimile transmission or by electronic mail to the Secretariat in advance of the meeting.
- 7.6 To guarantee acceptance (subject to paragraphs 7.10 and 7.11), the Questioner's submission must be received by the Secretariat not later than 12 noon, on the third working day following the publication of the meeting agenda. Submissions received after the deadline may be accepted at the discretion of the Chairperson.
- 7.7 Each question must give the name and address of the Questioner. All questions to be addressed to the Chairperson.
- 7.8 The Secretariat shall circulate copies of all questions to Panel members in advance of the meeting.
- 7.9 Questions and Statements from the Public shall be taken at the beginning of the meeting. The Chairperson shall determine the order in which questions or statements are put to the Panel.
- 7.10 If the Chairperson decides that a matter is urgent he or she can allow a question without having received notice, as at paragraph 7.6, 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 Chairperson shall have discretion as to the order in which it is presented to the meeting.
- 7.11 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.
- 7.12 If the Secretariat **considers** that a question is:
- (a) not about a matter for which the Panel has a responsibility;
  - (b) not a matter for the Commissioner;
  - (c) illegal, improper, irregular, frivolous or offensive;
  - (d) substantially the same as a question which has been put at a meeting of the Panel in the **previous** six months; or
  - (e) requires the disclosure of confidential or exempt information;
- The Secretariat** shall inform the Chairperson who will then decide whether or not to **accept** the question to be put. If the Chairperson decides not to **accept** a question his or her reasons will be recorded in the minutes of the meeting and will not be open to debate.
- 7.13 The Secretariat **may** edit any question provided the person asking the question is consulted about any alteration.

- 7.14 The Secretariat will enter each question **received** in a book open to public inspection and will **within two working days** send a copy of the question to the **Panel or the nominated respondent**. In addition, a copy of all questions **and responses** will be published on the Panel's website **and added as an annex to the meeting's minutes**.
- 7.15 **Two minutes are allowed to the Questioner to read or explain each submitted question or statement.**
- 7.16 If a questioner who has submitted a written question is unable to be present at a Panel meeting, the Panel shall provide a written response. Where possible, the written response will be available for public inspection at the meeting. However, where this is not possible, a written response will be sent to the questioner within ten days of the meeting.
- 7.17 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 Chairperson may reject a supplementary question on any of the grounds in paragraph 7.12 above. One minute is allowed for putting a supplementary question.
- 7.18 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 10 days.
- 7.19 The person asked the question may refuse to answer but must give his or her reasons for doing so.
- 7.20 Any questions not fully answered at the end of the allotted period will be answered in writing within ten days and published on the Panel's website.

### **Petitions**

- 7.21 Members and residents can present petitions.
- 7.22 Every petition must be polite and must be relevant to the responsibilities of Panel.
- 7.23 The petitioner must say what the petition is about without commenting;
- 7.24 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.
- 7.25 There will be no debate about a petition when it is presented.
- 7.26 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

- 7.27 Any further involvement from the public at the meetings of the Panel will be at the discretion of the Chairperson, including involvement in any debate and the asking of questions, without prior notice, during the debate on items on the agenda.
- 7.28 Members of the public are entitled to record the meetings of the Panel using audio and visual recording equipment. If the Chairperson 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; and relevant county, district council or town or parish councils
  - e) the views of its members and advisers; and
  - f) the resources available to support the delivery of the work programme.

### Suggestions from Members of the Public for items of Scrutiny by the Panel

- 8.2 Members of the public may submit suggestions for items of scrutiny to the Panel in writing by letter, 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 suggestion must give the name and address of the person submitting the suggestion. The suggested item for scrutiny will be considered at the next meeting of the Panel under the item on the Agenda called Meeting dates and Agenda Plan.

## 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;
  - c) resources;
  - d) timescales for completing the work and reporting back;
  - e) membership
- 9.3 The Panel shall appoint Sub-Committees. The Chairperson 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-Committee meetings shall be minuted. The minutes shall be published on the Panel's website and presented at the next meeting of 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 The Panel will appoint Task Groups. The Chairperson of the Panel may make a recommendation to the Panel on the membership.
- 10.4 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.
- 10.5 The Panel shall appoint a Chairperson of the Task Group from within the membership of the Panel. The Chairperson of the Panel may make a recommendation on whom to appoint.
- 10.6 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 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
  - d) Local knowledge
- 10.7 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.

10.8 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, the PCC 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) publish the response from the PCC where the Panel has published the report or recommendations.

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 that 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 a report prepared by a 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 Chairperson 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.

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 he/she will not be required.
- 12.2 The PCC shall be notified by the Secretariat of the Panel of the Annual Work Programme of the Panel, including meeting dates.
- 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 Chairperson 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.
- 12.9 **The Secretariat shall publish on the Panel's website any written responses from the PCC to matters raised at meetings of the Panel.**

## **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:
  - 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**

- 16.1 The Panel will receive notification from the PCC of the precept that s/he 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 within seven days to the report and any such 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 as outlined in 17.1 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 **relevant** post-election period. **The relevant post-election period means the period that:**
- a) **Begins with the day of the poll at an ordinary election of a police and crime commissioner under section 50 of the Police Reform and Social Responsibility Act 2011, and**
  - b) **Ends with the day on which the person elected as police and crime commissioner delivers a declaration of acceptance of office under section 70 of the Police Reform and Social Responsibility Act 2011.**
- 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. **After questioning the candidate, the Panel in accordance with schedule 12A of the Local Government Act 1972, will go into private session in order to determine its recommendations regarding the candidate's appointment.**
- 17.5 Following the hearing, the Panel will make a report **of its** recommendations to the PCC on the proposed appointment. The PCC must respond in writing within 20 working days **of receipt of the Panel's report** 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 majority vote.
- 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 Scrutiny hearing.
- 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) when 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, 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 within 15 working days 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) where the Acting PCC is appointed because the PCC is incapacitated, the PCC ceases to be incapacitated; or
- d) where the Acting PCC is appointed because the PCC is suspended, the PCC ceases 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 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 Arrangements and legal requirements. Further guidance and protocols may cover:

- a) Memoranda 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.

## **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 hard 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 hard 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;

- 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 via its website 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 Chairperson 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 or Exempt information – requirement to exclude public**

- 9.1 The public must be excluded from an item at a meeting whenever it is likely to be confidential in view of the nature of the business.
- 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 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 the test of the Public Interest set out 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.
  - 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 (i.e. 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 which 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. All such decisions will be recorded in the Panel's minutes and published accordingly.

## Appendix 2 - Cambridgeshire Police and Crime Panel – Rules of Procedure

List of changes:

Paragraph Reference	Change
1.0 General	Clarification of the term “PCC” added
2.0 Election of Chairman and Vice Chairman	Change of wording from Chairman to Chairperson. Used throughout the document from this point forward.
4.0 Panel Meetings	<p>Paragraph 4.2 Additional wording for provision of 10 working days minimum notice period for publishing the date, time and venue of an Ordinary Public Meeting.</p> <p>The wording “written notice” removed and made more explicit.</p> <p>Wording regarding Extraordinary Meetings removed and put as separate paragraphs at 4.3 and 4.4</p> <p>Paragraph 4.4 made more explicit and deletion of “<i>meeting must be held within 20 working days of that notice</i>” as it was felt to be unreasonable to prohibit more than 20 days’ notice being given.</p> <p>Paragraph 4.8 bullet point 7. Removal of wording “of the min” and replaced with “in”.</p> <p>Paragraph 4.9 Layout of paragraph changed to provide more clarity. Additional wording added at c) to allow members of the public to make statements and ask questions at an Extraordinary Meeting.</p>
7.0 Public Participation	<p>Paragraph 7.1 Addition of the word “public” before meetings to provide a precise description of which meetings members of the public can attend. Additional wording signposting to where the Access to Information Standing Orders can be found.</p> <p>Paragraph 7.3 (was 7.2) Wording “and Statements” added in first bullet point. This allows for members of the public to submit statements as well as questions. Deletion of “<i>and must name or clearly identify the member to whom it is to be put.</i>”</p> <p>Paragraph 7.4 additional wording to explain precisely the type of questions and statements that can be submitted at either an Ordinary Public Meeting or an Extraordinary Public Meeting.</p> <p>Questions section:</p> <p>Rewording of paragraphs to provide further clarification as to the process for submitting questions and statements.</p> <p>Paragraph 7.6 change of wording to allow further time (3 working days following the publication of the agenda) to submit questions and statements.</p> <p>Paragraph 7.7 Deletion of the wording “<i>and must name or clearly identify the member to whom it is to be put</i>” and replaced by “All questions to be addressed to the Chairperson”.</p> <p>Paragraph 7.8 Rewording of paragraph to provide more clarity.</p> <p>Paragraph 7.9 Additional wording to specify in what order of the agenda questions and statements from members of the public will be taken.</p> <p>Paragraph 7.12 various changes of wording from:</p> <p>“feels” to “considers”</p> <p>“past” to “previous”</p> <p>“He/she” to “The Secretariat”</p>

Paragraph Reference	Change
	<p>“allow” to “accept”</p> <p>Paragraph 7.13 change of wording from “can” to “may”</p> <p>Paragraph 7.14 Rewording of paragraph to provide more clarity.</p> <p>Paragraph 7.15 Additional paragraph to add a time limit on asking questions and making statements.</p> <p>Paragraph 7.16 Deletion of the wording <i>“Both question and response will be published on the Panel’s website and added as an annex to the minutes”</i>. This was consolidated into paragraph 7.14.</p> <p>Paragraph 7.19 Deletion of the wording <i>“Two minutes are allowed for answering a supplementary question”</i>. The Chairperson should be allowed to use their discretion as to how much time is spent answering the question.</p> <p>Deletion of old paragraph number 7.13 <i>“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”</i>. This is duplicated in paragraph 7.14.</p>
9.0 Sub-Committees	Paragraph 9.7 Alteration to wording to provide clarification to procedure.
10.0 Task Groups	Removal of Paragraph 10.3 (old numbering) <i>“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”</i> . This was too restrictive as the Panel may wish to edit or accept only part of a report.
12.0 PCC and others giving account	Paragraph 12.9 Rewording of paragraph to provide clarification.
16.0 Proposed precept	<p>Paragraph 16.2 The wording under Section 16.0 Proposed Precept, paragraph 16.2 bullet point c) does not accurately reflect legislation as required in Schedule 5 of the Police Reform and Social Responsibility Act 2011, Issuing Precepts. Under the Panels power to veto precept, paragraph 4, bullet point 4 it states the following:</p> <p><i>“For that purpose, the panel makes that decision by the required majority if at least two-thirds of the persons who are members of the panel at the time when the decision is made vote in favour of making that decision”</i></p> <p>It is therefore proposed that the wording should be changed in the Rules of Procedure from:</p> <p>c) <i>“veto the proposed precept by a two thirds majority of those members present at the time when the decision is made”</i> to</p> <p>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).</p>
17.0 Senior Appointments	<p>Paragraph 17.3 has been amended to provide clarification on the meaning of the wording “post-election period”.</p> <p>Paragraph 17.4 Additional wording added to provide explicit explanation as to why the Panel go into private session to</p>



<b>Paragraph Reference</b>	<b>Change</b>
	determine its recommendations. Paragraph 17.5 Slight rewording for greater preciseness.

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 7</b>
<b>4 NOVEMBER 2015</b>	<b>Public Report</b>

## **Report of the Cambridgeshire Police and Crime Commissioner**

Contact Officer – Dorothy Gregson

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### **PROCEDURE FOR THE APPOINTMENT OF THE CHIEF CONSTABLE OF CAMBRIDGESHIRE CONSTABULARY**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to provide further information regarding the appointment process for the position of Chief Constable.

#### **2. RECOMMENDATIONS**

- 2.1 To note the report.
- 2.2 The Police and Crime Panel (“the Panel”) is asked to make reference to the report that was submitted to them for the Chief Constable’s Confirmation Hearing on the 16<sup>th</sup> September 2015. The report set out, amongst other things, the process the Police and Crime Commissioner (“the Commissioner”) followed to recruit to the role of Chief Constable and assess the suitability of the candidate. The report of the Independent Panel Member, Carolyn Dhanraj, which accompanied the Confirmation Hearing report should also be referred to (attached at Appendix 1).
- 2.3 The Panel are also asked to refer to their report ‘Determination of Appointment of Senior Staff following a Confirmation Hearing’, 18<sup>th</sup> September 2015, which gave their formal recommendation that the Commissioner appoint Alec Wood as Chief Constable of Cambridgeshire Constabulary. The Panel gave their reasons for their decision, those being that the candidate met the assessment criteria, had the relevant professional competence and personal independence required to carry out the role, and that the candidate’s background and experience clearly demonstrated that he could meet the requirements of the role.

#### **3. TERMS OF REFERENCE**

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

#### **4. BACKGROUND**

- 4.1 The recruitment process for Chief Constables is set down in legislation: The Police Reform and Social Responsibility Act 2011 (“the Act”); The Police Regulations 2003; The Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012; Home Office Circular 20/2012 (as amended) (“the Circular”). The Home Secretary has also made a number of determinations relating to the recruitment process.

- 4.2 Section 38 of the Act provides that it is for a Police and Crime Commissioner to appoint a Chief Constable. The Circular states that it is for a Commissioner to decide how they wish to run their recruitment process and which candidate they wish to appoint.
- 4.3 The Commissioner's recruitment process adhered to the legislative requirements under the Act, the Circular and was developed in accordance with the College of Policing's 'Guidance for the Appointment of Chief Officers', November 2012 ("the Guidance"), and the College of Policing's 'Toolkit for the Selection of Chief Officers', April 2015 ("the Toolkit").
- 4.4 The support services of the College of Policing and the use of the Guidance and Toolkit is discretionary. The Toolkit is intended to be used at the discretion of those responsible for designing and managing the Chief Constable selection processes; it is not exhaustive in terms of its content, examples or templates.
- 4.5 The report of the Independent Panel Member stated that she was *'wholly satisfied that Cambridgeshire Police and Crime Commissioner, Sir Graham Bright, fulfilled his responsibility to ensure the assessment process put in place was in accordance with the responsibilities listed in the College of Policing Guidance'*.

## **5. FORMER CHIEF CONSTABLE**

- 5.1 The previous Chief Constable, Mr Parr, retired on the 31<sup>st</sup> July 2015 nearly five years after joining Cambridgeshire Constabulary and after 32 years' police service. It was Mr Parr's decision to retire. Upon announcing his retirement, Mr Parr publicly stated that in his judgement it was *'the right time for him to hand over the stewardship of the organisation to someone who will lead the Constabulary through the next five years'*.
- 5.2 The experience of the Constabulary's existing Senior Management Team meant that the Commissioner felt that Mr Parr's retirement date was agreeable, and one which also took account of the Chief Constable's leave commitments.

## **6. CANDIDATE ELIGIBILITY**

- 6.1 There are certain eligibility requirements for the role of Chief Constable that are set down in legislation. The Secretary of State's determinations, made under Regulation 11 of the Police Regulations 2003 specifies that the Senior Police National Assessment Centre and the Strategic Command Course must be satisfactorily completed before a person may be substantively appointed to a rank higher than that of Chief Superintendent. Additionally, there is also a legislative requirement that a person has to have held certain approved ranks within the police service. Consequently this means that there is a limited number of officers who meet the criteria for the post of Chief Constable.
- 6.2 The eligibility criteria for the role of Chief Constable of Cambridgeshire Constabulary, as set out previously in the Panel paper for the Confirmation Hearing, was:
- Experience at Deputy Chief Constable rank or equivalent or above;
  - Passed the Senior Police National Assessment Centre;
  - Completed the Strategic Command Course;
  - Met Regulation 11 Requirements for the Police Regulations 2003.
- 6.3 The College of Policing holds records of officers who have passed these courses which should be requested by those responsible for appointing Chief Constables in order to verify policing qualifications and experience. Current information from the College of Policing indicates a potential pool of 48 Deputy Chief Constables. There has also been a considerable number of

recent Chief Constable recruitment processes conducted nationally. It is also not uncommon, even in larger forces, for there to be only one or two applications.

## **7. COLLEGE OF POLICING INVOLVEMENT**

7.1 The College of Policing were engaged from the start of the recruitment process through to attendance on the assessment day. A Senior Psychologist from the College of Policing led the design and delivery of the agreed materials and services and as such provided support on:

- Design of role profile;
- Review of information pack and application form;
- Review of advertisement and placement on College's website and direct distribution;
- Shortlisting;
- Advising on interview questions;
- Personality profiling of candidate;
- Provision of Independent Panel Member;
- Provision of Panel Briefing;
- Support in facilitating the assessment day.

## **8. ADVERTISEMENT OF THE ROLE**

8.1 The role of Chief Constable was advertised for the period from 29<sup>th</sup> June 2015 to the 21<sup>st</sup> July 2015 as follows:

- Distributed twice directly to senior police chiefs (Assistant Chief Constables and above) by the College of Policing;
- Commissioner's website;
- Cambridgeshire Constabulary's website;
- College of Policing's website.
- Press releases were issued to the following publications which deal with police matters:
  - Police Professional
  - Police Beat
  - Police Magazine
  - The Job
  - Police Life
  - Metropolitan Life
  - Grapevine
  - Police Oracle

8.2 The advertisement complied with requirements of the Circular, this being that the vacancy must be advertised on a public website or some other form of publication which deals with police matters, and the closing date for applications must be at least three weeks after the date of the publication of the advertisement. Consequently, this reached the pool of eligible candidates.

8.3 The College of Policing confirmed that the advertising was compliant in respect of the requirements of the Circular. In addition, the Independent Panel Member confirmed that she was *'fully satisfied that the PCC [Commissioner] advertised the vacancy openly to attract the best possible eligible candidate pool'*.

## **9. RECRUITMENT OF OTHER CHIEF CONSTABLES**

- 9.1 As stated above, Police and Crime Commissioners have the legal power to appoint Chief Constables. However, the use of the College of Policing services and their Guidance is discretionary and consequently Commissioners may or may not wish to work with the College of Policing. Therefore each Police and Crime Commissioner may choose their own approach to recruitment where the legislation allows for this.
- 9.2 The College of Policing do not hold information regarding the recruitment practices or processes followed by other Commissioners.
- 9.3 Other recruitment exercises and reports to respective Police and Crime Panels are publicly available. Recent Chief Constable recruitment exercises include those below which show the number of candidates and the respective Confirmation Hearing dates:

Thames Valley – one candidate (March 2015)  
Wiltshire – one candidate (May 2015)  
Staffordshire – one candidate (June 2015)  
Northamptonshire – four candidates (July 2015)  
Bedfordshire – two candidates (September 2015)

## **10. STAKEHOLDER ENGAGEMENT**

- 10.1 The Guidance outlines a number of selection techniques, such as a stakeholder questionnaire, presentation, interview and psychometric testing, to influence the role profile and selection process.
- 10.2 The Commissioner engaged individually with Council Leaders and sent a questionnaire based on the Guidance to Panel members, the purpose of which was to ascertain their views as to what they felt were the qualities and competencies needed by a Chief Constable.
- 10.3 Seven responses to the questionnaire were directly received by the Commissioner. The feedback influenced the role profile. A summary of the stakeholder feedback was provided to the Assessment Panel. This included comments made and the scores given against each of the personal qualities and competencies.
- 10.4 The Assessment Panel also questioned and tested the candidate on his competency against the Policing Professional Framework of 'Serving the Public', which covers, amongst other competency elements, how the candidate would reflect the needs of neighbourhood policing, local community safety partners, criminal justice bodies, stakeholders and partners.
- 10.5 Taken together, the selection techniques adopted by the Commissioner were chosen appropriately to inform what needed to be measured and assessed. The report of the Independent Panel Member noted '*The Stakeholder consultation also directly influenced the role profile, as it was amended to include 'use of innovation' as suggested by a PCP member*'.
- 10.6 Any selection technique, including stakeholder engagement, needs to be appropriate, beneficial and fit for purpose depending on the role, taking into account legislative requirements and any advisory Guidance.

## **11. APPOINTMENT OF DEPUTY CHIEF CONSTABLE**

- 11.1 Under the Act, the recruitment of a Deputy Chief Constable is the responsibility of the Chief Constable. There is a legal requirement in the Act that the Chief Constable must consult the relevant Commissioner before appointing a person to be a Deputy Chief Constable of the force.
- 11.2 The Chief Constable has advertised for the role of Deputy Chief Constable, with interviews planned for early November 2015.

## **13. BACKGROUND PAPERS**

'Appointment of the Chief Constable of Cambridgeshire Constabulary', Police and Crime Commissioner report, 16<sup>th</sup> September 2015

<http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&MId=3600&Ver=4>

'Determination of Appointment of Senior Staff following a Confirmation Hearing', Cambridgeshire Police and Crime Commissioner, 18<sup>th</sup> September 2015

<http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&MId=3600&Ver=4>

Police Reform and Social Responsibility Act 2011

The Police Regulations 2003

The Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012

<http://www.legislation.gov.uk/>

Home Office Circular 20/2012

<https://www.gov.uk/government/publications/selection-and-appointment-of-chief-officers-from-22-november-2012>

'Guidance for the Appointment of Chief Officers', College of Policing, 2012

'Toolkit for the Selection of Chief Officers', College of Policing, 2015

<http://www.college.police.uk/What-we-do/Support/Recruitment/chief-officers/Pages/default.aspx>

## **14. APPENDICES**

- 14.1 Appendix 1 – Report of the Independent Panel Member

**REPORT OF THE INDEPENDENT PANEL MEMBER**





**August 2015**

**Chief Constable  
Cambridgeshire Constabulary Appointment Process**

**Independent Member Report  
Carolyn Dhanraj MBE JP**

## 1. Introduction

- 1.1 This report provides information for the Cambridgeshire Police and Crime Panel (PCP), scheduled to take place on Wednesday 16<sup>th</sup> September 2015 on the appointment process for the role of Chief Constable of Cambridgeshire Constabulary and in particular comment on:
- how the process met the principles of merit, fairness and openness and
  - the extent to which the Interview Panel were able to fulfil their purpose i.e. to challenge and test the candidate against the criteria.
- 1.2 Home Office Circular 20/2012 outlines that it is for the Police and Crime Commissioner to decide how they wish to run their appointment process and which candidate they wish to appoint. However, they should involve an Independent Member as soon as practicable in the process: job specification, shortlisting and interviewing of candidates.
- 1.3 This report is the Independent Member's Report (Carolyn Dhanraj), relating to the appointment process for the role of Chief Constable for Cambridgeshire Constabulary, which was the responsibility of the Cambridgeshire Police and Crime Commissioner, Sir Graham Bright.

## 2. Aim

- 2.1 The aim of this report is to provide an assessment of the extent to which the appointment process has been conducted fairly, openly and based on merit. It will also comment on the extent to which the Interview Panel fulfilled their responsibility to challenge and test the candidates' suitability against the requirements of the Chief Constable role.

## 3. Independent Member Role

- 3.1 The role of the Independent Member is laid out in Home Office Circular 20/2012. It is described more fully within the College of Policing's 'Guidance for the Appointment of Chief Officers'. This Guidance was produced in November 2012 and is maintained by the College of Policing in consultation with a wide range of stakeholder groups within policing including Her Majesty's Inspectorate of Constabulary, Association of Police and Crime Commissioners, Association of Policing and Crime Chief Executives, Senior Police Officers Association, Police Superintendents Association and the Home Office. This was produced under the direction of the Police Advisory Board England and Wales Sub-group on Chief Officer Appointments.
- 3.2 I am currently an Independent Member from the list provided by the College of Policing. In order to become a member of this list I was required to undergo a fair, open and merit-based selection process. This process focussed on my suitability as someone skilled in assessment, capable of quality assuring assessment processes; I also had an induction to this role from the College of Policing and I am continually quality assured in my delivery of services as an Independent Member of Chief Officer Appointments Processes. Further details of my background are set out in the role profile in Appendix A.

## 4. Independent Member initial involvement in the Chief Constable Appointment Process for Cambridgeshire Constabulary

- 4.1 I was invited to join the process by the Commissioner following the Office of the Police and Crime Commissioner (OPCC) contacting the College of Policing to seek advice and after receipt of a list of approved Independent Members. By this time, the Chief Constable's post had been advertised and the job description and person specification were being agreed by the Cambridgeshire Police and Crime Commissioner. Following confirmation via the

College of Policing that I was able to assist with the selection process, I telephoned Aly Flowers (Senior Policy and Performance Officer, (OPCC) to introduce myself and confirm the role they wished me to play. We discussed the Interview Panel and the agreed format for the shortlisting and interview days, the dates of which had been provisionally set. I advised that it was good practice to have all Interview Panel Members involved in all aspects for the process, as far as practicable and I sought assurance that the College of Policing guidance had been sent to all the Interview Panel members in advance of the assessment day. A planning meeting had already been scheduled the day before the interview to discuss the questions and plan the final assessment day.

- 4.2 I asked about the involvement of the PCP member in the process. I suggested a format used in other Police Forces of holding stakeholder panels for community groups and partners, plus political and PCP stakeholders to gain their views prior to the formal interview. I was advised that the Police and Crime Commissioner had already sought the views of key stakeholders, namely local Council Leaders and PCP members through personal conversations and also by means of a questionnaire, to rank the importance of certain competencies and responsibilities for the new Chief Constable, leaving space for the stakeholder's additional comments and views. This process was informed by the COP guidance.

## **5. Interview panel**

- 5.1 The Interview Panel role is set out in the Guidance on Chief Officer Appointments (4.2.2 of the guidance). This outlines that the Interview Panel should be convened by the Police and Crime Commissioner before any stage of the appointment process takes place and that consideration may be given to having Interview Panel members involved in helping to define the requirements of the role.
- 5.2 In addition, it states the purpose of the Interview Panel is to challenge and test that the candidate meets the necessary requirements to perform the role and that the Police and Crime Commissioner should select an Interview Panel capable of discharging this responsibility. The Police and Crime Commissioner should ensure that Interview Panel members are diverse and suitably experienced and competent in selection practices and that they adhere to the principles of merit, fairness and openness (Principles of Appointment Section 3). It is also the Police and Crime Commissioner's responsibility to ensure that appropriate briefing/assessor training is undertaken by all Interview Panel members. Training was received from the College of Policing prior to shortlisting and prior to interview. It is suggested that an Interview Panel of approximately five members is convened but this is at the discretion of the Police and Crime Commissioner.
- 5.3 The Interview Panel appointed by the Cambridgeshire Police and Crime Commissioner Sir Graham Bright, were selected to provide an expertise and experience to test potential candidates at a policing executive level. All Interview Panel members had read the College of Policing Guidance on Chief Officer Appointments prior to participating on the recruitment process. I confirmed that the Interview Panel had previously been involved in senior recruitment and panel participation at the beginning of the process.
- 5.4 There were three Interview Panel members comprising of two male and one female member; two white men and one minority ethnic women, who was also the Independent Member. The OPCC's Chief Executive was present to offer advice and support to the Interview Panel and to take thorough notes to assist the Interview Panel if required.
- 5.5 Interview Panel:
- Sir Graham Bright, Cambridgeshire Police and Crime Commissioner
  - Brian Ashton, Deputy Police and Crime Commissioner
  - Carolyn Dhanraj, Independent Member (College of Policing)

## **6. Role profile and attraction strategy**

- 6.1 The role profile was based on the College of Policing's 'Toolkit for the Selection of Chief Officers', and outlined the Policing Professional Framework (PPF) competencies. The College also worked with the Police and Crime Commissioner in writing the role profile and in checking the other documents in the Candidate Information Pack. The College also ensured that the job description reflected the qualities identified by the Commissioner and the challenges that would face the new Chief Constable in relation to his Police and Crime Plan. The Stakeholder consultation also directly influenced the role profile, as it was amended to include 'use of innovation' as suggested by a PCP member.
- 6.2 The advertisement was placed on the Cambridgeshire Police and Crime Commissioner's website, Cambridgeshire Constabulary's website and the College of Policing's website. It was also marketed to ACPO members twice by email and press releases were shared with Police Professional, Police Beat (Northern Ireland), Police Magazine, The Job, Police Life, Metropolitan Life, Grapevine and Police Oracle. Email alerts were made at the commencement of the advertisement and two weeks into the process, which demonstrated an openness and created further opportunity for those suitable, to apply for the post.
- 6.3 The post was advertised from 29<sup>th</sup> June – 21<sup>st</sup> July 2015 inclusive which was exactly three weeks; in line with the Home Office Circular. The College of Policing guidance point 5.3.3 states that 'the vacancy must be advertised for at least three weeks and must be advertised through a public website or some other form of publication that deals with policing matters'. The thoroughness of advertising was to enable an inclusive and openness to attract the most eligible candidate pool of Chief Officers to apply.
- 6.4 Please note to ensure absolute fairness, I checked and it was confirmed that no direct approaches were made to eligible potential candidates, to encourage or highlight the Chief Constable vacancy by any of the Interview Panel members. For information the PCC had asked the Deputy Chief Constable to act temporarily in the role of Chief Constable and was kept up to date on the recruitment process in this capacity – I am satisfied that this did not lead to bias, but was in keeping with transparency of process.
- 6.5 I am fully satisfied that the Police and Crime Commissioner advertised the vacancy openly (Guidance 3.4.1) to attract the best possible eligible candidate pool.

## **7. Shortlisting and Panel briefing**

- 7.1 By the closing date, one application form had been received for the role of Chief Constable – Cambridgeshire Constabulary, there had been two requests for the Candidate Information Pack throughout the process. The Interview Panel discussed the merits in continuing the process at this point. We agreed to continue shortlisting as it was felt that the role had been advertised to enable the best possible pool of candidates to apply, and due process had been followed. We also agreed that if the one candidate did not fulfil the shortlisting criteria, we would not interview and re-advertise, although it was noted that there are fewer candidates eligible to apply and other Chief Constable roles were currently being advertised, which may have impacted on the number of candidates.
- 7.2 The short listing meeting was scheduled for Thursday 23<sup>rd</sup> July 2015. On arrival for the shortlisting meeting, I asked the Police and Crime Commissioner to advise the Interview Panel what he was looking for in the new Chief Constable role, and especially in context of what Cambridgeshire Constabulary and its communities required. This discussion provides an opportunity for the Interview Panel to understand the style, behaviours and skill of the future Chief Constable. It is also useful when there are candidates' who score similar

scores, when a reminder of the strengths outlined at the beginning of the process can prove helpful.

7.3 Helen Slimmon, Senior Psychologist for the College of Policing, provided a comprehensive overview and training session to ensure a 'robust, systematic and thorough process', in line with the Guidance 5.5, for the whole Interview Panel. The briefing and through discussion provided the Panel an understanding of:

- the respective roles of the Interview Panel and the PCP in the selection process;
- how the assessing model of Observe, Record, Classify and Evaluate (ORCE) provides an auditable, open and transparent decision at each stage of a selection process;
- the barriers to effective and objective assessment;
- the process, considerations and role in the shortlisting stage of the selection process;
- the rating scale of 1-5 and the definition of each;
- the benchmark of 21 that had to be achieved out of a possible 35 marks with no scores of 1 and
- the purpose of the covering letter, references and Strategic Command Course (SCC) and Senior Police National Assessment Centre (SPNAC) reports in the process – to inform the presentation and questions if selected for interview.

7.4 The Interview Panel members individually assessed the application form against the set criteria using the College of Policing approved rating scale. We confirmed the understanding of what each scale descriptor represented in terms of evidence observed in the application form and recorded, and referred to this to ensure a fair, merit based and transparent assessment of the candidate.

7.5 As the candidate was known well to the majority of the Interview Panel as he was an internal candidate, I emphasised that the shortlisting process and any further assessment should be based on the evidence provided in the application form and not on previous knowledge. This was to ensure fairness (Guidance 3.3.1) and transparency throughout all stages of the assessment. I am confident at this stage that there was nothing that would make the process unfair in terms of bias.

7.6 The candidate demonstrated in their application form and covering letter clear evidence to enable them to be selected for interview on Wednesday 12 August 2015. It was felt that the Familiarisation day would not be necessary as he was an internal candidate.

7.7 In preparation for the next stage, I asked the Chief Executive of the OPCC to seek a reference from the current Chief Constable and the candidate's SPNAC and SCC reports to highlight any areas that the Interview Panel would need to probe through the assessment process.

## **8. Assessment design**

8.1 The Interview Panel discussed the merits of assessment through methods such as interview, presentation, media interview, and agreed that an interview and a presentation, where the topic was provided on the day with limited time to prepare would be the preferred process.

8.2 We discussed the merits of providing the presentation topic in advance, but felt we may miss an opportunity to see how the potential candidate would respond to having a limited amount of time to prepare. We agreed that the Policing Professional Framework (PPF) competencies and the qualities pertaining to Cambridgeshire Constabulary could be measured fairly and with face and content validity through this assessment process.

8.3 The Presentation subject was designed to provide evidence for the competency area of:

- Leading Strategic Change

The Interview measured the following competency areas:

- Serving the Public
- Leading the Workforce
- Managing Performance
- Professionalism
- Decision Making
- Working with Others

## **9. Psychometric / Personality questionnaire**

9.1 The College of Policing had undertaken psychometric and personality profiling throughout the assessment process, which involved four key stages, all of which were conducted and concluded before the Interview:

9.2 Stage One, prior to the Interview Panel first meeting on the 23 July 2015, the College of Policing undertook an analysis of the role profile for the role to determine the facets of personality, which may be pertinent for the post of a Chief Constable.

9.3 Stage Two, after short listing the candidate was requested to complete an on line personality questionnaire, which was a self-report – a reflection of how they perceived themselves. The results of the candidate's report was analysed by the College and an initial 'generic' report was produced to facilitate a feedback interview session with the candidate.

9.4 Stage Three involved Helen Slimmon providing a telephone feedback interview to verify how the candidate's preferences affect the way they operate within the workplace. In addition, the feedback explored any counterbalancing strategies the candidate had in place to manage the less desirable impact of their preferred approach.

9.5 Stage Four was the production of a bespoke report on the candidate, which contained the candidates' personality profile, coupled by information gained from their feedback session, this was reported back to the Interview Panel on the 12 August 2015.

## **10. Assessment delivery and Panel briefing**

10.1 On Wednesday 12<sup>th</sup> August, the full Interview Panel met two hours before the presentation and the interview to review the SCC reports, references and to confirm the questions and the process.

10.2 The SPNAC and SCC reports were read and it was noted that they were written six years previously, and the recommendations and areas for development had been embraced and actioned by the candidate. Three different references were made available to the Interview Panel for the candidate, these were from the current Chief Constable, a previous Chief Constable and a Deputy Chief Constable. Each reference was very impressive and there were no areas of concern raised that required further exploration or clarification at Interview.

10.3 Please note, that the insight to the candidate's preference and style were used to explore and ask supplementary and focussed questions only, and not used in a more direct or biased way.

10.4 The Interview Panel were briefed on the documentation contained in each Interview Panel member's folder, which clearly outlined the PPF competencies being tested. The Interview Panel was chaired by the Police and Crime Commissioner and the questions were evenly asked by the three Interview Panel members, with through probing which at times was very challenging. The ORCE (observe, record, classify, evaluate) approach to assessing was reinforced to ensure the Assessment Panel gathered evidence and a further confirmation of what each scale descriptor represented in terms of evidence observed and the resultant score between 1-5. This was beneficial as it ensured that we assessed the candidate in a fair, merit based and transparent manner.

10.5 The candidate was to follow the process of:

- |            |   |
|------------|---|
| 30 minutes | Presentation preparation on the day   |
| 10 minutes | Presentation delivery   |
| 10 minutes | Questions from the Interview Panel with a focus on Leading Strategic Change |
| 45 minutes | Competency based interview, with flexibility to probe                       |

*Please note the main interview took 1 hour 40 minutes to complete as the Interview Panel probed and ensured the candidate was robustly assessed.*

10.6 The **Presentation** subject was:

*'What is your vision for policing in Cambridgeshire?  
How will your leadership style help you deliver this vision?'*

## **11.0 Assessment Decision Making**

11.1 Each Interview Panel member's folder enabled the Interview Panel to record and mark the presentation and the interview questions independently.

11.2 After the candidate had been assessed I verbally gathered each Interview Panel Members' individual scores and the evidence gathered to justify the grades for both the presentation and the interview. I ensured the consistency and justification of each score given; referring back to the grade descriptors and the Interview Panel agreed overall scores. The Interview Panel's individual scores were in fact, were identified and on others very close.

11.3 To demonstrate a fair and transparent process, based on merit, I added up the final scores and advised the Interview Panel that the candidate had scored 31 points out of 35.

11.4 The Interview Panel unanimously supported Sir Graham Bright (PCC) in his recommendation to the PCP scheduled for the 16<sup>th</sup> September 2015, that **Alec Wood** be the preferred Chief Constable for Cambridgeshire Constabulary.

11.5 I am wholly satisfied that Cambridgeshire Police and Crime Commissioner, Sir Graham Bright, fulfilled his responsibility to ensure the assessment process put in place was in accordance with the responsibilities listed in the College of Policing Guidance.

11.6 I am confident that the Interview Panel performed their duty to challenge and assess the candidate in manner that was fair, transparent and merit based, following the College of Policing Guidance in an exemplary manner.

Carolyn Dhanraj MBE JP BPS  
**College of Policing Independent Member**

**APPENDIX A  
COLLEGE OF POLICING – INDEPENDENT MEMBER**



**CAROLYN DHANRAJ MBE JP**

Carolyn brings a breadth of experience, skills and enthusiasm to make a successful contribution in delivering transparent, fair and robust recruitment processes. She has won and managed several successful Executive Search and Selection recruitment campaigns and Assessment Centres for the appointment of central and local Government roles with OCPA and central government/sponsor department scrutiny. She is British Psychological Society (BPS) qualified and has worked in the private sector, specialising as a Client Partner for Government and Public Services (headhunter), designing and running Assessment Centres and personality testing for senior civil servants. Key clients have included the Home Office, Parole Board, Metropolitan Police Authority, ECHR Commission for Equality and Human Rights, Cabinet Office, Ministry of Justice.

Carolyn has six years experience as a NPIA/COP Non Service Member, assessing for Senior Police National Assessment Centre (SPNAC), High Potential Development Scheme (HPDS), the Met Police Graduate Entry process and Direct Entry. Carolyn has also had a varied career within Local Government as a senior local government officer, focusing on establishing and embedding a range of effective Multi Agency Partnerships (Community Safety, Voluntary Sector & Diversity portfolio), with an expertise and skill in engaging with a range of stakeholders and community groups. She has a notable and substantial history of volunteering, including being the first Chair of Metropolitan Police Service Independent Advisory Group (IAG) on Rape and Sexual Assault – leading to the establishment of Project Sapphire and The Havens (SARCs); Member of the Stephen Lawrence Sub Group – Stop and Search, as Trustee of a National Domestic Violence charity – Standing Together and as a Magistrate.

Carolyn will offer you credible advice and guidance, she will support you in a practical way which will ensure the delivery of a bespoke recruitment campaign, reviewing with you the job description and personnel specification, discussing the best attraction strategy; she will train and guide the appointments panel members throughout the process, ensuring they are aware of their responsibilities to allow the recruitment process to be managed in an accountable, fair and transparent manner. Her firm but fair style of engagement is built on an ethos of openness, transparency and most importantly integrity and accountability.



<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 8</b>
<b>4 NOVEMBER 2015</b>	<b>Public Report</b>

## **Report of Cambridgeshire Police and Crime Commissioner**

**Contact Officer – Dorothy Gregson**

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

### **UPDATE ON VIOLENT CRIME**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to provide the Police and Crime Panel (“the Panel”) with an update on violent crime.

#### **2. RECOMMENDATIONS**

- 2.1 To note the report.

#### **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.

Item 8 – To support the effective exercise of the functions of the Police and Crime Commissioner.

#### **4. BACKGROUND**

- 4.1 Cambridgeshire Constabulary (“the Constabulary”) is committed to keeping the people of Cambridgeshire safe and tackling crime and disorder as set out in the Police and Crime Commissioner’s (“the Commissioner”) Police and Crime Plan (“the Plan”). In accordance with the requirements of The Police Reform and Social Responsibility Act 2011, the Chief Constable is responsible for the delivery of policing and has arrangements in place for the management of performance and the Constabulary’s response to emerging issues. The Commissioner monitors the Chief Constable’s performance management arrangements in order to hold the Chief Constable to account for the Constabulary’s performance.
- 4.2 The Plan sets out the Commissioner’s clear commitment to holding the police to account on behalf of the public. A vast range of performance indicators are monitored by the Constabulary and the Commissioner over time, in order to scrutinise the overall performance of the Constabulary, including against the priorities and outcomes set out in the Plan. The pledges and key indicators are monitored closely to explore volumes and trends, as well as the Constabulary’s response to emerging issues.
- 4.3 The results of Her Majesty’s Inspectorate of Constabulary’s (HMIC) independent ‘Crime inspection’ of all 43 police forces were published in November 2014. HMIC found the Constabulary to be low-cost and high performing, with a strong focus on the needs of victims and good at reducing crime and preventing offending. The report concluded: “Through strong focus on the most vulnerable and individuals with a propensity to cause most harm in society, the force is making Cambridgeshire a safer place”.

## **5. OVERALL CRIME RECORDING**

- 5.1 Overall, Cambridgeshire is a safe county and it is important that we all work together to maintain this. Cambridgeshire still has a lower crime rate per thousand population than that seen nationally (Cambridgeshire total recorded crime (including fraud) is 56.9 vs a national average of 60.3). The public's confidence that the police are dealing with the things that matter to people in the local area continues to improve, at 73.2% in June. The public's perception of anti-social behaviour (ASB) in Cambridgeshire remains low, though there have been some recent increases in police recorded ASB. Victim satisfaction in the way their cases have been handled remains high at 87.0%. However, neither the Commissioner nor the Constabulary are complacent. The Commissioner's Plan sets out his desire to tackle crime and disorder, keep people safe and maintain local police performance. He continues to hold the Constabulary to account on behalf of the public to achieve these objectives.
- 5.2 The National Crime Recording Standard (NCRS) is designed to ensure greater consistency between forces in recording crime and to take a more victim-oriented approach to crime recording with the police being required to record any allegation of crime unless there was credible evidence to the contrary. Together with the Home Office Counting Rules, the NCRS provides a framework and set of rules for the recording of crime by the police. The renewed focus on NCRS has resulted in an increase in the number of crimes recorded nationally. Certain offences, such as more low level violent crimes, have been more affected by these changes than others. The Constabulary continues to drive up recording standards, with NCRS compliance rates improving to 94% (up from 71% at the HMIC inspection point in June 2014).
- 5.3 Since the mid-1990s, the estimated level of crime in England and Wales has fallen. Historically, many people have chosen not to report crime and methods of recording were inconsistent. As more people report crimes and recording processes nationally have been tightened up, levels of recorded crime have seen some rises and the gap between recorded crime and the extent of crime as measured by the Crime Survey for England and Wales has narrowed. The Crime Survey is considered the best measure for long-term national trends in violence.
- 5.4 Increasingly, local level police crime data is readily available and can be accessed by Community Safety Partnerships through a system of self service, and by the public through the police.uk website.

## **6. VIOLENT CRIME**

- 6.1 Violent crimes are those where the victim is intentionally jostled, pushed, kicked, punched, stabbed etc. or threatened with violence whether or not there is any injury. The crime category of violence against the person covers a wide range of offence types from minor assaults, such as pushing and shoving that result in no physical harm, to murder. It does not include robbery and serious sexual assaults.<sup>1</sup>
- 6.2 Nationally there is ongoing evidence of a changing crime profile which can be seen in the increase in the proportion of violent crime offences (violence against the person (as defined above), sexual offences and robbery), and a decrease in the proportion of theft offences. These trends are reflected in the Cambridgeshire crime profile (see Appendix A). In the twelve months to June 2015 the Cambridgeshire crime rate per thousand population for violence against the person was 11.59 compared with a national rate of 13.68.
- 6.3 The difficulty of disaggregating increases driven by changes in recording practices and actual increase is recognised. However, the reporting of incidents of violence remain stable indicating that it is an increased conversion rate of incident to crime recorded, rather than a rise in incidents. Whilst not the only influence, it appears that the strongest influence remains the drive for improved crime recording standards. Indicators such as a comparison of calls for service with

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<sup>1</sup> The 'Violence against the person' category includes the Home Office classifications of homicides, violence with injury and violence without injury.

levels of recorded crime and both locally show that improving recording processes, rather than an increase in incidents, has resulted in more reported incidents being converted into recorded crimes. Data from partners such as data on violent crime from Accident and Emergency Departments (“A&E”) and feedback from communities were consistent with this analysis. A&E data did not show that violent crime was increasing and concerns were not being raised in feedback from communities.

- 6.4 An increasing level of non-recent offences reflects national trends. The numbers, however, are small when compared to the increase driven by the reporting of low level violence. The increase indicates the influence on the willingness of victims to come forward of high-profile national cases, ongoing investigations into child sexual exploitation and the Constabulary’s focus on threat, harm and risk. Domestic abuse is a flag. It is closely monitored and has seen increased recording and is closely monitored.
- 6.5 It is, therefore, also important to recognise, the rate of increase in violent crime is greater in the ‘without injury’ category, reflecting the increased compliance with the NCRS. For example, an incident of two people involved in an incident of affray now has to be recorded as two separate incidents of common assault, even if neither person involved wish for a crime to be reported, or were injured.

## **7. CAMBRIDGESHIRE CONSTABULARY’S RESPONSE AND FOCUS**

- 7.1 As set out in the Performance Framework for the Plan, the Chief Constable is responsible for the delivery of policing and has arrangements in place for the management of operational performance and the Constabulary’s response to emerging issues. Fluctuations in levels of recorded crime are constantly monitored through the Constabulary’s performance regime.

## **8. COMMISSIONER’S RESPONSE**

- 8.1 A vast range of performance indicators are monitored by the Commissioner over time, in order to scrutinise the overall performance of the Constabulary, including against the priorities and outcomes set out in the Plan. The pledges and key indicators are monitored closely to explore volumes and trends, as well as the Constabulary’s response to emerging issues.

## **9. FUTURE CHALLENGES**

- 9.1 There are undoubtedly challenges ahead. Seeking out crimes that might previously have been hidden from view and improving recording processes will continue to have an impact on the levels of crime recorded by the police. The changing demands on the police were articulated in HMIC’s Annual Assessment of policing in England and Wales. Looking ahead, as the Constabulary’s cybercrime capability and public awareness increases, there is likely to be an impact on levels of recorded crime.

## **9. BACKGROUND DOCUMENTS**

- 9.1 Police and Crime Plan  
<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2012/08/15-09-04-Cambridgeshire-Police-and-Crime-Plan.pdf>

Police and Crime Commissioner Annual Report 2014-15  
<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2012/08/Annual-Report-2014-15-Final-PDF.pdf>

Performance Update, Business Coordination Board, 30 September 2015

<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/10/15-09-30-BCB-Agenda-Item-6.0-Quarterly-Report-Date-to-June-2015.pdf>

Performance Working Group Minutes, 14 July 2015

<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/08/15-08-27-BCB-Agenda-Item-15.2-Performance-Working-group-approved-minutes-14th-July-2015.pdf>

Crime data integrity – update on actions following HMIC inspection of Cambridgeshire Constabulary,

Police and Crime Panel, 17 June 2015

<http://democracy.peterborough.gov.uk/documents/s24046/11.%20HMI%20Crime%20Recording%20Update%20-%20150617%20-%20CPCP.pdf>

Performance Update, Business Coordination Board, 4 June 2015

<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/06/15-06-04-BCB-Agenda-Item-4.0-Performance-Report1.pdf>

Performance Working Group Minutes, 5 May 2015

<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/08/15-08-27-BCB-Agenda-Item-15.1-Performance-Working-Group-approved-minutes-5th-May-2015.pdf>

Performance Update, Business Coordination Board, 25 February 2015

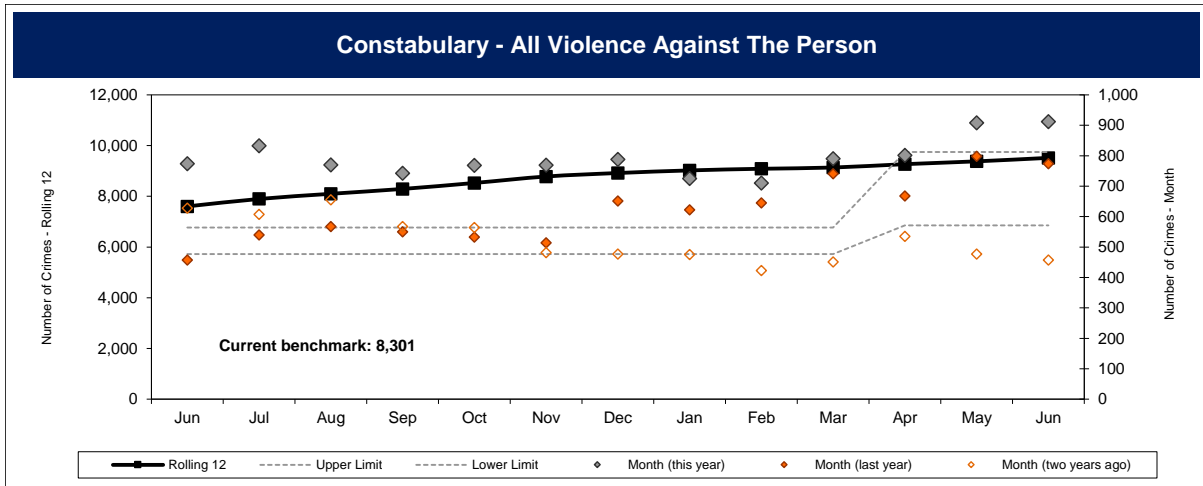
<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/03/15-02-25-BCB-Agenda-Item-4.0-Performance-update.pdf>

## **10. APPENDICES**

### **10.1 Appendix A - Data (to June 2015)**

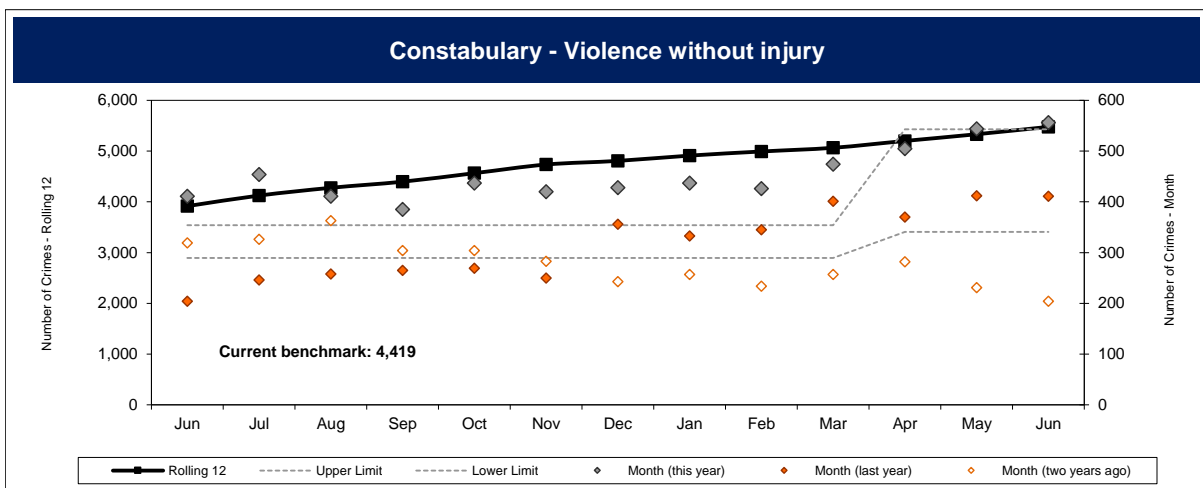
Data (to June 2015)

Rolling 12 months	Baseline	Perf v Benchmark
9,516	9,135	Comparable



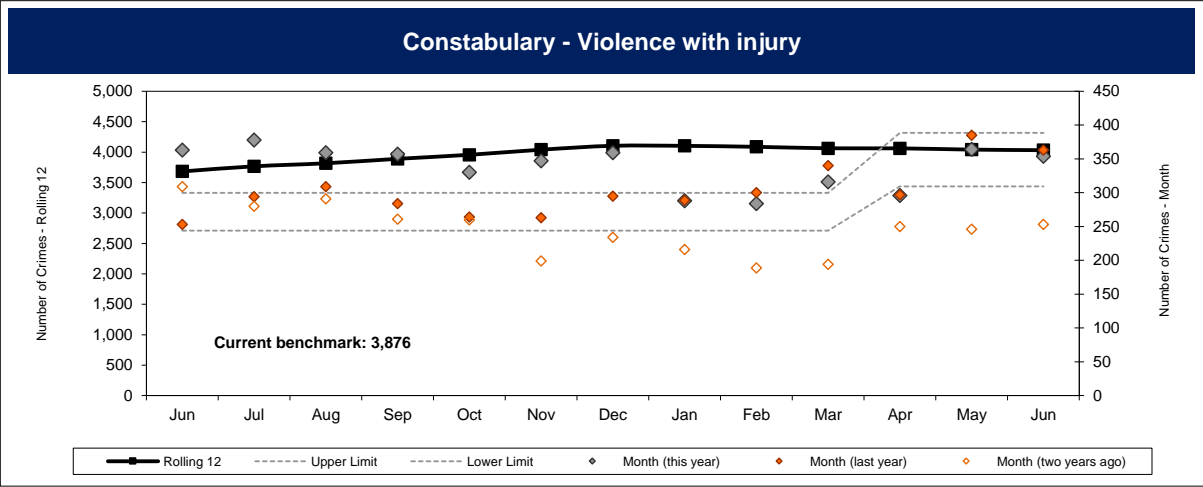
Current Month	Jun-14	Jun-13	Jun-12	Current v 1yr avg	Current v 3yr avg
912	774	457	628	Higher	Higher

Rolling 12 months	Baseline	Perf v Benchmark
5,477	5,065	Higher



Current Month	Jun-14	Jun-13	Jun-12	Current v 1yr avg	Current v 3yr avg
556	411	204	319	Higher	Higher

Rolling 12 months	Baseline	Perf v Benchmark
4,032	4,063	Comparable



Current Month	Jun-14	Jun-13	Jun-12	Current v 1yr avg	Current v 3yr avg
354	363	253	309	Comparable	Comparable

<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 9</b>
<b>4 NOVEMBER 2015</b>	<b>Public Report</b>

**Report of the Cambridgeshire Police and Crime Commissioner**

**Contact Officer – Dr Dorothy Gregson, Chief Executive**

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

**CYBERCRIME**

**1. PURPOSE**

1.1 The purpose of this report is to provide the Police and Crime Panel (“the Panel”) with an update on the work that is being undertaken to prevent and deal with cybercrime within Cambridgeshire.

**2. RECOMMENDATIONS**

2.1. To note the report.

**3. TERMS OF REFERENCE**

3.1 Item 6 – To review or scrutinise decisions made, or other action taken, by the Commissioner in connection with the discharge of the Commissioner’s functions.

**4. BACKGROUND**

4.1 The Policing Protocol Order 2011 (“the Protocol”) sets out some key guiding principles for all Police and Crime Commissioners, Chief Constables and Police and Crime Panels.

4.2 Under the Protocol, the Police and Crime Commissioner (“the Commissioner”) has the legal power to scrutinise, support and challenge the overall performance of Cambridgeshire Constabulary (the “Constabulary”) and hold the Chief Constable to account for the performance of the Constabulary’s officers and staff. The Protocol is clear that the Commissioner must not fetter the operational independence of the Constabulary and the Chief Constable. Preventing and tackling reported offences of cybercrime is an operational matter.

4.3 In turn, the Protocol enables the Panel to scrutinise the Commissioner in the exercise of his statutory functions, but does not provide for the Panel to scrutinise the Chief Constable. However, in the spirit of the Protocol to enhance policing for local communities, the Commissioner has provided this report which predominately relates to the actions of the Constabulary.

**5. CYBERCRIME**

5.1 The nature of large volume crime is changing as criminals continue to exploit technological advances, operating across police force, national and international boundaries. Cybercrime is the changing face of crime and often goes unreported.

5.2 There are many types of cybercrime. Pure cybercrimes, or cyber-dependent crimes are those where a criminal act can only be committed through the use of computers or other information communication technological (ICT) devices. Cyber-enabled crimes are those that can be

committed without ICT devices, but are changed by the use of ICT in terms of scale and reach. These can comprise a wide range of criminal activities, including, online fraud, online theft, online sexual offending and where the devices are used to organise or arrange crimes.

- 5.3 As the capability to deal with cybercrime and public awareness increases there is likely to be an impact on levels of recorded crime. Work is underway nationally to build a better understanding of the nature of the problem, how it is changing and evolving.

## 6. POLICE AND CRIME COMMISSIONER'S RESPONSE TO CYBERCRIME

- 6.1 Tackling cybercrime is a national priority, and as such large scale cyber incidents is one of the six national threats that police forces must prepare for as set out by the Home Secretary in The Strategic Policing Requirement. Equally, it is a priority of both the Commissioner and the Constabulary and is reflected in the Commissioner's Police and Crime Plan.

- 6.2 The Commissioner has held the Chief Constable to account for the Constabulary's work on tackling cybercrime through requesting and considering a paper to his Business Co-ordination Board in March 2015 which set out the work that the Constabulary had undertaken and their future work to tackle cybercrime. Through the Commissioner's Performance Working Group he is able to scrutinise the Constabulary's performance management to tackle crime including cybercrime.

- 6.3 In October 2015, the Commissioner met with senior officers from the Constabulary's Fraud and Cyber Investigation Unit ("the Unit"). The Commissioner explored the Unit's capability to deal with cybercrime including, their capacity, available resources, training and funding.

- 6.4 The information presented in this paper is drawn from the above work.

## 7. CAMBRIDGESHIRE CONSTABULARY'S RESPONSE TO CYBERCRIME

- 7.1 The Constabulary's obligations to meet The Strategic Policing Requirement with respect to cybercrime are met through a blend of collaborative arrangements in conjunction with local resources. Whilst many threats can be tackled by individual police forces, cybercrime requires a coordinated or aggregated response in which resources are brought together from a number of police forces. These are either collaboratively with national agencies or through national arrangements to ensure such threats are tackled effectively.

- 7.2 The National Crime Agency is responsible for leading the overall response to cybercrime. Across the region, forces and the Eastern Region Special Operations Unit (ERSOU) are developing their capability. Within this context, the Constabulary is developing its own cybercrime capability to ensure it is able to prevent and respond to cybercrime affecting victims, both individuals and businesses, across the county. In terms of prevention, the Constabulary has been focusing on Cambridgeshire businesses and residents who are most likely to become victims of cybercrime and providing online safety advice.

- 7.3 In July 2014 the Constabulary's Force Executive Board supported 'a Strategy for Change' with regard to the development of the Constabulary's cybercrime capability based on the 4P Model.

- **PREVENT** ... our communities from becoming victims of Cybercrime
- **PROTECT** ... vulnerable groups, working in partnership to reduce risk
- **PREPARE** ... our staff and our response to meet the demand
- **PURSUE** ... those engaged in Cybercrime

- 7.4 In addition there was support for:

- The Establishment of the Cybercrime Steering Group
- Roll out of the National Centre for Applied Learning Technologies cybercrime Training
- Recruitment strategy to enhance 'technical skills' capability
- The roll out of Mainstream cybercrime training
- Establishment of a cybercrime unit.



- 7.5 In February 2015, the Constabulary established the Unit, which was officially launched in September 2015. The Unit consists of two teams: a fraud investigation team and a cyber investigation team.
- 7.6 The Unit provides a specialist response in recognition of how technology has changed the way crimes are committed and investigated and complements and builds on the existing fraud investigation capability, recognising the intrinsic links between the two. The Unit works closely with ERSOU to investigate cyber-dependant crimes, as well as serious and/or complex cyber-enabled crimes, and provide advice or assistance in other cyber and fraud related matters.
- 7.7 Her Majesty's Inspectorate of Constabulary's (HMIC) recent report 'PEEL: Police efficiency 2015 – An inspection of Cambridgeshire Constabulary' noted that the Constabulary has targeted extra resources at priority areas such as cybercrime

## **8. EDUCATION AND TRAINING**

- 8.1 Over 220 police officers have now received cybercrime training, more than any other police force in the country. This has been funded, in part, by the College of Policing.
- 8.2 The Constabulary has undertaken awareness raising targeting businesses and residents. The Constabulary's eCops alert system sends out information and updates regarding crime, many of which relate to cybercrime. Information and advice is available on the Constabulary's website along with sign-posting to organisations and charities that incidents or concerns can be reported to or where support for victims can be provided.
- 8.3 The Constabulary has appointed a Cyber Security Adviser to promote links and initiatives with Local Education Authorities, government departments, businesses, schools and charities and will contribute towards the 'Prevent', 'Prepare' and 'Protect' strands for cyber delivery.
- 8.4 The Constabulary has worked with students from Peterborough Regional College to produce a short film about cyber bullying. The film contains a scenario, created and acted out by the students, and one-to-one interviews with them sharing their views and personal experiences. The aim of creating the video is to demonstrate to young people the risks around sharing personal images online and the effects cyber bullying can have on individuals.
- 8.5 The Commissioner's Outreach Workers already have well established links with partner organisations and voluntary organisations across the county, such as schools, universities, youth groups, elderly people's groups and disability organisations. They currently work with schools and youth groups to find out what the concerns are of young people in their community. Cyber safety and cyber bullying is a particular concern that they raise. In addition they work with local policing teams to encourage the delivery of 'staff briefings' to secondary school staff regarding cyber security and other relevant key priority messages, such as raising the awareness of the support that the Constabulary's Victims' Hub can provide.
- 8.6 They also liaise with the local community safety officers who deliver much of the personal safety and security education across each of their districts. The Outreach Workers will be liaising with the newly appointed Cybercrime Security Advisor.

## **9. SUPPORT FOR VICTIMS**

- 9.1 With the establishment of the Victims' Hub, the Constabulary has a responsibility to provide support to victims of crime. Victims are supported emotionally over the telephone and also signposted to appropriate agencies and support mechanisms such as Child Exploitation and Online Protection Centre and Action Fraud. Since the Victims' Hub opened in October 2014 they have received over 80 cases which have the "Online Crime" marker.

## 10. BACKGROUND DOCUMENTS

The Strategic Policing Requirement, Home Office, March 2015

<https://www.gov.uk/government/publications/strategic-policing-requirement>

Police and Crime Plan 2013-16, Cambridgeshire Police and Crime Commissioner

<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2012/08/15-09-04-Cambridgeshire-Police-and-Crime-Plan.pdf>

Computer Enabled Crime and Cybercrime, Business Co-ordination Board, March 2015

<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/03/15-03-24-BCB-Agenda-Item-14.0-Computer-Enabled-Crime-and-Cyber-Crime.pdf>

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item 10</b>
<b>4 NOVEMBER 2015</b>	<b>Public Report</b>

## Report of the Police and Crime Commissioner

Contact Officer – Josie Gowler

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## BUDGET STRATEGY

### 1. PURPOSE

- 1.1 This report is being presented to the Cambridgeshire Police and Crime Panel (the “Panel”) to provide an update on the Police and Crime Commissioner’s (“the Commissioner”) budget strategy.

### 2. RECOMMENDATION

- 2.1 The Panel is asked to note the report.

### 3. BACKGROUND

- 3.1 This report is presented to provide further information on the budget-setting strategy to the Panel prior to:

- The review of the proposed 2016/17 precept in February 2016; and
- The review of the 2016/17 budget and medium-term financial plan (the “MTFP”) to 2019/20, to be considered at the March 2016 Panel meeting.

- 3.2 The Commissioner’s robust budget strategy has enabled the achievement of savings of £13.3m from 2013/14 to 2015/16 whilst maintaining the front line. In 2015/16 the Commissioner set a budget of £129.1m, a reduction in cash terms of £1.9m compared to 2014/15.

- 3.3 The era of austerity is continuing. The new Comprehensive Spending Review (CSR) period runs from 2016/17 to 2019/20 and Government departments have been asked to model savings of 25% and 40% over the period. Further uncertainties are added by the proposed new model for the police funding formula. As a result of the funding pressures that the Commissioner and Cambridgeshire Constabulary (the “Constabulary”) are facing, the MTFP identifies that further savings of £19.3m may need to be found by the end of the financial year 2019/20. This paper provides further detail on the budget strategy to achieve both financial balance and the operational policing strategy, via local savings, collaboration and strategic use of assets in particular.

### 4. KEY PRINCIPLES

- 4.1 The Commissioner’s key principles for sound budget setting are as follows:

- The Commissioner’s Chief Finance Officer and the Constabulary’s Director of Finance and Resources will look forward to find suitable projects and initiatives to help to meet future savings requirements; short-term measures will never be taken at the expense of long-term

financial stability.

- The guiding principle in setting the precept is to achieve value for money policing whilst not increasing the burden on the taxpayer.
- Every effort will be taken to protect frontline policing to fulfil the Commissioner's and Constabulary's statutory functions and meet the public's needs and expectations, as exemplified in the new Chief Constable's operational policing strategy of safeguarding the vulnerable, attacking criminality, preventing and reducing crime, achieving excellent value for money and reassuring the public. The financial strategy will never be viewed in isolation.
- Long-term borrowing shall not be used for short-term needs: the lifetime of loans should closely match the lifetime of the assets that they are financing.
- Virements shall only be used to correct budget allocations between cost lines where it is found after budget approval that a particular cost more sensibly sits in a different cost centre; they are not used to mitigate overspends. This will facilitate sound financial management and visibility of any over- or underspends.

## **5. BUDGET STRATEGY**

- 5.1 A sound financial strategy is the key enabler to the achievement of the objectives of the operational policing strategy – as summarised in paragraph 4.1 above – and the protection of front-line policing. This is particularly important at present as the Commissioner and Constabulary deal with the implications of spending cuts, a revised police funding formula, and the opportunities and risks presented by collaboration and devolution. The best way to keep people safe and maintain police resources and people's confidence in the police is to place an emphasis on long-term financial and strategic management as a whole. The Commissioner and Constabulary never look at expenditure numbers in isolation.
- 5.2 Analysing and setting the Commissioner's and Constabulary's budgets is an iterative and ongoing process. Initial drafts of the following year's budget are prepared throughout the current year. The budget setting process continues in earnest in September. The known factors including contractual commitments, costs, pressures and savings identified during the current financial year, alongside assumptions relating to central government funding, set the financial landscape for the coming year. The Constabulary's Budget Managers are tasked with reviewing their budgets and recommending savings. This work is undertaken in close co-operation with the Constabulary's Finance Team.
- 5.3 The Deputy Police and Crime Commissioner, the Commissioner's Chief Finance Officer and Constabulary's Director of Finance and Resources meet regularly from September to consider the draft budget and MTFP, challenging assumptions and analysing savings in order to improve a realistic and sustainable financial plan that enables the Constabulary to bring the operational policing strategy to fruition.
- 5.4 Budget monitoring reports are presented to the Commissioner's monthly Finance Sub-Group, chaired by the Deputy Police and Crime Commissioner, whose minutes are reported to the Commissioner's Business Co-ordination Board. This ensures that the savings and efficiencies are achievable and the Constabulary continually strives to ensure effective and efficient policing.
- 5.5 The MTFP is a rolling, live plan covering the next four years, with the first year being the budget year. The MTFP pulls together forecasts for expenditure, funding, precept, reserves and investments over the next four years, which then allows an estimation of the funding gap required to be addressed. This is a base tool for future planning, but it is important to stress that it is not the only tool used in future planning.

- 5.6 Peer review and scrutiny of the budget and MTFP is achieved by consideration, discussion and challenge at the following levels:
- Force Executive Meetings
  - Chief Constable's Governance Board
  - Constabulary Operational Financial Planning Days
  - Constabulary Change Management Board which oversees the capital programme
  - Joint reviews by Heads of Service and Finance Team
  - Finance Sub-Group
  - Business Co-ordination Board meetings
- 5.7 The main risks and uncertainties in the budgeting process comprise:
- Pay awards and increments and pension costs
  - Inflationary pressures
  - Energy costs – predicting whether and to what extent the current low energy costs will continue.
  - The outcome of the Government's CSR: Government departments were asked by the Treasury to model savings of 25% and 40% over the period to 2019/20. As can be seen in the timescales section below, the actual amount of the police settlement as a result of the CSR will not be known until December 2015.
  - The Government is proposing a new, simplified allocation model for the police funding formula. Whilst the proposals could mean additional funding for Cambridgeshire, non-crime data has not been included in the Home Office's proposed formula. The Commissioner's Chief Finance Officer and the Constabulary's Director of Finance and Resources have issued a joint response to the consultation stating that is broadly positive but highlights the concerns with the formula as it currently stands. Whilst it has been proposed by the Home Office that the formula will be implemented from 2016/17, transitional arrangements will mean that implementation is likely to be very slow. Home Office Ministers are due to respond to the consultation by early November 2015.
- 5.8 The cost pressure from 2016/17 of increased employer's National Insurance due to the end of contracting-out and the National Insurance rebate was factored into the MTFP when first announced by the Government in 2014. Further cost pressures that have been factored in include Home Office Information and Communications Technology (ICT) charges and additional investment in the 101 call handling service.
- 5.9 The following strategies are being used to balance the budget and MTFP:
- Local savings via continuous improvement and cost-reduction of processes, for example the use of Metis technology to free up officer and staff time.
  - Strategic use of estates to minimise operating costs, including where appropriate the disposal of sites that are surplus to operational requirements.
  - Collaboration: The Constabulary forms part of a three-way Strategic Alliance with Bedfordshire Police and Hertfordshire Constabulary. Collaboration is delivering a significant contribution to the overall goal of the three police forces to scale back office costs by up to £20m each year from a baseline of £120m. The Strategic Alliance enables the three forces to develop plans to collaborate on a range of operational support and organisational support functions. The three are already collaborating on a number of areas including Armed Policing, Procurement, Professional Standards Department and Roads Policing. The Alliance

recently announced plans to progress with the collaboration of the following areas, creating savings of £3.2m for Cambridgeshire across the MTFP period:

- Public Contact: an integrated tri-force public contact service incorporating digitally enabled public services, with increased online access and self-service to provide an improved citizen experience, whilst reducing demand on police resources and increasing resilience.
- Human Resources and Learning and Development: a single organisational support function covering recruitment, knowledge and skills building, managing change programmes, health and safety, and application of regulations, terms and conditions in a unified way.
- Firearms and Explosives Licensing: a single tri-force structure and process to manage applications, renewals and revocations of firearms and explosives licences, and manage risk and appropriate use of intelligence.
- Additional areas where there is evidence that collaboration will improve efficiency and resilience include Information Management, ICT, Criminal Justice and Custody and collaboration plans in these areas are also progressing.
- Partnership working, including the emerging devolution plans for community safety, exploring how closer working can ensure the increasingly complex needs of Cambridgeshire's growing population are met using a shrinking public sector budget.
- The impact of savings from collaboration and continuous improvement will be seen in reductions of police staff.
- The desire to maintain the total number of officers in front-line policing is a clear priority.
- The proposed and agreed business cases for collaborating both organisational and operational support services provide efficiencies that will reduce the number of police officers in these functions: these modest adjustments will be reflected in the total number of officers over the next few years.
- Investment in modern technology and changes in processes have led to adjustments in the number of police officers employed in back-office functions in local policing: these modest adjustments will be reflected in the total number of officers over the next few years.
- Significant gains in the productivity of police officers and PCSOs on the front-line have been achieved through investment in mobile technologies and the development of the tuServ software. Every effort will be used to maintain this increase in effective capacity, however, if the overall financial pressures remain at the current scale that we are projecting then at some point it will become necessary to reduce numbers if further savings cannot be identified elsewhere.
- Transport cost and supplies and services savings, utilising collaborative procurement to obtain the best possible deal and continue to make cash releasing savings.
- The Budget Assistance Reserve stood at £9.8m as at 31<sup>st</sup> March 2015. This cash-backed reserve has been built up to provide the ability to smooth the impact of future funding reductions whilst the changes and savings being achieved through organisational and operational support collaboration are realised. It is possible that this reserve will need to be fully utilised over the period of the MTFP.

## **6. HER MAJESTY'S INSPECTORATE OF CONSTABULARY – CAMBRIDGESHIRE CONSTABULARY'S EFFICIENCY REPORT**

- 6.1 Her Majesty's Inspectorate of Constabulary (HMIC) recent report 'PEEL: Police efficiency 2015 - An inspection of Cambridgeshire Constabulary' gave the Constabulary an overall grading of 'Good'<sup>1</sup>. The annual inspection into efficiency assessed how the Constabulary maximised outcomes from its available resources, focusing on the overall question, 'How efficient is the force at keeping people safe and reducing crime'. In particular they reported that the Constabulary 'is well prepared to face its future financial challenges', and 'has a good track record in reducing its costs while maintaining its police officers numbers'.

## **7. TIMETABLE**

- 7.1 The timetable for the remainder of the budget-setting process is as follows:

- November 2015: anticipated Home Office response to funding formula consultation
- November/December 2015: MTFP and 2015/16 budget update report to Business Co-ordination Board
- December 2015: anticipated confirmation of Police finance settlement by Home Office
- January 2016: precept-setting report for 2016/17 presented to Business Co-ordination Board
- February 2016: precept-setting report for 2016/17 presented to Panel
- February 2016: budget for 2016/17 and MTFP to 2019/20 presented to Business Co-ordination Board
- March 2016: budget for 2016/17 and MTFP to 2019/20 presented to Panel

## **8. PUBLIC ENGAGEMENT**

- 8.1 Public engagement between the Commissioner and the public is continuous, using a range of methods, all of which inform the Commissioner's decisions.
- 8.2 Public opinion is fed back directly to the Commissioner through the correspondence received, typically in excess of 120 pieces per month. Communication by phone, post, e-mail, website and via Twitter are all utilised by the public. The Commissioner also visits different towns and cities and meets the public on the street listening to the views and concerns of the community. One-to-one appointments are offered to any member of the public wishing to discuss particular issues with the Commissioner at one of his "surgeries". In the monthly newsletter financial issues are regularly raised and people are invited to comment on what they read.
- 8.3 Public opinion is also fed back through the Commissioner's two Outreach Workers who pick up and report back on local concerns, as well as wider issues that need escalating for further action or scrutiny. Public opinion received through the Constabulary is shared with the Commissioner's Office, through meetings and reports.
- 8.4 Extensive engagement is achieved through various meetings with elected representatives, such as Councillors and MPs, through attendance at, and feedback from, neighbourhood meetings, Parish Council meetings, Community Safety Partnership meetings and Neighbourhood Watch.

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<sup>1</sup> HMIC use evidence to produce an assessment of how police forces have performed, which in some areas will include a graded judgment of 'Outstanding', 'Good', 'Requires improvement' or 'Inadequate'

## **9. LOOKING FORWARD**

- 9.1 Whilst the Commissioner and Constabulary have managed the financial strategy for the coming year, neither are complacent in the face of the significant financial challenges going forward. In order to balance the budget and ensure strong operational performance the Commissioner and Constabulary have plans to continue to redesign and transform service delivery. This is being achieved against an increasingly pressured environment. The scale of reductions of government grant could mean organisations find themselves carrying increasing operational risks with the number of projects that have to come to fruition for the Commissioner and Constabulary to balance the budget rising. The robust budget strategy is a key plank in keeping people safe and maintaining police resources and people's confidence in an ever more uncertain environment.

## **10. BACKGROUND DOCUMENTS**

- 10.1 Cambridgeshire Police and Crime Commissioner's Police and Crime Plan 2013-16  
[www.cambridgeshire-pcc.gov.uk/police-crime-plan](http://www.cambridgeshire-pcc.gov.uk/police-crime-plan)

'PEEL: Police efficiency 2015 - An inspection of Cambridgeshire Constabulary' HMIC, October 2015

<http://www.justiceinspectors.gov.uk/hmic/wp-content/uploads/cambridgeshire-police-efficiency-2015.pdf>



<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 11</b>
<b>4 NOVEMBER 2015</b>	<b>Public Report</b>

**Report of Cambridgeshire Police and Crime Commissioner**

**Contact Officer – Dorothy Gregson**

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

**DECISIONS BY CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER**

**1. PURPOSE**

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

**2. RECOMMENDATIONS**

- 2.1 The Panel is recommended to indicate whether it would wish to further review and scrutinise the decisions taken by the 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 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 Commissioner.

**5. KEY ISSUES**

- 5.1 The decisions taken by the Commissioner which have been notified to the Panel is attached at Appendix 1.
- 5.2 The relevant decision records are attached at Appendix 2.
- 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, 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 Commissioner's 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 in Appendices 1 and 2.

- 8.2 Future decisions taken by the Commissioner will continue to be notified to the Panel. The Act introduced a number of statutory decisions to be taken by the Commissioner. Key decisions to be taken in the near future will include:

- Section 22A Agreements under the Police Act 1996 (as amended) for the collaboration across Bedfordshire Police, Cambridgeshire Constabulary and Hertfordshire Constabulary for :
  - Human Resources and Learning Development;
  - Firearms and Explosive Licensing;
  - Contact management
- Estates Strategic Programme - individual assets (as listed in 'Estate Strategic Programme 2015, Business Co-ordination Board, 27<sup>th</sup> October 2015)
- Legally Qualified Chairs – Appointments for Police Misconduct Panels
- Precept 2016/17
- Police and Crime Plan – Appendix 1 – Finances Update

- 8.3 These decisions will be taken against a challenging financial background, for the Commissioner and Cambridgeshire 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 resources.

## **9. BACKGROUND DOCUMENTS**

- 9.1 Decisions records notified to the Panel.

## **10. APPENDICES**

- 10.1 Appendix 1 - Decision records notified to the Panel.

Appendix 2 - Decision records and background papers

## Cambridgeshire Police and Crime Commissioner's Decision Records notified to the Cambridgeshire Police and Crime Panel

Date	Decision Record	Decision	Decision Summary
22 <sup>nd</sup> September 2015	<b>CPCC 2015-028</b>	Appointment of Chief Constable, Cambridgeshire Constabulary	To appoint Alec Wood as Chief Constable, Cambridgeshire Constabulary
23 <sup>rd</sup> September 2015	<b>CPCC 2015-029</b>	S22A Agreement under the Police Act 1996 (as amended) to be a member of the Midlands and South Fleet Buying Group	For the Police and Crime Commissioner and Cambridgeshire Constabulary to become members of the Midlands and South Fleet Buying Group by entering into the Vehicle Procurement Consortium Collaboration Agreement under Section 22A of the Police Act 1996 (as amended)
23 <sup>rd</sup> September 2015	<b>CPCC 2015-030</b>	Statement of Accounts 2014/15	To approve the Cambridgeshire Police and Crime Commissioner Statement of Accounts 2014/15
6 <sup>th</sup> October 2015	<b>CPCC 2015-031</b>	Bottisham Police Station Site	To approve the freehold disposal of Bottisham Police Station site
6 <sup>th</sup> October 2015	<b>CPCC 2015-032</b>	Papworth Police Station Site	To approve the freehold disposal of Papworth Police Station site
30 <sup>th</sup> September 2015	<b>CPCC 2015-033</b>	Funding for tuServ and Metis Developments	To approve the capital funding request for Cambridge Constabulary for the development of tuServ and Metis mobile devices and vehicle solutions
30 <sup>th</sup> September 2015	<b>CPCC 2015-034</b>	Variation to the Police and Crime Plan (Objectives 3 and 4) 2013-16	To approve the decision to vary the Police and Crime Plan 2013-16 in respect of Objective 3 – “Continue to Tackle Crime and Disorder” and Objective 4 – “Keeping People Safe” to reflect the operational developments since it was first published in March 2013
12 <sup>th</sup> October 2015	<b>CPCC 2015-035</b>	Annual Report for 2014/15	To approve the Police and Crime Commissioner's Annual Report for 2014/15

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**To:** Business Coordination Board

**From:** Chief Executive

**Date:** 30 September 2015

## **APPOINTMENT OF CHIEF CONSTABLE, CAMBRIDGESHIRE CONSTABULARY**

### **1. Purpose**

1.1 The purpose of this report is to update the Business Coordination Board (“the Board”) of the Police and Crime Commissioner’s appointment of the Chief Constable of Cambridgeshire Constabulary.

### **2. Recommendation**

2.1 The Board is recommended to note this report.

### **3. Background**

3.1 The Board received a report at its 27<sup>th</sup> August 2015 meeting regarding the Commissioner’s proposed appointment of the Chief Constable.

3.2 The Police Reform and Social Responsibility Act 2011 (“the Act”) requires the Commissioner to appoint a Chief Constable. The Commissioner has a legal duty to adhere to the appointment process for the Chief Constable as set out in the Act. Further requirements are set down in Regulations and a Home Office Circular.

3.3 In addition the Cambridgeshire Police and Crime Panel (“the Panel”) also has a legal responsibility under the Act to review the Commissioner’s proposed appointment, hold a Confirmation Hearing in public, and make and publish a report to the Commissioner on the proposed appointment. The report must include a recommendation as to whether or not the candidate should be appointed.

3.3 In accordance with the Act, the Commissioner must notify the Panel of the decision whether to accept or reject the recommendation.

#### 4. Confirmation Hearing

4.1 In accordance with the legislation the Commissioner provided a report to the Panel for their consideration at their meeting which contained:

- the name of the person whom the Commissioner is proposing to appoint;
- the criteria used to assess the suitability of the candidate for appointment;
- why the candidate satisfies those criteria; and
- the terms and conditions on which the candidate is to be appointed.

4.2 The Panel held the Confirmation Hearing on the 16th September 2015 at which it considered the information provided to it and heard the candidate answering questions they had posed relating to the appointment. Following deliberation the Panel reconvened on the 16<sup>th</sup> September 2015 to announce that they fully supported the Commissioner's appointment.

4.3 The Panel provided the Commissioner with a report dated 18<sup>th</sup> September 2015 regarding their recommendations, a copy of which can be found at Annex 1. The Commissioner notified the Panel of his decision to accept the Panel's recommendation, a copy of which can be found at Annex 2.

4.4 The Commissioner signed a Decision Record on 22<sup>nd</sup> September 2015 to appoint Alec Wood as the Chief Constable of Cambridgeshire Constabulary. The appointment was effective from the 22<sup>nd</sup> September 2015.

#### 5. Recommendation

5.1 The Board is recommended to note this report.

#### BIBLIOGRAPHY

<b>Source Documents</b>	<p>Business Coordination Board, 14<sup>th</sup> July 2015, Agenda Item 4.0 – Appointment of Acting Chief Constable</p> <p>Business Coordination Board, 27<sup>th</sup> August 2015, Agenda Item 5.0 – Chief Constable: Proposed Appointment</p> <p><a href="http://www.cambridgeshire-pcc.gov.uk/work/The%20Commissioner's%20Work%20-%20The%20Police%20&amp;%20Crime%20Commissioner%20for%20Cambridgeshire">http://www.cambridgeshire-pcc.gov.uk/work/The Commissioner's Work - The Police &amp; Crime Commissioner for Cambridgeshire</a></p> <p>Appointment of Chief Constable, Cambridgeshire Constabulary – Decision Record, 22<sup>nd</sup> September 2015</p> <p><a href="http://www.cambridgeshire-pcc.gov.uk/work/decisions/">http://www.cambridgeshire-pcc.gov.uk/work/decisions/</a></p> <p>Cambridgeshire Police and Crime Panel Confirmation Hearing – Public Document Pack – ‘Proposed Appointment of the Chief Constable of Cambridgeshire Constabulary – Confirmation Hearing’, 16<sup>th</sup> September 2015</p> <p>‘Determination of Appointment of Senior Staff following a Confirmation Hearing’, Cambridgeshire Police and Crime Panel’s Report, 18<sup>th</sup> September 2015</p>
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	<p><a href="http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0">http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0</a></p> <p>Police and Crime Commissioner's response to the Police and Crime Panel's report</p> <p><a href="http://www.cambridgeshire-pcc.gov.uk">http://www.cambridgeshire-pcc.gov.uk</a></p>
<b>Contact Officer</b>	Dorothy Gregson, Chief Executive, Office of Cambridgeshire Police and Crime Commissioner



**Cambridgeshire  
Police & Crime  
Commissioner**

**To:** Business Coordination Board

**From:** Chief Executive and Chief Constable

**Date:** 30 September 2015

## **MIDLANDS AND SOUTH FLEET BUYING GROUP**

### **1. Purpose**

- 1.1 The purpose of this paper is to provide information to the Business Coordination Board (“the Board”) on the Midlands and South Fleet Buying Group (“the Group”).
- 1.2 To make the Board aware that the Police and Crime Commissioner’s (“the Commissioner”) Director of Finance and the Chief Constable of Cambridgeshire Constabulary (“the Constabulary”) have signed the Vehicle Procurement Consortium Collaboration Agreement under section 22A of the Police Act 1996 (as amended) (the “Agreement”) to become members of the Group. A Decision Notice has been signed by the Commissioner.

### **2. Recommendation**

- 2.1 To note the:
  - details of the Agreement for the Group
  - Agreement
- 2.2 On the 23<sup>rd</sup> September 2015 the Commissioner’s Director of Finance provided assurance to the Commissioner and Chief Constable to confirm they should become members of the Group and the final Agreement should be signed. The Board is asked to note that the Commissioner has signed a Decision Notice and both the Commissioner’s Director of Finance and the Chief Constable signed the Agreement on the 24<sup>th</sup> September 2015 exercising their authority under The Financial Regulations for Bedfordshire, Cambridgeshire and Hertfordshire Police and Crime Commissioners and the respective Chief Constables.



### **3. Background**

- 3.1 The Group has been created with a vision to minimise risk and financing costs and maximise financial savings by purchasing as a consortium. It strives to combine the interests of multiple authorities into a strategic and unified approach to achieve the very best for participating members. These members comprises police forces, Police and Crime Commissioners (PCC) and fire authorities, are given at Annex 1.
- 3.2 West Midlands will lead the procurement process and will award a single contract on behalf of all Group members, with members then responsible for placing their own orders thereafter. The legally binding Agreement is required to facilitate and enable this arrangement.
- 3.3 Full details of how the governance processes will operate on a practical level is included in the Agreement. The broad principles of how the process will operate are as follows:
- 1) West Midlands Police undertake a mini competitive tender process via the Crown Commercial Service Vehicle Purchase Framework (reference RM1070) against the specifications that have been agreed by the Group.
  - 2) An evaluation process of the bids received will then be undertaken. The process behind this and who will be involved will be discussed and agreed at the next Consortium Board. The Consortium Board shall be made up of the Chair, the Deputy Chair and the Consortium Board Representatives, and any other person who may be invited to the Consortium Board following agreement by the Consortium Members. Each Consortium Member shall appoint one person to be its Consortium Board Representative.
  - 3) Having completed the evaluation, the Group will then consider the outcomes and decide whether to proceed with the award of contracts. Voting rights for this decision point and all decisions made by the Group will be included in the Agreement.
  - 4) Based on the decision taken by the Group, West Midlands Police will then award associated contracts via its Police and Crime Commissioner.
  - 5) With contracts in place, each member will raise purchase orders for its vehicle requirements in line with their committed volumes.

### **4. Agreement**

- 4.1 An updated final Agreement was circulated to Group on 18 September 2015 and has been considered by the Commissioner's Director of Finance. The schedule of minimum committed vehicle requirements (schedule 3 to the Agreement; being 135 vehicles from December 2015 to December 2017) has been completed by the Constabulary's Fleet Manager.
- 4.2 The final Agreement has been reviewed by the Commissioner's legal advisors.
- 4.3 The Commissioner's Director of Finance has checked the final Agreement and has provided assurance to the Commissioner and Chief Constable that they should become members of the Group.

### **5. Financial Implications**

- 5.1 The greatest value will be achieved for all Group members by aggregating volumes behind common specifications and using the most efficient procurement process.

5.2 The potential savings are difficult to quantify at this stage until the pricings of the successful tenderer(s) are known. However, the equivalent contract for the north UK forces (broadly above a line from Merseyside to Humberside and including Police Scotland), which was awarded earlier this year, envisages saving of around £5m over the next two years. Early indications are that the Constabulary could potentially see savings of £216k on capital and £21k on revenue over the two year initial term of the contract.

## 7. Recommendation

7.1 To note:

- The details of the Agreement for the Midlands and the South Fleet Buying Group
- The final Agreement

7.2 On the 23<sup>rd</sup> September 2015 the Commissioner’s Director of Finance provided assurance to the Commissioner and Chief Constable to confirm they should become members of the Group and the final Agreement should be signed. The Board is asked to note that the Commissioner has signed a Decision Notice and both the Commissioner’s Director of Finance and the Chief Constable signed the Agreement on the 24<sup>th</sup> September 2015 exercising their authority under The Financial Regulations for Bedfordshire, Cambridgeshire and Hertfordshire Police and Crime Commissioners and the respective Chief Constables.

## BIBLIOGRAPHY

<p><b>Source Document</b></p>	<p>‘Increasing efficiency in the Police Service: The role of collaboration’, HMIC 2012  <a href="https://www.justiceinspectrates.gov.uk/hmic/publication/increasing-efficiency-in-the-police-service/">https://www.justiceinspectrates.gov.uk/hmic/publication/increasing-efficiency-in-the-police-service/</a></p> <p>Section 22A Agreement under The Police Act 1996 (as amended) – Midlands and the South Fleet Buying Group</p>
<p><b>Contact Officer</b></p>	<p>Josie Gowler, Director of Finance, Office of Police and Crime Commissioner</p>



To: Business Coordination Board

From: Chief Executive

Date: 30 September 2015

## **BOTTISHAM AND PAPWORTH POLICE STATION SITES**

### **1 Purpose**

- 1.1 To seek approval of the Business Coordination Board ("the Board") to the freehold disposal of Bottisham and Papworth Police Station sites.

### **2. Recommendation**

- 2.1 The Board is recommended to approve the freehold disposal of Bottisham and Papworth Police Station sites by auction at the earliest dates considered reasonable by the Director of Estates for the Office of the Police and Crime Commissioner (OPCC).
- 2.2 The Police and Crime Commissioner ("the Commissioner") signs the Decision Notice to approve the freehold disposal of Bottisham and Papworth Police Station sites.

### **3. Background**

#### **Bottisham**

- 3.1 Cambridgeshire Constabulary ("the Constabulary") Area Command declared this site surplus to operational requirements in Autumn 2014 subject to the relocation of the video interview suite from the ground floor.
- 3.2 Outline planning consent for residential use of the site was secured on 15<sup>th</sup> July 2015 and an alternative provision of the video interview suite has been found.
- 3.3 The site is now ready to be marketed and advice has been sought on the most appropriate disposal method.

- 3.4 Agents advised on two possible routes for the disposal of the site. The first option is a private treaty sale, where the site is advertised and offers are invited. If demand is sufficient then a “best offers” scenario might develop. However, the drawbacks of a private treaty sale are that the process can be lengthy, and many of the offers that are received may be “subject to” matters such as gaining full planning permission etc. The alternative would be to sell the property by public auction. An auction sale has the benefit of complete transparency as all parties have an equal chance to bid and is therefore often the favoured sale route of public bodies, charities and housing associations. An added advantage of auction is that contracts are exchanged on the day of auction, with completion taking place within four weeks.
- 3.5 It is considered that for this particular site a sale by auction would provide the most transparent and quickest method of disposal with a reserve price of £410,000.

### **Papworth**

- 3.6 This site has been subject to protracted planning applications for a change of use of the site to residential.
- 3.7 The current application was withdrawn from South Cambridgeshire District Council Planning Committee agenda in August 2015. A solution to the access and affordable housing issues had not been agreed despite the Constabulary conceding and agreeing to include the removal of the traffic calming measures within the application.
- 3.8 The Highways Consultant acting on behalf of the Constabulary believes he has now found a solution which will satisfy both South Cambridgeshire District Council’s Highways Engineer and the Parish Council by the realignment of the access to the site. This amendment will be reported to the South Cambridgeshire District Council Planning Committee in November 2015.
- 3.9 It is suggested that the site is auctioned this year if planning consent is secured for the site. If planning permission is refused, an auction in 2016 is preferred as this will allow sufficient time for purchaser due-diligence.
- 3.10 The sale will subject to a reserve agreed by the Director of Estates for the OPCC.

### **4. Summary**

- 4.1 By November 2015 all due diligence will be completed for both sites and it is hoped that planning consent will be secured for Papworth.
- 4.2 It is proposed that Bottisham is entered into auction this year and that Papworth is auctioned at the earliest date following a successful application.
- 4.3 In the event that planning permission is not obtained for Papworth it is proposed that the site is auctioned in 2016 to allow purchasers to undertake their own due-diligence.

### **5 Recommendation**

- 5.1 The Board is recommended to approve the freehold disposal of Bottisham and Papworth Police Station sites by auction at the earliest dates considered reasonable by the Director of Estates for the OPCC.
- 5.2 The Commissioner signs the Decision Notice to approve the freehold disposal of Bottisham and Papworth Police Station sites.

## BIBLIOGRAPHY

<b>Source Document</b>	Cambridgeshire Constabulary Estate Management – Property Files
<b>Contact Officers</b>	Elly McKee Estates Management Surveyor, Cambridgeshire Constabulary Colin Luscombe, Director of Estates, Office of the Police and Crime Commissioner



Cambridgeshire  
Police & Crime  
Commissioner

**To:** Business Coordination Board

**From:** Chief Executive

**Date:** 30 September 2015

## PROPOSAL FOR FUNDING FOR TUSERV AND METIS DEVELOPMENTS

### 1. Purpose

1.1 The purpose of this report is to seek approval from the Business Coordination Board (“the Board”) for the approval of the following requests for funding for Cambridgeshire Constabulary (“the Constabulary”):

- £197k for tuServ development work
- £599k for further Metis Mobile Devices
- £15k for a vehicle-based solution for Metis

### 2. Recommendation

2.1 The Board is recommended to approve the request for funding below following approval at the Finance Sub Group (FSG) on 30 July 2015.

2.2 The Police and Crime Commissioner (“the Commissioner”) signs the Decision Notice to approve this capital spend.

### 3. TuServ Development Work

- 3.1 As part of the year-end Home Office Innovation Fund Grant (“the Grant”) claim process, all expenditure for Programme Metis and other Innovation Fund schemes have been fully analysed. This has allowed the expenditure rechargeable to Bedfordshire Police and Hertfordshire Constabulary to be identified and correctly accounted for, the technical allocation between revenue and capital expenditure to be reflected, and the correct funding for all lines of expenditure to be allocated. It was identified that Programme Metis required an additional £197k for 2014/15 for tuServ development work. This was approved at FSG on 30 July 2015.
- 3.2 It is proposed that the additional £197k for 2014/15 for tuServ development work will be financed from a Revenue Contribution to Capital Outlay from revenue savings made during the year.

#### **4. Metis Mobile Devices**

- 4.1 Expenditure by schemes funded, either in part or in full, by Grant has been fully analysed. The Grant conditions included a break-down of the maximum amount of Grant that could be used for individual workstreams, including the purchase of mobile devices. Purchases of mobile devices through Programme Metis in 2014/15, being the second year of the Grant allocation, exceeded the Constabulary’s share of the tri-force (Bedfordshire Police, the Constabulary, and Hertfordshire Constabulary (BCH)) Grant for this workstream by £599k, and this expenditure is required be financed from other resources.
- 4.2 It is proposed that the additional £599k of Metis expenditure will be financed by the additional receipts from vehicle sales and the increased vehicle usage charges to collaborated units, with the balance matched by a Revenue Contribution to Capital Outlay from revenue underspend.

#### **5. Metis Mobile Working Group Vehicle Solution**

- 5.1 With the delivery of around 1,800 personal issue laptops and slates/tablets a number of vehicle-based requirements have been identified in order to achieve the best use of the devices and supply the best service to the public. A universal vehicle solution is desired for a number of reasons which include cost, the variety of devices, the life-span of the devices and the time implementing large numbers of vehicle fits.
- 5.2 The intention is to align BCH vehicle solutions so the fleet can be more flexible and consolidate the equipment fitted. The request for funding relates to phone cradles, in-vehicle chargers and vehicle-based WiFi.
- 5.3 £61k is required to fund these vehicle-based requirements for Phase 2 of the project, which is to install the final build into all vehicles in the area, in order to fully evaluate the solution’s impact on efficiencies, quality of service, suitability and sustainability.
- 5.4 It is proposed that £15k of 2015/16 capital programme funding is utilised to allow the trial phase of the vehicle-based solution project to proceed.

#### **6. Recommendation**

- 6.1 The Board is recommended to approve the request for funding below, following approval at the Finance Sub Group (FSG) on 30 July 2015.
- 6.2 The Commissioner signs the Decision Notice to approve this capital spend.

<b>Contact Officer</b>	Josie Gowler, Director of Finance, Office of the Police and Crime Commissioner
<b>Background Papers</b>	<p>'Capital Provisional Outturn 2014/15', Finance Sub-Group, 30 July 2015</p> <p>'Metis Mobile Working Group Vehicle Solution Request for Funding', Finance Sub-Group, 30 July 2015</p> <p>'Approved minutes', Finance Sub-Group, 30 July 2015</p> <p><a href="http://www.cambridgeshire-pcc.gov.uk/work/The%20Commissioner's%20Work%20-%20The%20Police%20&amp;%20Crime%20Commissioner%20for%20Cambridgeshire">http://www.cambridgeshire-pcc.gov.uk/work/The Commissioner's Work - The Police &amp; Crime Commissioner for Cambridgeshire</a></p>





Cambridgeshire  
Police & Crime  
Commissioner

**To:** Business Coordination Board

**From:** Chief Executive

**Date:** 04 June 2015

## **Police and Crime Plan – Objectives 3 and 4 Update**

### **1. Purpose**

- 1.1 The purpose of this report is to share with the Business Coordination Board (“the Board”) the draft update of Objective 3 – “Continue to Tackle Crime and Disorder” and Objective 4 – “Keeping People Safe” of the Police and Crime Commissioner’s (“the Commissioner’s”) Police and Crime Plan (“the Plan”).

### **2. Recommendation**

- 2.1 The Board is recommended to approve the updated Plan (as set out at Appendix 1 and Appendix 2). This will then be submitted to the Police and Crime Panel for its consideration at its meeting on 17 June.

### **3. Background**

- 3.1 The Commissioner has a statutory responsibility to produce a Police and Crime Plan and to keep it under review. Cambridgeshire’s initial Plan was published in March 2013 and has undergone several revisions to reflect operational developments and increased partnership working. It has also seen a move away from a focus solely on volume crime to one where victims and their vulnerability are placed at its centre. This approach is reflected in the updates to Objectives 3 and 4.

3.2 A framework for Objective 4 was shared with Board on December 17, 2014 and endorsed as the correct direction of travel.

#### 4. Objective 3 – Continue to Tackle Crime and Disorder

4.1 As set out above at 3.1, there has been an increasing focus on responding to reported crime on the basis of threat, risk and harm, including the proactive identification of those who are vulnerable to becoming victims or offenders, ensuring a range of options are available. Prevention (demand management) is also increasingly high on the agenda.

4.2 In preparing for the arrival of the new BeNCH Community Rehabilitation Company (CRC), the 'BeNCH' (Bedfordshire, Northamptonshire, Cambridgeshire, Hertfordshire) Commissioners, working with their respective Chief Constables, have developed a reducing re-offending strategy. The content of this strategy was taken into consideration in reviewing the content of this section of the Plan.

4.3 The model of staged intervention has also influenced the development of the Plan. It is a three-tiered approach:

- strong and supportive communities;
- efficient and effective policing and criminal justice system; and
- tackling the most complex offenders effectively.

One of the core principles underpinning the approach is about strengthening pathways across different services.

4.4 The update to the Plan also reflects the changing nature of crime. The nature of large volume crime is changing as criminals continue to exploit technological advances. The Plan, therefore, acknowledges the development of Police cyber-crime capability.

4.5 The Commissioner's pledges remain relevant to this objective:

- **Anti-social behaviour** – The effects of anti-social behaviour can be far more wide reaching than other offences. It can damage the quality of life of a whole community. It must be systematically tackled.
- **Burglary** – All burglaries should be investigated by the police within an appropriate time of the offence taking place. We need to catch burglars. I will be monitoring burglary detection rates.
- **Drugs** – I am supporting work with partners to tackle drugs misuse and associated crimes.

#### 5. Objective 4 – Keeping People Safe

5.1 The current policing and partnership landscape has changed since the Plan's initial creation. The revision has enabled new areas of focus to be properly reflected in the plan. This includes:

- the move from national to local commissioning of victims' services and the creation of a Constabulary-led Victims' Hub;

- the transfer of responsibility for victim-initiated restorative Justice to Police and Crime Commissioners;
- work to drive partnership working within the mental health agenda
- changes to the governance around domestic abuse;
- a greater awareness of child sexual exploitation and hate crime; and
- efforts to engage and inspire young people through the Volunteer Police Cadets, Youth Fund Awards and the Safer Schools work.

5.2 Since the last update to Objective 4 the Constabulary and OPCC have also signed up a number of joint strategic visions which now shape the work carried out by the Constabulary and its partners. These include:

- Support for Victims in Cambridgeshire (Inter-agency Victim Strategy)
- Developing Restorative Justice
- A Strategic Vision for Volunteering

5.3 The Commissioner’s pledges also remain relevant to this Objective:

- **Taking a preventative approach** – Prevention and early intervention is key with persistent offenders and troubled families.
- **Young people** – I am committed to supporting work with young people to divert them away from a life of crime.

## 6. Recommendation

6.1 The Board is recommended to approve the updated Plan (as set out at Appendix 1 and Appendix 2). This will then be submitted to the Police and Crime Panel for its consideration at its meeting on 17 June 2015.

## BIBLIOGRAPHY

Source Document(s)	
	<p>Cambridgeshire Police &amp; Crime Commissioner’s Police and Crime Plan 2013-16 <a href="http://www.cambridgeshire-pcc.gov.uk/police-crime-plan/">http://www.cambridgeshire-pcc.gov.uk/police-crime-plan/</a></p> <p>Agenda Item 5.0 - Update to Police and Crime Plan – Objective 4 ‘Keeping People Safe’, 17 December 2014</p> <p>Agenda Item 11.0 – Transforming Rehabilitation – Eastern Region’s Community Rehabilitation Company</p>

<b>Contact Officer(s)</b>	Cristina Strood, Head of Policy and Performance, Office of the Police and Crime Commissioner Nicky Phillipson, Strategic Advisor, Office of the Police and Crime Commissioner
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Cambridgeshire  
Police & Crime  
Commissioner

**To:** Business Coordination Board

**From:** Chief Executive

**Date:** 27 August 2015

## **POLICE AND CRIME COMMISSIONER'S ANNUAL REPORT 2014/15**

### **1. Purpose**

1.1 The purpose of this report is to provide the Business Coordination Board ("the Board") with a copy of the Police and Crime Commissioner's ("the Commissioner") Annual Report for the period April 2014 to March 2015.

### **2. Recommendation**

2.1 The Board is recommended to note the report attached at Appendix 1.

### **3. Background**

3.1 The Police Reform and Social Responsibility Act 2011 requires the Commissioner to produce an Annual Report. This report must include the progress which has been made in meeting the objectives within the Commissioner's Police and Crime Plan.

3.2 As soon as practicable after producing an Annual Report the Commissioner must send it to the Police and Crime Panel ("the Panel"). Following any report or recommendations from the Panel, the Commissioner must publish the Annual Report. The Commissioner intends to present the Annual Report to the Panel's meeting on the 16<sup>th</sup> September 2015.

#### 4. Content

4.1 The Commissioner's Annual Report for 2014/15 is more extensive than previous years. The reasoning for this is that it is intended to provide a comprehensive review of the work undertaken by Cambridgeshire Constabulary, the Commissioner and his office, the Office of the Police and Crime Commissioner, and the many initiatives under way, all of which deliver the objectives set out in the Commissioner's Police and Crime Plan.

4.2 The structure of the Annual Report is as follows

- 1 Foreword from the Commissioner
- 2 Introduction
- 3 Meeting Police and Crime Plan objectives
  - a. Maintain local police performance
  - b. Deliver policing within available budget
  - c. Reduce crime and disorder
  - d. Keeping people safe
  - e. Maintain the resilience of protective services

Appendix 1 – Independent Custody Visitor Annual Report

Appendix 2 – Finance and resources 2014/15

#### 5. Recommendation

5.1 The Board is recommended to note the report attached at Appendix 1.

#### BIBLIOGRAPHY

<b>Source Document</b>	<a href="#">Police and Crime Plan 2014/15</a> , Police and Crime Commissioner
<b>Contact Officer</b>	Charles Kitchin Director of Public Engagement and Communications, Office of Police and Crime Commissioner

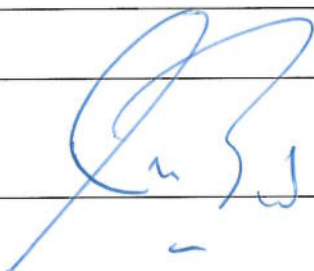


<b>CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2015-028</b>	
<b>Subject</b>	<b>Appointment of Chief Constable, Cambridgeshire Constabulary</b>
<b>Decision</b>	To appoint Alec Wood as Chief Constable, Cambridgeshire Constabulary
<b>Decision Summary</b>	<p>The Cambridgeshire Police and Crime Commissioner (“the Commissioner”) notified the Cambridgeshire Police and Crime Panel (“the Panel”) under Schedule 8 of the Police Reform and Social Responsibility Act 2011 (“the Act”) of his proposal to appoint Alec Wood as Chief Constable of Cambridgeshire Constabulary.</p> <p>In accordance with Schedule 8 of the Act, the Panel undertook its Confirmation Hearing relating to the appointment of the Chief Constable on 16<sup>th</sup> September 2015.</p> <p>Following the Confirmation Hearing, the Panel made a report under the Act recommending Alec Wood as the Chief Constable. Under Schedule 8 of the Act, the Commissioner may accept or reject the Panel’s recommendation and give the Panel a response to any such report or recommendations. The Commissioner considered the Panel’s decision and the recommendations in their report and has decided to appoint Alec Wood to the position of Chief Constable. The Commissioner’s letter to the Panel accepting their recommendation is available on his website at <a href="http://www.cambridgeshire-pcc.gov.uk">http://www.cambridgeshire-pcc.gov.uk</a>.</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>	<p>Cambridgeshire Police and Crime Panel Confirmation Hearing – Public Document Pack – ‘Proposed Appointment of the Chief Constable of Cambridgeshire Constabulary – Confirmation Hearing’, 16<sup>th</sup> September 2015</p> <p><a href="http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&amp;MId=3600&amp;Ver=4">http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&amp;MId=3600&amp;Ver=4</a></p> <p>Cambridgeshire Police and Crime Panel’s Report</p> <p><a href="http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0">http://democracy.peterborough.gov.uk/ieListMeetings.aspx?CId=543&amp;Year=0</a></p> <p>Police and Crime Commissioner’s response to the Police and Crime Panel’s report</p> <p><a href="http://www.cambridgeshire-pcc.gov.uk">http://www.cambridgeshire-pcc.gov.uk</a></p>

**Sir Graham Bright, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

**Signature**

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**Date**

22nd September  
2015





Cambridgeshire  
Police & Crime  
Commissioner

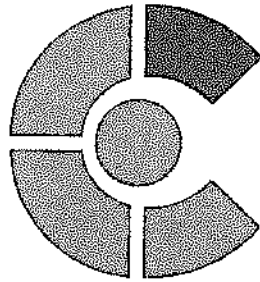
<b>CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2015-029</b>	
<b>Subject</b>	<b>S22A Agreement under the Police Act 1996 (as amended) to be a member of the Midlands and South Fleet Buying Group</b>
<b>Decision</b>	For the Police and Crime Commissioner (“the Commissioner”) and Cambridgeshire Constabulary to become members of the Midlands and South Fleet Buying Group (“the Group”) by entering into the Vehicle Procurement Consortium Collaboration Agreement under Section 22A of the Police Act 1996 (as amended) (“the Agreement”).
<b>Decision Summary</b>	<p>The Group has been created with a vision to minimise risk and financing costs and maximise financial savings by purchasing as a consortium. It strives to combine the interests of multiple authorities into a strategic and unified approach to achieve the very best for participating members.</p> <p>On the 23<sup>rd</sup> September 2015 the Commissioner’s Director of Finance provided assurance to the Commissioner and Chief Constable to confirm they should become members of the Group and the final Agreement signed.</p> <p>Both the Commissioner’s Director of Finance and the Chief Constable have signed the Agreement exercising their authority under The Financial Regulations for Bedfordshire, Cambridgeshire and Hertfordshire Police and Crime Commissioners and the respective Chief Constables.</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>	<p>'Increasing efficiency in the Police Service: The role of collaboration', HMIC 2012 <a href="https://www.justiceinspectores.gov.uk/hmic/publication/increasing-efficiency-in-the-police-service/">https://www.justiceinspectores.gov.uk/hmic/publication/increasing-efficiency-in-the-police-service/</a></p> <p>Section 22A Agreement under The Police Act 1996 (as amended) – Midlands and the South Fleet Buying Group <a href="http://www.cambridgeshire-pcc.gov.uk/work/BCB">http://www.cambridgeshire-pcc.gov.uk/work/BCB</a></p> <p>The Financial Regulations for Bedfordshire, Cambridgeshire and Hertfordshire Police and Crime Commissioners and the respective Chief Constables. <a href="http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2014/12/Combined-Financial-Regulations-July-15-update-final-v2.pdf">http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2014/12/Combined-Financial-Regulations-July-15-update-final-v2.pdf</a></p>

**Sir Graham Bright, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

<b>Signature</b>		<b>Date</b> 23/9/15
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**Cambridgeshire  
Police & Crime  
Commissioner**

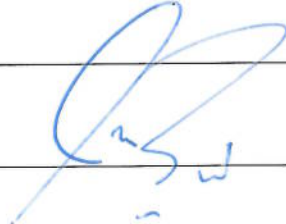
**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2015-030**

<b>Subject</b>	<b>STATEMENTS OF ACCOUNTS 2014/15</b>
<b>Decision</b>	To approve the Cambridgeshire Police and Crime Commissioner Statement of Accounts 2014/15
<b>Decision Summary</b>	<p>For accounting purposes, the Cambridgeshire Police and Crime Commissioner (the Commissioner) is the parent entity of the Chief Constable of Cambridgeshire Constabulary and together both corporations sole form a 'Group'.</p> <p>The Accounts and Audit Regulations 2011 require the Chief Finance Officer(s) to sign, by 30<sup>th</sup> June, that the accounts present a true and fair view of the financial position as at 31<sup>st</sup> March. The draft accounts were submitted to the external auditor at the beginning of July 2015.</p> <p>The Police and Crime Commissioner and the Chief Constable must approve their audited accounts by 30<sup>th</sup> September. The meeting between the external auditors, the Police and Crime Commissioner and his CFO on 23 September 2015 provided the vehicle for that approval.</p> <p>The draft accounts were open for inspection in the four week period ending 14<sup>th</sup> September 2015.</p> <p>The audit has been carried out by Ernst and Young and the accounts will be published on the websites in due course.</p>

<b>Contact Officer</b>	<p>Josie Gowler, Chief Finance Officer          Tel: 0300 333 3456          Email: Josie.Gowler@cambs.pnn.police.uk</p>
<b>Background Papers</b>	<p>Statement of Accounts 2014/15 – Police and Crime Commissioner for Cambridgeshire (the Group Accounts)          Audit Results Report – ISA260 – Police and Crime Commissioner for Cambridgeshire and Chief Constable of Cambridgeshire Constabulary          Request for a Letter of Representation - Police and Crime Commissioner (and Group).</p>

	All of which were considered at the meeting between the external auditors, Commissioner and his CFO on 23 September 2015.
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<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> 23/9/15





**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2015-031**

<b>Subject</b>	<b>Bottisham Police Station Site</b>
<b>Decision</b>	To approve the freehold disposal of Bottisham Police Station site.
<b>Decision Summary</b>	<p>The Cambridgeshire Police and Crime Commissioner’s Business Coordination Board (BCB) meeting on the 30<sup>th</sup> September 2015 discussed and agreed the proposal for the freehold disposal of Bottisham Police Station site based on the information set out in the BCB paper presented to them, as set out below:.</p> <ul style="list-style-type: none"><li>• Outline planning consent was obtained for the Bottisham site on 15<sup>th</sup> July 2015 and an alternative provision of the video interview suite has been found.</li><li>• The Bottisham site is now ready for marketing with a disposal by Auction this year.</li></ul> <p>A financial reserve will be placed on the disposal with the reserve value being agreed by the Police and Crime Commissioner’s Director of Estates.</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>	‘Bottisham and Papworth Police Stations’ – paper as presented to Business Coordination Board, Agenda Item 8.0, 30 <sup>th</sup> September 2015  <a href="http://www.cambridgeshire-pcc.gov.uk/work/BCB">http://www.cambridgeshire-pcc.gov.uk/work/BCB</a>

**Sir Graham Bright, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

<b>Signature</b>		<b>Date</b>	6/10/15
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**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2015-032**

<b>Subject</b>	<b>Papworth Police Station Site</b>
<b>Decision</b>	To approve the freehold disposal of Papworth Police Station site
<b>Decision Summary</b>	<p>The Cambridgeshire Police and Crime Commissioner’s Business Coordination Board (BCB) meeting on the 30<sup>th</sup> September 2015 discussed and agreed the proposal for the freehold disposal of Papworth Police Station site based on the information set out in the BCB paper presented to them, as set out below:</p> <ul style="list-style-type: none"><li>• The building/site is vacant and not been used for a number of years;</li><li>• An outline planning application for residential development on the Papworth site is due to be considered at the South Cambridgeshire District Council November 2015 Planning Committee;</li><li>• In the event of a successful planning application it will be auctioned in December 2015. If refused an auction listing will be made for 2016 to allow sufficient time for purchaser due-diligence;</li><li>• A financial reserve will be placed on the disposal with the reserve value being agreed by the Police and Crime Commissioner’s Director of Estates</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>	‘Bottisham and Papworth Police Stations’ – paper as presented to Business Coordination Board, Agenda Item 8.0, 30 <sup>th</sup> September 2015  <a href="http://www.cambridgeshire-pcc.gov.uk/work/BCB">http://www.cambridgeshire-pcc.gov.uk/work/BCB</a>

**Sir Graham Bright, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

<b>Signature</b>		<b>Date</b>	6/10/15
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Cambridgeshire  
Police & Crime  
Commissioner

**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2015-033**

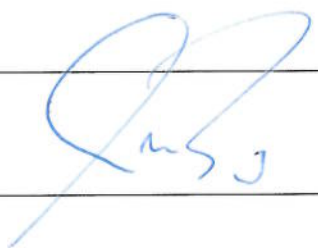
<b>Subject</b>	<b>Funding for tuServ and Metis Development</b>
<b>Decision</b>	To approve the capital funding request for Cambridge Constabulary for the development of tuServ and Metis mobile devices and vehicle solutions.
<b>Decision Summary</b>	<p>Following the approval of the capital spend by the Finance Sub Group on 30 July 2015, the Cambridgeshire Police and Crime Commissioner’s Business Coordination Board (BCB) meeting on the 30<sup>th</sup> September 2015 discussed the proposal based on the following and agreed to the funding as set out below and in the BCB paper:</p> <ul style="list-style-type: none"><li>• £197k for tuServ development work</li><li>• £599k for further Metis Mobile Devices</li><li>• £15k for a vehicle-based solution for Metis</li></ul> <p>The funding has been allocated from the Home Office Innovation Fund (vehicle receipts collaboration fleet re-charges and Revenue Contribution to Capital Outlay underspend) and will help to achieve the best use of the devices and supply the best service to the public.</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 Paper</b>	Finance Sub Group meeting 30 <sup>th</sup> July 2015  <a href="http://www.cambridgeshire-pcc.gov.uk/work/BCB">http://www.cambridgeshire-pcc.gov.uk/work/BCB</a>

**Sir Graham Bright, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

**Signature**

A handwritten signature in blue ink, appearing to be 'G. Bright', written over a horizontal line.

**Date**

30/9/15





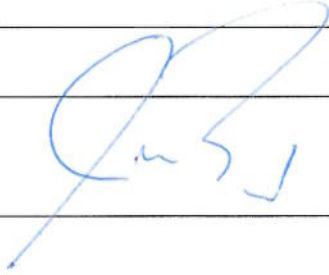
<b>CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2015-034</b>	
<b>Subject</b>	<b>Variation to the Police and Crime Plan 2013-16</b>
<b>Decision</b>	To approve the decision to vary the Police and Crime Plan 2013-16 in respect of Objective 3 – “Continue to Tackle Crime and Disorder” and Objective 4 – “Keeping People Safe” to reflect the operational developments since it was first published in March 2013.
<b>Decision Summary</b>	<p>The Cambridgeshire Police and Crime Commissioner’s Business Coordination Board (BCB) meeting on the 4<sup>th</sup> June 2015 discussed the proposal to vary the Police and Crime Plan 2013-16 (“the Plan”) in respect of Objective 3 – “Continue to Tackle Crime and Disorder” and Objective 4 – “Keeping People Safe” to reflect the operational developments since it was first published in March 2013.</p> <p>Under Section 5 of the Police Reform and Social Responsibility Act 2011 (“the Act”) the Police and Crime Commissioner (“the Commissioner”) before issuing or varying a Plan must:</p> <ul style="list-style-type: none"> <li>• send the draft variation to the Police and Crime Panel (“the Panel”);</li> <li>• have regard to any report or recommendations made by the Panel in relation to the variation;</li> <li>• give the Panel a response to any such report or recommendations; and</li> <li>• publish any such response.</li> </ul> <p>The Commissioner sent the draft variation to the Plan to the Panel and presented it to the Panel at its meeting on the 17<sup>th</sup> June 2015.</p> <p>The Panel reviewed the draft variation to the Plan and endorsed the variation. The Panel produced a report on their recommendation to endorse the variation to the Plan and this is published on their website at <a href="http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&amp;MId=3402&amp;Ver=4">http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&amp;MId=3402&amp;Ver=4</a></p> <p>Under Section 5 of the Act, the Commissioner must have regard to any report or recommendations made by the Panel in relation to the draft variations and give the Panel a response to any such report or recommendations. The Commissioner sent the report to Panel accepting their recommendation and this is available on his website at <a href="http://www.cambridgeshire-pcc.gov.uk">http://www.cambridgeshire-pcc.gov.uk</a>.</p> <p>The Commissioner will publish the Plan which includes the variation endorsed by the Panel on his website at: <a href="http://www.cambridgeshire-pcc.gov.uk">http://www.cambridgeshire-pcc.gov.uk</a></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 Paper</b>	Police and Crime Plan Update – Objective 3 “Continue to Tackle Crime and Disorder” and Objective 4 Keeping People Safe, Report of the Police and Crime Commissioner to the Cambridgeshire Police and Crime Panel on 17 <sup>th</sup> June 2015 <a href="http://democracy.peterborough.gov.uk/ieListDocuments.aspx?Cid=543&amp;Mid=3402&amp;Ver=4">http://democracy.peterborough.gov.uk/ieListDocuments.aspx?Cid=543&amp;Mid=3402&amp;Ver=4</a>

**Sir Graham Bright, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

**Signature**



**Date**

30/9/15



**CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER DECISION RECORD – CPCC 2015-035**

<b>Subject</b>	<b>Annual Report 2014/15</b>
<b>Decision</b>	To approve the Annual Report for 2014/15.
<b>Decision Summary</b>	<p>Under Section 12 of the Police and Reform and Social Responsibility Act 2011: (“the Act”) each Police and Crime Commissioner (“the Commissioner”) must produce an annual report on the exercise of the organisation’s functions in the financial year and the progress in meeting the police and crime objectives in the Police and Crime Plan.</p> <p>The Annual Report reflects the Commissioners work for the period between 1<sup>st</sup> April 2014 and the 31<sup>st</sup> March 2015.</p> <p>The Cambridgeshire Police and Crime Commissioner’s Business Coordination Board (BCB) at their meeting on the 27<sup>th</sup> August 2015 discussed the Annual Report, noted the content and approved the report to be taken to the Police and Crime Panel on the 16<sup>th</sup> September 2015</p> <p>The Commissioner presented the Annual Report to the Police and Crime Panel on the 16<sup>th</sup> September 2015. The Panel reviewed the Annual Report and the Commissioner responded to the Panels questions. The formal report of the meeting can be found at:</p> <p><a href="http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&amp;MId=3474&amp;Ver=4">http://democracy.peterborough.gov.uk/ieListDocuments.aspx?CId=543&amp;MId=3474&amp;Ver=4</a></p> <p>The Annual Report is published on the Commissioners website:</p> <p><a href="http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2012/08/Annual-Report-2014-15-Final-PDF.pdf">http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2012/08/Annual-Report-2014-15-Final-PDF.pdf</a></p>

<b>Contact Officer</b>	Dorothy Gregson Chief Executive, Office of Police and Crime Commissioner Tel: 0300 333 3456
<b>Background Papers</b>	<a href="http://www.cambridgeshire-pcc.gov.uk/work/BCB">http://www.cambridgeshire-pcc.gov.uk/work/BCB</a>

**Sir Graham Bright, Cambridgeshire Police and Crime Commissioner**

I confirm that I have reached the above decision after consideration of the facts above.

<b>Signature</b>		<b>Date</b>	12/10/2015
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**CAMBRIDGESHIRE POLICE AND CRIME PANEL  
AGENDA PLAN 2015-2016**

DATE OF MEETING	TITLE/PURPOSE	OFFICER
Wednesday 17 June 2015, 2pm ANNUAL MEETING, Cambridgeshire County Council, Kreis Viersen room, Cambridge	Election of Chairman	
	Election of Vice Chairman	
	Public Questions	
	Review of Complaints	Ian Phillips, Peterborough City Council
	Rules of Procedure	Ian Phillips, Peterborough City Council
	Cambridgeshire Police and Crime Panel Annual Report 2014-2015	Ian Phillips, Peterborough City Council
	Crime Data Integrity– Update On Actions Following Her Majesty’s Inspectorate Of Constabulary Inspection Of Cambridgeshire Constabulary	Police and Crime Commissioners Office
	Services To Victims Of Domestic Abuse - Update On Actions Following Her Majesty’s Inspectorate Of Constabulary Inspection Of Cambridgeshire Constabulary	Police and Crime Commissioners Office
Call Handling Update	Police and Crime Commissioner’s Office	



DATE OF MEETING	TITLE/PURPOSE	OFFICER
	<p>Police and crime plan variation: objective 3 – continue to tackle crime and disorder and objective 4 – keeping people safe</p> <p>Police and Crime Plan Variation to Appendix 2 – Performance Framework</p> <p>Decisions by the Commissioner</p> <p>Meeting Dates and Agenda Plan</p>	<p>Police and Crime Commissioner’s Office</p> <p>Police and Crime Commissioner’s Office</p> <p>Police and Crime Commissioner’s Office</p>
<p>Wednesday 16 September 2015, 2pm Peterborough City Council, Bourges / Viersen Rooms, Town Hall</p>	<p>Public Questions</p> <p>Review of Complaints</p> <p>Rules of Procedure</p> <p>Vacancy for Independent Co-Opted Member</p> <p>Review of Community Safety Partnership and how they link into Crime Reduction Panels.</p> <p>Police Outturn 2015/15 and Looking Forward 2015/16</p> <p>Cambridgeshire Police Crime Commissioners Annual Report 2014-2015</p>	<p>Ian Phillips, Peterborough City Council</p> <p>Ian Phillips, Peterborough City Council</p> <p>Ian Phillips, Peterborough City Council</p> <p>Police and Crime Commissioner’s Office</p> <p>Police and Crime Commissioner’s Office</p> <p>Police and Crime Commissioner’s Office</p>



DATE OF MEETING	TITLE/PURPOSE	OFFICER
	Decisions by the Commissioner  Meeting Dates and Agenda Plan	Police and Crime Commissioner's Office
Wednesday 4 November 2015, 2pm Cambridge City Council, The Guild Hall, Council Chamber	<b>Public Questions</b>	
	<b>Review of Complaints</b>  To update the Cambridgeshire Police and Crime Panel on complaints received against the Commissioner or his Deputy.	Ian Phillips, Peterborough City Council
	<b>Rules of Procedure</b>  The Panel to review the Rules of Procedure as required at paragraph 1.4 of the Rules of Procedure.	Report of the Working Group
	<b>Procedure for Appointment of the Chief Constable of Cambridgeshire Constabulary</b>  Request for further information regarding the appointment process for the position of Chief Constable.	Police and Crime Commissioners Office



DATE OF MEETING	TITLE/PURPOSE	OFFICER
	<p><b>Violent Crime</b></p> <p>Commissioner to provide a breakdown of violent crime and how this is being tackled and reduced. How data collection can be improved.</p>	Police and Crime Commissioners Office
	<p><b>Cybercrime</b></p> <p>Report on what work is being done to prevent cybercrime within Cambridgeshire and how it is being dealt with. Also to include what is being put in place to educate people.</p>	Police and Crime Commissioner's Office
	<p><b>Budget Strategy</b></p> <p>Report indicating next year's budget in line with the spending review and a Five Year Financial Plan.</p>	Police and Crime Commissioner's Office
	<p><b>Decisions by the Commissioner</b></p> <p>The Panel to review or scrutinise decisions taken by the Police and Crime Commissioner ("the Commissioner") under Section 28 of the Police Reform and Social Responsibility Act 2011 ("the Act").</p>	Police and Crime Commissioner's Office





DATE OF MEETING	TITLE/PURPOSE	OFFICER
	<p><b>Meeting Dates and Agenda Plan 2015/2016</b></p> <p>Panel to note the dates of future meetings and to consider any items for future meetings which may have been highlighted during the meeting.</p>	
<p>Wednesday 3 February 2016, 2pm BUDGET MEETING Huntingdonshire District Council Civic Suite</p>	<p><b>Public Questions</b></p>	
	<p><b>Review of Complaints</b></p> <p>To update the Cambridgeshire Police and Crime Panel on complaints received against the Commissioner or his Deputy.</p>	<p>Ian Phillips, Peterborough City Council</p>
	<p><b>Budget Precept 2016/2017</b></p> <p>To notify the Cambridgeshire Police and Crime of the Cambridgeshire Police and Crime Commissioner's proposed budget and precept for 2016/17. To enable the Panel to review the proposed precept.</p>	<p>Police and Crime Commissioner's Office</p>
	<p><b>Estates Strategy and Front Line Policing to 2020</b></p> <p>Report on how the reduction in police budgets will affect the Estates Strategy.</p>	<p>Police and Crime Commissioner's Office</p>



DATE OF MEETING	TITLE/PURPOSE	OFFICER
	<p><b>Decisions by the Commissioner</b></p> <p>The Panel to review or scrutinise decisions taken by the Police and Crime Commissioner (“the Commissioner”) under Section 28 of the Police Reform and Social Responsibility Act 2011 (“the Act”).</p>	Police and Crime Commissioner’s Office
	<p><b>Meeting Dates and Agenda Plan 2015/2016</b></p> <p>Panel to note the dates of future meetings and to consider any items for future meetings which may have been highlighted during the meeting.</p>	
<p>Wednesday 16 March 2016, 2pm Peterborough City Council, Bourges / Viersen Rooms, Town Hall</p>	<p><b>Public Questions</b></p>	
	<p><b>Review of Complaints</b></p> <p>To update the Cambridgeshire Police and Crime Panel on complaints received against the Commissioner or his Deputy.</p>	Ian Phillips, Peterborough City Council
	<p><b>Community Safety Partnerships</b></p> <p>Report on the outcome of the Commissioners review of Community Safety Partnerships. Requested at the meeting held on 16 September 2015.</p>	Police and Crime Commissioner’s Office



DATE OF MEETING	TITLE/PURPOSE	OFFICER
	<p><b>Measuring Public Confidence</b></p> <p>Report on how the Commissioner is engaging with the public to obtain greater public participation and what value this is having.</p>	Police and Crime Commissioner's Office
	<p><b>Police and Crime Plan Variation – Appendix 1 Finances Update</b></p>	Police and Crime Commissioner's Office
	<p><b>Links between Area Commanders and Districts</b></p> <p>A report detailing the links between Area Commanders and Districts including how the links are established and maintained.</p>	Police and Crime Commissioner's Office
	<p><b>Rural Crime and Specials Plan</b></p> <p>Detailed report on tackling rural crime and what support mechanisms are in place.</p>	Police and Crime Commissioner's Office
	<p><b>Decisions by the Commissioner</b></p> <p>The Panel to review or scrutinise decisions taken by the Police and Crime Commissioner ("the Commissioner") under Section 28 of the Police Reform and Social Responsibility Act 2011 ("the Act").</p>	Police and Crime Commissioner's Office



DATE OF MEETING	TITLE/PURPOSE	OFFICER
	Meeting Dates and Agenda Plan 2015/2016	

Items to be programmed in:

Updated: 5 October 2015

Item	Comments
Child Sexual Exploitation	