



**MINUTES OF A MEETING OF THE SHADOW CAMBRIDGESHIRE AND  
PETERBOROUGH POLICE AND CRIME PANEL  
HELD AT HUNTINGDONSHIRE DISTRICT COUNCIL  
ON 12 SEPTEMBER 2012**

**Members Present:** Councillors Ablewhite, Bick, Curtis, Elsey, Khan, McGuire, Palmer, Shelton, Walsh, West and Wilkins

<b>Officers Present:</b>	Diane Baker	Peterborough City Council
	Gemma Barron	South Cambridgeshire District Council
	Liz Bissett	Cambridge City Council
	Mike Davey	Cambridgeshire County Council
	Alex Daynes	Peterborough City Council
	Dorothy Gregson	Cambridgeshire Police Authority
	Kim Sawyer	Peterborough City Council
	Cristina Strood	Cambridgeshire Police Authority

**1. Welcome and Introduction**

An apology was received from Adrian Chapman.

**2. Election of Chairman**

Councillor McGuire was nominated and seconded. There were no other nominations and Councillor McGuire was therefore elected as chairman of the Panel and further passed on his thanks to all the officers and councillors who had contributed to establishing the Panel meetings.

**3. Election of Vice Chairman**

Councillor Walsh was nominated and seconded. There were no other nominations and therefore Councillor Walsh was elected as vice-chairman of the Panel.

**4. Terms of Reference and Rules of Procedure**

Kim Sawyer introduced a report to enable the members to review the terms of reference and rules of procedure to be adopted by the Police and Crime Panel. Highlighted information included the power of veto by the Panel regarding the selection of a Chief Constable, the special functions of the Panel and its discretionary powers. It was noted that the regulations were still being developed and further clarity and interpretation of them would be provided when it was available.

Comments and responses to questions included:

- Selection process for a Chief Constable would be addressed at a future meeting;
- Scrutiny aspiration of the Panel needs to be balanced against available budget;
- Need to consider roles and work of other scrutiny bodies across the county to avoid duplication of work;
- Annual work programme should be developed;
- Chairman should be elected on an annual basis starting in January and reviewed following elections each year in June;
- Public involvement in meetings should be allowed to enable questions to be asked and would preferably be in a public section, maybe at the beginning of the agenda instead of throughout the meetings.

## **ACTIONS**

1. Include the confirmation process for appointment of relevant officers e.g. a Chief Constable on a future agenda;
2. Revise the Rules of Procedure to enable:
  - a. Election of chairman in June each year (following election);
  - b. Establishment of task and finish groups; and
  - c. Public participation section for each public meeting including questions and answers (including provision for supplementary questions).

## **5. Appointment of Police and Crime Panel Co-optees (using the LGA guidelines)**

Mike Davey introduced a report outlining the steps required to appoint the independent co-optees who are required to sit on the Police and Crime Panel and seeking approval from the Shadow Police and Crime Panel to implement the process. Highlighted information included the need for three Panel members to form an interview panel and also a request for the Panel to consider and advise officers on the skills and experience needed from the co-opted members.

Comments and responses to questions included:

- Co-optees should be politically neutral to ensure independence;
- Experience in a specific field may result in a less independent co-optee;
- Experts in specific fields could be brought in when needed for specific topics; and
- A lay member of the public could be co-opted to give a neutral input.

## **ACTIONS**

1. Advertise for co-opted members and advise if suitable candidates come forward for consideration.
2. Interview Panel members would be Councillors Wilkins, Elsey and West.

## **6. Partnership Infrastructure**

Mike Dave presented information on the Safety and Organisational Partnership Structure across the county.

Comments and responses to questions included:

- Councillor McGuire's membership of the county-wide Community Safety Board should not cause a conflict of interest at the moment;
- Need to ensure non-Authorities are represented in the structure; and

- The Police and Crime Commissioner would have the power to allow merger of community safety partnerships.

## **7. Protocol Between Commissioner, Constabulary and the Panel**

Dorothy Gregson introduced a report informing the Panel of Government guidance on the respective roles and responsibilities of the Police and Crime Commissioner, Chief Constable and the Police and Crime Panel and how their functions would be exercised in relation to each other. The report further sought the Panel's view on localising the Policing Protocol Order 2011 for Cambridgeshire by extending the protocol to the Police and Crime Panel. It was highlighted that the national definition of what was considered to be an operational issue was still to be tested and also the complaints process was still to be finalised.

Comments and responses to questions included:

- Need an escalation process for the management of complaints;
- Consider the national Protocol to ensure local protocols do not conflict; and
- The Terms of Reference sets out what the Panel can do, the Protocol sets out what it cannot do.

### **ACTION**

Receive a further paper once the Protocol has been developed further.

## **8. Production of Police and Crime Plan – Joint Strategic Needs Assessment on victims and offenders**

Dorothy Gregson introduced a report updating the Panel on work to ensure the Police and Crime Commissioner, on their arrival, had the information and infrastructure required to create a Police and Crime Plan which would meet the duty to work in partnership to reduce crime and disorder within the timeframe dictated by Government. The Draft Victim and Offender Needs Assessment, a commissioned evidence base for the Police and Crime Plan, was also submitted to the Panel for their information.

The Panel was advised that there was a tight timescale to producing the first Police and Crime Plan following the election in November and it was proposed that a draft plan would be prepared to aid the Commissioner upon appointment to advise on current priorities across the county.

Members were further advised that the Police Authority staff would move to the new organisation which would be open to restructure by the Police and Crime Commissioner if deemed appropriate.

### **OUTCOME**

The Panel noted the report and recognised the benefits of the proposed approach for localising the Policing Protocol Order 2011 for Cambridgeshire.

## **9. Financial Matters - Finances for the Panel; Expenses and Allowances of Panel Members; and Transfer of Budgets to Police and Crime Commissioner**

Kim Sawyer introduced a report outlining the finances for the Panel, including the expenses and allowances of Panel Members. It was highlighted that finance officers in Peterborough

would manage the budget for the Panel and any overspend would be required to be met from each Authority.

Comments and responses to questions included:

- Need to determine where expense claims go – straight to Peterborough or own Councils first;
- No Budget currently exists for allowances;
- Independent Remuneration Panel is to determine if an allowance is paid for membership of the Panel;
- Consider level and volume of work before determining an allowance;
- Only basic expenses should be reimbursed; and
- Attendance at other events to be determined by the Panel.

### **ACTION**

1. All expenses claims to be submitted through the Panel.

Dorothy Gregson introduced an additional report informing the Panel of the latest position on existing central Government grants for community safety that the Government had indicated would transfer to Police and Crime Commissioners, within the context of the broader financial outlook for the Police and Crime Commissioner and the Constabulary. It was highlighted that there was a tight timescale to produce a budget following the election in November.

Comments and responses to questions included:

- Need to see a full budget breakdown; and
- Small saving cuts could lead to larger costs further on.

### **ACTION**

2. Receive draft budget document electronically with specific points expanded on at the next meeting.

### **Any Other Business**

Councillor Wilkins suggested that future meetings of the Shadow Panel were held in public. The Panel considered that it would continue to meet in private while it was still a Shadow Panel.

Councillor Palmer suggested that future meetings could be held at other offices across the county. The Panel considered that Huntingdon was the best venue due to its central location but if issues relating to a specific area were being considered then it may be worthwhile holding a meeting in that area.

The meeting began at 2.00pm and ended at 3.50pm

CHAIRMAN