

**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY
COMMITTEE**

**WEDNESDAY 25 JULY 2012
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.

3. Minutes of the Meeting Held on 6 June 2012

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4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions

The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of a Scrutiny Committee or Scrutiny Commissions. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee or Commission.

5. The Community Engagement Strategy

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6. The roles and functions of the Police and Crime Commissioner and the Police and Crime Panel for Cambridgeshire

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7. Final Report of the Neighbourhood Committee Review Implementation Task and Finish Group

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8. Forward Plan of Key Decisions

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9. Work Programme

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10. Date of Next Meeting

12 September 2012



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Paulina Ford on 01733 452508 as soon as possible.

Emergency Evacuation Procedure – Outside Normal Office Hours

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.

Committee Members:

Councillors: J Peach (Chair), S Day (Vice Chairman), P Kreling, G Nawaz, J Johnson, L Forbes, J R Fox and A Shaheed (Group Representative)

Substitutes: Councillors: D Over, N Shabbir and B Saltmarsh

Co-opted member when Committee Acting as Crime and Disorder Scrutiny Committee:

Ansar Ali – Police Authority Representative

Further information about this meeting can be obtained from Paulina Ford on telephone 01733 452508 or by email – paulina.ford@peterborough.gov.uk

**MINUTES OF A MEETING OF THE
STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE
HELD IN THE
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH
ON
6 JUNE 2012**

Present: Councillors Peach (Chairman), Day (Vice Chairman), Kreling, Nawaz, Johnson, Forbes, JR Fox

Also Present: Ansar Ali Police Authority Representative

Officers in Attendance:	Gary Goose	Safer and Stronger Peterborough Strategic Manager
	Peter Gell	Strategic Regulatory Services Manager
	Jawaid Khan	Community Cohesion Manager
	Adrian Chapman	Head of Neighbourhood Services
	Paulina Ford	Senior Governance Officer
	Dania Castagliuolo	Governance Officer

1. Apologies

Apologies were received from Paul Phillipson.

2. Declarations of Interest and Whipping Declarations

Ansar Ali declared that he was a possible candidate for the Police and Crime Commissioners elections.

3. Minutes of the meeting held on 7 March 2012

The minutes of the Strong and Supportive Communities Scrutiny Committee meeting held on 7 March 2012 were approved as an accurate record.

4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions

There were no requests for Call-in to consider

5. Strong and Supportive Communities: Introduction, Overview and Work Programme

The purpose of this report was to provide the Committee with an overview of the issues, opportunities, priorities and challenges in connection with the Strong and Supportive Communities theme, with the aim of establishing a scrutiny work programme for the year.

The committee were asked to discuss the content of the report and agree a scrutiny work programme for the year.

A presentation was delivered to the committee by the Head of Neighbourhood Services and lead officers from that service area. The following key points were highlighted:

- The responsibility of the committee:

- To review and scrutinise the delivery of the Sustainable Community Strategy priority of creating strong and supportive communities
- To review and scrutinise the planning, decisions, policy, development, service provision and performance relating to the following service areas:
 - Neighbourhood Services
 - Cohesion
 - Cultural Services
 - City Centre
- To act as the statutory Crime and Disorder Scrutiny Committee

Service Area Review for Safer and Stronger Peterborough Team

Achievements with support of the Scrutiny process:

- The Co-located, multi-agency, multi-disciplinary Safer/Stronger Team at Bayard Place
- Intent to deal with the causes not just the symptoms of crime had been declared
- The continued development of the Neighbourhood Committees
- The Citizen Power programme had been continued
- Community action plans for all areas had been developed

The priorities for 2012/13:

- To continue to drive down crime and reduce the number of victims making Peterborough even safer
- To continue to make people feel even safer
- To improve the quality of life of people in our communities
- To ensure that communities influence decisions made in their local areas through Community Action Plans

This will be done by the Safer Peterborough Partnership Performance Framework which will aim to illustrate:

- 1) Peterborough's rate of improvement compared to the other 329 Community Safety Partnerships in England and Wales
- 2) Peterborough's month on month change in levels of crime, with a view to meeting or exceeding the 10% reduction target for 2014
- 3) Issues that affect citizen's quality of life

Suggestions for the Work Programme were:

- Police and Crime Commissioners and Police and Crime Panels
- Annual Community Safety Plan
- Citizen Power Peterborough final programme report
- Neighbourhood Committee Review and final report
- Peterborough City Council's Consultation and engagement Strategy
- Implementation of relevant aspects of the Localism Act

Comments and questions were raised around the following areas:

- Members queried whether the rate of fly tipping had increased or decreased from last year. *The Safer and Stronger Peterborough Strategic Manager advised members that they only had one month's data with regard to fly tipping so it was difficult to tell as there*

was no previous data. The Regulatory Services Strategic Manager advised members that he would obtain the data from the last year.

- Members commented that they were pleased that crime types were being identified and that they were being mindful of vulnerable people. They felt that agencies needed to deal with antisocial behaviour quickly before the problems escalated
- Members asked to be informed on what action was being taken with regard to youth crime prevention. *The Safer and Stronger Peterborough Strategic Manager informed the committee that they used early intervention to prevent youngsters turning to crime by looking at troubled families who may be out of work and working together with the Children's Services Model.*

Service Area Review for the Strategic Housing Team

Achievements with the support of the Scrutiny Process (Housing Needs):

- The transformation of the Housing Needs Service front line operations including the implementation of a telephone triage service
- The Housing Needs Service:
 - Dealt with 15,630 telephone contacts and 9,131 face to face interviews with clients in 2011/12
 - Helped 1,134 households who presented as Homeless to them during 2011/12
 - Supported 208 households who found themselves with mortgage arrear problems, with 56 mortgage rescue packages being progressed. This was the highest number in the region
- The National Reconnections Pilot project in Peterborough reduced rough sleeping from 88 to 9 individuals

Achievements with Support of the Scrutiny Process (Housing Programmes):

- The Empty Homes work had resulted in 127 empty homes being brought back in to use
- The remodelling and simplification of Housing Related Support funding to partner agencies
- 213 houses had loft and cavity wall insulation installed with grant assistance to reduce fuel poverty
- 56 A rated condensing boilers were installed
- 25 properties had external wall insulation fitted to reduce fuel poverty
- The team worked with Warm Front to bring £425,213 of Warm Front funding in to the city which resulted in 120 properties receiving energy efficient measures

Achievements within the Care and Repair service:

- The Home Improvement Agency dealt with 6,004 requests for assistance from disabled, elderly and vulnerable residents of the city
- They adapted 306 homes to ensure that the properties met the disabled clients needs
- They carried out 1,354 minor aids and adaptations to clients homes to ensure they could leave hospital and return to their home as quickly as possible and to prevent accidents and admissions to hospital
- 3,010 clients received help through the Handy Persons Scheme ensuring they could remain living independently in their own homes
- They continue to maximise income for their clients by completing benefits checks

Suggestions for the Scrutiny Work Programme:

- The Peterborough Homes Allocations Policy
- The Homelessness Strategy
- The Empty Homes Strategy
- Potential introduction of Selective Licensing

Comments and questions were raised around the following areas:

- Members questioned whether Reducing Rough Sleeping was for local residents or just for residents from the EU community. *The Head of Neighbourhood Services advised members that there was a specific scheme for EU Nationals called National Reconnections Pilot and there was also help for rough sleepers regardless of their nationality. Members were also advised that a team went out frequently day and night to engage with rough sleepers.*
- Members suggested that the Allocation of Housing could be discussed in association with antisocial behaviour. Members felt that some problems may be attributed in some areas due to the street scene looking untidy. *The Head of Neighbourhood Services informed members that street scene issues were being worked on in the Draft Allocations Policy which would be sent to the Chairman.*
- Members queried whether there was any intention to include homeowners in the Housing Allocations Policy. *The Head of Neighbourhood Services advised the committee that they would not be dealt with through the Housing Allocations Policy but through work being carried out by the Strategic Regulatory Services Manager. Members were informed that more and more prosecutions were coming forward and that the intelligence and information from ward councillors was needed to help with these.*
- Members were concerned whether elderly people who could not look after their properties were receiving the necessary assistance. *The Head of Neighbourhood Services informed members that elderly people were referred to Care and Repair if they needed assistance.*
- Members advised officers that some people in their wards had been waiting for over two years for a Care and Repair grant. *Officers requested that members emailed details of their constituents to them so that this would be dealt with.*
- Members asked for the criteria of Selected Licensing. *The Head of Neighbourhood Services explained that all landlords of properties would need to licence their properties with the Council and the properties would be controlled by the Council. If it was decided to progress with this model then it would go to Full Council for approval and would be brought to Scrutiny at a future meeting for discussion.*

Service Area Review for the Regulatory Service Team

The Regulatory Services Strategic Manager advised the committee that the following issues were being looked in to:

- Health and Safety
- Food Safety
- Housing Enforcement
- Environmental Protection
- Protecting the Environment and the public
- Alcohol Licensing and Preventing Illegal Sales
- Licensing (Taxi's Ice Cream Vans etc)
- Trading Standards
- Animal Health

Suggestions for the Scrutiny Work Programme:

- Tackling illegal alcohol and tobacco sales

- Tackling and preventing poor and dangerous food standards
- Raising Health and Safety Standards

Comments and questions were raised around the following areas:

- Members commented on the number of licensed premises there were in the Millfield area that sold alcohol which were causing problems for residents. They queried on whether any action was going to be taken regarding this issue. *The Regulatory Services Strategic Manager advised members that legislation was going to change to limit the number of premises and additional premises from operating in that area.*

Service Area Review for the Cohesion Team

Achievements with Support of the Scrutiny Process:

- English for Speakers of Other Languages (ESOL) project aimed to support parents to better engage in their children's education
- Provided support to most vulnerable groups e.g. taxi drivers, young people and faith communities
- Support of the disabled community to have a greater voice and engagement with public services
- Tackled tensions through closer engagement with different community groups and partners

Suggestions for the Scrutiny Work Programme:

- The Cohesion Strategy and Action Plan for 2012/13
- Effectiveness of the current Cohesion Strategy in tackling the current priorities:
 - 1) Reducing community tensions
 - 2) Engaging young people and raising their aspirations (19-24 year olds)
 - 3) Engaging and empowering communities through improved access to Neighbourhood Services

Comments and questions were raised around the following areas:

- Members commented that it would be encouraging to see the way the council was investing in Cohesion. *The Community Cohesion Manager informed the committee that mainstreaming cohesion was being done by the Council dealing with it also as a critical friend.*
- Members were not happy with the heading 'Reducing Community Tensions' as they felt this would indicate that there were existing tensions within the community. *The Community Cohesion Manager advised the Committee that he would take this back to the Cohesion Board to work on a new heading.*
- Members commented on the lack of diversity during Neighbourhood Committee meetings and suggested that this be measured at future meetings. *The Community Cohesion Manager advised members that they were exploring the feasibility of working with an academic institute about measurement of how people felt when attending Neighbourhood meetings. This could be done depending on the cost implications.*

Service Area Review for Social Inclusion

Key Themes relevant to the Strong and Supportive Communities Committee:

- 1) Financial Inclusion

- 2) Voluntary and Community Sector
- 3) Gypsies and Traveller

Suggestions for Scrutiny Work Programme:

- Gypsy and Traveller policies and procedures
- Voluntary Sector commissioning, grant funding and support

List of items for the Strong and Supportive Communities Scrutiny Committee to focus on during 2012/13:

1. Programmes 5 and 6 of the Single Delivery Plan
 2. Police and Crime Commissioners and Police and Crime Panels
 3. Annual Community Safety Plan (statutory requirement)
 4. Citizen Power Peterborough final programme report
 5. Neighbourhood Committee Review final report
 6. Peterborough City Councils Consultation and Engagement Strategy
 7. Implementation of relevant aspects of the Localism Act
 8. Peterborough Homes Allocations Policy
 9. Homelessness Strategy
 10. Empty Homes Strategy
 11. Introduction of Selective Licensing to improve standards in private rented housing
 12. Tackling illegal alcohol and tobacco sales
 13. Tackling and preventing poor and dangerous food standards
 14. Raising Health and Safety Standards
 15. Effectiveness of the 2012/13 Cohesion Strategy in tackling current Cohesion Action Plan priorities
 16. Cohesion Strategy and Action Plan for 2013/14
 17. Gypsy and Traveller policies and procedures
 18. Voluntary Sector Commissioning, grant funding and support
 19. Cultural Services – delivered through Vivacity
 20. City Centre – Management, events, services, functions etc
- Members informed officers that they were still waiting to hear from the Citizens Power Project. *Officers advised members that a report would be brought to the committee in July and then November following this the project would be closed.*
 - Members suggested that an item on Restorative Justice would be relevant to the Committee.

ACTIONS

The Strategic Regulatory Services Manager to obtain fly tipping data from last year and report to the committee.

The Head of Neighbourhood Services to send a copy of the Draft Housing Policy to Councillor Peach.

Selected Licensing to be brought to July's committee meeting.

The Community Cohesion Manager to discuss with the Cohesion Board an alternative heading for 'Reducing Community Tensions'

6. Review of 2011/12 and Work Programme 2012/13

The purpose of this report was to provide the committee with a review of the work undertaken during 2011/12 and to develop a work programme for 2012/13.

The Senior Governance Officer presented the report and asked that the Committee considered the 2011/12 year in review and make recommendations on the future monitoring of these items where necessary and that the committee determined its priorities and developed a work programme for the forthcoming year.

This report was also presented to advise new members of the remit of the Committee.

The Senior Governance Officer advised the committee that some items may be information items and could be sent to the Committee as briefing notes rather than a formal report. The Committee were asked to think about themes, challenges or any issues they felt needed to be brought to the committee.

The following suggestions were put forward by Members:

- Housing and Neighbourhood Issues.
- Members asked for Annette Joyce and Vivacity to report more than once a year to the committee
- The Issue of Fly tipping and the impact it has had on communities
- Members asked when the Neighbourhood Implementation Scrutiny Task and Finish Group were going to report to the committee. *The Senior Governance Officer informed the committee that this report would be delivered at the next Strong and Supportive Communities Scrutiny Committee meeting in July.*
- Members suggested that Selective Licensing and Homelessness was added to the work programme.

The Senior Governance Officer suggested to Members that items could be grouped into themes for the committee meetings and this could be discussed at the next Group Representatives meeting.

ACTION

The Governance Officer would circulate the date for the Group Reps meeting.

The meeting began at 7.00 and ended at 8.56 pm

CHAIRMAN

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STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 5
25 JULY 2012	Public Report

Report of the Executive Director of Executive Resources

Contact Officer(s) – Heather Darwin, Head of Service Improvement
Contact Details – Tel 01733 452495

THE COMMUNITY ENGAGEMENT STRATEGY

1. PURPOSE

- 1.1 The purpose of this report is to provide the Strong and Supportive Communities Scrutiny Committee with an overview of the Community Engagement Strategy following a request at your Committee on 7th March following the recent consultation regarding the improvements in the Bridge Street area of the City.
- 1.2 The Community Engagement Strategy has been developed to replace the current consultation strategy. The strategy sets out the way we will involve local people in appropriate and relevant ways in order to ensure their views and opinions are taken into account when identifying and assessing priorities, identifying solutions to problems and redesigning services.

2. RECOMMENDATIONS

- 2.1 The Strong and Supportive Communities Scrutiny Committee are requested to endorse the Community Engagement Strategy.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The strategy has been written for adoption by the Council but its remit could be extended across the Greater Peterborough Partnership (GPP). The strategy will be supplemented with a more detailed toolkit for use when identifying, planning, delivering and reviewing community engagement activities. It will also document how the GPP should be looking to identify opportunities to bring together and deliver joint community engagement activities to minimise duplication and maximise the benefits for stakeholders and residents.

Benefits of effective community involvement include:

1. Giving local people the opportunity to influence and shape local services,
 2. Generating feedback about local services,
 3. Allowing the City Council and GPP to understand the needs of the local community and adapt services to meet these needs
- 3.2 The outcomes and results of the consultation activities are used to identify and drive service improvement and transformation activity through the Single Delivery Plan.
 - 3.3 The benefits of a joined up approach amongst the Council, partners and agencies is to identify the opportunities to bring together and deliver joint community engagement activities to minimise duplication and maximise the benefits for stakeholders and residents. Partnership.

4. BACKGROUND

4.1 The following activities are currently being undertaken within the Council, across the GPP and other agencies:

The Council has an existing contract with a market research company to operate a Citizens Panel, who are asked to complete a number of annual surveys and some focus groups. Panel members have been recruited to be a representative sample of the demographic profile of the residents of the City. The last survey was in March 2012 with the next survey planned for September 2012, but discussions have commenced to deliver a new engagement vehicle. The outcomes and results of the consultation activities are used to identify and drive service improvement and transformation activity through the Single Delivery Plan.

The Neighbourhood Window is a web based application to display information collected by Peterborough City Council and its partners using GIS mapping technology, to allow authorised viewers to:

- Review characteristics of the City, neighbourhoods and areas;
- Provide information to enable officers to formulate measures to resolve negative issues revealed in these areas;
- Monitor the effectiveness of area strategies through representation of trends;
- Identify opportunities for service re-design using the data, for example linking gritting routes to incidences of slips and falls; and
- Ensure local government decision-makers have an ongoing source of evidence on which to base their decisions and to make comparisons between different parts of the City.

Benefits of using the Neighbourhood Window

- Avoids duplication of data gathering;
- Streamlines overall service delivery;
- Enhances the ability to target resources;
- Ensures effective evidence for Needs Assessments;
- Facilitates clear outcome based decision making;
- Offers panoptic yet specific neighbourhood knowledge;
- Single repository of disparate data;
- A Peterborough project that is wholly owned

5. KEY ISSUES

5.1 The strategy sets out the way the Council and its partners will involve local people in appropriate and relevant ways in order to ensure their views and opinions are taken into account when identifying and assessing priorities, identifying solutions to problems and redesigning services.

5.2 The Strong and Supportive Communities Scrutiny Committee are requested to note that the Community Engagement Strategy is in addition to the role of Members, as community leaders, and the provisions within the Member Officer protocol in the Constitution.

6. IMPLICATIONS

6.1 The Community Engagement Strategy is a city-wide project and as such there are no implications for any individual Ward.

7. CONSULTATION

7.1 The Single Delivery Plan, Programme 7 board endorsed a report on the Community

Engagement Strategy at their meeting on 6th December 2011. It was acknowledged there was a risk around the fragmentation of communication activity, which is organisationally based, and could be remodelled to programme areas, in the manner of the Safer Peterborough Partnership.

8. NEXT STEPS

- 8.1 Following consideration by the Strong and Supportive Communities Scrutiny Committee, the Community engagement Strategy is to be referred to Cabinet.
- 8.2 The Community Engagement Strategy is to be shared with key partners including the Disability, Race and Faith groups.

9. BACKGROUND DOCUMENTS

- 9.1 There were no background documents used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

10. APPENDICES

- 10.1 The Community Engagement Strategy is attached as Appendix 1 to this report.

Appendix 1:

Community Engagement Strategy

Community Engagement Strategy

2012 – 2015

(Replaces Consultation Strategy 2005)

v1.0 July 2012

i. Version History

This table records the status, version history & authors of this document

Version	Date	Author	Status	Version History
0.6	08.10.11	Fiona Fowler	development draft	Issued to Heather Darwin, feedback incorporated
0.7	27.10.11	Fiona Fowler	development draft	success measures added
0.8	14.11.11	Fiona Fowler	development draft	issued to Heather Darwin, Rod James, Sharif Al-Rousi, Rachel Thornton for proof read and feedback
0.9	23.11.11	Paul Stevenette	development draft	To Programme 7
1.0	12.05.12	Paul Stevenette	Final Version	Consideration by CMT.

ii. List of Quality Reviewers

This table records the quality reviewers of this document

Name	Role	Date
Heather Darwin	Head of Service Improvement Guidance on content and presentation, feedback	8.10.11, 14.11.11
Rod James	Data Quality Manager, Strategic Improvement Team Initial proof read and feedback	14.11.11
Sharif Al-Rousi	Project Manager, Business Transformation Initial proof read and feedback	14.11.11
Rachael Thornton	Head of Communications Initial proof read and feedback	14.11.11
Marcus Richardson	Head of Performance Mgmt and Information, PCC (CHS) Comment and feedback	
Alison Sunley	Head of 8-19 Service, PCC (CHS) Comment and feedback	
Leonie McCarthy	Social Inclusion Manager, PCC (Operations) Comment and feedback	
Adrian Chapman	Head of Neighbourhoods, PCC (Operations) Comment and feedback	31.01.12
Kate Tonge	Head of Communications, Cambs Police Feedback	

iii. Authorisers for sign off

This table records the pre-defined person(s) required to formally sign off the document

Name	Role	Date	Version
Heather Darwin	Head of Service Improvement	6.12.11	V.09
GPP Programme Board 7		6.12.11	

iv. Distribution when authorised

Internal	External
Insite pages – tbc	PCC Website
SMT, Heads of Service	GPP Partners – tbc

v. Review Date

Next review date: December 2012

Responsible Officer: Customer Information Manager, Strategic Improvement Team

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Executive Summary

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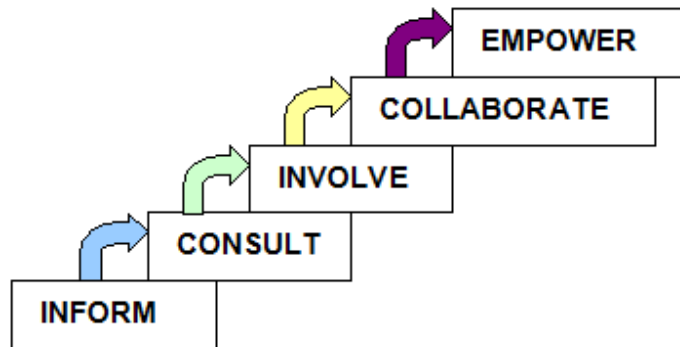
7.0 Monitoring and Evaluating Progress

1.0 Introduction

- 1.1 Peterborough City Council and its Partners recognise that resident and stakeholder engagement can make a really positive difference to delivering high quality services. This strategy sets out the way we will involve local people in appropriate and relevant ways in order to ensure their views and opinions are taken into account when identifying and assessing priorities, identifying solutions to problems and redesigning services.
- 1.2 The strategy has been written initially for adoption by the Council, but its remit could be extended across the Greater Peterborough Partnership¹ (jointly called the Partners elsewhere in the document). Therefore, most references could equally apply to both the Council and its Partners, although section 2.3 in particular will need to be extended to incorporate the statutory duties of other Partners who adopt the strategy.
- 1.3 This strategy will be supplemented with a more detailed toolkit for internal use when identifying, planning, delivering and reviewing community engagement activities. It will also document how the Partners should be looking to identify opportunities to bring together and deliver joint community engagement activities to minimise duplication and maximise the benefits for stakeholders and residents.

2.0 Definition

- 2.1 The following broad definition of community engagement has been agreed by the Partners: 'involving residents, listening to their views and reaching joint decisions on improving services across the City'. However, consultation and engagement can have various meanings and scope for different partners and services, and a key element of this strategy is to identify what community engagement means and how it fits together.
- 2.2 The varying levels of involvement in the wider context of community engagement are demonstrated in the following diagram:



¹ The Greater Peterborough Partnership brings together local authority services (including health, fire, police and council) as well as representatives from the public, private, faith, community and voluntary sector. The Partners work collectively to deliver a City wide vision and priorities.

Empowering: allowing local people to have more involvement in changes, sharing responsibility for making decisions and the accountability for the outcomes of these decisions. It will be used when no decisions have been made, there is sufficient time and opportunity to involve people and when Partners are fully able to act on the decisions made. Local examples include:

- Big Scrutiny Event 2011
- The Citizens Power Project through Change makers

Collaborating: working in partnership with local people in each aspect of a decision, including the development of alternatives and identifying preferences. Collaborative partnerships can range from loose affiliations through to the establishment of formal boards or committees. It will be adopted when no decisions have been made, there is sufficient time and opportunity for stakeholder involvement and the project is likely to have a significant community impact. Local examples include:

- Operation CAN do though Residents Advisory group
- "Use said We did"

Involving: working with local people to ensure their concerns are directly reflected in alternatives and solutions. It will be adopted when the success of an initiative is dependant on the involvement of its users, there are a number of possible options, the project is likely to have a significant community impact, and where more in depth public views are required. For example:

- The Midland Road week of action

Consulting: the process undertaken to research and gather the views and opinions of stakeholders to inform service delivery and/or improvement. It will be adopted when there is an opportunity for stakeholders to influence or affect choices and will feed into decision making. Some consultation is governed by statutory guidance and instruction, for example building / planning development and the Council budget. For example:

- The Citizens Panel through recent Customer Services involvement

Informing: the mechanisms undertaken to advise our customers and stakeholders of changes, updates and improvements to our services and processes. It would be adopted when the Partners have no control over decisions, when decisions have been made, or a project has limited impact on the community. Local examples include:

- GPP forum
- Neighbourhood committee

2.3 There are specific legal and democratic frameworks that apply to certain aspects of community engagement activities. In addition, there are prescriptive consultation and engagement requirements that cover specific Partner or Council activities and service areas – for example health and planning / building control. This strategy will be reviewed on an annual basis, to ensure it takes account of up to date legislation and good practice.

2.3.1 Legal duties

Duty to Consult² – relevant authorities are under a duty to consult representatives of a wide range of local people.

Duty to Involve³ – relevant authorities are under a duty to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way".

The Localism Act⁴ – received royal ascent on 15 November 2011 . Additional duties that will need to be incorporated into the delivery of this strategy, for example new rights and powers for local communities, and reforms to the planning and housing laws.

2.3.2 Democratic duties

Petitions: Peterborough City Council welcomes petitions and recognises that they are one way in which people can let us know their concerns.

² Section 3 of the Local Government Act 1999 (as amended by s137 of the Local Government & Public Involvement in Health Act 2007)

³ Section 138 of the Local Government and Public Involvement in Health Act 2007

⁴ The Localism Act 2011

Scrutiny: local residents may request that the appropriate scrutiny committee review a subject or matter of concern in the city. It could be about services provided by Peterborough City Council or any other aspects of public services provided in the City.

2.4 This strategy will impact local residents, stakeholders, the wider community who may be invited to take part in consultation activities, or those who might be affected by any changes to service provision that the results may influence. Stakeholders include:

- Residents, customers and the public overall
- Local business and commerce and their employees
- Service users, potential service users, families and carers of service users
- Partner agencies, community groups, voluntary bodies and faith groups
- Staff
- Councillors

3.0 Principles

3.1 In delivering effective community involvement, our principles will be to ensure that:

- 3.1.1 customers and stakeholders are aware that the Partners actively seek and take account of their views and opinions.
- 3.1.2 consultation activities have a clear purpose, and the methods are timely and appropriate for the intended outcomes.
- 3.1.3 Partners identify ways of involving groups of people who are often excluded from traditional consultation activities.
- 3.1.4 activities encompass and take account of more modern. communication channels such as social media.
- 3.1.5 information arising from consultation activities is shared both internally and externally with participants, and acted upon appropriately.
- 3.1.6 the Partners co-ordinate and make best use of resources.

4.0 Objectives

4.1 This strategy (and the operating framework supporting it) is intended to ensure the delivery of the following objectives:

- 4.1.1 A co-ordinated, systematic and balanced approach to community engagement.
- 4.1.2 The adoption of methods which respect diversity, are sensitive to the needs of the local community and are consistent with equality legislation and good practice.
- 4.1.3 The development of innovative and creative methods of community involvement that are consistent with the habits and needs of local people.
- 4.1.4 Securing good value for money.
- 4.1.5 Effective monitoring and evaluation of the effectiveness of activities.

5.0 Benefits

5.1 The benefits of effective community engagement include:

- 5.1.1 Giving local people the opportunity to influence and shape local services.
- 5.1.2 Helping Partners to identify opportunities and set priorities
- 5.1.3 Making sure Partners provide the services residents need and want, both now and in the future.
- 5.1.4 Building a firm and positive relationship between the Partner organisations and the local community.
- 5.1.5 Showing local people that the Partners are committed to being open and accountable to them as stakeholders.
- 5.1.6 demonstrating to local people that the Partners take notice of their views and take appropriate action as a result of listening to them.
- 5.1.7 Being able to demonstrate monitoring and evaluating performance.
- 5.1.8 Good use of limited resources.
- 5.1.9 Generating feedback about services delivered by Partners.
- 5.1.10 Allowing Partners to understand the needs of the local community and adapt services to meet these needs.

6.0 Current and Future Methods

- 6.1 The Partners will utilise various methods to deliver an effective community engagement programme, including the following:
- a) information leaflets, notices, flyers, e-mail updates and letters
 - b) website updates
 - c) telephone surveys
 - d) questionnaires and surveys (telephone, paper and electronic)
 - e) focus groups
 - f) face to face interviews
 - g) workshops and surgeries
 - h) public meetings
 - i) social media
 - j) user forums
 - k) resident's forums and neighbourhood committees
 - l) consultation / engagement forums
 - m) working groups
 - n) youth council
 - o) Member's surgeries
- 6.2 For a number of years, Peterborough City Council has recruited and used a Citizen's Panel as a key resource to provide representative feedback, identify local priorities, assess service needs and determine policy development and change. The Panel remains in existence with a review of its existence and future structure to take place during in 2012.
- 6.3 Civic Commons is one aspect of a jointly funded 2 year external project which is running through to early 2013 and is intended to "combine deliberative participation, capacity building and a social action network"⁵. As it evolves, it is likely to offer alternative options for improving community engagement and participation, which will be relevant to this strategy in the future.
- 6.4 Another future opportunity which will be evolving during the lifetime of this strategy is how we utilise modern technology, and in particular social media, as an effective community engagement and participation tool. These technologies have the potential to provide enormous benefits to the Partners, once the effective boundaries, resources and management are properly identified and documented.

7.0 Monitoring and Evaluating Progress

- 7.1 Consultation and engagement activities will be subject to an internal monitoring process, to ensure they comply with the objectives and principles outlined in this document.
- 7.2 Successful community engagement for the Council and its Partners will be demonstrated in the following ways.

Success measure	How will we know
Better community cohesion and sense of community	Improved results measured through relevant questions asked of residents
More civic participation and volunteering	Increase in the number of registered volunteers measured by PCVS ⁶ Increase in people willing to be involved in engaging in civic participation activities
People having a greater stake in the local decision making process	Increased participation in consultations New groups set up to engage with officers and influence key local

⁵ E Norris & M McClean *The Civic Commons, A Model for Social Action* (RSA Projects February 2011)

⁶ PCVS – Peterborough Council for Voluntary Services

	decisions
Better perception of social relations and the level of anti-social behaviour in the City	Improved results measured through relevant questions asked of residents
Enhanced experiences for service users	Improvement in satisfaction rates for service users following relevant engagement activities, as measured through user surveys

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STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 6
25th July 2012	Public Report

The roles and functions of the Police and Crime Commissioner and the Police and Crime Panel for Cambridgeshire

Contact Officer(s) – Adrian Chapman
Contact Details – 863887

1. PURPOSE

- 1.1 This report provides information about changes in police governance leading to the election of a Cambridgeshire Police and Crime Commissioner and the formation of a Cambridgeshire Police and Crime Panel.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to note the significant changes in police governance arrangements and consider their impact on the Committee's statutory function as Peterborough's Crime and Disorder Scrutiny Committee. Such considerations should include how best to achieve synergy between the work of the committee and the work of the new Police and Crime Panel.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The new arrangements discussed in this report relate directly to the 'Creating Strong and Supportive Communities' priority of the Sustainable Community Strategy, but underpin several other aspects of that Strategy.

4. BACKGROUND

4.1 Police and Crime Commissioner

- 4.1.1 The Police Reform and Social Responsibility Act 2011 introduced significant changes in police governance and accountability, in particular replacing Police Authorities with directly elected Police and Crime Commissioners.
- 4.1.2 The public accountability for the delivery and performance of the police service within each force area will be placed into the hands of the commissioner on behalf of their electorate. The commissioner will draw on their mandate to set and shape the strategic objectives of their force area in consultation with the chief constable. The commissioner will be accountable to their electorate; the chief constable will be accountable to the commissioner. The chief constable however will retain overall responsibility for operational policing matters.
- 4.1.3 The commissioner will be appointed via an election which is taking place on 15th November 2012. The supplementary voting system will be used.

- 4.1.4 The commissioner will have the following duties and powers which must be exercised in accordance with the Act and associated Regulations:
- (i) To secure an efficient and effective police force for their area
 - (ii) To appoint the chief constable, hold them to account for the running of the force and if necessary dismiss them
 - (iii) To set the police and crime objectives for their area by producing a Police and Crime Plan (in consultation with the chief constable)
 - (iv) To set the annual force budget and police precept, and produce an annual report setting out their progress against the objectives in the Police and Crime Plan
 - (v) To contribute to the national and international policing capabilities set out by the Home Secretary in the Strategic Policing Requirement
 - (vi) To co-operate with the criminal justice system in their area
 - (vii) To work with partners and fund community safety activity to tackle crime and disorder

The commissioner must also appoint a chief of staff and a chief finance officer.

- 4.1.5 There is a statutory requirement for commissioners and the responsible authorities on community safety partnerships (in our case the Safer Peterborough Partnership) to co-operate to reduce crime, disorder and reoffending.

4.2 **Police and Crime Panels - Overview**

- 4.2.1 The Act also requires the local authorities in each police force area to establish a Police and Crime Panel, primarily to scrutinise the commissioner. This is a formerly constituted joint committee. The Act also prescribes many of the arrangements with regard to the panel and the way in which it conducts its business.

- 4.2.2 According to the Home Office, "Panels are not a replacement for the police authority. They will fulfil an important role in scrutinising the commissioner but we need to be clear that this reform is about reconnecting the police and the people. This will be achieved through a directly elected police and crime commissioner not through the police and crime panel. The panel will have an important scrutiny role in relation to the commissioner, however it is the commissioner who is taking on the role of the police authority and who the public will hold to account for the performance of their force."

- 4.2.3 The panel will have the following duties and powers which must be exercised in accordance with the Act and associated Regulations:
- (i) The power of veto, by two-thirds majority, over the commissioner's proposed budget and precept
 - (ii) The power of veto, by two-thirds majority, over the commissioner's proposed candidate for chief constable
 - (iii) The power to ask Her Majesty's Inspectorate of Constabulary (HMIC) for a professional view when the commissioner intends to dismiss a chief constable
 - (iv) The power to review the commissioner's draft police and crime plan and make recommendations to the commissioner who must take account of them
 - (v) The power to review the commissioner's annual report and make reports and recommendations at a public meeting, which the commissioner must attend;
 - (vi) The power to require any papers in the commissioner's possession (except those which are operationally sensitive)
 - (vii) The power to require the commissioner to attend the panel to answer questions
 - (viii) The power to appoint an acting commissioner (from within the commissioner's staff) when the elected commissioner is incapacitated or suspended (until she/he is no longer incapacitated or suspended), or resigns or is disqualified (until a new commissioner is elected)
 - (ix) Responsibility for all complaints about the commissioner, although serious issues must be passed to the Independent Police Complaints Commission (IPCC)

- 4.2.4 Terms of reference for the panel are included at appendix 1. However until the commissioner takes office on 22nd November 2012, following the election on 15th November 2012, the panel's powers will be limited to those necessary to prepare itself.
- 4.2.5 We have been working with our colleagues across the rest of Cambridgeshire to develop our plans for the formation of the panel. All seven local authorities have been required to agree the panel arrangements, establishing it as a joint committee, and appoint their member(s) of the panel in accordance with the panel arrangements. The Home Office deadline for confirmation that Panels have been formed was 16th July 2012, and in Peterborough this was discussed at Cabinet on 10th July 2012.
- 4.2.6 It is intended that there will be sufficient time for the panel, before the commissioner is elected, to appoint co-opted independent members, agree the panel's rules of procedure, be briefed on relevant issues, and agree the panel's work programme for its first year.
- 4.2.7 The arrangements for the panel take the form of an agreement setting out the manner in which the authorities will provide support to the panel, and these are included at appendix 2. The terms of the panel arrangements are largely prescribed by Schedule 6 of the Police Reform and Social Responsibility Act 2011.

4.3 **Panel membership**

- 4.3.1 Discussions have been held with each of the local authorities across Cambridgeshire to enable them to fulfil their duty to secure (as far as is reasonably practicable) that the appointed members represent the political make-up of the local authorities within the police area (when taken together).
- 4.3.2 In Cambridgeshire, it has been agreed that the panel should comprise eleven councillors: one from each of the district or borough councils, and three members each from the County Council and Peterborough City Council.
- 4.3.3 The composition of Cambridgeshire's panel is as follows:

Peterborough City Council	2 x Conservative, 1 x Labour
Cambridgeshire County Council	2 x Conservative, 1 x Liberal Democrat
Cambridge City Council	1 x Liberal Democrat
East Cambridgeshire District Council	1 x Conservative
Fenland District Council	1 x Conservative
Huntingdon District Council	1 x Conservative
South Cambridgeshire District Council	1 x Conservative

- 4.3.4 Under the terms of the Act, if the panel is greater than the 10 members required, the additional member is considered to be a co-opted member and will require the approval of the Secretary of State. A joint application for consent for the additional member has therefore been made to the Secretary for State by the Cambridgeshire County Council and Peterborough City Council.
- 4.3.5 A further two independent members (not councillors) must be co-opted by the panel. When co-opting the independent members, the panel must ensure that, as far as is reasonably practicable, the appointed and co-opted members together have the skills, knowledge and experience necessary for the panel to discharge its functions effectively.

4.4 **Role of the Strong and Supportive Communities Scrutiny Committee**

- 4.4.1 The Strong and Supportive Communities Scrutiny Committee is the council's designated Crime and Disorder Scrutiny Committee, a statutory requirement as part of the Police and Justice Act 2006 with the power to review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions.

- 4.4.2 The responsible authorities in this context are currently:
- Peterborough City Council
 - Cambridgeshire Constabulary
 - Cambridgeshire Police Authority
 - Cambridgeshire and Peterborough Probation Trust
 - NHS Peterborough
 - Cambridgeshire Fire Authority
- 4.4.3 Under the new arrangements, the Police Authority is abolished, and the new Police and Crime Commissioner will not be a 'responsible authority'. However, there will be a reciprocal duty on the commissioner and the responsible authorities to cooperate and have regard to one another's priorities for the purposes of reducing crime and disorder, reoffending and substance misuse.

5. KEY ISSUES

- 5.1 Relationships between the various components that make up the new structure will need to evolve and develop. In some cases the relationship is set out in the Act, whilst in others it will be determined through local discretion and negotiation.
- 5.2 There are a number of potential ways of ensuring synergy between the work of the Strong and Supportive Communities Scrutiny Committee and the new Police and Crime Panel. For example:
- The Scrutiny Committee could refer matters to the panel that relate to the responsibilities of the commissioner
 - The Scrutiny Committee could develop its work programme to support the work of the panel. For example, if the panel is conducting a review of one aspect of the commissioner's work, the scrutiny committee could conduct its own review which would add depth and breadth to the panel's review
 - Maintaining regular dialogue with members of the panel, including for example, inviting them to periodically present to the scrutiny committee on their work
- 5.3 The commissioner will take on responsibility for significant policing and crime reduction budgets from April 2013, including some that are currently managed by the local authority. Guidance is still emerging about the precise details of this, but already we are considering the impact of any potential changes in finances for our own services from April 2013 onwards.

6. IMPLICATIONS

- 6.1 Set out in this report.

7. CONSULTATION

- 7.1 Consultation with each of the councils across Cambridgeshire has been undertaken to determine the composition of the panel. Two cross-county transition boards are overseeing the transitional arrangements – one focussing on the panel arrangements and the impact on community safety partnerships (chaired by Peterborough's Head of Neighbourhoods), and the second focussing on the arrangements for the commissioner and the transition away from the Police Authority (chaired by the Police Authority Chief Executive).

8. NEXT STEPS

- 8.1 It is intended that the new panel will begin to meet in shadow form from August 2012, in advance of taking up its full duties from November 2012 when the commissioner will be elected.

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 Appendix 1 – Terms of reference for the Cambridgeshire Police and Crime Panel
Appendix 2 – Draft Panel arrangements for the Cambridgeshire Police and Crime Panel
Appendix 3 – Police and Crime Commissioners: A Guide for Councils (LGG publication)
Appendix 4 – Police and Crime Panels: Guidance on Role and Composition (LGA publication)

Appendix 1 – Terms of reference for the Cambridgeshire Police and Crime Panel

- 1) To review and make a report or recommendation on the draft police and crime plan, or draft variation, by the Police and Crime Commissioner.
- 2) To review, put questions to the Police and Crime Commissioner at a public meeting, and make a report or recommendation (as necessary) on the annual report.
- 3) To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments made by the Police and Crime Commissioner.
- 4) To review and make a report on the proposed appointment of the Chief Constable.
- 5) To review and make a report and recommendation (as necessary) on the proposed precept.
- 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.
- 7) To make reports or recommendations to the Police and Crime Commissioner with respect to the discharge of the commissioner's functions.
- 8) To support the effective exercise of the functions of the Police and Crime Commissioner.
- 9) To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the panel by the Police Reform and Social Responsibility Act 2011.
- 10) To appoint an Acting Police and Crime Commissioner if necessary.
- 11) To suspend the Police and Crime Commissioner if it appears to the panel that the Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years.

Appendix 2 – DRAFT Panel arrangements for the Cambridgeshire Police and Crime Panel

This Agreement is dated the day of July 2012

The Agreement is made between the following:

1. Cambridge City Council
2. Cambridgeshire County Council
3. East Cambridgeshire District Council
4. Fenland District Council
5. Huntingdonshire District Council
6. Peterborough City Council
7. South Cambridgeshire District Council

In this Agreement the above Councils are referred to together as ‘the Authorities’.

Interpretation:

“ Act”

means the Police Reform and Social Responsibility Act 2011

“Host Authority”

means Peterborough City Council

“Lead Authority”

means Cambridgeshire County Council

“Panel”

means the Police and Crime Panel

“Panel Arrangements”

means the arrangements set out in this Agreement

“PCC”

means the Police and Crime Commissioner”

1. 0 Background

1. 1 The Act introduces new structural arrangements for national policing, strategic police decision making, neighbourhood policing and police accountability.
1. 2 The Act provides for the election of a PCC for a police force area, responsible for securing an efficient and effective police force for their area, producing a police and crime plan, recruiting the Chief Constable for an area, and holding him/her to account, publishing certain information including an annual report, setting the force budget and police precept and requiring the Chief Constable to prepare reports on police matters. The PCC must co-operate with local community safety partners and criminal justice bodies.

- 1.3 The Act requires the local authorities in each police force area to establish and maintain a Panel for its police force area. It is the responsibility of the Authorities for the police force area to make Panel Arrangements.
- 1.4 Cambridgeshire is a multi authority police force area. The Authorities, as the relevant local authorities within the area must agree to the making and modification of the Panel Arrangements.
- 1.5 Each Authority and each Member of the Panel must comply with the Panel Arrangements.
- 1.6 The functions of the Panel (to be known as the Cambridgeshire Police and Crime Panel) must be exercised with a view to supporting the effective exercise of the functions of the PCC for that police force area.
- 1.7 The Panel must have regard to the Policing Protocol issued by the Home Secretary, which sets out the ways in which the Home Secretary, the PCC, the Chief Constable and the Panel should exercise, or refrain from exercising, functions so as to encourage, maintain or improve working relationships (including co-operative working); and limit or prevent the overlapping or conflicting exercise of functions.
- 1.8 The Panel is a scrutiny body with responsibility for scrutinising the PCC and promoting openness in the transaction of police business in the police force area.
- 1.9 The Panel is a joint committee of the Authorities.
- 1.10 The Authorities agree the Panel Arrangements.

2.0 Functions of the Police and Crime Panel

- 2.1 The Panel may not exercise any functions other than those conferred by the Act.
- 2.2 The functions of the Panel set out at paragraphs 2.3 - 2.8 below may not be discharged by a Committee or Sub-Committee of the Panel.
- 2.3 The Panel is a statutory consultee on the development of the PCC's Police and Crime Plan and must:
 - a) review the draft Police and Crime Plan (and a variation to it); and,
 - b) report or make recommendations on the draft Plan which the PCC must take into account.
- 2.4 The Panel must comment upon the Annual Report of the PCC, and for that purpose must:
 - a) arrange for a public meeting of the Panel to be held as soon as practicable after the Panel is sent an Annual Report under Section 12 of the Act;
 - b) ask the PCC at that meeting such questions about the Annual Report as the Members of the Panel think appropriate;
 - c) review the Annual Report; and,
 - d) make a report or recommendations on the Annual Report to the PCC.
- 2.5 The Panel must undertake a review of a precept proposed by the PCC in accordance with the requirements set out in Schedule 5 of the Act, and will have a right of veto in respect of the precept in accordance with the Act and Regulations made under the Act.
- 2.6 The Panel must review, make a report to and make recommendations to the PCC in relation to the appointment of a Chief Constable by the PCC in accordance with the requirements set out in Schedule 8 of the Act and will have a right of veto in respect of the appointment in accordance with the Act and Regulations made under the Act.

2. 7 The right of veto in paragraphs 2.5 and 2.6 will require that at least two-thirds of the persons who are Members of the Panel at the time when the decision is made vote in favour of making that decision.
2. 8 The Panel must review, make a report to and make recommendations to the PCC in relation to the appointment of the PCC's Chief Executive, Chief Finance Officer and the Deputy Police and Crime Commissioner in accordance with the requirements set out in Schedule 1 of the Act.
2. 9 The following functions must also be undertaken by the Panel but may be delegated to a Sub-Committee of the Panel:
2. 10 The Panel shall receive notification from the PCC of any suspension of the Chief Constable, or any proposal to call upon a Chief Constable to retire or resign, and in the case of the latter must make a recommendation to the PCC as to whether or not the PCC should call for the retirement or resignation in accordance with the procedures set out in Schedule 8 of the Act.
2. 11 The Panel must review or scrutinise the decisions or actions of the PCC in the discharge of his/her functions and make reports or recommendations to the PCC with respect to the discharge of the PCC's functions. The Panel may carry out investigations into the decisions of the PCC, and into matters of particular interest or public concern.
2. 12 The Panel must publish any reports or recommendations made by it to the PCC in a manner which the Panel will determine and must also send copies to the Authorities.
2. 13 The Panel may require the PCC or a member of his/her staff to attend the Panel to answer questions necessary for the Panel to undertake its functions, provided that such questions shall not:
 - a) relate to advice provided to the PCC by his/her staff;
 - b) in the view of the PCC:
 - i) be against the interests of national safety;
 - ii) jeopardise the safety of any person; or,
 - iii) prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice; or,
 - c) be prohibited by any other enactment.
2. 14 If the Panel requires the PCC to attend the Panel, the Panel may (at reasonable notice) request the Chief Constable to attend before the Panel on the same occasion to answer any question which appears to the Panel to be necessary in order for it to carry out its functions.
2. 15 The Panel may require the PCC to respond in writing to a report or recommendation from the Panel to the PCC.
2. 16 The Panel may suspend the PCC if he/she is charged with an offence carrying a maximum term of imprisonment exceeding two years.
2. 17 The Panel will have any other powers and duties set out in the Act or Regulations made in accordance with the Act.

3.0 Membership

General

- 3.1 Cambridgeshire is a police force area comprising seven (7) Authorities. The Authorities have each agreed to provide one elected member together with the Lead Authority and the Host Authority having the power to appoint the extra Members of the Panel.
- 3.2 Appointments of elected members to the Panel shall be made by each of the Authorities in accordance with their own procedures and with a view to ensuring that the balanced appointment objective is met so far as is reasonably practicable.
- 3.3 The Lead Authority has taken steps to coordinate the Authorities with a view to ensuring that the balanced appointment objective is achieved. The balanced appointment objective requires that the local authority Members of the Panel (which includes Members appointed by the Authorities and co-opted Members who are elected Members of any of the Authorities) should:
- a) represent all parts of the police force area;
 - b) represent the political make-up of the Authorities; and,
 - c) taken together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 3.4 The Authorities have agreed that the Panel shall consist of eleven (11) Members appointed by each of the Authorities as set out in the attached Schedule.
- 3.5 The appointment of the eleventh Member requires
- (a) the consent of the Secretary of State and
 - (b) resolution of the Panel
- 3.6 The Lead Authority and the Host Authority have jointly agreed to seek the consent of the Secretary of State to the appointment of the eleventh Member
- 3.7 The Panel shall also include two (2) independent Members co-opted by the Panel.
- 3.8 In appointing co-opted Members who are not elected members of any of the Authorities the Panel must secure, so far as is reasonably practicable that the appointed and co-opted Members of the Panel, together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 3.9 The Panel may also resolve to co-opt further Members provided that
- (a) the further agreement of the Secretary of State is sought, and
 - (b) the number of co-opted Members included in the Membership of the Panel shall not exceed twenty (20) in total.
- 3.7 Authorities may appoint a named substitute Member for each nominated Member in the event that their Appointed Member is unable to attend a meeting.

Appointed Members

- 3.8 If a nominated Member agrees to the appointment the Authority may appoint the Member as a Member of the Panel.
- 3.9 In the event that an Authority does not appoint a Member in accordance with these requirements, the Secretary of State must appoint a Member to the panel from the defaulting authority in accordance with the provisions in the Act.

3. 10 With a view to ensuring continuity of membership as far as possible, an appointed Member shall be a Member of the Panel for four years unless s/he ceases to be an elected Member, or is removed by their Authority.
3. 11 An Authority may decide in accordance with their procedures to remove their appointed Member from the Panel at any point and on doing so shall give notice to the Solicitor to the Council at the Host Authority.
3. 14 An appointed Member may resign from the Panel by giving written notice to the Solicitor to the Council at the Host Authority on behalf of the Panel and to the proper officer at their Authority.
3. 15 In the event that any appointed Member resigns from the Panel, or is removed from the Panel by an Authority, the Authority shall immediately take steps to nominate and appoint an alternative Member to the Panel.
3. 16 Members appointed to the Panel may be re-appointed to the Panel for a further term of four years.

3. 17 Co-opted Members

3. 18 The following may not be co-opted Members of the Panel:
 - a) the PCC for the Police Area.
 - b) a member of staff of the PCC for the area.
 - c) a member of the civilian staff of the Police Force for the area.
 - d) a Member of Parliament.
 - e) a Member of the National Assembly for Wales.
 - f) a Member of the Scottish Parliament.
 - g) a Member of the European Parliament.
3. 19 An elected member of any of the Authorities may not be a co-opted Member of the Panel where the number of co-opted Members is two.
3. 20 If the Panel has three or more co-opted Members an elected member of any of the Authorities may be a co-opted Member of the Panel provided that at least two of the other co-opted Members are not elected members of any of the Authorities.
3. 21 A co-opted Member shall be a Member of the Panel for four years.
3. 22 The Panel shall put in place arrangements to ensure that appointments of co-opted Members are undertaken following public advertisement in accordance with the following principles:
 - a) The appointment will be made on merit of candidates whose skills, experience and qualities are considered best to ensure the effective functioning of the Panel;
 - b) The selection process must be fair, objective, impartial and consistently applied to all candidates who will be assessed against the same pre determined criteria; and,
 - c) The selection process will be conducted transparently with information about the requirements for the appointment and the process being publicly advertised and made available with a view to attracting a strong and diverse field of suitable candidates.
3. 23 A co-opted Member of the Panel may resign from the Panel by giving written notice to the Solicitor to the Council at the Host Authority on behalf of the Panel.

3. 24 The Panel must from time to time decide whether the Panel should exercise its power to change the number of co-opted Members of the Panel to enable the balanced appointment objective to be met, or be more effectively met, and if so, it must exercise that power accordingly.
3. 25 The Panel may decide to terminate the appointment of a co-opted Member of the Panel if at least two-thirds of the persons who are Members of the Panel at the time when the decision is made vote in favour of making that decision at any time for the reasons set out below and on doing so shall give written notice to the co-opted Member:
- a) if the co-opted Member has been absent from the Panel for more than three months without the consent of the Panel;
 - b) if the co-opted Member has been convicted of a criminal offence but not automatically disqualified;
 - c) if the co-opted Member is deemed to be incapacitated by physical or mental illness or is otherwise unable or unfit to discharge his or her functions as a co-opted Member of the Panel; or,
 - d) if the co-opted Member's membership of the Panel no longer achieves the balanced appointment objective.
3. 26 In the event that a co-opted Member resigns from the Panel or is removed from the Panel following a decision of the Panel, the Panel shall ensure that at least two independent co-opted Members remain appointed to the Panel, and in the absence of two such Members shall make arrangements to ensure that two co-opted Members are appointed.
3. 27 Co-opted Members appointed to the Panel may be re-appointed for a further term of four years provided that the balanced appointment objective is met by that re-appointment.

4. 0 Budget and Costs of the Panel

4. 1 The annual costs of the Panel, reduced by the figure of any grant from the Home Office or any other source, shall be borne between the Authorities equally.
4. 2 A draft budget for the operation of the Panel shall be drawn up by the Host Authority in February each year, and shall be approved by the Authorities. All costs will be contained within the budget.

5. 0 Host Authority

5. 1 A Host Authority shall be determined by mutual agreement of the Authorities for the Panel and shall provide such administrative and other support as will be necessary to enable the Panel to undertake its functions. The Host Authority may be changed by agreement of the Authorities providing 12 months notice expiring on 31 March in any year is given.

6. 0 Rules of Procedure

The Panel shall determine its Rules of Procedure which shall include arrangements in relation to the:

- a) the appointment and removal of the Chairman;
- b) the formation of sub-committees;
- c) the making of decisions;
- d) the arrangements for convening meetings; and,
- e) the circulation of information.

7.0 Allowances

7.1 Members shall be entitled to claim expenses incurred as a result of membership of the Panel in accordance with the allowances appendix.

8.0 Promotion of the Panel

8.1 The Panel arrangements shall be promoted by:

- a) the establishment and maintenance of a dedicated open-access website including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications;
- b) the issuing of regular press releases about the Panel and its work; and,
- c) the Authorities will each include information about the Panel on their websites, and will also include a link to the Panel website.

8.2 Support and guidance shall be provided to executive and non-executive elected members and officers of the Authorities in relation to the functions of the Panel as follows:

- a) by the provision of initial briefing sessions for elected members and relevant officers of the Authorities before the election of the PCC, and the provision of annual briefing sessions following the PCC's appointment; and,
- b) by the provision of written briefing notes for elected members and relevant officers of the Authorities at least three times per year.

9.0 Validity of Proceedings

9.1 The validity of the proceedings of the Panel shall not be affected by a vacancy in the Membership of the Panel or a defect in appointment.

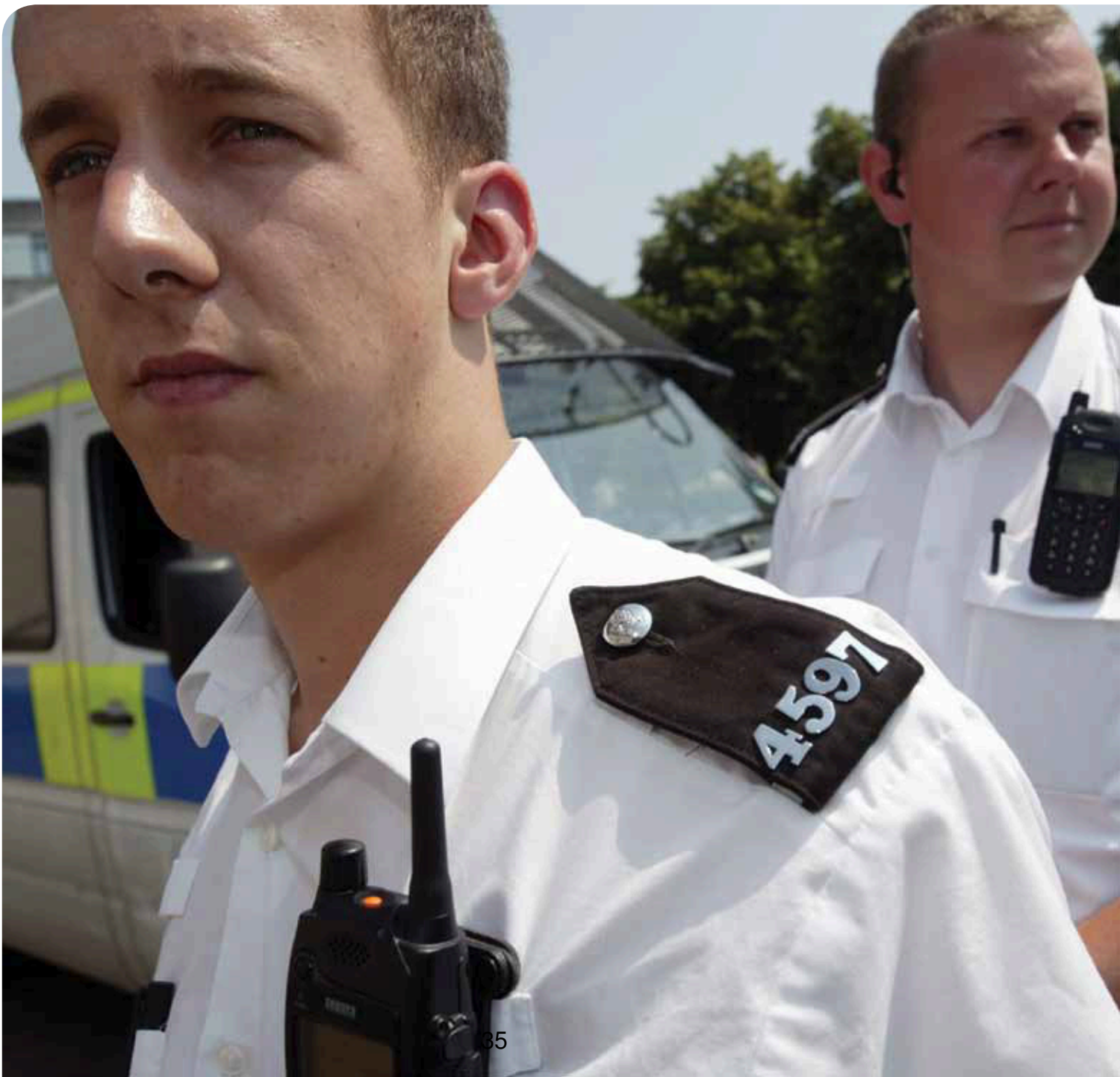
9.2 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Police Reform and Social Responsibility Act 2011, and any Regulations made in accordance with that Act, and in the event of any conflict between the Act or Regulations, and these arrangements, the requirements of the legislation will prevail.

SIGNED BY THE AUTHORITIES AS FOLLOWS:

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Police and crime commissioners:

a guide for councils





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Introduction

The government is committed to replacing police authorities with directly elected police and crime commissioners (PCCs) in England and Wales. With the Police Reform and Social Responsibility Bill having almost completed its passage through parliament, the Home Office is looking to hold elections for PCCs on 3 May 2012.

The introduction of police and crime commissioners will have a considerable impact on local authorities. There will be a mutual duty on PCCs and community safety partnerships (CSPs) to cooperate. Both will also have to have regard to each other's priorities when drawing up the police and crime plan (in the case of the commissioner) and their strategic assessments (in the case of CSPs). More fundamentally perhaps, funding (which has until now been given to CSPs by the Home Office) will, at the start of April 2013, be in the hands of PCCs.

Councillors will also play a vital role in holding PCCs to account. In England all the councils in a force area will have to appoint a member to serve on the police and crime panel for that area, while in Wales the Home Secretary will seek nominations from councils for councillors to serve on the panels. The panels' role will be to scrutinise PCCs' decisions and actions and also assist them in carrying out their functions. Panels will have the power to veto PCCs' precepts and nominees for chief constable, to summon the PCC to answer questions and to review the commissioners' police and crime plans.

This guide:

- explains what the role of police and crime commissioners will be
- sets out what they mean for community safety partnerships
- looks at the implications for partnerships of PCCs commissioning community safety services
- examines the role and responsibilities of police and crime panels.

In the next few months the Local Government Group (LG Group) will be publishing more detailed guides for CSPs on working with commissioners and for councils on setting up police and crime panels. The LG Group is also able to provide more in-depth assistance for member councils on these issues for free. Contact details can be found at the end of this booklet.

Police and Crime Commissioners

The government's intention is that the police authorities holding the police to account in Greater London, England and Wales will be abolished from May 2012 and replaced with police and crime commissioners in 42 police force areas. The City of London will remain the police authority for the City.

In London the role of police and crime commissioner for the Metropolitan Police will be carried out by the Mayor of London through the Mayor's Office of Policing and Crime. In the rest of England and Wales the government's plan is for elections for the post of police and crime commissioner to be held on Thursday 3 May 2012 using the supplementary vote system that is used in London to elect the Mayor. The PCCs will then hold office for four years.

In many ways the PCC will have the same role as police authorities. Their main responsibilities will be to:

- secure an efficient and effective police force for their area
- appoint the chief constable, hold them to account for the running of the force and if necessary dismiss them
- set the police and crime objectives for their area by producing a five year Police and Crime Plan (in consultation with the chief constable)

- set the annual force budget and police precept, and produce an annual report setting out their progress against the objectives in the Police and Crime Plan
- contribute to the national and international policing capabilities set out by the Home Secretary in the Strategic Policing Requirement
- co-operate with the criminal justice system in their area
- work with partners and fund community safety activity to tackle crime and disorder.

It will be up to the PCC to decide what support they need to fulfil their role, though they have to appoint a chief of paid staff and a chief finance officer, and will have the option of appointing a deputy police and crime commissioner. Other staff can be appointed as appropriate on merit, but the PCC will have to publish details of the function and cost of the staff supporting them. Initially existing police authority staff will be transferred to support PCCs, but the PCC will be able to decide whether they wish to retain them after six months.

Although the PCC sets the local objectives for their force and holds the police to account, operational responsibility for the day-to-day work of the police remains with the chief constable. Funding for the police will come from a variety of sources including the police grant paid by the Home Office, the precept the PCC sets and various other grants such as the Community Safety Fund.

PCCs and Community Safety Partnerships

The introduction of PCCs will mean a fundamental change for community safety partnerships. Unlike police authorities, commissioners will not be 'responsible authorities' under the Crime and Disorder Act 1998, so will not be members of CSPs.

There is however a provision included in the Police Reform and Social Responsibility Bill that places a mutual duty on PCCs and the responsible authorities on CSPs to cooperate to reduce crime and disorder and re-offending. The bill expands on this duty to also require that a PCC, when putting together their police and crime plan, must have regard to the priorities of the responsible authorities in their force area, while the CSPs will have to have regard to the objectives in the PCC's police and crime plan when exercising their functions.

In addition to having to cooperate with PCCs and have regard to their priorities when carrying out their functions, CSPs will to some extent find themselves accountable to commissioners. Where CSPs are looking to merge they will need the agreement of the commissioner, though they will no longer have to seek the approval of the Home Secretary to do so. PCCs will also be able to require a report from a CSP on their work to reduce crime and disorder, if the commissioner is of the view that the partnership is not carrying out its crime reduction functions in an efficient and effective manner. PCCs will, as well, be given powers through regulations to convene and chair meetings with the CSPs in their force area to discuss strategic priorities.

PCCs and Community Safety Partnership Funding

Alongside these provisions PCCs will also be able to make crime and disorder reduction grants to any organisation or person in their force area. In order to give PCCs a budget to make these sorts of grants the Home Office is looking to transfer various funds to PCCs from 2012.

The Community Safety Fund, which is due to be reduced by 60 per cent from April 2012, will be paid to PCCs from April 2013 at the latest (though the fund for London boroughs was transferred to the Mayor of London from April this year). The government would like to see the Community Safety Fund transferred to PCCs ahead of April 2013, so it is likely that some of the fund will be handed to PCCs in the 2012/2013 financial year, with one option being for CSPs to get six months funding and the PCC getting the remainder once they are in post. Though a final decision has yet to be made, it is also likely that these funds will not be ring-fenced, so PCCs will not be compelled to use them to fund community safety services.

In England other funding will also be given to PCCs; commissioners will receive the proportion of Drug Intervention Programme funding not going to Health and Wellbeing Boards, as well as funding for services to address violence against women and girls. The Welsh government have indicated that any funding they currently give Welsh CSPs will continue to be provided to CSPs and not diverted to PCCs. PCCs will, as well, be able to decide how much of the funding available for Police Community Support Officers is used to support neighbourhood policing and how much is put towards other priorities.

CSPs across the country are likely to find they face different funding issues as PCCs become commissioners of services. Some PCCs may take the view that all their budgets ought to go into funding policing, with none left for community safety services. Others may decide they will commission all community safety services in their area (as will happen in London from next year), leaving CSPs to compete with voluntary, charitable and private sector providers for community safety funding from the PCC. Other public services, such as probation trusts, may also be in a position to bid for funding, as well as commissioning services themselves. Still other PCCs may decide to work with CSPs to commission services jointly.

CSPs will therefore have to decide whether or not they wish to compete for funding to provide community safety services in their area. CSPs will want to consider this carefully as only a few services, if any, can continue to be delivered from their own resources. If a CSP does decide to compete for funding to deliver community safety activity in its area it will have to quickly be in a position to:

- demonstrate its effectiveness to a new PCC by evidencing what its programmes have delivered in terms of outcomes and evaluating the quality of services provided
- consider whether services need to be merged to lower costs and drive efficiencies, possibly with other CSPs
- review whether it can work with other partners in the force area to create a single commissioning framework so that services are more efficient and effective
- look at how it can tailor programmes to ensure delivery of key priorities for the PCC.



Police and Crime Panels – holding PCCs to account

Alongside the relationship councils will have with PCCs through CSPs, they will have a direct role in holding commissioners to account. A police and crime panel (PCP) will have to be established for every police force area to scrutinise the PCC, and support them in the effective exercise of their functions.

In London this role will be undertaken by a specific committee of the Greater London Assembly, which will perform the same function as other panels, but will operate in a slightly different manner. **In the rest of England** councils will have to come together to form the panels as joint committees of the relevant authorities.

In Wales, due to the decision by the Welsh Assembly Government to refuse to allow the creation of panels as local government committees (which is a devolved matter), the Home Secretary will appoint and support the police and crime panels. The Home Secretary also has the power to appoint the panels in England where councils have not appointed a panel, so if councils are unable to agree on the setting up of a panel the matter could be taken from them by the Home Office.

Each council in the force area will appoint a councillor on to the panel, with the panel having a minimum of 10 councillors and two co-opted members. Where there are less than 10 councils in the force area it will be up to them to decide how the additional places needed to reach the minimum figure of 10 councillors are filled. A panel may co-opt additional members including extra councillors provided the panel does not exceed 20 members – and the Home Secretary agrees to the increased size of the panel.

In setting up the panel, the councils involved will need to make arrangements that deal with how the panel is supported and how this support is paid for; how long members of the panel hold office for; what happens when panel members resign; what allowances are paid to members of the panel; how the role of the panel is promoted; and what support and guidance is provided to the members of the panels.

When appointing councillors to the panel, the councils concerned must look to satisfy the balanced appointment objective, and the panel then has to take the objective into account when appointing co-opted members. Additionally the panel must from time-to-time consider whether its power to co-opt members would enable it to meet the objective. The objective is for the members of the panel to represent all parts of the force area, represent the political make-up of the councils in the

force area when taken together, and have the requisite skills, knowledge and experience for the panel to function effectively.

There are no restrictions in the bill on what type of councillors can be appointed to the panel (as there are with council overview and scrutiny committees). However where there is a directly-elected mayor they will automatically become their authority's representative on the panel unless they appoint another representative. When starting to consider which councillors should be appointed to the panel, councils will have to consider whether the role executive councillors play might generate a conflict of interest. Leaders and community safety portfolio holders are likely to be in regular discussion with the PCC about local crime and disorder issues. Would they then be well placed to scrutinise the PCC on arrangements they may have reached with the PCC?

PCPs will have a range of powers to provide a check and balance to the PCC. The panel has the power to:

- require the commissioner or a member of their staff to attend the panel to answer questions
- request the chief constable attends the panel to answer questions where it has already required the commissioner to appear before the panel
- appoint an acting commissioner from amongst the commissioner's staff if the commissioner has resigned, has been disqualified from office, or is incapacitated or suspended

- veto the commissioner's proposed precept if two-thirds of the members of the panel vote in favour of doing so
- veto the commissioner's proposed appointment of a chief constable if two-thirds of the members of the panel vote in favour of doing so.

Once it has been established, there are a number of things the panel is required to do. It will have to review the PCC's draft police and crime plan; review the commissioner's annual report; hold confirmation hearings for the PCC's proposed chief executive, chief finance officer and deputy police and crime commissioner appointments; and deal with complaints made about the PCC – passing on any allegations about criminal offences to the Independent Police Complaints Commission for them to investigate.

Councils will therefore need to work through a range of issues in the next few months in order for them to ensure that their police and crime panel is established as soon as possible after the elections in May 2012 for police and crime commissioners. In fact the Home Office is keen for councils to have arrangements in place before PCCs are elected, so that commissioners can be scrutinised from an early stage.

Local Government Group support

The LG Group has been working with a number of councils in police force areas to start looking at the implications of police and crime commissioners for community safety partnerships, and what issues councils need to consider as they consider establishing police and crime panels.

This has been really helpful in working through the issues councils will face, such as:

- the options available for the composition of PCPs
- how the panel will be hosted and supported
- what changes need to be made to existing structures and processes for collaborative working such as putting together joint strategic assessments
- whether a joint commissioning framework could be established
- what links need to be made with other bodies in the force area.

If you would like to discuss what free support the LG Group can give your council, community safety partnership, or group of councils or CSPs, then please contact:

Chris Williams, about preparing CSPs for police and crime commissioners at christopher.williams@npia.pnn.police.uk

Mark Norris, about setting up police and crime panels at mark.norris@local.gov.uk

You can also keep in touch with the latest developments around police and crime commissioners on the Community Safety Community of Practice at <http://www.tinyurl.com/SaferCommsCoP>





Local Government Group

Local Government House

Smith Square

London SW1P 3HZ

Telephone 020 7664 3000

Fax 020 7664 3030

Email info@local.gov.uk

www.local.gov.uk

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For a copy in Braille, Welsh, larger print or audio, please contact us on 020 7664 3000. We consider requests on an individual basis.

Police and crime panels

Guidance on role and composition



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Contacts

Mark Norris

mark.norris@local.gov.uk
(020) 7664 3241

Ed Hammond

ed.hammond@cfps.org.uk
(020) 7187 7369

Foreword

Having produced a short guide to police and crime commissioners for local authorities, the LGA thought it would be useful for councils to have more detailed and in-depth guidance to setting up a police and crime panel. This guide therefore explores some of the technical issues around establishing a panel, ahead of the guidance the Home Office will be producing later this year.

Although November 2012 seems a long way ahead, we anticipate that the Government will expect to see police and crime panels up and running ahead of the elections for police and crime commissioners. If councils are not in a position to do that then the Home Secretary has the power to set up a panel. We all want to avoid that, so councils will want to have plans in place for their panels by the summer of 2012.

Before then there are a number of issues that councils will need to work through with their neighbours in their force area. Some areas will swiftly arrive at agreed solutions, others may take longer. We hope that this guide facilitates that work, and of course if councils need assistance then the LGA and Centre for Public Scrutiny will be only too happy to help.

Cllr Mehboob Khan

Chair of the LGA's Safer and Stronger Communities Board

Text note

This guidance has been drafted by CfPS and LGA and as such reflects their views on the recent policy and legislative developments in relation to police and crime panels. It is not a reflection of the views of the Government or of civil servants at the Home Office who will be issuing official guidance on police and crime panels in due course. Insofar as is possible it has been drafted so as to complement official guidance.

The guidance is not intended to be prescriptive in nature. It sets out issues that local authorities and police authorities should consider in planning for November 2012, and outlines the arguments for and against certain courses of action. However, it will be necessary for decisions on these issues to be taken locally, rather than for solutions to be asserted from the centre in a way that may not be appropriate in some areas.

1. Introduction

1.1

The Police Reform and Social Responsibility Act 2011 brings in new structural arrangements for national policing, strategic police decision-making, neighbourhood policing and policing accountability. Principal among these changes will be the election of police and crime commissioners, the first of which will take place in November 2012.

1.2

Other than through the ballot box by local people, police and crime commissioners (PCCs) will be held to account by a police and crime panel (PCP), which will be composed of locally elected councillors along with some lay members. The commissioner, in turn, is responsible for holding the chief constable to account. This guidance focuses on the composition and role of these panels and examines how their work will link in to the wider policing improvement agenda.

1.3

The Government intends that arrangements will be developed locally. This guidance reflects existing Government policy and will complement guidance to be produced by the Home Office. It is intended to provide a summary of the key issues that both local authorities and police authorities should address in establishing accountability arrangements for the PCC.



2. Legislative context

2.1

PCCs and their role are defined by Chapters 1 and 3 of the Police Reform and Social Responsibility Act. They will be directly elected by a local vote in November 2012.

The term of office is four years, and it is the government's intention that subsequent elections will be held on the date of ordinary elections in the area. PCCs will be responsible for:

- securing an efficient and effective police force for their area
- producing, and consulting on, a five year police and crime plan, in consultation with the chief constable, which sets the police and crime objectives for their area. The chief constable must have regard to this plan in his or her work (the meaning of 'have regard to' is not defined in the Act)
- holding to account the chief constable, including the power to hire and fire
- publishing certain specified information/datasets including an annual report (precise contents to be confirmed in secondary legislation by the Home Secretary)
- setting the annual force budget and police precept
- requiring the chief constable to prepare reports on police matters, on request.

2.2

The Home Office is expected to produce regulations and guidance for PCCs around the conduct of these duties. More detail can be found in section 9 of this guidance.

2.3

The expectation is that PCCs will want to work closely with partners and that partnership working will be important if they are to operate effectively. Under s10 of the Act, the PCC has to co-operate with local community safety partners to achieve the objectives of the police and crime plan. The PCC must also work with criminal justice bodies (defined in s10(5)) to make arrangements for the efficient transaction of criminal justice policy in the force area. The role and functions of the PCP should be considered in the light of these important co-operation requirements.

2.4

The main provisions on police and crime panels can be found in Schedule 6 of the Act.



3. Role and functions: the law

3.1

The PCP is a scrutiny body. It exists to scrutinise the police and crime commissioner, to promote openness in the transaction of police business and also to support the PCC in the effective exercise of their functions (s28(2)). Some of its functions will include:

- contributing to the development of the PCC's police and crime plan (on which it is a statutory consultee – the PCC must have regard to the PCP's views on the draft plan) (s28(3) and s5(6)(c))
- scrutinising the PCC, and receiving evidence from the chief constable (by invitation), at 'set piece' events at certain points in the year (s28(3) and (4) in particular)
- reviewing the PCC's proposed precept (Schedule 5)
- receiving evidence in person from officers of the PCC's secretariat (s29(1)), although powers to require information do not extend to receiving 'advice' given by the PCC's secretariat to the PCC (s29(2)). Some other restrictions on the kind of information which can be provided to the PCP by the PCC can be found in s13
- reviewing the PCC's proposed appointments of chief constable, chief executive, chief finance officer and deputy police and crime commissioner and holding public confirmation hearings for these posts (Schedule 1)
- making reports and recommendations on matters relating to the PCC, on which the PCC is obliged to provide a response (s29(3))
- carrying out investigations into decisions made by the PCC (s28(6)), and into topics of particular interest, or public concern. This is not a statutory function (the Act does not require it), but may be necessary in order to effectively carry out the rest of the PCP's business
- an informal role in investigating complaints about non-criminal behaviour of the PCC, without any explicit powers to investigate (draft regulations)
- making comments on the PCC's annual report at a public meeting to be held as soon as possible after the publication of that report (the public meeting will also provide the PCP with an opportunity to directly question the PCC on the annual report) (s28(4)).

Some of these powers (those not designated as 'special functions' – see 5.21 below) may be delegated to a sub-committee of the PCP, at the PCP's discretion.

The functions and procedural rules for the operation of the PCP will need to be set out in 'panel arrangements' and 'rules of procedure'. These are explained in more detail in section 4.

3.2

The PCP will have the power to suspend the PCC if he or she is charged with an offence that carries a maximum prison term of more than two years (s30).

3.3 Consulting the public

The PCC has a duty to have regard to the opinion of local people in developing policy (s14), which links with the PCC's obligation to make certain kinds of information public under s11.

3.4

The PCP has no statutory role in consulting the public, and it is important to ensure that it does not duplicate the PCC's role. Notwithstanding these caveats the PCP could play a role in supporting the process of gathering public opinion. In the course of other investigations, for example, the PCP may have cause to speak to members of the public – and it may wish to draw on public opinion gathered elsewhere in the course of its statutory, and non-statutory, duties. The PCP could also ask the PCC for information on the methodology, approach and results of public consultations.

3.5

The detail of how public engagement and involvement will be managed and planned by partners across the community safety landscape could be set out in a protocol between the relevant partners (see section 5.7).

3.6 Information sharing

The PCP will be a formally-constituted joint committee of all the authorities in the force area, where there is more than one authority in the force area. The committee will be bound by Schedule 12A of the Local Government Act 1972, as amended by the Freedom of Information Act 2000 regarding the publication of agendas, minutes and reports. This will include information provided by the PCC and other community safety partners.

3.7

The PCP has the right to any information which it may reasonably require to carry out its functions, with some minor exceptions relating, for example, to safety and operational policing (s13). 'Reasonably require' is not defined, and it may be that PCPs themselves will need to come to an agreement with the PCC (possibly through the use of a protocol, discussed below) about what this will mean in practice.

3.8

There may, however, be instances where the PCC provides the PCP with information but requests that the information is not published by the PCP. There are long-standing rules covering councillors' consideration of exempt information. Any issues arising from the PCC's request that information is not published, set against councils' duty to operate in an open and transparent manner, will need to be resolved; either on a case-by-case basis, or through a protocol between the PCC and PCP (see below) that deals with the issue of data sharing in more detail.



3.9

In all instances the presumption should be in favour of openness and transparency.

3.10 Refusing to provide information

A refusal by the PCC to provide information would need to demonstrate that the request falls entirely within the bounds of the excluded classes of information identified in the Act (see 3.6 above). Where a request falls partially in, and partially outside, one of these classes, any information which can legally be published, should be.

3.11

Where there is a dispute on the law, a discussion between the chair of the PCP and the PCC about the reasons for refusal, and the reason why the PCP wishes to have the information, could produce agreement. Under such circumstances, an undertaking could be given by the PCP that the information is not disseminated further. A protocol between the PCC and PCP could help to resolve such disagreements (see section 5.7).

3.12 Financial reporting and audit

The PCP will have some duties around formal audit, which focus on the consideration of finance reports. Schedule 16, s189 of the Police Reform and Social Responsibility Act inserts a new s115(1B) – (1G) of the Local Government Finance Act 1988, which means that finance reports will be sent to individual members of the PCP following their preparation.

3.13

This provision of information to individual members does not naturally confer a right for the PCP to become directly involved in audit discussions, but it will provide useful background information for the PCP in the carrying out of its statutory functions. It may be felt appropriate, in some areas, for the PCP to formally receive certain financial or audit reports, including accounts, in the interests of openness.

3.14

It may, however, be felt that audit and corporate governance should stay entirely separate (other than is specifically provided for in statute), being governed by internal systems inside the PCC's own secretariat, and within the force itself, as held to account by the PCC.

3.15

To carry out its statutory functions, it will be important for the PCP to see certain key documents – the statement of accounts, budget reports and budget monitoring reports, for example. However, the way in which this, and wider issues around financial reporting, are dealt with in a more general sense will need to be subject to local discretion and agreement.

3.16 Complaints

The PCP has certain duties (under the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2011) relating to the recording and investigation of complaints about the PCC or other office-holders that relate to non-criminal behaviour. Complaints about criminal behaviour are managed by the Independent Police Complaints Commission, who will keep the PCP informed when investigations are being carried out.

3.17

Non-criminal complaints can be considered through a hearing, through the examination of relevant documents provided by either party, and/or through other informal means. Individual PCPs will probably want to work with PCCs, to put in place a simple, clear and transparent process to expedite complaints and to ensure that complaints' systems are transparent. This will also enhance efficiency. It should be noted that, where complaints need to be considered by the PCP, there will be inevitable resource implications for the lead authority. These should be considered in the context of section 5.26 onwards of this guidance, which considers resources in more detail. Generally speaking, the consideration of an individual complaint by the PCP should be a rare occurrence.

3.18

It could also be thought appropriate for the PCP to have oversight of the complaints process operated by the force and the PCC (but not individual complaints, and subject to the existing accountability relationship between the PCC and the chief constable).

4. Panel arrangements and rules of procedure

4.1

The authorities involved in contributing to the PCP, by virtue of being in the relevant force area, must make ‘**panel arrangements**’ and ‘**rules of procedure**’ for the PCP. These are separate documents that will need to be agreed by all the local authorities in the force area.

4.2

The **rules of procedure** should cover (paragraph 25 of schedule 6 of the Police Reform and Social Responsibility Act):

- chairing (including appointment, removal and resignation of the chair) (compulsory) (see 5.2 onwards)
- the formation of sub-committees (compulsory) (see 5.20 onwards)
- the making of decisions (compulsory) (see 5.20 onwards)
- arrangements for convening meetings (see 4.4 – meeting administration will, for ease of working and to reflect the fact that the PCP will be a local authority joint committee, probably closely mirror standard committee management arrangements for local authorities)
- systems for circulating information in the run up to, after, and between meetings (see 3.6 onwards)
- promotion of the work of the PCP.

4.3

The **panel arrangements** should cover all other aspects of the PCP’s operation. The Act sets out (principally, in paragraph 24 of schedule 6) specific requirements which **must** form part of the panel arrangements. These include:

- arrangements about the appointment of co-optees: (see section 6.1)
- how the relevant authorities will make provision for resourcing the PCP, and how such funds will, if necessary, be disbursed between the authorities (see 5.26 onwards)
- provision around co-option (see 7.12 onwards)
- terms of office, appointment, resignation and removal of members of the PCP (see 7.14 onwards)
- payment of allowances (see 7.18 onwards).

4.4

It is likely that both the panel arrangements, and the rules of procedure, will in most areas closely reflect existing local government practice on the running of committees. This is because panels will be formal joint committees of the councils in the force area.

4.5

For the purposes of this guidance, issues have been divided into two separate groups; those that will be dealt with in the panel arrangements and the rules of procedure,— **roles and functions** (covering the business

of the PCP, and how it will operate) (see section 5 of this guidance); and **composition** (covering who will sit on the PCP) (see section 6 of this guidance).

4.6

Particularly relating to the role and function of the PCP, there are additional issues, not specified in the Act, which will nonetheless need to be considered as part of the panel arrangements. These are considered in more detail in section 5.

4.7

There will inevitably be some crossover between the issues covered by the rules of procedure, and the more general 'panel arrangements'. It is advisable that the two separate documents should be considered together when systems are being designed and developed.



5. Roles and functions: issues to consider

5.1

Decisions on these issues should be carried out **before** any decisions are made about the composition of the panel. The role of the panel must influence its composition.

- Which authority will lead/chair?
- How will we set out the panel arrangements and rules of procedure?
- How will the panel, the PCC and other local community safety partners define their interrelationships?
- In particular, what will be the division of responsibilities between the PCP (at force level) and local crime and disorder scrutiny committees (at local level)?
- Will the panel's focus be mainly reactive scrutiny, or proactive policy development (the nature of the PCP's role suggests that both will need to be carried out, but the balance will need to be decided)?
- How will the public be involved?
- How will decisions be made?
- How will the panel be supported and resourced?

These issues will all be dealt with in the sections below, other than involving the public, and the panel arrangements which have already been discussed in sections 3 and 4 respectively.

5.2

Which authority will lead/ chair?

This is the first decision that needs to be made by local authorities in the force area. The police and crime panel will be a formal joint committee of all the authorities in the force area. However, a judgment will have to be made as to which council will lead, for the purposes of planning and delivery of the PCP's work programme, the selection of a chair (possibly, but not necessarily, from the lead authority) and the provision of accommodation and officer support. Home Office resourcing (see below) will go to this lead authority.

5.3

The most obvious solutions might be:

- in a county area with borders coterminous with the force area boundary, the county would lead
- in an area where the force is not coterminous with a single county, the largest county, or largest unitary (whether by population or geographic size) would lead
- in an area where the force covers a smaller selection of authorities, the most populous, or geographically largest, authority could lead.

These possibilities are provided as examples only – solutions adopted in each force area

will need to reflect the wishes of the individual authorities in that area.

5.4

A perceived imbalance that might otherwise exist on the panel because of one geographical area, or centre of population, being ‘over-represented’ or ‘under-represented’, could be partially offset by the chair being given to another geographical area. It is also important to remember the possible impact of local elections part-way through the PCC’s term of office, and the effect that this may have on the composition of the PCP. Dealing with perceived imbalances in representation would be possible through co-option (see 7.12 onwards).

5.5

There is no specific provision for the chair to ‘rotate’ between authorities, although there is nothing in the Act prohibiting this. It is for each area to decide on their own chairing arrangements (which will be set out in the rules of procedure).

5.6 How will the panel, the PCC and other local community safety partners define their relationships?

Information sharing will be one issue amongst many where agreement will need to be reached around common purpose and ways of working.

5.7

The Act makes provision for a protocol between the chief constable and the police and crime commissioner, to define their relationship. This protocol will have a

statutory basis but in local areas it could be supplemented to encompass the PCP, and possibly even local community safety partnerships and the scrutiny committees that hold them to account. Such a protocol would help to set the ground rules for engagement, and make any difficulties or disagreements – particularly in the early months and years – easier to resolve.

5.8

Some may feel that a protocol would be too bureaucratic, or that trying to plan for a number of different eventualities before the event will be difficult and time-consuming. There are benefits to a more ad hoc approach, but risks as well – including delays to time-critical work, breakdowns of relationships, ‘mission creep’ and duplication.

5.9

Some issues that a protocol could clarify might include:

- indicating how the PCC will respond to the PCP’s recommendations (eg, requiring the response to be substantive, giving reasons why any recommendations are being rejected)
- the process for the PCP in consulting on an annual, or quarterly, work programme
- the way in which the performance of the force in question will be monitored by the PCC, and how the PCP’s work will link into this performance management
- the timescale for responding to requests for information
- the circumstances in which information on operational policing could be withheld from the PCP for various reasons
- arrangements for confirmation hearings, including timescales

- arrangements for non-criminal complaints about the PCC and his/her deputies.

5.10

A protocol could be incorporated within the panel arrangements.

5.11

In particular, what will be the division of responsibilities between the PCP (at force level) and local crime and disorder scrutiny committees (at local level)?

Under the Police and Justice Act 2006 local authority scrutiny functions in shire districts, and unitary areas, have specific powers to hold to account work being carried out by the community safety partnership.

5.12

This gives local government scrutiny the right to request information from, and require the attendance of, CSP responsible authorities. Scrutiny also has some powers to make recommendations to responsible authorities about improvements to services. It is important to recognise that these powers are limited to those services delivered by responsible authorities in partnership.

5.13

The PCC is not a ‘responsible authority’ for the purposes of community safety partnerships, but there will inevitably be close joint working between PCCs and CSPs. Councils will need to consider how CSP scrutiny and PCP scrutiny will relate to each other and ensure they do not duplicate each other’s work. In particular, they will need to ensure that community safety

scrutiny committees do not seek to hold the PCC to account for an issue specific to a single community safety partnership.

Overlap of areas of interest will, however, be inevitable, and a protocol between the main partners (as discussed elsewhere) will help to define how different forms of accountability will intersect.

5.14

Will the PCP’s focus be reactive scrutiny, or proactive policy development?

Scrutiny can be carried out by the PCP in a number of different ways. The PCP’s statutory responsibilities focus on a reactive approach (see section 5.15), but a more proactive approach (5.16) could prove useful in ensuring that the PCP is making a positive contribution to the PCC’s work – particularly in the context of the development of the police and crime plan. A proactive approach expands the scope of the PCP beyond its formal statutory role, but a successful adoption of this method of working could strengthen the delivery of the PCP’s core, statutory responsibilities. It will also contribute to the statutory function of the PCP in supporting the PCC in the effective exercise of their functions.

5.15

‘Reactive’ scrutiny:

- looks at how services have been delivered in the past
- learns and applies lessons from that experience to the future.



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Advantages:

- provides an independent means of assessing problems or service failures
- provides a way of analysing successes, and spreading good practice.

Disadvantages:

- can duplicate the PCC's own internal systems
- could interfere with or duplicate work undertaken by HMIC (if poorly planned).

5.16

'Proactive' scrutiny:

- engages in current policy development, influencing decisions before they are made.

Advantages:

- fits closely with the PCP's responsibility to constructively assist the PCC in policy development
- helps to bring additional perspectives to the policy process.

Disadvantages:

- relies for success on a strong working relationship between the PCP, the PCC and other local partners, given that it goes beyond what is prescribed by law.

5.17

There is a case for both approaches. PCPs will want, as a statutory consultee, to examine the PCC's business plans (including the police and crime plan) and will probably want to play a part in the improvement cycle (including the monitoring of performance, finance and risk information) to see where it could most constructively direct its work programme. Decisions here

will need to be based on discussions with the PCC and with other partners involved in tackling crime and disorder. Time limited, or standing, sub-committees could be set up to carry out investigations into specific issues, as long as such investigations do not involve the carrying-out of any of the PCP's 'special functions' (see 5.21 below). This could provide a way to carry out more proactive scrutiny, make better use of limited resources and manage a large PCP whose operation might otherwise be unwieldy.

5.18

Equally, local discretion will mean that some areas may decide to adopt a more 'light touch' approach, where accountability is principally exerted through the PCC/chief constable relationship and the PCP limits itself exclusively to its statutory duties.

5.19

Whatever approach is adopted, a work programme can help to manage the PCP's responsibilities, and to ensure that the PCP's time is spent on issues where it can most clearly add value by delivering against the agreed priorities which support its legal remit.

5.20

How will decisions be made?

Under certain circumstances the PCP can make what the Act describes as ‘decisions’ (which will usually be recommendations rather than ‘decisions’ in the conventional sense) using its statutory powers.

5.21

The Act refers to these as ‘special functions’, which must be carried out by the full PCP and cannot be delegated to a sub-committee. Such decisions could include those to:

- review and make recommendations on the police and crime plan
- review and make recommendations on the annual report of the PCC, at a public meeting
- review and potentially veto the proposed precept
- review and potentially veto the decision to appoint a chief constable, and review but not veto the appointment of various other senior staff (further to paragraph 9(1) of Schedule 1), following a confirmation hearing of the PCP.

5.22

In the instances where the power to veto exists, a two-thirds majority is required for this to take effect.

5.23

Rules of procedure will need to define how the PCP will carry out these special functions. These will include timescales for consultation, and detail on the way in which scrutiny is to be carried out. Regulations will be produced on the exercise of the panel’s veto, but councils will need to define the circumstances in which votes will be taken, how a formal

decision will be made and recorded, how such a decision will be notified formally to the PCC and how the PCC should respond. As well as forming an element of the rules of procedure, these principles could also form a part of the protocol discussed earlier.

5.24

Confirmatory hearings for chief constables and other staff (under the Act, the chief executive, chief finance officer and a deputy police and crime commissioner), will bring their own specific challenges. While the conduct of these hearings will be down to the authorities whose representatives sit on the PCP, discussion and agreement with the PCC, and with the lead authority’s monitoring officer, will be necessary to ensure that such hearings are fair, and take account of the employment, and other, rights of the PCC’s nominee. As a ‘special function’, these hearings must be carried out by the full PCP, which raises additional issues around the management of questioning and ensuring that the hearing adds value to the appointment process.

5.25

There are other circumstances where the PCP’s rules of procedure may need to determine how decisions will be made – for example:

- changes to the panel arrangements, or the rules of procedure themselves
- agreement of the annual work programme (if one is being prepared).



5.26

How will the panel be supported and resourced?

The PCP will be a vital part of local accountability arrangements for policing. The Home Office proposes to make £30,000, plus on-costs, available to support the work of each PCP. It is not yet clear how long this funding will last, or how it will be paid. When setting up panels, councils will have to decide whether their panel should have more support, and if so how this will be provided.

5.27

The support arrangements for the PCP will need to reflect the role and functions that the body takes on. A more reactive approach to scrutiny may not be so resource intensive, but may limit the PCP's effectiveness. A PCP, resourced to make a positive contribution to policy development, could render more effective the delivery of community safety and criminal justice policy across the force area, in such a way that makes the provision of additional resources easier to justify.

5.28

Some resourcing issues to consider when setting up a panel:

- Should a separate member of staff be appointed to provide support to the PCP, or can this be carried out by existing committee administrators and scrutiny officers? Additional pressure on existing staff could lead to problems with the PCP delivering its work programme.
- Will separate committee administration and policy support be required?
- If councils decide to supplement the funding from the Home Office how could they do this? One possibility is that

authorities in the force area could make a joint, pooled contribution to the operational budget of the PCP. This approach is allowed for in paragraph 11(2)(a) of Schedule 6 of the Act.

- Where it is not possible to provide additional support to the panel, consideration will need to be given to whether the panel should concentrate on its core functions, how rigorous it is in setting out which issues it will and will not examine, and whether using 'task and finish' groups will allow it to look at the most important topics in a more efficient manner than might be possible at formal committees.

6. Composition: the law

6.1

The Act makes detailed provisions on PCP composition. In brief, these are:

- Where a force area consists of ten or fewer authorities, the number of members of the PCP will be ten, not including the co-opted members.
 - Where a force area consists of more than ten authorities, there will be as many members as there are local authorities in the force area, plus two co-opted members.
 - Additional councillors may be co-opted onto the PCP, as long as two lay co-optees are also included, the size of the PCP does not exceed 20 and the Secretary of State approves the co-options.
 - Composition should be carried out in accordance to the 'fair representation objective' – essentially, each authority in the force area must be represented by at least one member if the total number of authorities in the area is less than ten, and one member if the number of authorities is ten or more.
 - Where agreement cannot be reached (see below) the Secretary of State has the power to make nominations.
 - The PCC cannot be a member of the PCP.
 - Sitting MPs, Welsh AMs, MSPs, MEPs, staff of the PCC and civilian police staff may not be co-opted onto the PCP.
- By and large, beyond these principles the choice of who sits on the PCP will be down to the authorities involved. However, in Wales, and in those parts of England where agreement cannot be reached (see section 7.19 below) the Home Secretary will nominate members.

7. Composition: issues to consider

7.1

Authorities within force areas need, between them, to make swift, but sustainable, decisions on the following issues, which will need to be set out in the panel arrangements. This will need to happen after the issues in the section above, on roles and functions, have been resolved (including the question of who leads/chairs, covered in 5.2 above):

- Who will sit on the PCP, and how can we assure equity of representation?
 - How do we ensure the PCP is politically proportionate across the force area?
 - How will seats be assigned to individual authorities?
 - Will executive, or non-executive, members sit on the PCP?
 - What will happen in committee system authorities?
 - Who will the lay members/co-optees be, and what process will be used to appoint them?
- How will changes in political control in authorities within the force area, and other necessary membership changes, be dealt with?
- Will a 'special responsibility allowance' be assigned?
- What happens if a decision cannot be reached?
- What happens in Wales?

7.2

Once resolved, decisions on the above should form part of the panel arrangements, discussed above.

7.3 Who will sit on the PCP, and how can we assure equity of representation?

General principles

Composition should take account of, as far as is practical, both political and geographical proportionality, as well as necessary skills and experience, when coming to a judgment of who sits on the body. Together, these form a 'balanced appointment' objective specifically cited in the Act. Detailed provisions on these arrangements can be found in Schedule 6.

7.4

This will avoid significant inequity, as well as making it easier to take account of the concerns of some authorities – particularly shire districts – that they might not otherwise be represented.

7.5

There are risks inherent in a body with a large membership. The size of some PCPs may approach 20 members – which will present a challenge to carrying out effective, focused business in plenary. The careful and proportionate use of smaller task groups or sub-committees could provide a partial solution (see section 5.17).

7.6

How do we ensure the PCP is politically proportionate across the force area?

Panels should be politically proportionate. This means that they should be proportionate according to the total number of councillors in the force area.

7.7

How will seats be assigned to individual authorities?

This is a decision that will need to be taken by those authorities involved, and the Home Office is not planning to prescribe. However, the 'balanced appointment' objectives mentioned above will need to be borne in mind.





7.8 Will executive, or non executive, members sit on the PCP?

There is no prescription as to who should sit on the PCP. However, if there are any executive mayors the force area, they will have a guaranteed seat (although they can delegate a councillor from the authority in their place).

7.9
The question is whether remaining seats should go to executive or non-executive members. This is something that authorities will have to decide themselves, but some arguments for and against each approach are listed opposite.

7.10
There is no single, right approach to composition. Authorities will need to properly weigh up the pros and cons. It would be possible to take a 'mixed' approach, with some executive and some non-executive members sitting on the panel – but this might prove complex.

Executive	Non-executive
An all-executive body would give the panel necessary profile and influence	With its statutory powers, the body will have significant influence anyway
It provides an opportunity for councils' leadership to exert statutory influence over the PCC (in terms of approval of the police and crime plan, etc)	Council leadership will have two other means to exert influence – through community safety partnerships and through the development of the police and crime plan
Executives (particularly cabinet members for community safety) will be in a better position to hold the PCC to account due to their expert knowledge	Having executive members sitting on the PCP will constitute a conflict of interest. As the police and crime plan will effectively be 'jointly-owned' by local authorities in the area, because of the requirement for the PCC to co-operate, local authority executives will have a stake in its delivery that could be perceived as making it impossible for them to carry out truly independent scrutiny
It is more consistent for executive members to sit on the panel, given that executive mayors will have an automatic seat	Provision does exist for the mayor to delegate his/her functions on the PCP to another member of the authority
	If the PCP is to conduct work according to its own work programme (see above) it may place an undue burden on executive members with wider duties. To conduct PCP work in another way could hinder the PCP's effectiveness
	Having a non-executive PCP will make joint working easier with non-executive scrutiny committees carrying out work with community safety partnerships

7.11

What will happen in committee system authorities?

Where a committee system authority has a community safety committee (or similar) taking local decisions on these matters, some of the arguments above would suggest that nobody sitting on that committee should be able to sit on the PCP, for fear of there being a conflict of interest. It could be thought most appropriate for another member, sitting on another committee, to sit on the PCP, but this raises issues about skills and knowledge. Ultimately this is something that individual committee system authorities will have to resolve themselves.

7.12

Who will the lay members/co-optees be, and what process will be used to appoint them?

All panels must have two lay members. The legislation provides no restriction of who these members might be, other than to require that the lay members should have the skills and knowledge to assist the PCP in discharging its functions effectively.

There are a number of options for lay membership – it can be used:

- to bring in expertise from, for example, one of the other community safety ‘responsible authorities’ (for example, a representative from the NHS or from the local Probation Trust)
- to provide particular skills, that without those lay members on the panel might be lacking

- to bring in the views and concerns of the public. Careful thought would need to go into how the lay members were selected, if this approach was followed
- to provide an explicitly ‘non-executive’ perspective, on a PCP otherwise made up of executive members.

7.13

The process used for selection of lay members will need to be determined by each individual force area, and could form part of the panel arrangements. Selection procedures will need to be fair and transparent – a role profile could be prepared on the basis of which a public recruitment exercise could be conducted. This exercise may, on the first occasion, need to be carried out by the ‘shadow PCP’ (see below).

7.14

How will changes in political control in authorities within the force area, and other necessary changes to membership, be dealt with?

Panel arrangements must make provision for the appointment of members to the PCP. Where political control, and hence proportionality, in a given authority changes, they may wish to change their nominated member on the PCP. There are two approaches that could be taken, in tandem:

- set terms of office for the PCP at one year, with membership to be revised every May (at the same time as that for other council committees)
- put in place a system, where a longer term of office is proposed, for the substitution and replacement of a member.

7.15

One issue when deciding how long the term of office of panel members will be is the need to retain the skills and knowledge of the panel, and how changes in membership can be managed to ensure skills and knowledge are not lost. Potential approaches should be evaluated with this principle in mind.

7.16

Panel arrangements will also need to make provision for the change of membership through resignation for other reasons. The same principles as those outlined above should apply, except that the new member should be of the same political party as the old member (and from the same authority) to maintain balance.

7.17

Some areas may choose to use the powers of co-option to add supplementary councillors to the PCP. These supplementary seats could circulate around authorities in the force area, and provision could be made in the panel arrangements for this process to operate. This may, however, complicate proportionality arrangements. The approval of the Secretary of State for the Home Office will be required for these additional co-opted appointments.

7.18

Will a special responsibility allowance be assigned?

It is planned that additional remuneration is made available by the Home Office, to cover the expenses and an allowance for the lay members of the panel only. Money is also being made available to cover the expenses of the local authority members, but no funding for the allowances of local authority

members is being provided. This position on remuneration has been proposed but at the time of writing (October 2011) is yet to be confirmed. Authorities may choose to provide additional allowances to members sitting on the PCP to bring allowances fully into line with figures arrived at for other committees by the relevant independent remuneration panel(s).

7.19

What happens if a decision cannot be reached?

The Home Secretary has reserved powers under the Act to intervene where authorities in a force area cannot come to a decision about the format and composition of the police and crime panel. Where local agreement cannot be reached, she will appoint a panel directly, according to a set of principles developed by the Home Office that include geographical and political representation.

7.20

This will not be an automatic process. Intervention will be a 'last resort' measure.

7.21

What happens in Wales?

The Act makes provision for the Home Secretary to nominate members of PCPs in Wales directly. It was originally intended they would be appointed by councils in Wales, but the Welsh Assembly Government refused to allow the Home Office to legislate on local government matters as this is an area of devolved responsibility in Wales. The powers and functions of Welsh PCPs will be identical to those in England in other respects.

8. Common issues and how to resolve them: shadow PCPs

8.1

In some areas, 'shadow PCPs' have been established, or are being established, by police authorities (which will be abolished) and local authorities in the area working together. The aim of these bodies is to prepare for November 2012, and to ensure a smooth transition between the work of police authorities and the operation of the new structural arrangements.

8.2

A number of the issues identified above, namely resourcing; agreement about role and functions between different local partners; and composition, can only be resolved by discussion and agreement at local level. This discussion could be facilitated by a shadow PCP. Initially, such a body could involve a range of members from all local authorities in the force area, between whom a decision could be made about final composition, powers and so forth.

8.3

It is important to recognise that the shadow PCP, if established, will have no role to carry out substantive scrutiny of any kind until the PCC is elected. Any work undertaken by the shadow PCP should focus exclusively on the development of internal and external systems to enable it to carry out its work once the PCC takes on his or her role.

8.4

Any planning or shadowing arrangements should be member-led. They should involve both executive and non-executive members.

9. Regulations and further guidance

9.1

The Home Secretary has relatively wide powers to make regulations, and issue guidance, further to a number of issues. These include:

- regulations on dealing with complaints
- regulations on 'notifications' to be given by the Home Secretary if authorities fail to comply with the provisions of Schedule 6
- regulations about making nominations and appointments to the PCP
- regulations about modifying the functions of those PCPs to which the Home Secretary has directly nominated members
- 'light touch' non-statutory guidance on a number of issues relating to the operation of PCPs
- other non-statutory guidance on the PCP's links with other local structures.

9.2

At the moment timescales for the production of regulations and further guidance are not known.

Local Government Association
and Centre for Public Scrutiny

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Local Government Association

Local Government House
Smith Square
London SW1P 3HZ

Telephone 020 7664 3000

Fax 020 7664 3030

Email info@local.gov.uk

www.local.gov.uk

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STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 7
25th July 2012	Public Report

Final Report of the Neighbourhood Committee Review Implementation Task and Finish Group

Contact Officer(s) – Adrian Chapman
Contact Details – 863887

1. PURPOSE

- 1.1 This report provides details from the task and finish group established to monitor the implementation of recommendations made as part of the review of Neighbourhood Committees.

2. RECOMMENDATIONS

- 2.1
- (i) For the committee to note the contents of the report and comment on any of the progress updates provided in appendix 2
 - (ii) For the committee to consider the new recommendations made in section 5.1 of this report
 - (iii) For the committee to agree that the work of the task and finish group is now concluded
 - (iv) For the committee to receive an annual report on the performance of neighbourhood committees

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Neighbourhood Committees are a key component of delivering a 'localism' approach to service design, delivery and decision making. They are an important component of the priority which sets out to create strong and supportive communities, providing an open and public dialogue between the council, our partners and our communities on local issues and opportunities.

4. BACKGROUND

- 4.1 In 2010 the Strong and Supportive Communities Scrutiny Committee agreed to form a Task and Finish Group to review the implementation and introduction of Neighbourhood Committees. The Group agreed a broad scope, captured in their terms of reference which are attached at appendix 1.
- 4.2 The Group reported its findings back to the Scrutiny Committee in 2011, with final recommendations being agreed and passed to Cabinet and then Council for debate and agreement.
- 4.3 One of the recommendations agreed was that the Review Group should continue as a Task and Finish Group but to oversee the implementation of the wider recommendations that were agreed. Since that time, the Task and Finish Group has been working with officers to oversee the implementation and further development of agreed recommendations, and has identified further areas for continued improvement that will help embed Neighbourhood Committees even further into the democratic decision making processes of the council.
- 4.4 A full list of all recommendations agreed by Council are attached at appendix 2, along with details of progress made.

5. KEY ISSUES

- 5.1 In addition to monitoring the delivery of the recommendations set out in appendix 2, the task and finish group have also considered a range of ongoing operational matters and have agreed the following new recommendations:
- (i) To move away from general presentations at meetings that do not allow for interaction, debate and challenge
 - (ii) Ensure that agenda items are, in the main, to enable decision making rather than for information only
 - (iii) Adopt a Scrutiny-style approach to key agenda items, where council officers and staff from partner organisations are called to provide evidence, information and advice to Neighbourhood Committee members, and to present on key issues affecting the neighbourhood in a more appropriate manner
 - (iv) Produce a communications and PR strategy that includes a detailed calendar of communications and PR activity that:
 - Supports the overall objectives of Neighbourhood Committees
 - Promotes each Neighbourhood Committee in each area in advance of the meeting
 - Publicises the outcomes from each Neighbourhood Committee after each meeting
 - (v) Organise and run an annual Peterborough-wide Neighbourhoods conference at which:
 - The overall performance and progress made in the previous year is highlighted and discussed
 - Any barriers, issues and opportunities arising from the previous year are highlighted and discussed
 - Overall strategic and operational principles for the forthcoming year are identified, discussed and agreed
 - (vi) Alongside the Community Action Plans, agree a performance plan for the year for each Neighbourhood Committee that sets out required performance across multiple domains (e.g. litter picks, grass cuts, metres of footpath replaced, £25k spend deadlines etc), and then monitor its performance at the monthly Neighbourhood Management meetings and the quarterly Neighbourhood Committee meetings. Performance data should be shared visually at each Neighbourhood Committee meeting
 - (vii) Ensure that all Council Departmental Business Plans include commitments about how services will engage with and be shaped by Neighbourhood Committees and their community action plans
- 5.2 The scrutiny committee is asked to consider each of these recommendations for approval. As these are operational matters which support the delivery of neighbourhood committees, and only if agreed by the scrutiny committee, they will be delegated to each of the Neighbourhood Managers to deliver in their respective areas.
- 5.3 It is envisaged that the recommendations and progress made to date will continue to be driven forward as part of the core role of the council's neighbourhood management team. It is therefore proposed that the task and finish group ceases to operate, and that instead an annual report is provided to the scrutiny committee which sets out progress made by each neighbourhood committee and identifies any issues and opportunities.

6. IMPLICATIONS

6.1 Set out in this report.

7. CONSULTATION

7.1 The Task and Finish Group has engaged with key officers to ensure progress is made towards delivering the agreed recommendations.

8. NEXT STEPS

8.1 To implement any new recommendations agreed by the scrutiny committee, and continue to deliver previously agreed recommendations.

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 Appendix 1: Task and Finish Group Terms of Reference
Appendix 2: Summary of progress against Task and Finish Group recommendations

Appendix 1

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE TASK AND FINISH GROUP

REVIEW OF NEIGHBOURHOOD COUNCILS

Terms of Reference

To review the process and principles of Neighbourhood Councils, taking learning and experience from the first year of operations, in order to produce recommendations for their continued development. The review is to include:

1. The overarching terms of reference for Neighbourhood Councils as set out in the Constitution
2. The range of responsibilities and decision-making powers delegated to Neighbourhood Councils as set out in the Constitution
3. The relationship between Neighbourhood Councils and other Council forums, committees and meetings
4. The relationship between Neighbourhood Councils and other neighbourhood or community focussed forums (e.g. Neighbourhood Panels), to ensure minimum duplication and maximum delivery
5. The process of engaging with Councillors outside the formal Neighbourhood Council meeting to progress decisions made and actions agreed during the meeting
6. The revenue and capital funding delegated to Neighbourhood Councils
7. The process for making decisions on allocating delegated finance, including Section 106 funds
8. The logistical arrangements that support Neighbourhood Councils, including meeting venues, accessibility, times, dates, frequency, presentation including sound equipment, refreshments, seating arrangements and the associated costs.
9. The methods used to promote Neighbourhood Council meetings to the public and partners to ensure maximum and appropriate levels of attendance and public participation
10. The processes used to develop the agendas, including reviewing how best to ensure agendas are relevant, meaningful and interesting and how best to involve the public in the debates
11. The process of reviewing previous actions and how those results are presented to the public
12. The process for distributing the agenda packs before, and the minutes after, each Neighbourhood Council meeting

Appendix 2: Summary of progress against Task and Finish Group recommendations

	RECOMMENDATIONS	PROGRESS TO DATE
1	<p>Agree the principle of delegating as much revenue and capital funding as possible as a driving principle behind Neighbourhood Committees, in line with the spirit of the new Localism Bill, and that this principle is agreed by Councillors and shared with officers.</p> <p>Agree that the mainstream revenue budgets are disaggregated, wherever possible, feasible and legal, and delegated to neighbourhood Committees. In agreeing to this a pilot programme to be implemented focussing on a specific part of council activity before a more expansive roll-out programme.</p>	<p>The Localism Bill is now an Act. Budgets are being delegated to Committees, as are certain budgetary decisions. This includes the £25k annual allocation per Committee.</p> <p>A suitable pilot programme has been agreed that will see an element of the highways maintenance budget being prioritised by Neighbourhood Committees. Neighbourhood Managers have been working with colleagues to develop the model, and local priorities are being identified. Officers will also be working with the contractor, and councillors, to determine how this should work in practice.</p> <p>We will also be consulting over the next few weeks on how future decisions on aspects of the new Community Infrastructure Levy can be delegated to Committees.</p>
2	<p>Commit to reviewing the Constitutional delegations to neighbourhood Committees in support of maximising funding delegated to them.</p>	<p>The Constitution has been amended to ensure this commitment is clear.</p>
3	<p>Agree that the current level of £25,000 funding is guaranteed from 2011/12 onwards as a minimum sum available to each Neighbourhood Committee to be offset by any Planning Obligations Implementation Strategy (POIS) monies that become available to each Neighbourhood Committee.</p>	<p>This has been agreed for the remaining period of the medium term financial plan (when it will then be reviewed as part of the normal planning process).</p>
4	<p>Agree that the process for determining and allocating POIS monies be carefully assessed and agreed to ensure that all parts of Peterborough benefit from growth and new development</p>	<p>POIS Neighbourhood Pool money generated from new developments must be spent in the neighbourhood in which the development is located.</p> <p>Neighbourhood projects will be identified through the Community Action Planning process and added to the Integrated Development Programme (IDP) to make them eligible for POIS funding.</p> <p>Also, see the note regarding consultation for the new Community Infrastructure Level at point 1 above.</p>

	RECOMMENDATIONS	PROGRESS TO DATE
5	Agree that community plans are produced for each of the neighbourhood committee areas in line with the thinking articulated in the Localism Act in order to help determine how all funding and other resources delegated to neighbourhood committees should be spent.	Community Action Plans are complete in draft form and are in the process of being shared and discussed with Members. They will need to continue to be developed and refined in order for them to become the recognised vehicle for helping to make evidence based decisions about service design and delivery. All projects or potential projects will be added to the relevant community action plan to allow for transparent prioritisation.
6	Agree that the Community Leadership Fund is maintained at £10,000 per ward, but that 25% of that budget is allocated by councillors to meet needs identified through neighbourhood committee planning processes.	The CLF budget has been maintained at £10,000 per ward. However, it is the decision of councillors as to what they consider to be the most effective use of this sum in their wards. Neighbourhood Managers are working closely with councillors to help maximise the added value CLF can make, and this is especially helpful now that the community action plans are emerging.
7	Agree that the frequency of Neighbourhood Committee meetings be maintained at four per year in each area and that any future change to this pattern should see an increase rather than a decrease in the frequency of meetings.	The meeting frequency has been maintained at four per year, and dates are agreed at the start of each year as part of the overall calendar of meetings.
8	Agree that the Neighbourhood Management Delivery meetings, led by the relevant Neighbourhood Manager, be created in all Neighbourhood Committee areas as a means of engaging and progressing actions between Neighbourhood Committee meetings. Ensure the broader neighbourhood management framework is in place and is able to respond to the opportunities provided in the Localism Bill and other relevant emerging legislation.	NDT meetings are now in place in all areas. The neighbourhood management team will continue to drive this meeting forward cognisant of other emerging locality-based meetings (for example, those developed by Children's Services or the Police), ensuring efficiency and avoiding duplication.
9	Agree that minimal staffing costs be maintained by ensuring only essential council officers are present at each Neighbourhood Committee meeting.	The principle of this recommendation is in place, although the number of officers required at each meeting will vary depending on the agenda.
10	Agree that ALL councillors are encouraged, through a flexible and modern programme of continuous training and development, to actively participate in all aspects of Neighbourhood Committee business, this training and development programme to incorporate the broader aspects of Neighbourhood Management, Localism and Big Society.	The Council's Governance Team is looking at suitable training and development programmes. The success of this will rely on the willingness and availability of councillors to engage as it is acknowledged that training adds additional demands to busy diaries.

	RECOMMENDATIONS	PROGRESS TO DATE
11	To change the name of Neighbourhood Councils to Area Committees	After discussion and debate at Cabinet, it was agreed that the name would be changed to Neighbourhood Committees.
12	Adopt the following as a vision statement for the Area Committees: “Area Committees will deliver improvements for the local area by identifying, overseeing, monitoring and driving actions to support all issues relevant to the area, including service delivery, service improvements, and area developments”.	This was agreed.
13	Amend the relevant procedure rules contained within the Constitution to reflect all of the agreed recommendations, and to ensure that Area Committees are supported by similar procedures that support other Council committees.	The Procedure rules have been amended.
14	Replace the existing terms of reference for Neighbourhood Committees with the following: (i) Area Committees are established in Peterborough in accordance with the provisions set out in the Local Government Act 2000 (ii) Area Committees will require the pro-active support of all elected Councillors, officers, and partner organisations to ensure their full and positive success Area Committees should: (iii) Make decisions within the remit of their terms of reference and their formally delegated responsibilities, or make recommendations to the Executive as appropriate on issues which affect the area (iv) Be the committee where members of the Area Committee and members of the community can discuss issues of concern or interest, including those that are not the direct responsibility of the Council as well as those that are (v) Set the standards for services to meet local needs which are outside the immediate responsibility or budget of the Area Committee, and seek agreement for any changes from the Executive (vi) Be the primary focus for public involvement and consultation within the area, working closely with other public, private and voluntary agencies, and advising and/or making recommendations that arise to the Executive as appropriate on issues which affect the area (vii) Develop community action plans, and monitor their implementation, to ensure the promotion of economic, environmental, cultural and social well-being of the area, that service delivery improvements are made and that better outcomes are achieved (viii) Carry out any non-Executive functions delegated by the Council, and any Executive functions delegated by the Leader, in accordance with the scheme of delegations set out in Part 3 sections 1 and 3 of the Constitution (ix) Be directly responsible for any delegated funding identified by the council and invest that money in ways that support the priorities identified through the community planning process	The Terms of Reference have been amended.

	RECOMMENDATIONS	PROGRESS TO DATE
15	<p>That for the municipal year commencing May 2011, replace the existing delegations to neighbourhood Committees with those set out below. Keep this under review during that year, with a view to expanding the delegations from the start of the Municipal year commencing May 2012:</p> <ul style="list-style-type: none"> (i) The Leader retains responsibility for functions delegated and may exercise those functions in person, regardless of further delegation. Further, the Area Committees must act with due regard to all other council policies and procedures (ii) To promote the council's role as a community leader in its area, giving a meaningful voice to the community and fostering good and productive working relationships with the council's partner organisations, including Parish Councils, Police, Fire, Probation, criminal justice agencies, health & social care agencies, education agencies, young people's services, community associations, residents associations and voluntary sector agencies (iii) To take a leading role in promoting the economic, environmental, cultural and social wellbeing of the area, and develop community action plans to achieve this that improve service delivery and achieve better outcomes (iv) To set the standards for all former City Services operations now contracted to Enterprise to ensure effective delivery of all services, including making decisions on the maximum amount of any delegated budgets allowable within the terms of the contract to be deployed on local priorities (to be confirmed subject to details of the contract) (v) To agree the annual programme of works contained within the Highways Capital Programme for 2012/13 onwards (vi) To act as consultees on all major or significant Executive and Council proposals that affect the area, including those affecting both capital and revenue spend (vii) To act as consultees in respect of Major Planning applications relevant to the area, and report views to the relevant Committee (viii) To carry out any actions that the Executive authorises in addition to those set out above, until such time as that authorisation is revoked 	<p>These were agreed and the Constitution amended, with the caveat that they are subject to there being sufficient resources to implement the recommendations.</p>

	RECOMMENDATIONS	PROGRESS TO DATE
16	<p>Deliver the recommendations set out in the report from the sub-group of the Neighbourhood Committee Task & Finish Group which has focussed on rural / parish issues specifically:</p> <ul style="list-style-type: none"> (i) create a new committee to replace the Rural North Neighbourhood Committee, that comprises rural ward councillors, and one co-opted representative from each of the 23 rural Parish Councils (ii) appoint a rural ward councillor as chair of this committee (iii) hold all meetings at a rural location within any of the 23 rural parish council areas (iv) decisions relating to non-financial matters or those that are not formally delegated responsibilities will be debated by all members of the committee, with all members having a single vote each (v) matters relating to financial or delegated responsibilities will be decided solely by elected City Councillors 	<p>This has been fully agreed and implemented.</p> <p>Cllr David Over has been appointed as Chair.</p> <p>All Parish Councils were invited to nominate a co-optee to join the new Committee, and the majority have taken this opportunity up.</p>
17	<p>Create a single, seamless approach to neighbourhood engagement by creating a structure which enables the following to be delivered in each Area Committee area during the same session:</p> <ul style="list-style-type: none"> • Ward Forum: a ward-specific informal forum where ward councillors can engage with their constituents and discuss informal issues or issues which may require escalation to the Area Committee. During these forums, key officer representation should also be available, including from the Neighbourhood Management team, Trading Standards, Community Safety, Police, and Enterprise • Neighbourhood Panel: formally police-led but now partner-wide meetings during which three local priorities are identified for resolution • Area Committee: re-launched Neighbourhood Committee meetings, focussing on more strategic or impactful issues affecting the area 	<p>This approach has been extensively piloted and is now operating in the majority of areas.</p> <p>In some cases, Neighbourhood Panel boundaries have been altered to align with the Neighbourhood Committee boundaries to enable this new approach to happen.</p> <p>However it is clear that 'one size does not necessarily fit all' and the Police have faced pressure in some areas for these meetings to remain separate. This issue continues to develop and evolve.</p>
18	<p>Organise a minimum of two Area Committee locality "tours" per annum, during which ALL members of the Committee, the nominated CMT member, key PCC officers, key officers from partner organisations, key community leaders/representatives and the local media explore the area in more depth, focussing on particular problems, hotspots and successes.</p>	<p>Schedule of visits either already in place or being arranged for each committee.</p>
19	<p>Agree to the creation of a job description for the roles of Chair and Vice Chair of the Area Committee that reflects the changes of emphasis and focus set out in these recommendations, and the role these posts will play in support of the broader neighbourhood management structure.</p>	<p>Role descriptions have been agreed and are subject to presentation to Chairs and Vice Chairs by the Neighbourhood Managers.</p>

	RECOMMENDATIONS	PROGRESS TO DATE
20	<p>Agree to the creation of a lead officer role within the Neighbourhoods division to co-ordinate and facilitate the entire Neighbourhood Management meeting and engagement structure, including:</p> <ul style="list-style-type: none"> • Developing, co-ordinating and monitoring delivery of action plans at area Committee, Neighbourhood Panel, Ward Forums, and locality tour levels, holding Members, officers and partners to account as necessary • Liaising with key PCC departments, notably Democratic Services and Communications, to ensure all required actions are delivered • Arranging agenda setting and planning meetings for Area Committee in accordance with the Constitution • All logistical arrangements for Area Committees, Neighbourhood Panels, Ward Forums, Neighbourhood Management Delivery Team meetings and any other related forums, including venues, refreshments, access, transport, etc • Liaising with Council departments and partners regarding information to be made available at each meeting (e.g. literature or a staffed information stand) • Managing the agenda plan for each Area Committee containing items for future discussion • Developing, managing and co-ordinating a full contacts database of residents, community groups, officers and partners to ensure maximum awareness of all relevant meetings and opportunities for engagement 	<p>As a result of this recommendation and subsequent discussions, we have appointed assistants to each of the three Neighbourhood Managers, part of whose role is to co-ordinate the outcomes from Committee meetings and ensure good progress is made.</p> <p>Governance and practical support for the meetings continues to be provided through the Democratic Services team.</p>
21	<p>Agree that alongside formal minutes from the Area Committee, comprehensive action plans should be created from (i) every Ward Forum and (ii) every Neighbourhood Committee meeting, setting out clearly what actions have been agreed, and naming a lead officer (with the consent of the officer named) and a lead councillor jointly responsible for ensuring the action is achieved.</p>	<p>Ward Forum issue sheets have been introduced, and are populated during the Forum sessions. Working action plans for each Neighbourhood Committee area have also been established.</p>
22	<p>Agree to formalise the seating arrangements at Area Committee meetings so that all Members sit at the front of the audience in a horseshoe arrangement, making it clear who has voting rights, how those rights are used, and who is not in attendance.</p>	<p>This has been implemented for each Neighbourhood Committee.</p>
23	<p>Agree to identify a different member of the Corporate Management Team to act as champion and advocate for each of the seven Area Committees, and to ensure that the principles of Area Committees are given the appropriate status amongst officers</p>	<p>A CMT representative acts as champion and advocate for each Committee. In addition, and in order to empower the next level of management, each CMT member is also supported by a Head of Service.</p> <p>The Chief Executive maintains a strategic overview of all 7 committees.</p>

	RECOMMENDATIONS	PROGRESS TO DATE
24	<p>Agree to develop a single media and communications strategy, supported by an action plan, which pro-actively promotes Area Committees and Ward Forums and their achievements in a timely manner</p> <ul style="list-style-type: none"> (a) to help achieve this assign an officer within the Communications team to have responsibility for co-ordinating publicity and marketing for Area Committees and Ward Forums (b) produce a publicity “pack” of template materials and formats that promote Area Committees including “soft” formats (via use of the web, social networking, etc) and “hard” formats (posters, leaflets, etc) 	<p>A communications strategy and action plan has been developed.</p> <p>However it is clear that more work needs to be done to communicate information about neighbourhood committees and this will be developed further by the neighbourhood managers through their bi-weekly meetings with the Safer/Stronger Peterborough Strategic Manager.</p>
25	<p>Agree to be creative and flexible with the logistical arrangements for neighbourhood engagement activities set out in recommendation 7, providing they follow the Access to Information rules. For example, vary the start and end times of the meetings to ensure engagement with different residents, and ensure venues have enough space and capacity to cope with the requirements of both formal and informal forums during the same session.</p> <p>Agree that officers should explore transport initiatives as and where appropriate for each of the Area Committee meetings to support attendance from residents.</p>	<p>These recommendations are agreed in principle, subject to there being sufficient resources available, although local arrangements will need to apply so will be discussed with Chairmen and Committee members during the monthly Neighbourhood Management Delivery meetings.</p>

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STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 8
25 JULY 2012	Public Report

Report of the Solicitor to the Council

Report Author – Paulina Ford, Senior Governance Officer, Scrutiny

Contact Details – 01733 452508 or email paulina.ford@peterborough.gov.uk

FORWARD PLAN OF KEY DECISIONS – 1 August – 30 November 2012

1. PURPOSE

- 1.1 This is a regular report to the Strong and Supportive Communities Scrutiny Committee outlining the content of the Council's Forward Plan.

2. RECOMMENDATIONS

- 2.1 That the Committee identifies any relevant items for inclusion within their work programme.

3. BACKGROUND

- 3.1 The latest version of the Forward Plan is attached at Appendix 1. The Plan contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) will be making over the next four months.
- 3.2 The information in the Forward Plan provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan.

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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**PETERBOROUGH CITY
COUNCIL'S FORWARD PLAN
1 AUGUST 2012 TO 30 NOVEMBER 2012**

FORWARD PLAN OF KEY DECISIONS - 1 AUGUST 2012 TO 30 NOVEMBER 2012

During the period from 1 August 2012 To 30 November 2012 Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. The dates detailed within the Plan are subject to change and those items amended or identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to alexander.daynes@peterborough.gov.uk or by telephone on 01733 452447.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the papers listed on the Plan can be viewed free of charge although there will be a postage and photocopying charge for any copies made. All decisions will be posted on the Council's website: www.peterborough.gov.uk. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this plan.

NEW ITEMS THIS MONTH:

Management and Operation of Dogsthorpe Household Recycling Centre - KEY/01AUG/12

AUGUST

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Sale of surplus former residential care home - Eye - KEY/01OCT/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member for Resources, to negotiate and conclude the sale of a former care home now surplus to requirement -The Croft, Eye.</p>	August 2012	Cabinet Member for Resources	Sustainable Growth and Environment Capital	Consultation will take place with the Cabinet Member, & Ward councillors, as appropriate	Simon Webber Capital Receipts Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk	A public report will be available from the Governance team one week before the decision is taken.
<p>Section 75 agreement with Cambridge and Peterborough Foundation Trust - KEY/03OCT/11 To approve the section 75 agreement with CPFT for the provision of mental health services.</p>	August 2012	Cabinet Member for Adult Social Care	Health Issues	Internal and external stakeholders as appropriate.	Terry Rich Executive Director Adult Social Services (interim) Tel: 01733 758444 terry.rich@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.

<p>Traffic Signals LED Project - award of contract - KEY/03SEP/11 Contract to replace all traffic signal head lamps in Peterborough with LED Heads.</p>	August 2012	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate	<p>Amy Wardell Team Manager - Passenger Transport Projects Tel: 01733 317481 amy.wardell@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Cowgate Enhancement Scheme - KEY/05JAN/12 To award the contract to undertake engineering works as part of the Cowgate Enhancement Scheme.</p>	August 2012	<p>Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital</p>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders	<p>Stuart Mounfield Senior Engineer Tel: 01733 453598 stuart.mounfield@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>All Saints Junior School - Extension of Age Range - KEY/03FEB/12 To commission a new all through Voluntary Aided Primary School to enable the extension of the age range of All Saints Junior School.</p>	August 2012	<p>Cabinet Member for Education, Skills and University</p>	Creating Opportunities and Tackling Inequalities	Relevant internal stakeholders as appropriate.	<p>Alison Chambers Principal Assets Officer (Schools) Tel: 01733 863975 alison.chambers@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
<p>Award of Contract - Bus Shelter Provision and Maintenance - KEY/01APR/12 Award of contract for the provision, installation, cleaning and maintenance of Bus Shelters.</p>	August 2012	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate.	<p>Darren Deadman Travel Information and Monitoring Officer Tel: 01733 317464 darren.deadman@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>Moy's End Stand Demolition and Reconstruction - KEY/03APR/12 Award of Contract for the Demolition of the Moy's End Stand and Reconstruction</p>	August 2012	<p>Cabinet Member for Education, Skills and University, Cabinet Member for Resources</p>	Sustainable Growth and Environment Capital	Internal and External Stakeholders as appropriate.	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborou gh.gov.uk</p>	A public report will be available from the Governance Team one week before the decision is taken.
<p>Clare Lodge – additional four lounge areas - KEY/04APR/12 To award the contract for the construction of four new lounge areas.</p>	August 2012	<p>Cabinet Member for Children's Services</p>	Creating Opportunities and Tackling Inequalities	Relevant internal stakeholders as appropriate	<p>Sharon Bishop Assets Officer Tel: 01733 863997 sharon.bishop@peterborough .gov.uk</p>	A public report will be available from the Governance Team one week before the decision is taken.
<p>Organic and Food Waste Treatment Services Contract - KEY/01MAY/12 To Award a contract for Organic and Food Waste Treatment Services.</p>	August 2012	<p>Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning</p>	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate.	<p>Amy Nebel Recycling Contracts Officer Tel: 01733 864727 amy.nebel@peterborough.go v.uk</p>	A public report will be available from the Governance Team on week before the decision is taken.
<p>Energy from Waste Facility and associated works and services - KEY/01JUN/12 To appoint a preferred bidder and award the contact for an energy from waste facility along with associated works and services.</p>	August 2012	<p>Cabinet Member for Resources, Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning</p>	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate.	<p>Margaret Welton Principal Lawyer (Special Projects/Waste 2020) Tel: 01733 452226 margaret.welton@peterborou gh.gov.uk</p>	A public report will be available from the Governance Team one week before the decision is taken.

<p>Street Lighting Efficiency Programme (2012/13 and 2013/14) and Street Lighting Column Replacement Programme (2012/13) - KEY/02JUN/12 To approve the award of a contract for Street Lighting Works.</p>	August 2012	Cabinet Member for Housing, Neighbourhoods and Planning	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate.	Sally Savage Senior Project Support Worker sally.savage@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p>Roundabout Junction 5 and Boongate West Widening Scheme - Contract Award - KEY/04JUN/12 To approve the award of a contract for construction of the Roundabout Junction 5 and Boongate West Widening Scheme to the successful Midlands Highways Alliance (MHA) contractor (tbc).</p>	August 2012	Cabinet Member for Housing, Neighbourhoods and Planning	Sustainable Growth and Environment Capital	Consultation on scheme was carried out in 2010 /11 Financial Year and budget allocated in the Medium Term Financial Strategy for implementation in the 2012/13 Financial Year.	Stuart Mounfield Senior Engineer Tel: 01733 453598 stuart.mounfield@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.</p>	August 2012	Cabinet Member for Resources	Sustainable Growth and Environment Capital	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is made.

<p>Management and Operation of Dogsthorpe Household Recycling Centre - KEY/01AUG/12 To award the contact for Management and Operation of Dogsthorpe Household Recycling Centre (HRC) (including the supply of containers and transportation of waste from the HRC).</p>	August 2012	<p>Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning</p>	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate.	<p>Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
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SEPTEMBER

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Community Infrastructure Levy (CIL) – Preliminary Draft Charging Schedule (PDCS) - KEY/01SEP/12 To approve the draft CIL for public consultation.</p>	September 2012	Cabinet	Sustainable Growth and Environment Capital	Six week public consultation including Planning and Environmental Protection Committee.	<p>Richard Kay Policy and Strategy Manager richard.kay@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

OCTOBER

There are currently no Key Decisions scheduled for October.

NOVEMBER

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
Rolling Select List - Independent Fostering Agencies - KEY/01JUL/12 To approve the list for independent fostering agencies.	November 2012	Cabinet Member for Children's Services	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Wendi Ogle-Welbourn Assistant Director for Strategy, Commissioning and Prevention wendi.ogle-welbourn@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.

CHIEF EXECUTIVE'S DEPARTMENT Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications
Strategic Growth and Development Services
Legal and Governance Services
Policy and Research
Economic and Community Regeneration
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

STRATEGIC RESOURCES DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Finance
Internal Audit
Information Communications Technology (ICT)
Business Transformation
Strategic Improvement
Strategic Property
Waste
Customer Services
Business Support
Shared Transactional Services
Cultural Trust Client

CHILDRENS' SERVICES DEPARTMENT Bayard Place, Broadway, PE1 1FB

Safeguarding, Family & Communities
Education & Resources
Strategic Commissioning & Prevention

OPERATIONS DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management, Passenger Transport)
Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Tourism)
Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion, Neighbourhood Management)
Operations Business Support (Finance)

ADULT SOCIAL CARE DEPARTMENT Town Hall, Bridge Street, Peterborough, PE1 1FA

Care Services Delivery
Strategic Commissioning
Performance, Quality and Information

PETERBOROUGH CITY COUNCIL'S CABINET MEMBERS WOULD LIKE TO HEAR FROM YOU

The Leader of Peterborough City Council is offering everyone a chance to comment, or raise queries on the decisions highlighted on the Council's Forward Plan.

Your comments and queries can be submitted to the Council's Governance Team using the form overleaf, or alternatively by telephone or email. The Governance team will then liaise with the appropriate Cabinet Member and ensure that you receive a response. Members of the Cabinet, together with their areas of responsibility, are listed below:

Councillor Cereste	Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital
Councillor Lee	Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning
Councillor M Dalton	Cabinet Member for Communications
Councillor Hiller	Cabinet Member for Housing, Neighbourhoods and Planning
Councillor Holdich	Cabinet Member for Education, Skills and University
Councillor Fitzgerald	Cabinet Member for Adult Social Care
Councillor Scott	Cabinet Member for Children's Services
Councillor Seaton	Cabinet Member for Resources
Councillor Walsh	Cabinet Member for Community Cohesion and Safety

SUBMIT YOUR COMMENTS OR QUERIES TO PETERBOROUGH CITY COUNCIL'S CABINET

Your comment or query:

How can we contact you with a response?
(please include a telephone number, postal and/or e-mail address)

Name

Address

.....

Tel:

Email:

Who would you like to respond? (if left blank your comments will be referred to the relevant Cabinet Member)

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**DRAFT - STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE
WORK PROGRAMME 2012/13**

Meeting Date	Item	Progress
<p>6 June 2012 <i>Draft Report 17 May</i> <i>Final Report 24 May</i></p>	<p>Strong and Supportive communities: introduction, Overview and Work Programme</p> <p>To receive a comprehensive overview of the issues, opportunities, priorities and challenges in connection with the strong and supportive communities theme, with the aim of establishing a scrutiny work programme for the year.</p> <p>Contact Officer: Adrian Chapman</p> <p>Review of 2011/12 and Future Work Programme</p> <p>To review the work undertaken during 2011/12 and to consider the future work programme of the Committee</p> <p>Contact Officer: Paulina Ford</p>	<p>Items identified at the meeting to be programmed into the work programme.</p> <p>Items identified at the meeting to be programmed into the work programme.</p>
<p>25 July 2012 <i>Draft Report 9 July</i> <i>Final Report 16 July</i></p>	<p>Consultation and Engagement Strategy</p> <p>To scrutinise the Consultation and Engagement Strategy and make any recommendations</p> <p>Contact Officer: Paul Stevenette CRIME AND DISORDER SCRUTINY COMMITTEE</p> <p>Police and Crime Commissioners and Police and Crime Panels</p> <p>To receive a report on information regarding the changes in police governance leading to the election of a Cambridgeshire Police and Crime Commissioner and make any comments</p> <p>Contact Officer: Adrian Chapman/Gary Goose Neighbourhood Committee Implementation Task and Finish Group Final Report</p>	

Meeting Date	Item	Progress
	<p>To receive the final report from the Neighbourhood Committee Implementation Task and Finish Group and make any recommendations.</p> <p>Contact Officer: Adrian Chapman</p>	
<p>12 September 2012 <i>Draft Report 28 Aug</i> <i>Final Report 3 Sept</i></p>	<p>CRIME AND DISORDER SCRUTINY COMMITTEE</p> <p>Protecting the Public Through Regulatory Services</p> <p>Contact Officer: Peter Gell</p> <p>K9 Project</p> <p>To scrutinise the K9 Project which encourages responsible dog ownership and make any recommendations.</p> <p>Contact Officer: Peter Gell</p> <p>Reducing Reoffending Through Behaviour Change</p> <p>Contact Officer: Gary Goose</p> <p>City Centre – Priorities and Vision</p> <p>Contact Officer: Annette Joyce</p>	
<p>20 November 2012 <i>Draft Report 2 Nov</i> <i>Final Report 9 Nov</i></p>	<p>Citizens Power – Task and Finish Group Report</p> <p>Contact Officer: Graeme Clark</p> <p>Peterborough Homes Allocations Policy</p>	

Meeting Date	Item	Progress
	<p>Contact Officer: Belinda Child/Adrian Chapman</p> <p>Homelessness Strategy</p> <p>Contact Officer: Belinda Child/Adrian Chapman</p> <p>Empty Homes Strategy</p> <p>Contact Officer: Belinda Child/Adrian Chapman</p> <p>Introduction to Selective Licensing to Improve Standards in Private Rented Housing</p> <p>Contact Officer: Belinda Child/Adrian Chapman</p>	
<p>16 January 2013</p> <p><i>Draft Report 31 Dec</i></p> <p><i>Final Report 7 Jan</i></p>	<p>Effectiveness of the 2012/13 Cohesion Strategy in Tackling Current Cohesion Action Plan Priorities</p> <p>Contact Officer: Jawaid Khan</p> <p>Cohesion Strategy and Action Plan for 2013/14</p> <p>Contact Officer: Jawaid Khan</p>	
<p>9 OR 21 January 2013</p> <p>(Joint Meeting of the Scrutiny</p>	<p>Budget 2013/14 and Medium Term Financial Plan</p> <p>To scrutinise the Executive's proposals for the Budget 2013/14 and Medium Term Financial Plan.</p>	

Meeting Date	Item	Progress
Committees and Commissions)	Contact Officer: John Harrison/Steven Pilsworth	
6 March 2013	Vivacity – Annual Report	
<i>Draft Report 18 Feb</i>	Contact Officer: Kevin Tighe	
<i>Final Report 25 Feb</i>	City Centre	
	Contact Officer: Annette Joyce	
	CRIME AND DISORDER SCRUTINY COMMITTEE	
	Annual Community Safety Plan Strategy	
	Contact Officer: Gary Goose	

To be programmed into work programme:

- **City Centre** - To scrutinise the plans and vision for the City Centre - **Contact Officer: Annette Joyce**