

CAMBRIDGESHIRE POLICE AND CRIME PANEL

WEDNESDAY 19 JULY 2023, 1.30 PM

Bourges/Viersen Room - Town Hall

Contact – jane.webb@peterborough.gov.uk, 01733 452281

AGENDA

Page No

1. Election Of Chair
2. Election of Vice-Chair
3. Apologies for Absence
4. Declarations of Interest
5. Minutes of the Meeting held on the 15 March 2023 3 - 12
6. Review Actions and Recommendations from previous meeting
7. Public Questions/Statements

Questions must be received before 12 noon on Friday 14th July 2023 to be guaranteed acceptance in accordance with the Rules of Procedure.
8. Public Complaints against the Police and Crime Commissioner for the year 2022/23 13 - 14
9. Police and Crime Commissioner's Annual Report 23/24 15 - 32
10. Police and Crime Commissioner's Approach to Integrity Assurance 33 - 48
11. Delivery of the Police and Crime Commissioner's Police and Crime Plan 2021-24 – Progress Report 49 - 62



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**Members of the public wishing to submit questions or a statement to the Panel can do so by contacting the secretariat no later than 12 noon on the third working day following the publication of the meeting agenda. Further details can be found within paragraph 7, Public Participation within the rules of procedure:
[Rules of Procedure](#)*

Membership

Councillors: A Bradnam, S Ferguson, J Gowing, M Beutell, D Jones, S Barkham, B Tyler, B Thaittala Varkey, S Wallwork, A Sharp and H Leeming

Independent Co-opted Members

Edward Leigh
Claire George

Substitutes

Councillors: G Wilson, T Sanderson, M Goldsack, C Lowe, M Jamil, C Hogg, S Warren, A Gilderdale, L Foice-Beard, J Huffer and P Sandford

Officer Support

Jane Webb, Peterborough City Council



**MINUTES OF A MEETING OF THE
CAMBRIDGESHIRE POLICE AND CRIME PANEL
ON 15 MARCH 2023**

Members Present:	Edward Leigh (Chair), Claire George (Vice-Chair), Councillors A Gilderdale, C Hogg, A Sharp, D Jones, S Ferguson, S Warren, S Count and G Wilson (Sub)	
Officers Present:	Jane Webb	Senior Democratic Services Officer, Police and Crime, Peterborough City Council
	Rochelle Tapping	Monitoring Officer, Peterborough City Council
Others Present:	Darryl Preston	Cambridgeshire Police and Crime Commissioner
	Jim Haylett	Chief Executive OPCC
	Jack Hudson	Director – Governance & Compliance - OPCC
	John Peach	Deputy Police and Crime Commissioner
	Catherine Kimberley	Communications & Engagement Manager - OPCC
	Cristina Turner	Director – Strategic Partnerships - OPCC

47. Apologies for Absence

Apologies were received from Councillors A Bradnam, M Beuttell, SA Hart and S Tierney. Councillor G Wilson was in attendance as substitute for Councillor A Bradnam.

48. Declarations of Interest

No declarations of interest were declared.

49. Minutes of the Meeting held on 1 February 2023

Minutes of the meeting held on 1 February 2023 were agreed as an accurate record.

50. Review Actions and Recommendations from the previous meeting

Councillor Hogg asked if the Commissioner had any information with regard to the question asked at the previous meeting about the Deputy Police and Crime Commissioner. The Commissioner explained he did not have the information for the current meeting but would give the information consideration for a subsequent meeting.

The Chair thanked the Commissioner for his letter regarding the precept.

The Commissioner addressed points/questions raised at the previous meeting:

Domestic Homicide Reviews (DHRs) – This was ongoing and there would shortly be a government consultation to which the Panel would be able to add their views.

The Commissioner to report back on discussions and consultations regarding the future of adult and children's social care services and any changes this may have on policing – The Chief Constable was engaged with fellow chief executives across the county around a number of these areas as well as the OPCC Chief Executive through the Public Service Board.

Collaborative Opportunities – The Commissioner informed the Panel, alongside the usual collaborations, that there were further reviews were undertaken to ensure that every opportunity for a collaboration was taken.

51. **Public Questions/Statements**

There had been no submissions received that were in accordance with the Panel's Rules of Procedure.

52. **Approach to Communications and Engagement**

The Panel received details of the Police and Crime Commissioner's approach to communications and engagement. The Panel were recommended to note the contents of the report.

The Commissioner and his staff presented the information contained within the report to the Panel.

The Panel made comment, asked questions, and received responses from the Commissioner, and his staff, these included:

1. Councillor Jones enquired as to what a district day was and if there any would be held in Peterborough. Catherine Kimberley explained this had been a new approach to comms and engagement that had consisted of six district days. The Commissioner had met and talked to residents about local issues and visited local schools. Peterborough's district day was scheduled for 23 March 2023. A further round of district days would take place after the elections.
2. Councillor Wilson stated the report did not detail the results of the different work undertaken in the last year regarding reaching young people, serious violence, youth listening project etc, where would these be found. Catherine Kimberley explained outcomes were communicated via press releases, media interviews, radio interviews and via a monthly newsletter which allowed the public to read and receive communications via different methods. The Commissioner explained that surveys informed the Police and Crime Plan, and it was the Commissioner's role to listen to communities and act on its concerns, for example, anti-social behaviour, drugs, road safety, and speeding.
3. Councillor Hogg stated he did not think the web chat button on the website, was visual enough to the public, this could be seen as a barrier, and he would like to see the box larger with the words "live chat" across it to make it obvious to the public that it was a live chat box. The Commissioner explained that the website was nationally owned and run by the

Metropolitan Police and therefore changes would not happen quickly, but stated he would ask the question.

4. Councillor Hogg stated that communications from the police needed to be positive to ensure already engaged residents were encouraged to continue communicating and reporting crime. The Commissioner agreed and stated some local policing teams had not used the correct language when sending out communications to the public, this he would take away and address with the Chief Constable.
5. Edward Leigh stated the Panel would like to support the Commissioner in seeing a plan of action from the Chief Constable on what his plans were to improve quality of communication. (Webchat, communicating role of intelligence, realistic expectations and build public confidence)
6. Councillor Jones asked how successful the Independent Custody Visitor Scheme and Scrutiny Panel applications had been and how well had this reached into the hard-to-reach communities. The Commissioner explained there had been a lot of interest and applications, but it had been a challenge to reach the hard-to-reach communities. Catherine Kimberley explained there had been a six-month campaign for the Scrutiny Panel to which there had been interest from more diverse people. The ICV (Independent Custody Visitors) campaign was currently running, and feedback could be brought to a later meeting.
7. Councillor Gilderdale asked about reaching the hard to engage groups, especially when those groups lost trust in the Police (women, those who had experienced sexual assault, people of colour). The Commissioner stated that public confidence had been knocked in policing due to recent abhorrent events which had resulted in significant police activity, particularly around violence against women and girls and police perpetrators. The Commissioner explained he had been personally briefed by the Deputy Police Constable on where the Constabulary and Professional Standards was with this, and public confidence/communications within policing formed part of this work.
8. Councillor Gilderdale stated that she wondered if there was some communications work that could be carried out to inform the public of how much of a distinction there was between the Commissioner and the Police, that both were two different entities with the Commissioner holding the Chief Constable to account. The Commissioner agreed, stating that many members of the public were unaware of the role of the Commissioner, or even of its existence but it was not just for the Commissioner but also for the wider community to disseminate the message and explain to the public what the role of the Commissioner was. Catherine Kimberley agreed this was a challenge but added that by educating the younger generation via schools, criminology departments, university criminology and sixth form colleges of the difference of the Commissioner's role and Chief Constable's role, this had started to filter through.
9. Edward Leigh stated that confusion was also created due to the Commissioner's logo being remarkably like the police logo. The Commissioner stated this was on the list to be rectified.
10. Councillor Count stated that the Commissioner's website also gave an authoritarian police stamp to it, due to the different blue hues used throughout and maybe this should be looked at too.
11. Edward Leigh asked how many contacts had been made with community leaders who represented minority and ethnic groups and how did the Commissioner plan on being able to contact further representatives. Catherine Kimberley OPCC stated the contact list was ever-growing and being updated monthly.
12. Edward Leigh explained that with the launch of the OPCC's own newsletter which allowed residents to select their own topics of interest, if the original pop-up box was missed on the webpage; then it could not be found again and therefore there was a need to have an obvious way of signing up to the newsletter, including the fact that this was not signing up to a generic/everything newsletter but a newsletter tailored to what the reader cared about.

Catherine Kimberley explained there was a bespoke page on the OPCC website that explained how the newsletter worked and how to sign up. A campaign was running to encourage residents to sign up to the newsletter in several different ways.

The Panel unanimously **AGREED** to **NOTE** the report.

The Panel made a recommendation for the Commissioner to report back to the Panel with a plan of action from the Chief Constable on what his plans were to improve the quality of communication; (webchat, communicating role of intelligence, realistic expectations and build public confidence).

53. Putting Communities First

The Panel received details of the Police and Crime Commissioner's approach to supporting problem solving of local issues of concern. The Panel were recommended to note the contents of the report.

The Commissioner and his staff presented the information contained within the report to the Panel.

The Panel made comment, asked questions, and received responses from the Commissioner, and his staff, these included:

13. Councillor Jones stated that the Commissioner's survey in July 2021 top five issues, aggressive, dangerous, and inconsiderate driving and parking featured everywhere yet did not appear in the remainder of the document; therefore, asked why and what was being done regarding these issues. The Commissioner explained road safety was within the documentation of the Community Safety Partnerships (CSPs) and the contract the OPCC had with the Problem-Solving posts. The Commissioner added that the scrutiny of CSPs was with the local authorities, with road safety being part of the remit and if Councillors had specific issues, they were entitled to raise these directly with the local CSP, as this was part of the policy.
14. Edward Leigh asked if all Councillors were aware they had that recourse to the CSPs. The Commissioner stated he would take this away and ask all CSPs to do this.
15. Councillor Ferguson stated it would be interesting to know how effective CSPs were in the other areas of the county as he had been surprised to learn that Huntingdonshire's CSP was defunct and not a priority although Councillor Ferguson was now trying to change this and would appreciate any help from the Commissioner to do this. The Commissioner stated he would be happy to meet at Huntingdonshire with the Community Safety Lead, he explained that Huntingdonshire took a different approach to the other CSPs and now there was an opportunity to rectify and reinvigorate the Huntingdonshire CSP.
16. Councillor Gilderdale stated that the Cambridge CSP worked well and the support from the Commissioner was much appreciated and thanked the Commissioner for his help. The Commissioner stated he had received feedback from Cambridge CSP, and it was working well, there was a 60% reduction in bike theft due to the work of the CSP.
17. Councillor Count commented that Fenland CSP worked well and had a great relationship with the OPCC, multi-agency partner Operation Luscombe had been successful.
18. Councillor Sharp explained that East Cambs CSP held community events, that were well attended and informative.
19. Edward Leigh stated that four of the six CSPs had accepted funding for the additional post with Peterborough and Huntingdonshire having refused; why had Peterborough refused. The Commissioner replied that Peterborough CSP felt they had this in place already and explained that Peterborough CSP was a mature, well-resourced, and well-working partnership, and he would continue to support them.

The Panel unanimously **AGREED** to **NOTE** the report.

54. Trust in Policing – Culture Statement

The Panel received an update on Cambridgeshire Constabulary's Culture Statement and their aim to build trust and confidence. The Panel were recommended to note the contents of the report.

The Commissioner and his staff presented the information contained within the report to the Panel.

The Panel made comment, asked questions, and received responses from the Commissioner, and his staff, these included:

20. Councillor Jones asked if Cambridgeshire was chosen as a pilot project. Jim Haylett, Chief Executive explained that it generated as an idea from within Cambridgeshire Constabulary.
21. Councillor Wilson asked for clarification that all staff and officers would be involved in the culture statement and as a result, would attitudes change, how would this benefit the public and how would the Commissioner monitor the results/improvements. The Commissioner explained it would be monitored through public satisfaction and public confidence with the constabulary. Jim Haylett explained there was a range of measure the Chief Constable would take, the integrity report due to the panel in July would expand on these. Satisfaction could be looked at via complaints or internally, whistleblowing; these could be measured.
22. Councillor Wilson asked the Commissioner if he was confident this would identify any staff/officers that exhibited behaviour relating to violence against women or not treating ethnic minorities fairly. The Commissioner explained that no one "thing" would pick up that activity, it would be a combination of different "things." There was a lot of proactive work being carried out with Cambridgeshire to root out "wrong doers" and dismiss them.
23. Edward Leigh asked would all staff/officers have to actively engage with the culture statement and not be able to opt out. The Commissioner stated that there would be no option to opt out but how staff/officers engage with it would be different.
24. The Commissioner stated that every single serving member of staff was being "washed through" the national system (re-vetted) which was ongoing through the Home Secretary presently. An update would be brought back to the Panel at a future date.
25. Councillor Count asked how the cultural statement would improve the lives of the public. The Commissioner explained that retention of staff was good for the public as it meant more police officers and more experience. Police performance also had an impact as it meant, were the police answering concerns, dealing with those concerns satisfactorily. The Commissioner stated that a workforce with a good culture would give a better service to the public.
26. Councillor Gilderdale stated that the Encompass Network in Cambridge had carried out a needs assessment and looked at which authorities they felt safest to approach and the result was they felt very unable to approach the police and maybe a cultural statement within the police could change this; but needs assessments like these will illustrate whether any changes to the internal culture come through.
27. Edward Leigh stated that measuring the impact should include trust and confidence of the police, benchmarking Cambridgeshire against a police force without a culture statement. The Commissioner stated he would take the points raised away and speak to the Chief Constable.
28. Councillor Hogg stated the public who approached the police were looking for support and the need to feel valued. The Commissioner agreed with Councillor Hogg's statement.

29. Edward Leigh commented that the culture statement stated, “instead of work life balance, life balance should be a key point of focus...” and he did not think this made sense although he understood the sentiment of it; it would be useful for this to be changed into plainer language and made more explicit. The Commissioner stated that he agreed and would feed this comment back.

The Panel unanimously **AGREED** to **NOTE** the report.

55. **Forward Plan (Final Year)**

The Panel received an update on the approach for successfully delivering the Police and Crime Commissioner's Police and Crime Plan 2021-24. The Panel were recommended to note the contents of the report.

The Commissioner and his staff presented the information contained within the report to the Panel.

The Panel made comment, asked questions, and received responses from the Commissioner, and his staff, these included:

30. Councillor Jones asked if there was an update on the planned Business Community event that was postponed due to limited uptake. The Commissioner stated this event had been about the threat of cyber, heavily marketed and offered free and it was thought that local businesses would be eager to take up places; instead, it would now be looked at again and probably offered within another business event with the hope that it would have better take up. Councillor Jones asked if businesses saw the Commissioner or the Constabulary as the correct delivery of cyber security training. The Commissioner stated that it was delivered by Eastern Region Cyber Resilience Centre.
31. Councillor Wilson asked if the Panel should look at the Commissioner's Risk Register. Jim Haylett, Chief Executive, OPCC, stated that the two significant risk registers had not previously been to the Panel, the Constabulary's Risk Register, and the Joint Strategic Risk Register. Both the registers are seen by the Audit Committee and had been subject to internal audit reports within the previous eighteen months.
32. Councillor Wilson asked if the Commissioner had reviewed what lessons had been learnt from the covid pandemic and how these would affect the future. The Commissioner stated there had been a national public enquiry, but this was a generic question, and he would have to take it away. Catherine Kimberley added that the Public Sector Comms groups (countywide) had reviewed messaging etc and the results would be published shortly.
33. Councillor Count asked for clarification as to where biometrics in law enforcement had reached. The Commissioner stated he was the national lead for forensics and biometrics. The biometrics, DNA and fingerprints were fairly evolved now, which resulted in ethical questions regarding ancestral DNA databases being asked. Facial recognition, where and how it should be used was a big question; there was lots of work nationally be carried out around this. Councillor Count offered the Panel as a board if needed for an ethical debate.
34. Edward Leigh asked if the funding for innovative domestic abuse perpetrator programmes had been agreed beyond March 2023 or if interim funding would keep the programme running. The Commissioner stated that an answer was expected imminently from the government. Jim Haylett added that two significant bids had been submitted, if either of these were unsuccessful, it would be problematic, there was a back-up plan that could be provided within existing resources, but this would only consist of a core model. The Commissioner added that the decisions had not yet been taken as to the scoping of the monies from the serious violence funding.
35. Edward Leigh asked if the Commissioner would explain what Implement the new Ministry of Justice Funding Strategy means. Cristina Turner, OPCC stated this was a new strategy that

the Ministry of Justice had just published and the OPCC needed to work through this to ensure it aligned with their current work and make any adjustments if necessary.

36. Edward Leigh commented that the report stated “meetings held to discuss a nationwide standardised service to Fraud & Cyber Crime which will be introduced in April 2023”; and asked, what had changed to Action Fraud? The Commissioner explained that Action Fraud had been renamed, rebranded, and had a new focus on those that had not requested victim support; the Commissioner offered to come back to the Panel with more information if required.

The Panel unanimously **AGREED** to **NOTE** the report.

Edward Leigh asked the Commissioner when would be appropriate to receive a report on Vision Zero and asked would the Commissioner invite the lead of the Vision Zero Partnership to talk at the same meeting. The Commissioner asked if this request could be taken away; he was aware the County Council scrutinised the Partnership under their Highways scrutiny. Vision Zero were also undergoing some transition, recruiting for a new co-ordinator. The Commissioner stated he was happy to bring this back but could not commit to when this would be, but he was keen to do what he could for the Panel. Jim Haylett added that Vision Zero was a partnership and the OPCC funded the Co-Ordinator's post, but it was the multi-agency working that reported into the County Council; he was happy to take the request away for a discussion as to what the OPCC could provide to avoid duplication.

(At this point, the Police and Crime Commissioner and his staff left the meeting.)

56. Meeting Dates and Agenda Plan

DATES	ITEMS
19 JULY 2023 - AGM 1:30pm Bourges/Viersen Rooms Town Hall Peterborough	Public Questions Review of Complaints Police and Crime Commissioner’s Annual Report Integrity in Policing Rules of Procedure/Panel Arrangements Cambridgeshire Police and Crime Panel Annual Report Administration Costs & Member Expenses Meeting Dates and Agenda Plan
13 SEPTEMBER 2023 1:30pm Civic Suite Huntingdonshire District Council Huntingdon	Public Questions Serious Violence Strategy Harm to Hope Drug Strategy High Harms Board Meeting Dates and Agenda Plan

<p>29 NOVEMBER 2023 1:30pm</p> <p>Civic Suite</p> <p>Huntingdonshire District Council</p> <p>Huntingdon</p>	<p>Public Questions</p> <p>Commissioning and Grants</p> <p>OPCC – Forward Plan</p> <p>Meeting Dates and Agenda Plan</p>
<p>31 JANUARY 2024</p> <p>1:30pm</p> <p>Civic Suite</p> <p>Huntingdonshire District Council</p> <p>Huntingdon</p>	<p>Public Questions</p> <p>Precept Report 2024/2025 (full meeting – given importance)</p> <p>OPCC – Forward Plan</p> <p>Meeting Dates and Agenda Plan</p>
<p>14 FEBRUARY 2024</p> <p>1:30pm</p> <p>TBC</p>	<p>If needed (Veto)</p>
<p>13 MARCH 2024</p> <p>1:30pm</p> <p>TBC</p>	<p>Public Questions</p> <p>Meeting Dates and Agenda Plan</p>

The meeting began at 1:30pm and ended at 3:30pm
CHAIRPERSON

ITEM	ACTION
<p>1. Approach to Communications and Engagement</p>	<p>The Panel unanimously AGREED to NOTE the report.</p> <p><i>The Panel made a recommendation for the Commissioner to report back to the Panel with a plan of action from the Chief Constable on what his plans were to</i></p>

	<i>improve the quality of communication; (webchat, communicating role of intelligence, realistic expectations and build public confidence).</i>
2. Putting Communities First	The Panel unanimously AGREED to NOTE the report.
3. Trust in Policing – Culture Statement	The Panel unanimously AGREED to NOTE the report.
4. Forward Plan (Final Year)	
5. Meeting Dates and Agenda Plan	The Panel NOTED the forthcoming meeting dates.

Vision Zero Update

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No.
19 JULY 2023	Public Report

Report of: Jane Webb, Senior Democratic Services Officer, Peterborough City Council

Contact Officer(s) – Jane Webb

Contact Details – jane.webb@peterborough.gov.uk

PUBLIC COMPLAINTS AGAINST THE POLICE AND CRIME COMMISSIONER FOR THE YEAR 2022/23

1. PURPOSE

1.1 It was agreed at the November 2022 Panel meeting that annually a public complaints report concerning the PCC would be considered by the Panel. This report is for the municipal year 2022/23.

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.

4. BACKGROUND

4.1 A yearly update to the panel on recorded conduct complaints.

5. KEY ISSUES

5.1 The Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 set out how public complaints about the PCC’s conduct should be handled. The Regulations specify when a complaint should be recorded.

5.2 During the year 2022/23 no public complaints were received that met the criteria for recording concerning the Commissioner.

5.3 Any complaints recorded after 1st April 2023 will be included in the next annual report of 2023/24.

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*

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item 9
19th July 2023	Public Report

Report of the Police and Crime Commissioner for Cambridgeshire and Peterborough

Contact Officers – Jim Haylett

Contact Details – cambs-pcc@cambs.police.uk 0300 333 3456

POLICE AND CRIME COMMISSIONER’S ANNUAL REPORT 2022/23

1. PURPOSE

1.1 The purpose of the report is to present to the Cambridgeshire Police and Crime Panel (the “Panel”) the draft Annual Report for 2022/23, issued by the Police and Crime Commissioner (the “Commissioner”) under Section 12 of the Police Reform and Social Responsibility Act 2011 (the “Act”).

2. RECOMMENDATIONS

2.1 The Panel is recommended to review the draft Annual Report for 2022/23, which is attached at Appendix 1 and make a report or recommendation (as necessary) on this Annual Report.

3. TERMS OF REFERENCE

3.1 Item 2 - To review, put questions to the Commissioner at a public meeting, and make a report or recommendation (as necessary) on the Annual Report.

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 the Annual Report.

4.2 Under Section 12 of the Act, the Commissioner must produce an Annual Report on the exercise of the organisation’s functions in the financial

year and the progress that has been made in meeting the police and crime objectives in the Police and Crime Plan. It is noted again that the Police and Crime Plan was endorsed by this Panel in November 2021, and formally published later that month.

4.3 As soon as practicable after producing the Annual Report, the Commissioner must send the report to the Panel. This report and the attached appendix fulfil that requirement. Furthermore, the Commissioner must attend before the Panel at a public meeting, present the report to the Panel and answer the Panel's questions on the report.

4.4 The Commissioner must arrange for the Annual Report to be published.

5. Next Steps

5.1 The Commissioner will respond to the Panel's report and any recommendations they may have on the Annual Report and then publish the Annual Report.

6 Background documents

6.1 Police and Crime Commissioner's Police and Crime Plan.

7 Appendices

7.1 Appendix 1 - Annual Report 2022/23.



Police and Crime Commissioner
CAMBRIDGESHIRE AND PETERBOROUGH
Darryl Preston

DRAFT
Draft 13 – 6th July 2023

Annual report 2022-2023



**Putting
communities
first**



**Crime
prevention**



**Supporting
victims and
witnesses**



**Ethical
policing**



**Robust
enforcement**



Tackling crime and keeping communities safe



Foreword

DRAFT
Draft 13 – 6th July 2023



▲ **Darryl Preston** in Ramsey. Darryl served as both a front line police officer and a senior detective – 10 years in the Met and 20 years in Cambridgeshire. He is currently the National Association of Police and Crime Commissioners (APCC) Lead for forensics and biometrics.

Darryl Preston, Police and Crime Commissioner for Cambridgeshire and Peterborough.

Thank you for your ongoing interest in the work I am doing, alongside partners, to help cut crime and keep people safe.

The good news is police officer numbers grew continually across our county – a record 1,732 were in place at the end of March 2023, 173 more than 12 months previously.

This annual report covers the period 1st April 2022 to 31st March 2023 – it captures the key achievements made over the past 12 months to deliver the priority areas outlined in my *Police and Crime Plan*:

- Putting communities first
- Crime prevention
- Supporting victims and witnesses
- Ethical policing
- Robust enforcement.

I am proud to reflect on a period of rapid progress – and how my office has worked with partners to secure and award substantial extra resources to increase public safety:

- £402K in *Safer Streets* funding in the reporting year to improve the safety of our local communities.
- £166K investment in our Community Safety Partnerships to help combat issues causing day to day concerns for residents – making public places safer and reducing anti-social behaviour, including fly-tipping.
- Continued support for young people across our county – almost £113K was invested through my *Youth Fund* into projects to develop confidence and address risky behaviour.
- An additional £1.1m to enhance support for victims – ensuring all victims and witnesses of crime across the county had access to support when they needed it.

I am absolutely determined to do more by building on this platform of achievements over the coming year.

Tackling crime, keeping you safe

DRAFT
Draft 13 – 6th July 2023

The Commissioner's *Police and Crime Plan*, published in November 2021, sets out priorities to prevent and reduce crime in Cambridgeshire and Peterborough.

The priorities included in the Plan followed extensive consultation with residents, local businesses and other organisations working to support criminal justice and community safety.

The following pages show the progress made against each of the Plan's five themes outlined here:

TACKLING CRIME & KEEPING COMMUNITIES SAFE

PUTTING COMMUNITIES FIRST



We will ensure the police and other partners are listening to the public and working with them to act on their concerns and supporting them to assist themselves.

From initial contact, to rural and business crime, anti-social behaviour, hate crime and speeding.

CRIME PREVENTION



We will work in partnership to understand and tackle the root causes of crime and serious violence through early intervention and rehabilitating people who have offended, while reducing opportunities for people to commit crime.

SUPPORTING VICTIMS AND WITNESSES



We will protect vulnerable people and ensure victims and witnesses are placed at the heart of the criminal justice system, commissioning services to support them.

We will recognise every victim's experience is different and will provide a quality service which maintains their trust and confidence in the criminal justice system.

ETHICAL POLICING



We will ensure the police act with integrity and social responsibility, promoting a culture that is inclusive, diverse and takes equality seriously.

From how they interact with the public they serve, to environmental sustainability.

ROBUST ENFORCEMENT



We will ensure the police and other partners such as courts, prosecutors, probation and local authorities are using criminal justice and other enforcement processes effectively to keep Cambridgeshire and Peterborough safe.



Putting communities first

DRAFT
Draft 13 – 6th July 2023

PUTTING COMMUNITIES FIRST



We will ensure the police and other partners are listening to the public and working with them to act on their concerns and supporting them to assist themselves.

From initial contact, to rural and business crime, anti-social behaviour, hate crime and speeding.

Listening to local residents and acting upon their concerns is a key part of the Commissioner's role.

In line with his *Police and Crime Plan*, the Commissioner works in cooperation with Cambridgeshire Constabulary and the county's community safety partners to keep people safe wherever they live, work or study in the county.

The Commissioner continues to put community safety at the heart of everything he does – from helping to resolve local issues, such as anti-social behaviour, to a dedicated fund which helps young people reach their potential.

What we have done

Residents continue to ask the Commissioner for a more visible and responsive police force.

With record numbers of officers in post – 1,732 by the end of March 2023 – Cambridgeshire was one of the first forces in the country to announce it had met its target under the national 20,000 officer recruitment drive. Of the 500 officers recruited in the past three years, 44% were women.

The Constabulary reported a 6% increase in 999 calls over the year with an average of 428 calls a day recorded in March 2023 – the highest recorded for any March in the last nine years.

The daily average of people using the online webchat service also increased throughout the year with an average of 96 a day in March.

The Commissioner continues to explore with the Chief Constable ways to improve 999 and 101 call handling.

Achievements

The Commissioner is passionate about understanding and addressing the policing needs of local people – regularly visiting communities, local businesses and representatives in our cities, towns and villages as part of a series of ‘District Day’ visits.

A new monthly newsletter was launched to enable people to keep up to date with the Commissioner’s news and activities – [use this link](#) to receive your copy.

Over the year progress included:

- **Keeping rural communities safe** The Commissioner continues to support people living and working in rural areas – the Constabulary’s Rural Crime Action Team (RCAT) reported a 24% reduction in rural crime overall (including heritage, hunting and wildlife crime); hare coursing and poaching were down by 48% and rural criminal damage was down by 36%.
- **Working towards reducing deaths and serious injuries on our roads** Continued support for the county’s road safety partnership, *Vision Zero*, included funding from the Commissioner’s *Casualty Reduction and Support Fund* towards initiatives, such as bike safety campaigns and vehicles for the Constabulary’s Safer Speeds Team to address speed concerns across the county.
- **Helping our businesses to keep safe** The Commissioner held regular meetings with local businesses to help support their needs, from cyber crime to attacks on retail workers.



Darryl Preston with GCSE Criminology students at Jack Hunt School in Peterborough, who were presenting their views about crime prevention models.



Crime prevention

DRAFT
Draft 13 – 6th July 2023

CRIME PREVENTION



We will work in partnership to understand and tackle the root causes of crime and serious violence through early intervention and rehabilitating people who have offended, while reducing opportunities for people to commit crime.

Tackling the root causes of crime and serious violence remains a key priority for the Commissioner in his *Police and Crime Plan*.

Opportunities to help support people away from committing offences so they can lead more positive lives helps to reduce crime – something local people want to see.

What we have done

A range of initiatives were progressed over the year – from community-based crime prevention schemes to support local residents to keep safe, to targeted work by partners to help prolific offenders stop offending.

Another initiative was a proactive ‘listening’ project involving 1,700 young people aged 11 to 18 about how their safety could be improved, how to prevent their exploitation and how to reduce their risk of harm.

Achievements

- **Safer streets** Over £402K secured to tackle anti-social behaviour and violence against women and girls in Peterborough and Wisbech – this brought the total investment from the Home Office’s *Safer Streets* fund to £1.5m.
- **Keeping our young people safe** The Commissioner’s *Youth Fund* continued to help young people develop positive skills which saw them contributing to community safety. Over the last 12 months, 41 projects across our towns, villages and cities received £113K of funding – including a new youth club for young people in Peterborough and a project at *The Junction* in Cambridge.
- **Tackling serious violence** A new legal duty placed on public sector organisations to reduce and prevent serious violence saw the Commissioner convening a countywide workshop to enable partners to create joint plans. National funding will support delivery over the next two years.

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- **Dealing with ‘high harms’** The Commissioner established, and chairs, a new High Harms Board covering the drug strategy, serious violence, violence against women and girls and serious and organised crime.
- **Tackling bike theft** With Cambridge no longer in the top five cities for cycle crime, targeted, robust policing, more investment in CCTV technology and good partnership working has led to a 60% drop in reported cycle thefts in Cambridge and a 49% drop in Cambridgeshire.
- **Keeping people safe online** The Constabulary’s Cyber Protect Team and the [Eastern Cyber Resilience Centre](#) continue to provide advice and information to help protect victims, local communities and businesses from cybercrime.



Darryl Preston at the 2022 Cambridgeshire County Day with Philippa Phipps from the Eastern Cyber Resilience Centre, which is part funded by the Commissioner.



Supporting victims and witnesses

DRAFT
Draft 13 – 6th July 2023

SUPPORTING VICTIMS AND WITNESSES



We will protect vulnerable people and ensure victims and witnesses are placed at the heart of the criminal justice system, commissioning services to support them.

We will recognise every victim's experience is different and will provide a quality service which maintains their trust and confidence in the criminal justice system.

Ensuring all victims and witnesses of crime across the county have access to support when they need it is a key responsibility for the Commissioner – and one he is wholly committed to.

What we have done

Victims and witnesses of crime across Cambridgeshire and Peterborough have had access to a range of high quality emotional, practical and specialist support services over the reporting year.

The Commissioner and his team have worked hard with partners to bring in more than £1.8m in additional resources to enhance services already on offer – some of which are outlined below.

Achievements

- **Support services for victims and survivors of domestic abuse and sexual violence** Increased investment into community-based services provided vulnerable people with support. This bolstered funding to the *Cambridge and Peterborough Rape Crisis Partnership* which collectively supported 1,497 adult and 385 young survivors of rape and sexual abuse.
- **Dedicated specialist support** The county has its highest number of specialist posts based in local services who are supporting survivors of domestic abuse, rape and sexual violence. This includes 16 Independent Sexual Violence Advocates who help navigate survivors through the criminal justice process.
- **Helping young victims and witnesses of crime** The national charity *Embrace – Child Victims of Crime* expanded its support services through a new three-year contract. This has enabled the charity to provide emotional, practical and therapeutic support and advocacy to young victims of crime and their families.
- **Improving support services through innovation** Feedback from rape survivors is enabling real time changes to be made to police processes and support services.

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- **A new Victim Services Fund** To provide organisations who already receive support from the Commissioner with additional funding worth up to £5K to improve access to their services. Over £33K was awarded to eight charities towards funding translation services, livechat, the development of peer support groups and transport costs.
- **A new mental health support service** Run by *CPSL Mind* (Cambridgeshire, Peterborough and South Lincolnshire Mind) to provide emotional support and wellbeing advice to victims and witnesses of crime.
- **Community based support** A successful bid to the Ministry of Justice has brought an additional £295K into the county to enable grass roots organisations such as *One Voice 4 Travellers* and *The Meadows Community Centre* in Cambridge to support victims of domestic abuse and reduce the risk to them and their children.
- **Improving access** Accessibility improvements have been made to [Cambs Victim Services](#) website which provides a single directory for victim and witness support services.



Darryl Preston at the County's Victim & Witness Hub, which is staffed by highly-trained professionals.

Cambridgeshire has one of the UK's best victim and witness support schemes.



Ethical policing

DRAFT
Draft 13 – 6th July 2023

ETHICAL POLICING



We will ensure the police act with integrity and social responsibility, promoting a culture that is inclusive, diverse and takes equality seriously.

From how they interact with the public they serve, to environmental sustainability.

Policing in our country only exists with the consent of the public. There can be no doubt the recent findings detailed in Baroness Casey's review into the Metropolitan Police and of the horrific crimes by police officers seriously impacted public trust and confidence in policing.

While the vast majority of officers are in the service for the right reasons, it is clear there is a lot more work to be done to address issues of culture and ethical policing nationally.

Here in Cambridgeshire, both the Commissioner and the Chief Constable remain committed to ensuring the high standards of policing residents expect in our county is both maintained and enhanced.

What we have done

The Constabulary has been recognised as the first in the country to have developed a culture statement, accompanied by an extensive training programme for new and existing officers.

Achievements

- **Improving standards in policing** Increased investment in the Constabulary's professional standards has enabled robust vetting processes both at the point of application and throughout an officer's career.
- **Independent scrutiny** The countywide Community Scrutiny Panel, made up of volunteers from all walks of life, has continued to provide regular and independent scrutiny of the Constabulary's powers for stop and search and use of force. Feedback is provided for each body worn video scrutinised and this is used by the Constabulary for organisational learning.

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- **A representative police force** The Commissioner continues to support the Chief Constable to improve applications from those from different ethnic backgrounds and faiths. Over the past five years, the force has increased the number of people from Black, Asian and ethnic minority backgrounds serving as police officers by 1.5%.
- **Monitoring police performance** The Commissioner regularly monitors the Chief Constable’s performance through robust governance arrangements – minutes of which are shared on the [Commissioner’s website](#).
- **Detainee welfare** The Commissioner’s Independent Custody Visiting Scheme, made up of volunteers, continues to operate across the county – 51 custody visits were made and 208 detainees spoken to, ensuring their rights and welfare are being managed while in custody. A recruitment campaign resulted in six new volunteers joining the team.
- **Complaints over the reporting period** Between April 2022 and March 2023, the Commissioner considered 53 complaint reviews from the public. 38 of these were valid, with the commissioner upholding over 10% of these. Four complaint reviews remain ongoing. The Office of the Police and Crime Commissioner received no complaints against the Chief Constable that met the criteria for recording and investigating.
- **Force assessment** The most recent assessment of the Constabulary carried out by His Majesty’s Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) can be found on the [HMICFRS website](#).



Some of the Constabulary’s new officers at a 2023 Passing Out Parade.



Robust enforcement

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ROBUST ENFORCEMENT



We will ensure the police and other partners such as courts, prosecutors, probation and local authorities are using criminal justice and other enforcement processes effectively to keep Cambridgeshire and Peterborough safe.

The Commissioner is committed to supporting the Chief Constable with the resources he needs to cut crime and catch criminals.

He does this as Chair of the countywide Criminal Justice Board and by working with the Constabulary and other partners across the criminal justice system to make sure enforcement processes are being used effectively to keep local residents safe.

What we have done

Through his **Business Coordination Board** meetings, the Commissioner holds the Chief Constable to account for the effective delivery of policing across the county. The Commissioner also chairs the countywide Criminal Justice Board – which brings together key partners such as police, courts, probation and the Crown Prosecution Service.

Cambridgeshire Constabulary has continued to focus on keeping local people safe – tackling serious violence and apprehending those who cause harm.

Achievements

- **Tackling serious and organised crime and drug dealing**
Targeted police work has enabled officers to detect more drug offences - all helping to take drugs off our streets. *Operation Hypernova*, the county's biggest ever operation set up to tackle exploitation and illegal drugs resulted in 31 people charged for 139 drug and human trafficking offences, the dismantling of 30 county lines and the seizure of £600,000 worth of drugs.
- **Tackling neighbourhood crime** Police operations targeting bike thefts and personal robbery led to a 30% reduction in neighbourhood crime across the county. This included a 49% reduction in bicycle theft, a 44% reduction in residential burglary and a 23% reduction in theft offences.

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- **Tackling knife crime** More targeted police work, such as *Operation Alliance* continues to tackle street-based violence, with additional patrols carried out where night time economy establishments are operating. Through visits to schools and colleges, the Commissioner continues to work with partners to educate young people about the dangers of carrying knives and the impact this has on the wider community.
- **Keeping our roads safe** December 2022 saw the arrest of 83 suspected drink and drug drivers as part of a Constabulary crackdown which had called on the public to prevent, persuade and report drink or drug drivers to police.
- Helping the Constabulary to **tackle crime in rural areas** Hare coursing across the East of England has fallen by a third thanks to the success of a ‘borderless’ scheme among Eastern region police forces, which makes apprehending and prosecuting hare coursing offenders easier. The agreement, completed with the support of the Crown Prosecution Service, means the forces become one when using certain powers such as Community Protection Notices, automatic number plate recognition (ANPR) and the seizure of dogs.



These lurchers were being used for hare coursing – and part of the offenders’ assets seized by the police.

How the Constabulary is funded

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The Commissioner received a total of £174m of funding for the period of this annual report – April 2022 to March 2023 – a £9.6m increase on the previous year.

In Cambridgeshire, police funding comes from two main sources: a central government grant (56%) and the policing part of council tax (44%).

The Commissioner is responsible for the policing budget. The Chief Constable is responsible for delivering an effective and efficient policing service which provides value for money.

The financial management of Cambridgeshire Constabulary is the responsibility of the Chief Constable within the agreed budget allocation.

The financial accounts will be available on the [Commissioner's website](#) during 2023. Details about how the budget is calculated are on [The Police & Crime Commissioner for Cambridgeshire | Budget \(cambridgeshire-pcc.gov.uk\)](#).

Darryl Preston with Nick Dean, Chief Constable of Cambridgeshire Constabulary.



National policing priorities

The government's Strategic Policing Requirement sets out national threats to public safety which helps the Commissioner and Chief Constable plan and respond to them.

Revised in February 2023, the threats are: Serious and Organised Crime, Terrorism, National Cyber Incident, Child Sexual Abuse, Public Disorder and Civil Emergencies and Violence Against Women and Girls.

As this report covers the year ending 31st March 2023, it does not respond in detail to the revised requirements. The Commissioner is confident these national priorities are included in his *Police and Crime Plan* through which he holds the Chief Constable to account.

Against the national crime and policing priorities, the Constabulary has reported:

- While rare across the county, there were nine **murder and other homicide offences** recorded (14 in the year to July 2019 – the national benchmark date set by government).
- The Constabulary continues to tackle **serious violence and knife crime** through *Operation Guardian*, including targeting hotspots of knife crime and individuals known to carry knives
- **Targeted police work** to disrupt county lines and take drugs off our streets has led to police identifying 36% more drug trafficking and 34% more drug possession offences.
- **Neighbourhood crime** reduced across the county by 30% – this includes a 49% reduction in bicycle theft, a 44% reduction in residential burglary and an 23% reduction in theft offences.
- **Online and cyber enabled crime** increased by 11 additional crimes a month since the year ending July 2019.
- **Improve satisfaction against victims (particularly domestic abuse)** – local data has shown a decline in victim satisfaction with 72% responding they were fairly satisfied.

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Useful links

Some useful links to help keep you in touch with matters relating to policing in Cambridgeshire and Peterborough.

The Police and Crime Commissioner's...

 [Business Coordination Board meetings](#)

Cambridgeshire Constabulary's...

 [Performance, 2022-2023](#)


 [Corporate plan, 2022-2023](#)

The six Community Safety Partnerships in Cambridgeshire...


 [Cambridge City](#)

 [East Cambs](#)

 [Fenland](#)

 [Huntingdonshire](#)

 [Peterborough](#)

 [South Cambs](#)

Contact us


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You can keep up-to-date with the Commissioner's news and activities by signing up to receive his [monthly newsletter](#).

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 10
19 July 2023	Public Report

Report of Police and Crime Commissioner for Cambridgeshire and Peterborough

Contact Officer – Jack Hudson, Director of Governance & Compliance

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POLICE AND CRIME COMMISSIONER'S APPROACH TO INTEGRITY ASSURANCE

1. PURPOSE

The purpose of this report is to share with the Cambridgeshire Police and Crime Panel (the “Panel”) details of the mechanisms the Police and Crime Commissioner (the “Commissioner”) has in place to hold the Chief Constable of Cambridgeshire Constabulary (the “Constabulary”) to account for ethics and integrity.

2. RECOMMENDATION

The Panel is recommended to note the contents of this report.

3. TERMS OF REFERENCE

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 & LEGISLATION

The model of policing we have across the country, is based upon public co-operation. Confidence in policing relies upon the police behaving in a way which maintains the support of the public. Through the Ethical Policing theme of the Police and Crime Plan 2021-24, the Commissioner has outlined the importance of, and his commitment to, holding the Chief Constable to account for ensuring officers and staff across the Constabulary, carry out their roles in line with the standards of professional behaviour expected of all those within policing.

The Commissioner is clear that where standards fall short of expectations, or where something could have been done better, that the Chief Constable has in place processes which mean that complaints will be dealt with fairly and that the outcome is reasonable in the circumstances and lessons can be learnt for the future.

When the Commissioner launched his Police and Crime Plan 2021 – 2024 (the Plan), he committed to ensure the police act with integrity and social responsibility, promoting a culture that is inclusive, diverse and takes equality seriously – from how they interact with the public they serve, to environmental sustainability.

The Commissioner has robust governance arrangements in place to ensure he can carry out his holding to account responsibility and gain assurance on deliverables. The sections that follow will demonstrate these mechanisms and detail how the management of the complaints system features throughout.

5. CONSTABULARY HOSTED CONTROLS ASSURANCE

5.1. Bedfordshire, Cambridgeshire and Hertfordshire (BCH)

Professional Standards Department Scrutiny Panel Scrutiny Panel

The purpose of this panel is to review and advise on ethical, proportionate, and fair decision making by Professional Standards Department (PSD) and Human Resources (HR) in relation to decision making of Conduct and Public Complaint cases, relevant PSD and HR policy, training, and organisational learning. The panel is chaired by the Head of BCH PSD and it meets on a quarterly basis. Membership of this panel includes external advisors on diversity and ethics to the police as well as the Chair of Cambridgeshire Community Panel. The Senior Policy Officer from the Office of the Police and Crime Commissioner (OPCC) attends these meetings, and it is via this channel that the Commissioner is sighted on activity at this Panel. The UNITY staff association lead representing under-represented groups within the Constabulary and the force Ethics and Legitimacy Co-ordinator also attend and provide feedback key messages and findings into the Constabulary.

The Commissioner is satisfied that ethics are considered and scrutinised throughout this meeting as the topics discussed (including, for example, equality and diversity, as well as the national Police Race Action Plan) by nature are steered by the Code of Ethics and ethical issues must be considered. This is supported by an extensive programme of cultural activity to ensure delivery against the force culture statement which was presented to the Panel in March 2023.

5.2. Bedfordshire, Cambridgeshire and Hertfordshire Equality, Diversity and Inclusion Board (BCH EDIB)

This board provides strategic vision and coordination to ensure BCH supports the National Police Chiefs Council (NPCC) Policing Vision 2025¹. The Director of Governance and Compliance from the OPCC is a member on this board for assurance that the force is committed to achieving this. These meetings are chaired by the Deputy Chief Constable (DCC) for Bedfordshire, and they are held bi-monthly, and work is supported by a designated BCH Inclusion coordinator. There is regular attendance at these meetings by BCH stakeholders and force Ethics, Diversity, Equality, and Inclusion (EDEI) strategic leads. BCH and local updates are provided in relation to ongoing and proposed activity including positive action which is managed via local force EDEI Strategic Group meetings.

Ethics points which arise or are discussed at the BCH EDIB are sufficiently considered and agreed decisions and actions are circulated to members for consideration. Force EDEI leads (explained below at section 5.3) discuss such items. Through the Director of Governance and Compliance attending this meeting, the Commissioner is assured that actions are completed and responded to.

5.3. Ethics Diversity Equality and Inclusion Strategic Group (Cams)

This is a Constabulary specific meeting, and the purpose is the promotion of the highest standards of conduct to help create an inclusive working environment through EDEI activity in line with the Code of Ethics, and to provide governance and oversight, reinforcing the core Constabulary Values of Fairness, Integrity, Diligence and Impartiality. It is chaired by the Head of People and Professionalism and force strategic EDEI lead with upward reporting to Cambridgeshire DCC as Chief Officer lead. The group meets bi-monthly and work is supported by a designated Force Inclusion Coordinator. The OPCC are not part of the current membership of this group however as this group reports into the BCH EDIB the Commissioner is therefore assured through this governance arrangement. This group also reports to the Commissioner's BCB in respect of the Constabulary's duties under the Equality Act.

Having discussed this group with the Head of People and Professionalism, the Commissioner is assured that the Constabulary is satisfied that ethics are scrutinised at this meeting as they are considered when discussing agenda items including national

¹ [Policing Vision.pdf \(npcc.police.uk\)](https://www.npcc.police.uk/policing-vision)

drivers such the national Police Race Action Plan, Macpherson and Baroness Casey report, BCH initiatives such as anti-racism training, ethics panels, force culture activity, positive action, equality, and staff network updates amongst others. In addition, this group informs EDEI tactical group activity which also considers and actions ethical issues that arise at the strategic level, as well as dealing with matters for escalation and requiring sign-off at a strategic level. All Constabulary business areas are in attendance. This includes staff associations, support group leads and the force Ethics & Legitimacy Co-ordinator with representation at both the strategic and tactical meetings offering assurance as to the consistency of ethics considered and managed between both EDEI meetings.

5.4. Race and Inclusion Board (Cams)

The Chief Constable chairs this Board. It meets bi-monthly, and their purpose is to maintain and oversee the force response to the four pillars of the national Police Race Action Plan. Each pillar has a designated Chief Superintendent lead who is responsible for delivery against the plan.

The Board is attended by the DCC, Assistant Chief Constable (ACC), Chief Superintendent pillar leads and other business leads, such as PSD and Corporate Communications. This level of corporate governance is deemed necessary by the Constabulary to provide assurance that the longstanding challenges around the lower levels of trust and confidence in Black communities are being addressed and managed appropriately: similarly, that issues are identified, reviewed, and managed appropriately: opportunities are recognised and maximised in line with the national plan.

This Board is informed by a number of local boards and onward reports into the Commissioner's Business Coordination Board (BCB) and it is via this mechanism that the Commissioner is able to scrutinise and hold the Chief Constable to account.

5.5. Ethics Panels

The Constabulary facilitate one internal and one external Ethics Panel on a quarterly basis. Both are currently chaired by an Inspector within People and Professionalism Department. The purpose of this panel is to address questions or dilemmas that have been raised within the workplace where supervisors and staff may not know the appropriate outcome and there is no defined policy or procedure to support. Discretion may be applied, and a proportionate outcome may be determined based on the facts known at the time, however a referral of the 'dilemma' to the Ethics Panels may support

the decision making and assist others in the future.

All items raised at a panel, are documented in the accessible online Ethics Library (held in SharePoint), for all within the force to access if necessary. By hosting external panels for members of the public, this allows the Constabulary to seek the views of volunteer members of the local communities on the same dilemmas, enabling them to consider different perspectives. The Senior Policy Officer from the OPCC attends this for information and assurance on the scrutiny of ethical decision making within policing. This provides additional assurance to the Commissioner that Ethics are being scrutinised internally.

5.6. Complaint Resolution Team

The Complaint Resolution Team (CRT) managed within People and Professionalism Department of the Constabulary provides quarterly updates to the Force Executive Board and subsequent updates to the Commissioners BCB. The report advises around emerging patterns and trends within complaints and identifies opportunities for learning and improvement on an individual, team and force wide basis which would include ethical issues if identified. Through onward reporting to BCB, the Commissioner can scrutinise performance and hold the Chief Constable to account.

The Commissioner also has responsibility for conducting reviews of complaints (See Section 6.1.)

5.7. Business Assurance Meeting

This is where actions and recommendations from His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) reports are discussed. OPCC staff have been attending this as of February 2023 for oversight and assurance that recommendations made by HMICFRS are being considered and progressed. Within the HMICFRS reports ethics and integrity features, and the Commissioner is assured against action taken against any findings through having members of his team attend.

5.8. Youth Justice Management Board

The Constabulary have nominated strategic and tactical stop and search leads to ensure performance and scrutiny is maintained in an effective, fair, proportionate, and transparent manner.

The scrutiny of stop and search involving children and overnight custody of children is

scrutinised and reported on to this Board. A quarterly update detailing stop / strip search data in relation to under 18s conducted by the Constabulary was presented at the April 2023 Board.

Constabulary data regarding the stop and search of children including any strip searches together with any incidence of a child being kept overnight in custody is taken to the Cambridgeshire and Peterborough Youth Justice Management Board and reviewed by relevant partner agencies. The OPCC Chief Executive Officer (CEO) attends this Board on behalf of the Commissioner. Discussion takes place and assurance received as to the appropriate use of police powers in these cases.

CEO of the OPCC attends this on behalf of the Commissioner to ensure that he can be assured that the police are held to count on this.

6. OPCC HOSTED CONTROLS ASSURANCE

6.1. Complaints and Reviews

The Commissioner has a statutory duty to hold the Chief Constable to account for his handling of complaints and to oversee Cambridgeshire Constabulary's complaints system.

The CRT initially handle complaints against officers and staff who work for the Constabulary, as well as complaints about the service provided by the Constabulary as a whole. It is recognised that sometimes CRT may be unable to resolve expressions of dissatisfaction. This may result in PSD recording the matter as a complaint. This is then handled by PSD and upon finalisation, the complainant receives a letter outlining the outcome. The outcome letter also outlines how they can have the handling of their complaint reviewed by the relevant review body. Generally, this request must be made to the relevant review body within 28 days. For most complaints managed by the Constabulary, the relevant review body is the Commissioner.

A review focuses on the handling of the complaint. The review considers whether the outcome of the handling of the complaint was reasonable and proportionate. It is not a reinvestigation of the original incident that led to the complaint. Where it is found that the outcome of the complaint is not reasonable and proportionate, the OPCC will uphold the review and may make certain recommendations to the Chief Constable.

Reviews are delegated to the OPCC and are undertaken by the Review Officer and quality assured by a member of the OPCC's Senior Management Team (SMT) before

finalisation. Once finalised, the complainant is informed of the outcome. Once a decision has been finalised, if the complainant is still dissatisfied with the outcome, they have the option of proceeding with a judicial review.

Between 1 April 2022 and 31 March 2023, details relating to complaint review requests received are as follows;

- Total number of complaint review requests received: **53**
- Number of valid requests: **35 completed, 7 ongoing, 0 not started**
- Number of invalid requests: **6** (2 Requests made outside of 28-day timescale, 2 Cambs OPCC was not the relevant review body, 2 not schedule 3 complaint)
- Number of requests not progressed due to no response from complainant (unable to confirm review request): **2 out of 5**
- Number of complaint reviews upheld: **4**

Complaints against the Chief Constable

The Commissioner has direct responsibility for complaints against the Chief Constable. More serious complaints are referred to the Independent Office for Police Conduct (IOPC) for investigation. The threshold for referring such complaints is set out in IOPC Statutory guidance on the police complaints system 2020.

Following receipt of a complaint against the Chief Constable the OPCC will assess whether the complaint falls within the scope of the Policing and Crime Act 2017 and the complainant's eligibility to make a complaint. Also, whether the matter relates to conduct and or death or serious injury and whether the complaint should be recorded. Local Policing Bodies (the OPCC) are the appropriate authority only when a complaint is about the conduct of a Chief Constable. If the complaint relates to decisions in general or about decisions delegated by the Chief Constable these matters will be referred to the Constabulary's Incident Review Team (IRT) or Complaints Review Team (CRT) for them to resolve or, if not resolved, forward to PSD to be dealt with as a local complaint.

Complaints will be dealt with in accordance with the statutory guidance. In certain circumstances the OPCC will, when required, refer the matter to the IOPC for independent consideration. The OPCC will inform the complainant of their decision whether to record the complaint or not and the reasons behind the decision. The complainant will be informed in writing of any outcome as well as any right of appeal.

Between 1 April 2022 and 31 March 2023, details relating to complaints received against the Chief Constable of Cambridgeshire Constabulary are as follows;

- Total number of complaints received: **1**
- Number of complaints recorded under schedule 3 (meet criteria for CC complaint): **0** (Outcome: not eligible, civil matter)
- Number of complaints not recorded under schedule 3 (do not meet criteria for CC complaint): **1**
- Number of complaint outcomes appealed to IOPC: **0**

Complaints against the Commissioner

The Panel has responsibility for handling complaints against the Commissioner or the Deputy Police and Crime Commissioner. Details of the complaints process is included on the Commissioner's Website and the outcome of complaints made is also detailed on the website.

Between 1 April 2022 and 31 March 2023, details relating to complaints received against the PCC that met the recording criteria;

- Total number of complaints received: **0**

6.2. Independent Custody Visitors (ICVs)

ICVs are volunteers representing the local community. They make unannounced visits to police custody with the purpose of undertaking an independent check on the treatment of detainees, the conditions in which they are being held and ensure that their rights and entitlements are being observed. The ICV Scheme is run by the Commissioner and supported by a scheme manager, who is a member of the OPCC. The Commissioner, the ACC, the Head of Custody and the Scheme Manager meet on a bi-annual basis to ensure that ICVs, and the information gathered by ICVs is being used to effectively hold the Chief Constable to account from the frontline to the senior management.

The Constabulary operates two full time custody suites. Thorpe Wood in Peterborough which has 26 cells, and Parkside in Cambridge which has 12 cells. There are two contingency suites, March which has 11 cells, and Huntingdon which has 10 cells. Through the work of ICVs, the Commissioner can give assurance to the public that people detained by the police in their force area are being treated in a lawful, ethical and transparent way. Ethics feature in ICV visits and ICVs are trained to ensure that they can assess how detainees are being treated from an ethical policing perspective. ICV visits

help to prevent ill-treatment and harm to detainees, and Custody Inspectors value the work of the ICVs in contributing to a safe environment and continuous improvement of custody.

The Commissioner has received positive assurance regarding the constructive relationship between the ICVs and the Constabulary. This is particularly evident in the accessibility provided to ICVs by custody officers, with ICVs welcomed on their visits. The ICVs hold quarterly meetings with the Constabulary Inspectors (whose remit is Custody) for the North and South working areas attending; the OPCC facilitates these meetings. There is also a quarterly meeting of senior OPCC staff and senior officers from the Constabulary, including the Force's Custody Lead, meaning the OPCC can directly hold the force to account re actions taken due to ICV recommendations including because of ethical concerns.

This multi-meeting approach, and the involvement of ICVs provides assurance to the Commissioner that ethics are sufficiently scrutinised. The OPCC attend both the more tactical level meeting and the strategic meeting, assuring the Commissioner that ethics are fully considered and scrutinised in the ICV feedback process. On behalf of the Commissioner, the OPCC are currently progressing the accreditation with the intention of 'Going for Gold' to validate the approach.

The ICV scheme collects a range of data from visits, reporting back at panel meetings and to ICVA. While overall figures are recorded, the key information is the findings from visits, which have continued to inform ICVs, the OPCC and the Constabulary to recognise positive practice and improve processes where necessary.

Between 1 April 2022 and 31 March 2023, ICVs conducted 51 visits and spoke to 208 detainees who were in custody at the time of visits. 61 detainees were not available to speak to (they may have been asleep, in interview, speaking to a solicitor or with a healthcare provider). On very rare occasions ICVs are advised by Custody staff that it would not be advisable to visit a detainee due to them being violent. Visits were conducted at various times throughout the week, and with a concerted effort to visit on different days, including weekends.

In addition, this year we have successfully recruited 11 new ICVs, whom once vetting is completed, will receive training followed by shadowing opportunities alongside other ICVs to develop their skills.

6.3. Stop & Search / Use of Force Community Scrutiny Panels

The OPCC work with the Constabulary to facilitate and attend these Community Scrutiny Panels (CSP). They are independently chaired and membership on the panel includes representatives of the communities of Cambridgeshire and Peterborough. The panel is required to meet a minimum of eight times per year, though in practice it meets eleven times per year including one AGM. The purpose is to provide the Constabulary with a community perspective and help them gain an understanding of the extent of any local concerns and their impact within these communities.

The independent chair is provided with the entire (anonymised) data set for Stop and Search / Use of Force by the Constabulary. The Chair then selects several incidents according to identified themes, for example mental health or age. Panel members read background information relating to the incident and view the Body Worn Videos (BWV) from incidents of Stop and Search Use of Force. The members are trained on how to effectively scrutinise BWV, including doing so against the Code of Ethics. The summary provided of each encounter they scrutinise includes a review of whether it was ethical.

Several members of the Constabulary attend the CSP including both the Constabulary's Force/Strategic Lead and Tactical Lead for Stop and Search / Use of Force, as well as the Constabulary's Ethics and Legitimacy Co-ordinator. Two officers also attend the Panel supporting it by providing the written records and BWV to be reviewed. Having such a strong Constabulary attendance allows them to directly hear feedback including any ethical concerns and answer questions around ethics as they arise.

The OPCC formally notifies the Constabulary of the CSP's observations, feedback, and grading. This formal feedback is assessed (including ethical concerns against the Code of Ethics) by the Constabulary's Tactical Lead who communicates the feedback to the involved officer and their line manager. Any response from individual officers (for example, why they chose a course of action considering the Code of Ethics or the National Decision Making model) is collated by the Tactical Lead and fed back to the CSP so they are reassured it has been acknowledged and actioned.

On a more organisational level, the formal written feedback together with the verbal feedback heard at the Panel meeting is scrutinised at the force's monthly Stop and Search / Use of Force Strategic Meeting, where organisational learning is identified and actioned regarding ethics. From this Strategic level meeting the Force/Strategic Lead can refer ethical concerns up to the Force Operations Board, chaired by the ACC, if

needed. Meanwhile, the Panel feedback is also considered at the monthly Stop and Search / Use of Force Internal Review Group (a more tactical level meeting) from where ethical feedback and actions can be shared more widely across the Constabulary frontline as points of improvement or acknowledgement of good practices. At all the internal review meetings other ethical concerns identified within the organisation may also be raised, discussed, and actioned.

The Constabulary report back to the Community Scrutiny Panel any organisational actions and outcomes taken in response to concerns the Panel raised and notify them of any relevant self-started actions from within the Constabulary, welcoming further feedback, and questions from the Panel. This feedback process also allows the OPCC (through their attendance at the CSP) to be kept aware of the actions and outcomes relating to ethics. Through facilitation of this panel, the Commissioner is assured that ethics are considered at multiple levels within the internal review process and the CSP, which in combination results in robust ethical scrutiny around Stop and Search and Use of Force.

Opportunities to enhance the effectiveness of this panel are implemented when identified and some key achievements in support of Integrity from the panel to date include:

- Continued drive to diversify the membership of the panel to strive for equal representation. Another recruitment drive is scheduled for this quarter.
- The Commissioner has facilitated an increase in web presence (website and social media) to enhance reputation and public confidence.
- Enhanced protection of individuals in Strip Searches
- Improvements the quality of grounds given.
- Increased availability in BWV through a shift in culture and additional charging stations

Between 1 April 2022 and 31 March 2023 the OPCC facilitated 10 Community Scrutiny Panels and scrutinised 33 Body Worn Video incidents of a combination of Stop and Search and Use of Force.

6.4. Business Coordination Board

This is the joint governance forum where the Commissioner holds the Chief Constable to account for the efficiency and effectiveness of the Constabulary officers. The agenda is managed by the Commissioner.

On a quarterly basis, dissatisfaction with the Constabulary is monitored through a complaints report provided by the Chief Constable to the Board, this is published on the Commissioner's website. This allows the Commissioner to hold the Chief Constable to account in terms of performance against complaints and delve into the content of complaints to identify any themes for addressing. The Commissioner can call for reporting on Ethics and Integrity where issues are identified.

6.5. Legally Qualified Chairs

Legally Qualified Chairs (LQC) were brought into being on 1 January 2016 (as a result of the Police (Conduct) (Amendment) Regulations 2015). They are appointed by Police and Crime Commissioners (PCCs), from across the Eastern Region, to serve in a pool of LQCs from which Cambridgeshire PSD can draw upon to chair misconduct hearings.

The OPCC currently have representation on a working group who are responsible for planning the next round of recruitment for LQCs, and this will include a revision of terms and conditions of serving in this role, within which ethics and integrity will feature.

6.6. Internal Audit

RSM undertake reviews of Risk Management as part of their annual internal audit plan. The purpose of this is to provide an opinion of the effectiveness of risk management processes and to assess whether these have been embedded throughout both organisations.

The most recent RSM Internal Audit Progress Report (January 2023) found the following key items regarding integrity:

- They found that the Force has appropriate policies and procedures that ensure employees are aware there is a general duty for all staff to report and challenge misconduct.
- Existing policies make it clear that employees with external business interests are responsible for reporting and maintaining interests. Also for gifts & hospitality, such items are subject to a structured risk assessment, which supports the identification of conflicts of interest or other concerns.
- Where there may be a potential conflict of interest exists, these are reported to the Force by PSD.
- Systems, controls, training and oversight of overtime claims are in place on CARM, and once a month random dip sampling of all claims is carried out to ensure that the

correct job code and rates are being used.

7. External Control Assurance

7.1. Joint Audit Committee

The Joint Audit Committee (JAC) undertakes the core functions of an audit committee in accordance with the guidance set out in the CIPFA publication. The JAC meets quarterly. They provide independent advice and assurance to the Commissioner and the Chief Constable.

The joint Annual Integrity Report 2022/23 was published and presented to JAC in May 2023. It provides a summary of the non-financial integrity arrangements, which the Commissioner and the Constabulary had in place during the reporting period.

It includes the controls process, how the various controls processes operated during the reporting period and evidence of their effectiveness. It also includes a complaints update.

A revised approach to the joint strategic risk register has recently been developed and was presented to JAC April 2023. JAC provided the critical eye, and their feedback has been considered and implemented. The Commissioner is assured that the JAC are providing a critical summary of performance around integrity and management of controls.

7.2. College of Policing – Code of Ethics

The Code of Ethics (CoE) was first published in 2014, by the College of Policing (COP) to provide a framework to support ethical decision-making and clear guidance on the standards of professional behaviour within the police service. This is the key framework to which policing acts.

In 2023 the COP will launch a review of the CoE to better support ethical and professional behaviour in policing. Areas that are being addressed in the review include:

- concerns about misogyny, sexism, candour and upstanding
- conflation of the different elements of the CoE (principles and standards)
- the perceived focus on conduct regulations at the expense of the ethical principles
- the CoE being seen as punitive and not encouraging reflective learning.
- the perceived unequal focus on police officers rather than police staff confusion between the role and standing of the CoE and that of conduct regulations.

To resolve these issues the COP will be replacing the current CoE with three separate but complementary products which provide a framework for ethical and professional behaviour:

- A set of ethical policing principles that can be used to support decision making.
- Some guidance on ethical and professional behaviour which supports the use of the ethical principles in understanding expectations around behaviour.
- A Code of Practice which provides direction to Chief Officers on providing the organisational environment to deliver ethical and professional policing.

PCCs have been engaged with the consultation and will be with the implementation of the reviewed CoE. They will be welcomed to share views on the documents, discuss whether they feel able to 'endorse' the revised CoE and discuss the role that they might play in supporting implementation of the revised CoE and the Code of Practice. The OPCC are already engaged in this process and will continue to have oversight throughout the consultation process.

All forces are also engaged with the CoE review. The Head of People and Professionalism in capacity as force EDEI strategic lead has provided feedback to CoP against the first iteration of CoE. The CoP have created a first draft of the review which is available on their website. This is currently out for consultation and will formally be released to forces on approval. The date of which is TBC.

7.3. Cambridgeshire Out of Court Disposals Scrutiny Panel

Cambridgeshire Out of Court Disposals Scrutiny Panel is managed by an external chair and the panel meet on a quarterly basis. The overarching aim of the Panel is to provide transparency and accountability and increase public understanding, confidence, and trust in how the Constabulary use out of court disposals. Panel membership is comprised of a selection of professionals outside of policing who work within the Criminal Justice arena. The Panel scrutinise a selection of out of court disposal cases each quarter to give an open and independent assessment of the appropriateness of the decision making.

Whilst the assessment of out of court disposals focuses on appropriateness and proportionality as part of this assessment the ethical use of out of court disposals, including adherence to the code of ethics, is a key factor in the scrutiny. Since the independent panel is comprised of a range of Criminal Justice professionals from areas including CPS, Judiciary, Probation, VAWG, Victim Charities, and Youth Offending the

Commissioner is satisfied that they are aware of the role of ethics and are willing to raise ethical issues if they arise.

At quarterly meetings, the Inspector lead, and the Detective Sergeant who supervises out of court disposals attend from the Constabulary, since there is direct attendance by the Constabulary any ethical issues arising are heard. These are then considered in the CJ and Custody department SLT meeting reported on by exception to Force Performance Board, which feeds into BCB for the Commissioner to have oversight.

7.4. HMICFRS

The recent HMICFRS National Thematic Report on Vetting, Misconduct, and Misogyny in the Police Service contained 43 recommendations and identified a further 5 AFIs for all forces. They fall into the following categories:

- i. Updating minimum standards for pre-employment checks.
- ii. Establishing better processes for assessing, analysing, and managing risks relating to vetting decisions, corruption investigations and information security.
- iii. Improving the quality and consistency of vetting decision-making and improving the recording of the rationale for some decisions.
- iv. Extending the scope of the law relating to police complaint and misconduct procedures.
- v. Strengthening guidance for forces in respect of vetting processes, relationships, and behaviours in the workplace.
- vi. Understanding and defining what constitutes misogynistic and predatory behaviour in a policing context.
- vii. Improving the way the police collect corruption-related intelligence.
- viii. Improving the way police assess and investigate allegations of misconduct.

The Commissioner monitors progress against these recommendations and AFIs through attendance at the Constabulary's Business Assurance Meeting.

Another HMICFRS report was on the effectiveness of vetting and counter-corruption arrangements in BCH. The points of note for integrity were:

- a. Improve how force manages the vetting of its workforce, to make sure that post holders have valid clearance for the role undertaken.
- b. Further develop its system to monitor and respond to disproportionality in its vetting decisions.

Progress against these recommendations are monitored at the Business Assurance

Meeting.

7.5. Additional External Assurance

In addition to the governance mechanisms listed above, there are further external sources of scrutiny on ethics and integrity that provide assurance to the Commissioner. These are sources such as NPCC, Home Office and CoP. Reports and activity from any of these external sources are monitored through the existing governance arrangements:

1. NPCC - All police officers and staff will be checked against PND to identify any intelligence of allegations (each force to own this. CC to respond on approach).
2. CoP - updating vetting rules for new and existing officers.
3. HO - reviewing rules around dismissal to simplify the process and give CCs freer hand.
4. HO – consultation underway on vetting, misconduct etc.
5. Independent Reviews - e.g. the Angiolini review (an independent review published in 2017 that looked into serious incidents and deaths in custody, undertaken by Rt Hon. Dame Elish Angiolini DBE QC).
6. Police and Criminal Evidence (PACE) Strategy Group
7. HMICFRS & His Majesty's Inspectorate of Prisons (HMIP)
8. Inquests

8 Closing Summary

The purpose of this paper was to detail all the mechanisms the Commissioner has in place to hold the Chief Constable to account for ethics and integrity. Through the complex interlinking governance frameworks of the OPCC and the Constabulary, all of the mechanisms explored within this paper feature. What is clear from this piece of work, is that ethics is at the core of governance for both organisations and the Commissioner is therefore assured ethics and integrity are scrutinised across the board.

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No.11
19 July 2023	Public Report

Report of Cambridgeshire Police and Crime Commissioner

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DELIVERY OF THE POLICE AND CRIME COMMISSIONER’S POLICE AND CRIME PLAN 2021-24 – PROGRESS REPORT

1. PURPOSE

1.1 The purpose of this report is to provide an update to the Police and Crime Panel (the “Panel”) on the approach for successfully delivering the Police and Crime Commissioner’s (the “Commissioner”) Police and Crime Plan 2021-24 (the “Plan”).

2. RECOMMENDATIONS

2.1 The Panel is recommended to note the contents of this 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 The Panel’s role is to scrutinise and support the Commissioner in the exercise of his statutory functions. Key to this is the Commissioner’s Police and Crime Plan 2021-2024. This Plan was developed following extensive consultation, endorsed by the Panel in November 2021 and published on 29th November 2021. There have been no changes to the Plan since publication.

- 4.2 The Commissioner's Plan is structured around five themes, developed to tackle crime and keep communities safe. Those themes are;
- Putting Communities First
 - Crime Prevention
 - Supporting Victims and Witnesses
 - Ethical Policing
 - Robust Enforcement

Within the Plan each theme includes a summary of what key activities will be undertaken and delivered during the lifetime of the Plan.

- 4.3 Key deliverables were developed and continue to be developed, designed to progress each of the Commissioner's five themes. Other activities developed to support the effective and efficient running of the Commissioner Office were also incorporated into the Delivery Plan. The Delivery Plan is the mechanism by which shared outputs and outcomes will enable all agencies and partners to support tackling crime and keeping communities safe.
- 4.4 Much of the work contained within the Delivery Plan involves external partners and stakeholders. There is an ongoing risk-based approach to scope and prioritise deliverables. There are interdependencies between activities and upon completion, further work can be identified as being needed. As such timescales for delivery may change over time.
- 4.5 To enable the Panel to scrutinise and support the Commissioner, members asked the Commissioner for an indication of future activity that will be undertaken to deliver the Plan. In accordance with this request, key deliverables, and activities of note as well as completed and new key deliverables for each theme are detailed in Section 5. The key deliverables presented cover activity up to the point of the 2024 Police & Crime Commissioner elections, currently scheduled to take place in May 2024.
- 4.6 It was agreed at the outset that a comprehensive update to the Panel against the delivery of the Plan will be provided, bi-annually (See 6.2 below). This report provides an additional interim progress report on the delivery of the Commissioner's Police and Crime Plan, to compliment the Annual Report 2022/23.

5. POLICE AND CRIME PLAN 2021-24 THEMES

5.1 Putting Communities First – Priorities for Action

What we will do: We will ensure the police and other partners are listening to the public and working with them to act on their concerns and supporting them to assist themselves. From initial contact to rural and business crime, anti-social behaviour, hate crime and speeding.

Completed deliverables / activities of note:

- The Casually Reduction Officer has supported partners to engage with schools and young people across the county to raise awareness of road safety matters and the work of the Vision Zero Partnership. In the past six months they have;
 - Completed over 100 visits to Schools, Colleges and Businesses across the county, resulting in education through face-to-face engagements of around 5500 young people through road safety workshops and public events for young people.
 - Other engagement activity includes Local Radio Interviews, social media posts to push road safety messages. These have included interviews with BBC which was an online report, several local radio interviews with HEART FM, Black Cat Radio and Huntingdon Community Radio.
 - We will continue to support the county's Vision Zero Partnership

Current Deliverables

- The Implementation of a new and accessible website as part of the Single Online Home (SOH)

Update: In July 2022, the OPCC commenced the development of a new and more accessible website as part of a TriForce project to improve digital accessibility. Support is provided by the national Single Online Home (SOH) project team. It is intended to provide nationally consistent, locally branded services to enhance the user-experience. It is also intended to free up time and budgets, reduce administration and improve efficiency. The website was expected to go live in Q1 2023/24. Technical and migration issues set back the go live date to 12 July 2023.

- Problem Solving Local Issues of Concern

Update: All six CSPs now have the capacity in place to co-ordinate problem solving work to tackle local issues that matter to our communities. Four areas took up the opportunity for additional capacity through OPCC funding for problem solving posts. Support, best practice sharing and grant monitoring is ongoing. These posts are

adding value and now well embedded, with many examples of issues they are dealing with. Notable is being able to engage more directly with the public and resolve issues earlier than in the past, before they escalate. They are also generating many bids into the Commissioner's Safer Communities Fund to tackle local issues of concern, from CCTV and other preventative measures in hot spot areas, to fly tipping clearance and prevention. They have also bids for the Commissioner's Youth Fund where diversionary activity has The OPCC has also provided input on this partnership problem solving capacity for a number of recent training sessions for police. National ASB week has provided a focus on communications activity to promote this partnership work.

- **Review of community remedy framework and role in Community Trigger**

Update: Community Remedy was introduced as part of the Anti-Social Behaviour, Crime and Policing Act 2014 to give victims of low-level crime and anti-social behaviour a greater say in how offenders should be dealt with. The Commissioner is responsible for providing a list of actions for victims to choose from. This list is known as the Community Remedy. The current Community Remedy document was put in place when the duty was first enacted so it is timely it is reviewed. Consultation with the Constabulary has taken place. Draft options presented at the Business Coordination Board on 18 May 2023 and agreed. Further consultation with stakeholders has been agreed with consultation to coincide with national ASB week, which takes place w/c 3 July 2023. The list will then be brought back to BCB for final approval in Q2 2023/24. The list of actions within the Community Remedy and the approach the Constabulary will take will be published on both the Commissioner's and the Constabulary's website.

- **Ongoing Business Engagement**

Update: Activity is ongoing to work in partnership with the business community and the Constabulary to gather evidence of concerns; provide opportunities for businesses to have voice heard; and provide crime prevention information to better protect themselves. The Commissioner continues to use 'District Days' to engage with local businesses to better understand their needs. The Commissioner also continues to spend time within the retail sector speaking to store managers about incidents of violence against shop workers most recently visiting Lidl in Peterborough.

Separately a virtual engagement opportunity for businesses to listen to advice from the Eastern Cyber Resilience Centre (ECRC) and Constabulary team during a lunchtime webinar will be held in Q2/Q3, 2023/24.

- **Respond to the Review into the role of Police and Crime Commissioner.**

Update: Part 2 will look at the role of the PCCs in the partnership landscape and assess whether their current set of tools and levers are sufficient to drive and co-ordinate local activity to reduce crime, combat drug misuse and tackle anti-social behaviour. Included in this is a focus on Community Safety Partnerships. Progress is dependent upon the progress of this national Review. Part one of the CSP review is a targeted consultation, aimed at PCCs and CSPs, this was launched in March this year. The outcome of this consultation is awaited. Cambridgeshire is in a good position in relation to the issues which have been consulted upon so far such as information sharing, links between the Police and Crime Plan and local plans.

Four products coming out of Part One on the PCC Review were recently released and are being considered by the OPCC. These include a mediation framework and revised Accountability Guidance, a template letter of appointment for chief constables and schedule of permitted payments.

As part of its regular horizon scanning activity the OPCC continues to maintain a vigilant stance on national developments. It will also help in implementing any announced changes to government policy, decisions or initiatives at a local level.

5.2 **Crime Prevention – Priorities for Action**

What we will do: We will work in partnership to understand and tackle the root causes of crime and serious violence through early intervention and rehabilitating people who have offended, while reducing opportunities for people to commit crime.

Completed deliverables / activities of note:

- **Prevention and Vulnerability Hubs**

Update: The Constabulary's Prevention and Vulnerability Hubs launched at the end of June. They bring together specialists from the Vulnerability Focus Desk, Out of Court Disposal team and Partnerships and Prevention team to embed preventative policing, problem solving and provide a continued focus on vulnerability across the force.

Current Deliverables

- **Police Race Action Plan**

Update: This is linked to the Integrity Assurance Report 2022/23 which provides assurance as to how the Constabulary are progressing the Police Race Action Plan.

- **Drug strategy implementation.**

Update: Partnership oversight takes place through the Drug and Alcohol Delivery Board, with strategic oversight as the Combating Drugs Partnership through the High Harms Board chaired by the Commissioner. The Commissioner is also Senior Responsible Owner for the strategy in Cambridgeshire. Regular updates through the High Harms Board. Recent update in Q1 2023/24 demonstrated Cambridgeshire is meeting the governance expectations set out by the Government as reflected in national reporting. Outcomes are also monitored through these local governance arrangements. The national outcomes framework was published in May and will inform future local performance monitoring. The High Harms Board supported a recent proposal to further develop local arrangements for responding to drug related deaths. The OPCC has also supported partners to maintain a thematic focus on prevention work with young people and those in treatment who also require psychological support.

- **High Harms Board**

Update: The High Harms Board has now been established for one year. With a focus on serious violence, the drug strategy, violence against women and girls and serious

& organised crime the Board has achieved good partnership engagement and providing strategic oversight and direction across these significant themes.

- **Serious Violence Strategy**

Update: Following the Duty commencing at the end of January this year the Constabulary have engaged with strategic partners to inform an initial needs assessment, which will now be developed further and inform the development of the strategy and partnership approach. The OPCC commissioned a youth listening project to enable partners to better understand the views of young people in terms of how safe they feel. The OPCC hosted a partnership workshop in March to enable partners to undertake a gap analysis of services and identify opportunities to fill these gaps. Since the workshop the OPCC, as the recipient of new national serious violence funding, has been working with multiple partners to develop the necessary projects and interventions which will come into place through 2023/24 & 2024/25. A Serious Violence Project Co-ordinator, hosted in the Constabulary, took up post in June. Final strategy to be published on a public-facing website and submitted to the Home Office by 31/01/24.

5.3 **Victims and Witnesses– Priorities for Action**

What we will do: We will protect vulnerable people and ensure victims and witnesses are placed at the heart of the criminal justice system, commissioning services to support them.

We will recognise every victim's experience is different and will provide a quality service which maintains their trust and confidence in the criminal justice system.

Completed deliverables / activities of note:

- **Successful bid to Home Office to manage the risk of domestic abuse perpetrators and stalkers**

Update: An OPCC led bid was successful and secured funding worth £786k over two years to deliver behaviour change programmes and provide support for victims. This includes an innovative Multi Agency Stalking Intervention Programme through which a Consultant Psychologist, police officer and Independent Domestic Violence Advocate work in partnership. This is one of only five such teams in the country. The OPCC is project managing the delivery until March 2025.

- **Mobilisation of several new services**

Update: Staff in the OPCC have supported the mobilisation of **Hourglass** (which raises awareness of and professionalises the support of older victims of domestic abuse); **CPSL MIND** who are delivering mental health wellbeing support for victims and witnesses of crime; a new outreach post based in the **Victim and Witness Hub** supporting victims of serious (non-VAWG) crime; and a **specialist domestic abuse worker supporting men** across the county based in **Peterborough Women's Aid**.

- **Review of provision for victims of crime requiring mental health support**

Update: The OPCC supported the Constabulary to undertake a full review of the IMHT (Integrated Mental Health Team) service to ensure it met the current requirements. Moving forward this service will be considered as part of the Constabulary's response to the national 'Right Care, Right Person' dialogue.

- **Rape Engagement Project**

Update: This 18-month innovative joint Constabulary and OPCC project has now completed. It has enabled real-time feedback to change police processes, guide

ISVA approaches and improve the experiences of rape survivors who have reported to the police. The project is being replicated in other areas following national interest.

Current Deliverables

- **Review of Victim and Witness Hub**

Update: As part of the commissioning cycle, undertake a joint review of the Victim and Witness Hub service. A new data warehouse has been developed to enable the OPCC to directly access monthly data. The independent review specification is being finalised and the OPCC is linking into national work reviewing in-house hub models of delivery.

- **Victim Services Provider Forum**

Update: An event is being organised to bring together local providers to gather best practice and celebrate successes. This will be held in September.

- **Child and Adolescent to Parent Violence and Abuse**

Update: YMCA Trinity are working in partnership with the OPCC to deliver the Respect Young People Programme to support families experiencing Child and Adolescent to Parent Violence and Abuse (CAPVA). Early evaluation shows this reduces police demand by 94% and improves the lives of families.

New deliverables

- **Monitoring the progress of the Victim and Prisoners Bill through parliament**

This Bill has significant implications for PCCs linked to the commissioning of services and a new responsibility to monitor all agencies' compliance with the Code of Practice for Victims of Crime. The OPCC is actively planning for the changes this Bill proposes and is supporting a new countywide VAWG Needs Assessment which is being commissioned by the Local Authority.

- **Supporting the re-commissioning of the Sexual Assault Referral Centre**

The OPCC has led a month-long period of engagement to ensure the views of service users, support providers and police officers inform the process. This core re-commissioning project will remain a significant workstream for the next 12 months.

5.4 **Ethical Policing– Priorities for Action**

What we will do: We will ensure the police act with integrity and social responsibility, promoting a culture that is inclusive, diverse and takes equality seriously – from how they interact with the public they serve, to environmental sustainability.

Completed deliverables / activities of note:

- **Produce and publish an Integrity Assurance Report 2022/23;**

Update: Integrity Assurance Report 2022/23. Development and publication scheduled for Q1 2023/24. This has been delivered and a comprehensive report on Integrity Assurance has been included as a Report presented to this Panel.

- **Independent Ethics Board**

Update: This is linked to the Integrity Assurance Report 2022/23 which presents the arrangements that are currently in place within the governance frameworks of the Commissioner and the Constabulary against the Code of Ethics. Included in the paper is an evaluation piece which has been carried out in collaboration between the OPCC (on behalf of the Commissioner) and the Constabulary, to identify whether there is sufficient assurance against the College of Policing's (COP) Code of Ethics and the scrutiny of Ethics. It is considered that sufficient assurance is in place at this time, but this will continue to be monitored on behalf of the Commissioner.

- **Annual Review Scrutiny Panels (Stop & Search and Use of Force)**

Update: The AGM took place on 21 March 2023 with a new Chair appointed. Annual review highlighted further opportunities for continuous improvement. There is a recognition that there are further opportunities for independent scrutiny of the use of police powers and the OPCC are working with the Constabulary on these developments. This includes the areas of Custody not necessarily covered by the Independent Custody Visitors Scheme. Further opportunities are being progressed. See new deliverable.

Current Deliverables

- **Review Independent Custody Visitor**

Update: Activities ongoing. Structured self-assessment process is progressing in line with the assessment process agreed by the Independent Custody Visiting Association (ICVA). Comprehensive update provided Integrity Assurance Annual

Report 2022/23 Submission of assessment against Quality Assurance Framework scheduled for Q2/Q3, 2023/24.

- **Develop plans for the ethical use of biometrics in law enforcement (as APCC national lead)**

Update: Activities ongoing. This is a long-term national project to develop the APCC policy on facial recognition, new biometrics and data analytics.

- **Annual Sustainability Report 2022/23**

Update: In May 2022 the Sustainability Strategy for the Constabulary was approved. The Strategy set out five themes that the Constabulary are working to in pursuit of carbon reduction and achieving carbon net zero by 2035. A transition plan was developed for each theme which sets out the intended actions to be taken within the theme as part of the Constabulary's journey to net carbon zero. Most of the Constabulary's direct carbon emissions are through the built estate and the operation of the fleet. Therefore, these two areas have been the focus of the initial transition plans to begin the move to more reduced carbon arrangements. The Fleet and Estates transition plans were presented to BCB in Q4 2022/23 where they were endorsed. The Commissioner will continue to monitor progress against these plans.

- **Promoting Access to the Complaints System**

Update: Further opportunities to promote access to the complaints system is being progressed. This includes accessibility through the move to Single Online Home, the use of monthly digital newsletters, social media and engagement opportunities.

New Deliverables

- **Custody Detention Scrutiny Panels**

Update: The Custody Detention Scrutiny Panels guidance has been developed to increase transparency, scrutiny and performance within police custody. It's development has been cognisant of recent high-profile incidents of public concern, that have had negative consequences for police confidence and trust, as well as various national recommendations made to policing on both racial disproportionality and custody. The OPCC are working with the Constabulary on governance arrangements. The approach will build upon existing practice in policing, including Stop and Search panels.

5.5 **Robust Enforcement– Priorities for Action**

What we will do: We will ensure the police and other partners such as courts, prosecutors, probation, and local authorities are using criminal justice and other enforcement processes effectively to keep Cambridgeshire and Peterborough safe.

Current Deliverables

- **Ensure Constabulary progress in cutting crime and delivery against the National Crime & Policing Measures;**

Update: The prevention of crime and disorder the Elected Local Policing Bodies (Specified Information) (Amended) Order 2021 requires the publication a statement on the contribution on the Constabulary to achieve improvements against the National Crime & Policing Measures. This is embedded into business as usual. Progress against these measures is a standing agenda item for the Commissioner’s Business Co-ordination Board (BCB). These meet quarterly. BCB is the primary meeting in which the Commissioner holds the Chief Constable to account for the efficiency and effectiveness of the Constabulary. The Chief Constable reports progress its performance against the Police and Crime Plan 2021-24 as well as the National Crime & Policing Measures. Papers and minutes are published on Commissioner’s Website. The most recent meeting occurred on 18 May 2023.

The Director of Governance and Compliance oversees the content of the PCC’s website, in terms of its openness and transparency and its compliance with the government’s Specified Information Order.

- **Strategic Policing Requirement 2023.**

Update: Published on 20 February 2023 the 2023 version introduces Violence Against Women and Girls (“VAWG”) as an additional national threat, and reaffirms the validity of the existing threats. The national threats are set out in the SPR. The inclusion of violence against women and girls as a national threat sets clear expectations for:

- local and regional police capabilities to tackle violence against women and girls
 - how local forces work with others, including collaborating with other agencies
- Other changes include:
- a more detailed description of how threats should be tackled by police forces
 - strengthened governance and assurance arrangements, including a requirement for more distinct references to SPR in police and crime plans

- an enhanced serious and organised crime section, to ensure prominence for crime types such as fraud and organised immigration crime

It is acknowledged that this new deliverable may result in other pieces of work which are being scoped out.

- **Working with partners in the Criminal Justice System**

Update: The Commissioner continues to Chair the Criminal Justice Board. The Board is in the process of refreshing its approach following Covid to ensure it meets the new expectations which have been set out nationally. It continues to monitor delivery and strategic issues within the Criminal Justice System. Recent issues of focus have included court Covid recovery plans and ensuring appropriate rape outcomes within the criminal justice system. In April 2023 the Policing Minister highlighted the strong performance in Cambridgeshire in relation to case file quality performance.

6. MONITORING DELIVERY OF THE PLAN

- 6.1 The Commissioner holds the Chief Constable to account for the efficiency and effectiveness of the Constabulary through a range of governance and assurance mechanisms. Quantitative and qualitative reports, such as the Constabulary's quarterly performance reports and individual reports on how the Commissioner's Office and partners are supporting the delivering of the Plan are monitored through these mechanisms.
- 6.2 It was agreed that updates to the Panel against the delivery of the Plan will be provided twice a year. At the end of the financial year, this update will be through the presentation and publication of the Commissioners Annual Report. This additional report has been produce to compliment the Commissioner Annual Report 2022/23, providing an update on key deliverables going forward into 2023/23.

7. BACKGROUND DOCUMENTS

- 7.1 Police and Crime Commissioner's 'Police and Crime Plan 2021-24'

<http://www.cambridgeshire-pcc.gov.uk/police-crime-plan/>

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 12
19 JULY 2023	Public Report

Report of: Jane Webb, Senior Democratic Services Officer, Peterborough City Council

Contact Officer(s) – Jane Webb, Peterborough City Council

Contact Details – jane.webb@peterborough.gov.uk

RULES OF PROCEDURE

1. PURPOSE

1.1 The purpose of this report is to review the Rules of Procedure, as set out in the appendix to this Report.

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) 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. The Rules of Procedure are attached at Appendix 1.

5. KEY ISSUES

N/A

6. IMPLICATIONS

6.1 N/A

7. CONSULTATION

7.1 N/A.

8. NEXT STEPS

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

9. BACKGROUND DOCUMENTS

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

9.1 None.

10. APPENDICES

10.1 Rules of Procedure (Appendix 1)



Cambridgeshire Police and Crime Panel Rules of Procedure

1.0 General

1.1 In this document:

- the “Panel” is the Police and Crime Panel for the Cambridgeshire Police Force.
- the “Clerk” is the financial, administrative, scrutiny and other officer support to the Panel.
- the “Host Authority” is the council which is host to the Clerk 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 consider 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 Clerk 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 Chairperson 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 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 paragraph 4.12.
- 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 consider appropriate. Papers will normally be sent by email.
- 4.11 The Clerk 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 Clerk 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 Clerk (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 principal agenda item shall be admitted as stated in standing order 4.9

Questions and Statements

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 Clerk in advance of the meeting. To guarantee acceptance (subject to paragraphs 7.9 and 7.10), the Questioner's submission must be received by the Clerk not later than 12 noon, three working days before the meeting date. Submissions received after the deadline may be accepted at the discretion of the Chairperson.

7.6 Each question or statement must give the name and address of the Questioner. All questions and statements to be addressed to the Chairperson.

7.7 The Clerk shall circulate copies of all questions and statements to Panel members in advance of the meeting.

7.8 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.



- 7.9 If the Chairperson decides that a matter is urgent, he or she can allow a question or statement without having received notice, as at paragraph 7.5, provided a copy of the question or statement is delivered to the Clerk not later than:
- (a) 10am on the day of the meeting for meetings held in the afternoon.
 - (b) 4pm on the (working) day before the meeting for meetings held in the morning.

In such circumstances, the Chairperson shall have discretion as to the order in which it is presented to the meeting.

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

- 7.11 If the Clerk considers that a question or statement 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 or statement 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 Clerk shall inform the Chairperson who will then decide whether or not to accept the question or statement to be put. If the Chairperson decides not to accept a question or statement his or her reasons will be recorded in the minutes of the meeting and will not be open to debate.

- 7.12 The Clerk may edit any question or statement provided the person asking the question or statement is consulted about any alteration.

- 7.13 The Clerk will enter each question or statement received in a book open to public inspection and will within two working days send a copy to the Panel or the nominated respondent. In addition, a copy of all questions, statements and responses will be published on the Panel's website and added as an annex to the meeting's minutes.

- 7.14 Two minutes are allowed to the Questioner to read or explain each submitted question or statement.

- 7.15 If a questioner who has submitted a written question or statement 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.

- 7.16 A questioner who has put a question or made a statement in person may also put one supplementary question without notice to the member who has replied to his or her original question or statement. A supplementary question must arise directly out



of the original question, statement or the reply and be directed to clarifying the reply. The Chairperson may reject a supplementary question on any of the grounds in paragraph 7.11 above. One minute is allowed for putting a supplementary question.

7.17 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.

7.18 The person asked the question may refuse to answer but must give his or her reasons for doing so.

7.19 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

7.20 Members and residents can present petitions.

7.21 Every petition must be polite and must be relevant to the responsibilities of Panel.

7.22 The petitioner must say what the petition is about without commenting.

7.23 Petitions must contain at least 3 signatures. To present a petition, the Clerk 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 Clerk for consideration.

7.24 There will be no debate about a petition when it is presented.

7.25 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

7.26 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 or making statements, without prior notice, during the debate on items on the agenda.

7.27 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 Clerk **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 Clerk 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 Clerk 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 Clerk, 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 Clerk 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 Clerk 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, not just those present, 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, not just 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 Office for Police Conduct (the 'IOPC').



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 IOPC or cease to be investigated by the IOPC.

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) Public Involvement.
- c) 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 Clerk 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 Clerk 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 Clerk 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 Clerk 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 Clerk) 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 Clerk has identified as being confidential under the Access to Information Regulations.

7.4 The Clerk 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 Clerk will produce a record of every decision/recommendation within five working days of the meeting. The record will include a statement of the reasons for each decision and, where appropriate, any alternative options considered and rejected at that meeting.
- 11.2 A record of decision/recommendations will still be published even if no decisions or recommendations were made, just to ensure there is no ambiguity about what the absence of a decision notice means. All such decisions will be recorded in the Panel's minutes which will be published within fifteen working days of the meeting.
- 11.3 The published draft minutes for the previous meeting, will be replaced with finally approved version within five working days of their sign-off.

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 13
19 JULY 2023	Public Report

Report of: Jane Webb, Senior Democratic Services Officer, Peterborough City Council

Contact Officer(s) – Jane Webb

Contact Details – jane.webb@peterborough.gov.uk

CAMBRIDGESHIRE POLICE AND CRIME PANEL - ADMINISTRATIVE COSTS AND MEMBER EXPENSES

1. PURPOSE

- 1.1 This report provides details about the budget claimed to support Cambridgeshire's Police and Crime Panel, including the expenses claimed by Panel Members.

2. RECOMMENDATIONS

- 2.1 The Panel notes the financial position for costs associated with administrative support and member expenses.

3. TERMS OF REFERENCE

- 3.1 The report is in accordance with the inter-authority agreement of July 2012 concerning the arrangements of the Panel.

4. BACKGROUND

- 4.1 The Home Office provides grant funding to Host Authorities to support the running costs of Police and Crime Panels. The confirmed total annual funding for the Cambridgeshire Police and Crime Panel for the financial year 2022/23 is up to £65,260.

As agreed previously, the annual costs of the Panel, reduced by the figure of grant from the Home Office or any other source, shall be borne between the Authorities equally. However, to date this has not been required.

5. KEY ISSUES

- 5.1 Between October 2012 and the current date Peterborough City Council, the host authority, has provided staffing and other support to set up, establish and run Cambridgeshire's Panel. Most costs are associated with day-to-day management and support of the Panel's functions. This includes specialist support where required from teams across the council such as Legal, HR, Communications, Finance and Governance. The total costs for 2022/23 are £64,630 and are broken down as follows:

Breakdown of expenditure (items)	21/22 £	22/23 £
Catering	0.00	162.50
Training	1,260.00	1,995.00
Room Hire	0.00	221.40
Subscriptions	225.00	420.00
Staff Costs	61,109.05	59,833.37
Members' Travel expenses	742.40	811.38
Printing Agendas	96.29	116.35
Staff Travel & expenses	318.24	495.00
Audio Streaming	720.00	470.00
Room Cleaning (professional due to COVID)	105.00	105.00
Security (required at meeting)	40.50	0.00
TOTAL	64,616.48	64,630.00

- 5.2 The Panel held five meetings, all live streamed to the public via Peterborough City Council's YouTube page, this has incurred a cost to live stream each meeting, agreed by the Panel to be continued indefinitely due to the benefits of streaming to the wider public. These costs can be kept to a minimum when livestreamed from the host authority's own venues or those serviced by the same audio/love stream provider. Informal meetings have continued on a virtual basis to keep costs down and to value Members time, due to the travel time and costs that would be incurred for such meetings.

The Panel's budget for the year was £65,260 and of this, £64,630 was claimed, leaving only £630 unclaimed.

The Council also receives grant to cover Panel Members expenses. Each member may claim up to £920 per annum in expenses. In 2022/23 Members claimed a total of £811.38. A breakdown of Member expenses is set out below:

Councillor/Member	Mileage/Train/Bus/Parking Costs
Cllr Alan Sharp	66.90
Cllr Anna Bradnam	108.00
Cllr Count	59.00
Cllr Hart	121.90
Cllr Gilderdale	99.53
Edward Leigh	112.70
Claire George	243.35
Total	£811.38

6. IMPLICATIONS

- 6.1 The costs of supporting the operation of the Panel will be contained within funding provided by the Home Office for this purpose. It is therefore anticipated that no funding contributions will be required from Authorities.

7. CONSULTATION

7.1 Not applicable.

8. NEXT STEPS

8.1 The budget will be monitored in accordance with the normal arrangements of the Host Authority and reported to future panel meetings on a regular basis.

9. BACKGROUND DOCUMENTS

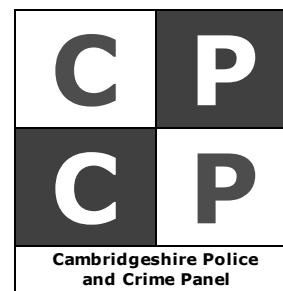
Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None

10. APPENDICES

10.1 None.

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AGENDA ITEM 14

**CAMBRIDGESHIRE POLICE AND CRIME PANEL
DRAFT AGENDA FORWARD PLAN 2023-2024**

DATES	ITEMS
19 JULY 2023 - AGM 1:30pm Bourges/Viersen Rooms Town Hall Peterborough	Review Actions & Recommendations from the previous meeting Public Questions Review of Complaints Police and Crime Commissioner’s Annual Report Integrity in Policing Rules of Procedure/Panel Arrangements Administration Costs & Member Expenses Meeting Dates and Agenda Plan
20 SEPTEMBER 2023 1:30pm Bourges/Viersen Rooms Town Hall Peterborough	Review Actions & Recommendations from the previous meeting Public Questions Serious Violence Strategy Harm to Hope Drug Strategy High Harms Board Cambridgeshire Police and Crime Panel Annual Report Meeting Dates and Agenda Plan
29 NOVEMBER 2023 1:30pm Civic Suite Huntingdonshire District Council Huntingdon	Review Actions & Recommendations from the previous meeting Public Questions Commissioning and Grants OPCC – Forward Plan Meeting Dates and Agenda Plan
31 JANUARY 2024 1:30pm Civic Suite Huntingdonshire District Council Huntingdon	Review Actions & Recommendations from the previous meeting Public Questions Precept Report 2024/2025 (full meeting – given importance) OPCC – Forward Plan Meeting Dates and Agenda Plan
14 FEBRUARY 2024 1:30pm TBC	If needed (Veto)



13 MARCH 2024 1:30pm TBC	Review Actions & Recommendations from the previous meeting Public Questions Meeting Dates and Agenda Plan
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