

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 6
4 NOVEMBER 2015	Public Report

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

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RULES OF PROCEDURE

1. PURPOSE

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

2. RECOMMENDATIONS

- 2.1 It is recommended that the Panel:
- (a) review the Rules of Procedure as required at paragraph 1.4 of the Rules of Procedure.
 - (b) take into consideration the suggested changes of the Working Group as highlighted in red in Appendix 1 of the report.
 - (c) confirm and resolve to approve any changes as agreed following discussion.

3. TERMS OF REFERENCE

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

4. BACKGROUND

- 4.1 At the meeting of the Cambridgeshire Police and Crime Panel on 7 February 2013 the Rules of Procedure were approved in accordance with Schedule 6, paragraph 25, of the Police Reform and Social Responsibility Act 2011 (the 'Act'). In accordance with paragraph 1.4 of the Rules of Procedure the panel are required to review the Rules of Procedure annually at the panel's Annual Meeting.
- 4.2 The Rules of Procedure were presented to the panel at its Annual Meeting which was held on 17 June 2015. The Panel had also received suggested amendments from Independent Co-opted Member, Edward Leigh and requested further time to consider these. It was therefore decided that the Rules of Procedure should be presented again at the next meeting of the panel on 16 September 2015 for review. At this meeting the Chairman proposed that a small Working Group be set up to review the Rules of Procedure and report back to the Panel at the next meeting on 4 November 2015.

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

5. KEY ISSUES

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

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

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

6. IMPLICATIONS

6.1 N/A

7. CONSULTATION

7.1 N/A.

8. NEXT STEPS

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

9. BACKGROUND DOCUMENTS

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

9.1 None.

10. APPENDICES

- 10.1
- Rules of Procedure with proposed changes in red (Appendix 1)
 - Cambridgeshire Police and Crime Panel – Rules of Procedure List of changes: (Appendix 2)