

CAMBRIDGESHIRE POLICE AND CRIME PANEL

WEDNESDAY 20 JULY 2022, 1.30 PM

Sand Martin House

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

AGENDA

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

[Rules of Procedure](#)

Membership

Councillors: A Sharp, A Bradnam, S Tierney, S Ferguson, S Warren, A Ali, C Hogg, S Count, SA Hart, A Gilderdale, M Beuttell

Independent Co-opted Members

Edward Leigh
Claire George

Substitutes

Councillors: J Huffer, M Goldsack, G Wilson, T Sanderson, N Moyo, M Sabir, S Barkham, D Connor, S Baigent, C Lowe

Officer Support

Jane Webb, Peterborough City Council



**MINUTES OF A MEETING OF THE
CAMBRIDGESHIRE POLICE AND CRIME PANEL
ON 23 MARCH 2022**

Members Present:	Edward Leigh (Chair), Councillors S Baigent, S Ferguson, C Hogg, A Lynn, A Sharp, S Warren, and Claire George.	
Officers Present:	Philippa Turvey Fiona McMillan	Secretariat, Peterborough City Council Monitoring Officer, Peterborough City Council
Others Present:	Darryl Preston Jim Haylett Jack Hudson Catherine Kimberley	Cambridgeshire Police and Crime Commissioner Chief Executive OPCC Head of business Development Communications and Engagement Manager

1. Apologies for Absence

Apologies were received from Councillors Collis, Bradnam, Daunton, Bywater, Tierney, and Ali. Councillor Baigent was in attendance as a substitute for Councillor Collis.

2. Declarations of Interest

No declarations of interest were declared.

3. Minutes of the Meeting held on 2 February 2022

The minutes of the meeting held on 2 February 2022 were agreed as an accurate record.

4. Commissioner's Response to Recommendations

The Commissioner stated:

Response to Precept Proposal – The Commissioner was grateful that the Panel did not adopt its powers of veto over the precept, and he had written to the Panel expressing this.

Delivery Plan – Moving Forward – After discussions at the last meeting, this now formed part of today's meeting.

The Commissioner also gave clarification around several points raised at the previous panel meeting:

- Funding of Domestic Homicide Reviews (DHRs) – There was currently a Home Office led review on DHRs, which the Commissioner had been engaged in. Funding was not part of the review, but it was raised and therefore was still work in progress.
- Funding of Constabulary from core grant from Home Office – the Panel were, at the last meeting, informed that the Chief Constable and Commissioner were to meet with the Home Office in relation to funding, an extremely useful meeting took place in early March where the case was robustly made for Cambridgeshire. The Commissioner appreciated the Panel's support and explained this issue needed to be tackled country-wide, with partners across government, to make the best case going forward. The Panel would be kept informed of progress and it was hoped the best settlement would be achieved for the residents of Cambridgeshire and Peterborough.

5. Public Questions/Statements

One question had been received from Antony Carpen:

The Question

"Following the announcement by the Criminal Bar Association of 13 March 2022, and their announcement of a 'no returns' policy from 11 April and given the issues that they have raised regarding pay and resourcing in the Criminal Justice System, what assessment has the PCC and his officials made on the potential impact on the Cambridgeshire & Peterborough Police and Crime Plan."

I note the Plan states:

"[The PCC] will work with partners within the criminal justice system to ensure those who break the law are brought to justice efficiently and effectively and are less likely to reoffend."

I would be grateful if his response could address this specific point directly including what actions he proposes taking.

<https://www.criminalbar.com/resources/news/cba-ballot-result-13-03-22/>

The Response (from the Commissioner)

"Within Cambridgeshire we have excellent working relationships amongst the different criminal justice agencies. The Commissioner chairs the Local Criminal Justice Board that oversees joint working arrangements and ensures that where there are local problems and issues that they are swiftly resolved.

We know that the restrictions brought on due to covid have impacted on backlogs in the court system and this is something that we as a Board have been working to mitigate as far as possible.

In that context, any disruption in our ability for trials to progress would be regrettable. Although this is a national matter over which the Commissioner has no direct control, the Commissioner has already discussed this with government at Ministerial level and the Commissioner would hope that this matter is resolved as my concern is about local justice proceeding and providing a service to victims and witnesses."

The Commissioner stated this was a good question to ask as the issue posed a significant risk, with victims and witnesses having to wait longer (potentially for trials), and there were backlogs due to the pandemic. The Commissioner also stated this was very much an issue for the Ministry of Justice, but the Commissioner was confident that the conversations with the criminal bar were still proceeding at pace. As reassurance, the Commissioner explained that the Efficiency Group of the Criminal Justice Board for Cambridgeshire and Peterborough, was meeting today with the main agenda item being mitigation on this item and he hoped the issue would be resolved prior to the April date.

6. Review of Complaints

The Chairman confirmed that on the date the agenda was published, 15th March 2022, there had been no complaints received since the last report.

ACTION

The Panel **AGREED** to note the report

7. Police and Crime Commissioner's Approach to Communications and Engagement

The Panel received a report on the Police and Crime Commissioner's Approach to Communications and Engagement. The Panel were recommended to note the contents of the report.

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

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

- 1) Councillor Ferguson thanked the OPCC for their face-to-face engagement in St Neots and asked what the OPCC's plans were to better engage with the 18- to 24-year-old demographic, which were a hard group to reach. The Commissioner explained that only a certain demographic would complete surveys and it should not be that difficult to reach younger people. There were plans to reach out to more schools and universities, as this had not been previously possible over the last two years. The Commissioner also stated he had attended events at the Cambridgeshire Youth Advisory Panel. The Plan now, was to, rather than wait to have to statutorily consult, but for ongoing consultation throughout the year, not just for a particular issue. Catherine Kimberley explained it was about using different tactics for diverse groups – digital media and opportunities where the OPCC could present to schools, different community groups, disabled groups, and young people representatives to enable receiving feedback by their preferred approach.
- 2) Councillor Sharp thanked the OPCC as he had received good positive feedback from the farming community about their engagement with the OPCC. The Commissioner stated that 90% of the county was rural and those areas often felt isolated, but the good news was that rural crime was down and hare-coursing was down 50%, as Cambridgeshire has an excellent Rural Crime team, the envy of other forces.
- 3) Edward Leigh asked about E-cops, now known as Neighbourhood Alert; and asked the Commissioner what his strategy was for expanding the mailing list as it was a key communication channel and what analysis did the OPCC have on the geographical and social reach of it. The Commissioner stated although e-cops had a large following, it would include a certain demographic that would be captured within the surveys. The team had received more training on digital platforms (Facebook), and these could be targeted at a low cost therefore this was being progressed. Catherine Kimberley clarified that the traditional uptake of Neighbourhood Alert had been a particular demographic and despite ongoing campaigns it had been difficult to engage the younger age group and diverse communities therefore the plan was to have face to face meetings with these groups to ask them what format they would prefer to receive updates in. New software was being developed that would allow an e-newsletter to be spread out to stakeholders, councillors, and community groups.

- 4) Edward Leigh asked the Commissioner what process was in place to triage one-to-one meeting requests with the Commissioner. The Commissioner stated he did not triage requests and had serviced every request, although there had been one or two that he had not engaged with after advice from the monitoring officer or the force or by risk assessment. Currently there was no process in place, this may change if there were vast numbers of requests, but he was happy to take ten minutes to talk if requested.
- 5) Councillor Hogg asked if there had been an increase in people unsubscribing from E-cops and were the open rates and click rates monitored. Catherine Kimberely explained that monitoring did take place and there had been no decline in numbers, but the approach had changed to a blended approach, everything was not distributed via e-cops now, all available digital channels were used instead. E-cops was a police licence and the OPCC now had a separate licence therefore they were looking at re-branding, this would involve the e-newsletter being sent to all E-cops members enabling the OPCC to reach more of the community than at present. Catherine Kimberly confirmed there had been no un-subscribers and no negative feedback, only positive.

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

8. Police and Crime Commissioner's Approach to Complaints and Conduct

The Panel received a report on the Police and Crime Commissioner's Approach to Complaints and Conduct. The Panel were recommended to note the report.

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

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

- 1) Claire George asked what outcomes from the two Ethical Policing Panels were in the public domain. The Commissioner explained information on the stop and search and the use of force scrutiny panels was available on the constabulary website, as the Panels were a collaboration with the OPCC and constabulary. This information was not yet available on the OPCC website, but this would be addressed immediately (there was currently a technical issue).
- 2) Edward Leigh asked what the process was to make a referral to the IOPC (Independent Office for Police Conduct) and were some referrals bounced back to the PSD (Professional Standards Department), did the Commissioner have oversight of these referrals or was there an internal decision-making process that kept some of the more sensitive cases to be investigated in-house and not referred to the IOPC, in which case, was he satisfied that the decision-making process was robust. Jack Hudson explained there was a set criteria as to which cases needed to be referred to the IOPC and which needed to be investigated locally, this criteria was set within statutory guidance. Death or severe injury all needed to be sent to the IOPC initially for oversight. The Professional Standards Accordance Board inform the OPCC of all complaints received with a confidential brief around themes/issues included. These were monitored on a quarterly basis and there were regular meetings with the IOPC at a practitioner's level as well as with the commissioner around the progress of complaints. It is PSD's responsibility to make decisions on complaints and not the OPCC. Edward Leigh asked for clarity around the referral of cases within the serious and sensitive category that were still be investigated by the PSD. Jack Hudson explained that the sensitive cases were those that would be in the public interest, and these would be reviewed by the IOPC and either taken on by the IOPC or referred to the PSD for further investigation, depending on the level of the

issue. The IOPC would look at and take on the more sensitive, complex matters that would be in the public interest. Edward Leigh asked the Commissioner if he was satisfied that the decision to refer complaints to the IOPC was always a sound decision. The Commissioner explained this formed part of the briefing, but the decision was made by the Chief Constable, who was held to account by the Commissioner, whereby these complaints were looked at. He was confident but he would ensure everything was in place in relation to the referral process.

- 3) Councillor Hogg asked what percentage of complaints the IOPC returned that had been referred to them. Jack Hudson confirmed that most complaints were returned to the PSD. Jim Haylett added for clarity, that when a complaint was returned to be investigated, the IOPC would still have a role of oversight of the cases. If the complainant was not happy with result of the complaint, they could ask the OPCC to review the complaint to see whether it was a reasonable and proportionate outcome. If it was a more serious matter, then the appropriate body to review the complaint, would be the IOPC.
- 4) Edward Leigh asked the Commissioner if he was aware of the EPIC programme (Ethical Policing is Courageous) which started in New Orleans Police Department and was a peer intervention training programme which empowered officers and staff to step in when they saw a colleague make a mistake, to avoid the situation arising in the first place. Edward Leigh quoted from EPIC, "it is a peer intervention programme developed by New Orleans Police department in collaboration with community partners to promote a culture of high quality and ethical policing. EPIC educates, empowers, and supports the officers on the streets to play a meaningful role in policing one another. It is a programme that teaches officers how to intervene to stop the wrongful action before it occurs. At its core, EPIC is an officer survival programme, a community safety programme, and a job satisfaction programme. EPIC represents a cultural change in policing that equips, encourages, and supports officers to intervene to prevent misconduct and ensure high quality policing, everyone benefits when potential misconduct is not perpetrated or when a potential mistake is not made." Edward Leigh asked the Commissioner if he had any thoughts on the role of EPIC within Cambridgeshire. The Commissioner replied stating he had not heard of EPIC but would be happy to look at it. Ethical policing was a priority and forms a key pillar within the force, it was a national priority, and the Commissioner was in conversation with other Commissioners over ethical policing, he added that the greater proportion of the police force were ethical and did go about their jobs to the highest ethical standards.
- 5) Edward Leigh asked the Commissioner if he knew the process that the chairs of the Community Scrutiny Panels took for selecting instances for scrutiny and what information they were provided with to help them make the decision. Jack Hudson explained that the Chair looked at the Constabulary's Stop and Search records over the last month and identified which ones they would like to take to the Panel, usually nine or ten. Claire George asked if the Independent Chair chose ten cases what proportion of searches would that be of a month. Jack Hudson stated there were usually between two hundred and three hundred cases per month.

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

9. Delivery of Police and Crime Plan – Forward Plan

The Panel received an update report on the approach for successfully delivering the Police and Crime Commissioner's Police and Crime Plan 2021-24.

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

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

1) Putting Communities First

- a) Councillor Hogg welcomed the aspect of a briefing pack in relation to the workings of the CSPs for the benefit of Councillors and for the swift referral and resolution of community concerns. He stated he had concerns over the 101 service and of the changed appearance of webchat logo as the public had given up using these services due to the poor service. The Commissioner stated he agreed with Councillor Hogg as he heard the same from residents, but there was work being done within the demand centre and more people employed to take the calls but there clearly needed to be more work carried out in this area, to which he would be holding the Chief Constable to account for. He would take the feedback of the webchat logo back and investigate the issue immediately. The Commissioner did clarify there was now a mechanism to report issues to your local policing team, and if members did not have this information, then he would ensure this was circulated. This would allow Members to report areas of concern which would be picked up by the local policing teams, to help form an intelligence picture to which police could be deployed to.
- b) Councillor Hogg stated that he categorically thought the decision to reduce the number of PCSOs (Police Community Support Officer), was a strategically poor decision. This decision resulted in the disposal of years of integration and experience embedded within the communities which cut off the supply of information where residents did not want to report crimes as they wanted to have a conversation with someone that they knew and trusted in an anonymous way so that they were not directly involved. This has been replaced with younger police officers in the early part of their careers, who would move on to other areas and the investment into communities has been lost. Neighbourhood policing used to be older officers who had achieved a lengthy career that were looking for a more stable working arrangement, who had an expanse of policing knowledge. The opposite has now occurred, and Councillor Hogg was not sure it was working due to the churn of police officers. The Commissioner stated he recognised these concerns, but these were operational decisions for the Chief Constable. However, the Chief Constable had committed to local neighbourhood policing and there were now more police officers within these teams tackling local issues and crime. Crime is down in most areas, particularly those neighbourhood crimes and there was investment in neighbourhood policing, but this was a matter for the Chief Constable and how he decided to go about this. The Commissioner reiterated he would hold the Chief Constable to account for bolstering the neighbourhood policing teams. The Commissioner agreed there were some excellent PCSOs that did excellent work in the communities and a number of these did apply to become warranted officers, were successful and a commitment was made to put them back into the neighbourhoods they came from, this was happening.
- c) Edward Leigh asked a question on behalf of Councillor Daunton who was unable to attend the Panel meeting. Councillor Daunton felt in South Cambs that they had not seen the level of improvement in neighbourhood policing that had been seen elsewhere and was keen to understand how the Commissioner was monitoring the effectiveness of the delivery of neighbourhood policing plan to ensure it was up to the Chief Constable's delivery promises of good, effective neighbourhood policing. The Commissioner was aware there would be areas of the community that would feel they were not getting their fair share in relation to local neighbourhood policing, but the Commissioner had seen the figures, and these showed that far more officers had gone into local neighbourhood policing teams. This was part of the Commissioner's "holding to account," through the Business Board with the Chief Constable, along with the outcomes, which were shown through the measures - crime rates, attendance rates to incidents. The Community Safety Partnerships (CSPs) were not stand-alone organisations; they were statutory partnerships and Councillor Daunton was a vice-chair on the South Cambs CSP, and the Commissioner was keen to support the CSPs

to move forward. Therefore, if there were local issues or concerns, this would usually involve a joined up/multi-agency, whole system approach and this was where the CSPs needed to come together with their statutory hat on, he was keen to support them and encourage the leaders of the statutory partners of the CSPs to come together. The Commissioner stated he was aware that South Cambs had received more police officers, but it was how they were deployed by local communities, and he would like the CSP to be part of that. The Commissioner added that he had spoken to the Chair of the South Cambs CSP, who was a Chief Fire Officer, who was excited to move on with this therefore the Commissioner hoped that Councillor Daunton and others would see improvements moving forward.

- d) Edward Leigh asked about timescales with the work that involved the CSPs, would the new structure and new strategies be embedded and be able to report on them to the Panel by September. The Commissioner explained that all the CSPs had been engaged with, there was funding available to them all to take on a problem-solving post; four of the six had already started this process, the other two stated this was already in place. The Commissioner stated he could bring an update to the September Panel meeting as to the work carried out in relation to the CSPs was underway.
- e) Edward Leigh asked about the analysis of effective communication regarding 101 calls and the issue that users did not receive feedback, which residents found put them off using the system. The Panel were keen to receive information on the progress that was being made on improving the issue, would this be part of the Annual Report or would this come to the September meeting. The Commissioner stated he would come back on this, but he agreed that the two-way flow of information was necessary. He added that he had seen a change, there had been a lot more information on social media.
- f) Councillor Hogg stated that Peterborough had become the car cruising capital of East Anglia, maybe because other forces had been more robust in their response to the issue. This issue seemed to lay with the neighbourhood policing teams, which he did not think was appropriate as it was a road traffic situation. The Commissioner clarified the report was not about priorities. He explained this was where the CSPs should be involved, as this was not just a police issue, a Problem-Solving Group should be formed where the partners get together; local authorities can erect barriers, issue dispersal orders, prevention orders. The Safer Peterborough Partnership were well placed and currently have a group looking at this issue. The Commissioner was aware of the car cruising, although it was not just Peterborough that had suffered, both South Cambs and Sutton also had, and he was happy to help where he could, with convening powers and holding the police to account but it had to be a multi –agency joined up approach in relation to resolving the issue.
- g) Councillor Lynn stated he had seen huge improvements in Fenland, and this was due to good rapport being created with the neighbourhood policing teams, he was able to email his team regularly with updates and advised other members to do the same and discuss issues with their CSPs. Councillor Lynn did agree that the 101 system was the biggest hold up within the communities, if this could be improved then there would be huge improvements in the way the communities viewed the police.
- h) Councillor Ferguson echoed the same thoughts in Huntingdon as Councillor Lynn.

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

10. Meeting Dates and Agenda Plan 2022/23

Forthcoming Meeting Dates:

20th July 2022

8th September 2022 – Training

14th September 2022

23rd November 2022
Early November 2022 – Police and Crime Annual Conference
1st February 2023
15th February 2023

	ITEM	ACTION
1.	Police and Crime Commissioner's Approach to Communications and Engagement	The Panel AGREED to NOTE the report.
2.	Delivery of Police and Crime Plan – Forward Plan	The Panel AGREED to NOTE the report.

The meeting began at 1:30pm and ended at 2:56 pm

CHAIRPERSON

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 7
20 JULY 2022	Public Report

Report of: Jane Webb, Clerk, Peterborough City Council

Contact Officer(s) – Jane Webb

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

REVIEW OF COMPLAINTS

1. PURPOSE

1.1 To update the Cambridgeshire Police and Crime Panel on complaints received against the Commissioner.

2. RECOMMENDATIONS

2.1 To note the details of this report.

3. TERMS OF REFERENCE

3.1 This report discharges the responsibility for the panel to have an overview of complaints made against the Commissioner.

4. BACKGROUND

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

5. KEY ISSUES

5.1 During this reporting period there was one complaint made against the Commissioner, this complaint did not progress as it was deemed to be completely unfounded and therefore the matter was closed.

6. IMPLICATIONS

6.1 None

7. CONSULTATION

7.1 None

8. NEXT STEPS

8.1 N/a.

9. BACKGROUND DOCUMENTS

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

9.1 *None*

10. APPENDICES

10.1 *None*

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item 8
20th July 2022	Public Report

Report of the Police and Crime Commissioner for Cambridgeshire and Peterborough

Contact Officers – Jim Haylett

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

POLICE AND CRIME COMMISSIONER’S ANNUAL REPORT 2021/22

1. PURPOSE

1.1 The report is being presented to the Cambridgeshire Police and Crime Panel (the “Panel”) to enable it to review the draft Annual Report for the period 1st April 2021 to 31st March 2022 issued by the Police and Crime Commissioner (the “Commissioner”) under Section 12 of the Police Reform and Social Responsibility Act 2011 (the “Act”). It is to be noted that the Commissioner took up his term of office in May 2021 and his Police and Crime Plan was endorsed by this Panel in November 2021.

2. RECOMMENDATIONS

2.1 The Panel is asked to review the Annual Report attached as Appendix A.

3. TERMS OF REFERENCE

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

4. BACKGROUND

4.1 This report is presented to enable the Panel to carry out its functions as noted in paragraph 3. The Panel is required to review the Annual Report.

4.2 Under Section 12 of the Act, the Commissioner must produce an Annual Report on the exercise of the organisation’s functions in the financial year and the progress that has been made in meeting the police and crime objectives in the Police and Crime Plan. It is noted again that the Police and Crime Plan was only endorsed by this Panel on November 15, 2021, and formally published on November 29, 2021.

4.3 As soon as practicable after producing the Annual Report, the Commissioner must send the report to the Panel. The Commissioner must attend before the Panel at a public meeting, present the report to the Panel and answer the Panel’s questions on the report.

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

5. THE ANNUAL REPORT

5.1 The Commissioner's Police and Crime Plan was published in November 2021 and endorsed by the Panel. Its layout and simpler style was deliberately designed to make it more understandable for the general public. The design was also compliant with the current government accessibility guidelines. This Annual Report follows that same approach. It aims to provide an easy to read snapshot of the work carried out by the Commissioner and his office, with partners, to contribute to the delivery of the priorities set within the Plan. This paper seeks to provide additional detail and context on the OPCC's work which may be helpful to Panel members in carrying out their role to scrutinise the actions and decisions of the Commissioner.

5.2 This Annual Report tells a 'good news story'. Overall crime is down and we have a record number of police officers in post (1,648.7 Full Time Equivalents).

5.3 The OPCC, working in partnership with a range of statutory and non-statutory partners, has enabled an additional **£1,880,175** of investment to be brought into the county. This is made up of:

Funding Stream	Delivery	Amount secured
Domestic Abuse Perpetrator Fund	Interventions for (and support for victims): <ul style="list-style-type: none"> • Adult perpetrators of domestic abuse • Young perpetrators of child to parent/carer violence • Stalking perpetrators 	£311,836
Safer Streets 2	Environmental and physical improvements in three LSOAs in Peterborough	£430,000
Safer Streets 3	Violence Against Women and Girls (VAWG) prevention and enforcement activities including Op Armour and a Behavioural Change Campaign	£471,314
ISVA/IDVA Fund	Funding secured for seven Independent Sexual Violence Advocates and five Independent Domestic Abuse Advisers.	£396,011
Community based domestic abuse and sexual violence support	Funding, for eight providers, to enhance emotional and practical support services in the county. Extra funds were secured for therapeutic services for survivors of rape and sexual violence.	£193,014 & £78,000

6 Putting Communities First

- 6.1 The Commissioner is proud of his track record for listening and responding to public concerns. An average week includes two to three visits within local communities, including schools and colleges, a couple of surgeries with residents, virtual 'round tables' with representatives, meetings with MPs, and interviews with journalists.
- 6.2 The consultation undertaken for his Police and Crime Plan has also guided his approaches to local problem solving. For example, the investment in Community Safety Partnerships (CSPs) and creation of a Safer Communities Fund were in response to calls from local people to deal with the local issues of crime and disorder. The CSPs are best placed to co-ordinate this work on behalf of all agencies and the Commissioner has given them the resources to do just that. The Safer Communities Fund enables them to fund local initiatives which visibly reassure local people that the CSP (through the Problem-Solving Co-ordinators) is dealing with the local issues of crime and disorder which matter to them.
- 6.3 The Commissioner has used his role to bring people together to tackle community safety and criminal justice issues by leading events to highlight the issue of crime in rural communities, business crime and road safety for example.
- 6.4 During 2021/22 the Constabulary invested in additional call handlers, even going over establishment. The initial benefit takes some time to be felt because of the time it takes to recruit and train. However, the Commissioner has made it clear to the Chief Constable that this is an ongoing priority which he will be further scrutinising in coming year.
- 6.5 The Commissioner has ensured a virtuous cycle of listening and responding tailoring engagement to feedback from public.
- 6.6 Over the year the Commissioner continued to make representation to Government for the Constabulary to receive a fairer share of police funding.

7 Crime Prevention

- 7.1 In 2021/22 the Commissioner supported two bids into the Home Office Safer Streets Fund. These very different projects had the same core ambition: to prevent crime before it happened. In Peterborough environmental improvements aimed to make areas of the city feel and look safer while a countywide initiative, working in partnership with the night-time economy, taught people to spot would-be predators. The results speak for themselves: a rapist caught before he struck and in another area a woman rescued mid-assault.
- 7.2 The OPCC's successful bid to the Domestic Abuse Perpetrator Fund has changed the lives of families across the county. The Respect Programme addressing child to parent violence has shown young people the impact of their actions while a Stalking Intervention Programme is stopping offenders in their tracks. All this could not have been done without the existing mature

partnership working arrangements which the OPCC and others have worked hard to develop.

- 7.3 Partnership working is the essence of the Government's Beating Crime Plan and the Commissioner has invested or supported local work to support people to turn their lives around. This includes projects to help people change their behaviours after a first offence, those who want to improve their employability when they leave prison and those who suffer multiple disadvantages and need a step back onto the housing ladder.
- 7.4 Through his new Youth Fund the Commissioner has funded a wide range of work which provide safe spaces for young people to gather. An initiative with an Academy Trust also aims to engage young people in constructive activities and get them out of the way of County Lines recruiters.
- 7.5 The Commissioner recognises the importance of tackling drugs. He has contributed to the local Drugs and Alcohol Treatment contracts which form part of the partnership response to meet the aspirations of the Government's new drug strategy "From harm to hope: A 10-year drugs plan to cut crime and save lives".
- 7.6 The Commissioner is an active partner of the countywide Bike theft 'Task and Finish' group and in 2021/22 welcomed investment at Cambridge railway station via Greater Anglia and Peterborough Railway Station through the Safer Streets 2 bid.

8 Supporting Victims and Witnesses

- 8.1 The Commissioner is responsible for putting in place support services for victims and witnesses of crime. The model centres around a Constabulary-led Victim and Witness Hub which is seen nationally as best practice with more than five other areas visiting in 2021/22 and developing their own models based on Cambridgeshire's. The team supported nearly 5,000 people last year and worked with a rolling case load of 15,650 victims and witnesses within the local CJS system.
- 8.2 The county has the highest number of specialist staff supporting survivors of domestic abuse and rape and sexual violence it has ever had. This is thanks to multiple bids by the Commissioner's office.
- 8.3 Many local services in the county bring significant added value to the contracts they hold; this ranges from hundreds of hours of free counselling time for bereaved families of fatal road traffic incidents to the provision of practical items for local families escaping domestic abuse.
- 8.4 A more detailed summary of the outcomes secured by all victim service providers is available on the Cambridgeshire PCC website.
- 8.5 The OPCC, in partnership with colleagues in the local authority, ensures that Cambridgeshire and Peterborough victims have a voice in national working groups. The Rape Survivor Engagement Project was praised by the Victims'

Commissioner and the Home Office are liaising with Cambridgeshire, as well as other areas, over a re-look at Domestic Homicide Reviews.

- 8.6 The Commissioning and Grants Strategy sets out the approach taken by the OPCC to fund services or projects which contribute to the delivery of the Police and Crime Plan.
- 8.7 An Internal Audit undertaken by RSM Tenon provided 'substantial assurance' on all aspects of the OPCC commissioning and grants function. Within 2021/22 the team managed 53 different providers (excluding small grants); many on behalf of the Constabulary

9 Ethical Policing

- 9.1 In the past year the OPCC and Constabulary has established a Community Scrutiny Panel. This group of volunteers provide feedback to improve standards within the Constabulary. It focuses on stop and search and use of force by officers.
- 9.2 The Independent Custody Visitor Scheme has gone from strength to strength carrying out 45 visits and speaking to 139 people over the year. This scheme reassures the public that rights, wellbeing and treatment of people in the county's custody blocks are being met.
- 9.3 The Commissioner has overseen additional investment into the Constabulary's vetting unit showing the commitment to ensuring police integrity has never been more important. New and inexperienced officers are being supported to develop by longer serving colleagues based in the force's Continuous Professional Development Units. The Chief Constable Commissioner has recognised that the average age of the workforce is falling, and it is important to set and maintain the standards expected of new recruits.
- 9.4 Members of our Black and Ethnic Minority communities say they want to see police officers and staff who look like them; the Commissioner is supporting the Constabulary efforts to create a more diverse workforce.
- 9.5 The Commissioner has made clear in his Plan the importance of the sustainability agenda. The Constabulary recently launched its first Sustainability Strategy; the OPCC has ensured all new tenders consider social value when evaluating who the new provider should be; and the OPCC has maintained its approach to agile working introduced during covid restriction measures.

10 Robust Enforcement

- 10.1 The Commissioner carries out his statutory duty to hold the Chief Constable to account to deliver efficient and effective policing through the Business Co-ordination Board. The papers for this meeting are published on the Commissioner's website. Recent papers have focused on the Constabulary's response to the new Violence Against Women and Girls (VAWG) Framework, the National Crime and Policing Priorities and the Constabulary Corporate Plan.

10.2 In response to feedback from members of the rural communities the Commissioner has been committed to ensuring rural communities get the response they need when they report crime. The Rural Crime Action Team works closely with Countryside Watch, whose funding the Commissioner doubled in 2021/22, to jointly tackle crime in these communities. Having worked with the county's MPs over the year to campaign for tougher sentences for people caught hare coursing, the Commissioner welcomes new laws introduced by the Home Office under its Police, Crime, Sentencing and Courts Act.

10.3 The issue of drink or drug driving is one which the Commissioner has invested extra resources in to enable more police action. During an 11-day period, in December 2021, at least 1,700 vehicles were stopped, and 76 breath tests conducted, with drivers and occupants engaged about the risks associated with driving 'the morning after'. Colleagues in the criminal justice system then ensured those arrested for drink drive offences were dealt with 48 hours of arrest. The campaign saw 19 out of 25 individuals receiving a disqualification within 48 hours.

11 How the Constabulary is funded

11.1 The Panel are reminded that the Outturn Budget is not available until the Autumn. However previous detail has been provided in the form of the Medium-Term Financial Strategy which was shared in February 2022.

12 National Policing Priorities

12.1 Commissioners are required to let their electorate know how their force is performing against the National Policing Priorities which are nationally set measures against the year ending June 2019 as the baseline.

12.2 It is noted that the Annual Report does not include reference to local crime statistics and instead provides links to the Constabulary website where this is available. Local crime statistics are also available in a range of formats on the Home Office website, for example the recent Criminal Justice System Scorecards.

13 Next steps

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

14 Background documents

14.1 Police and Crime Commissioner's Police and Crime Plan

15 Appendices

15.1 Appendix A - Annual Report



Police and Crime Commissioner
CAMBRIDGESHIRE AND PETERBOROUGH
Darryl Preston

DRAFT

Annual report 2021-2022



**Putting
communities
first**



**Crime
prevention**



**Supporting
victims and
witnesses**



**Ethical
policing**



**Robust
enforcement**



Tackling crime and keeping communities safe



Foreword



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

Welcome to my annual report, which covers the period April 2021 to March 2022 and is a snapshot of what we have achieved over the year.

I am pleased you have taken the time to find out more about what I am doing to get crime cut and keep people safe across our county.

In this report you can read about how I and my team are working in partnership to deliver the five key priority areas outlined in my *Police and Crime Plan*, published in November 2021.

▲ **Darryl Preston,**
Police and Crime Commissioner for Cambridgeshire and Peterborough. From 1985 to 2015 he was a serving police officer – first in uniform in the Metropolitan Police and, from 1998, in Cambridgeshire, initially in uniform before becoming a detective.

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

These priorities are what residents expect from Cambridgeshire Constabulary and other organisations working to support criminal justice and community safety.

Having been in post for 12 months, I have seen some fantastic progress across the county with more than £1.8m of investment brought in by my office to keep communities safe and support victims of crime.

Overall crime in our county is also down – helped by record numbers of officers in post: 1,648.7 (full time equivalent) by the end of March 2022.

I want to end by reminding you of the important part you can play in keeping local residents safe – please continue to report crimes and issues of concern to the Constabulary: local intelligence is key to solving crime.

Tackling crime, keeping you safe

The Commissioner's *Police and Crime Plan* sets out priorities to prevent and reduce crime in Cambridgeshire and Peterborough over the next three years.

Published in November 2021, the priorities in the plan were put together following extensive consultation with residents, local businesses and other organisations working to support criminal justice and community safety.

TACKLING CRIME & KEEPING COMMUNITIES SAFE

PUTTING COMMUNITIES FIRST



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

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

CRIME PREVENTION



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

SUPPORTING VICTIMS AND WITNESSES



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

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

ETHICAL POLICING



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

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

ROBUST ENFORCEMENT



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

The following pages outline progress made against each of the five themes outlined above.



Putting communities first

PUTTING COMMUNITIES FIRST



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

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

One of the most important parts of the Commissioner's job is to be the voice of local people – to listen to what matters to them and to ensure their concerns are responded to.

In line with his Police and Crime Plan, the Commissioner has worked with Cambridgeshire Constabulary and partners to progress initiatives which keep people safe wherever they live and work in the county.

From investment to help resolve local crime and disorder to the establishment of a new Youth Fund, the Commissioner has made it his priority to support local communities.

What we have done

Local people have told the Commissioner through survey responses and face to face meetings that they want a more visible and accessible force.

Thanks to support from local residents through the policing part of council tax and the government's national recruitment programme, the Constabulary ended its year with 1,648.7 (full time equivalent) officers in post – more than ever before.

Both the Commissioner and the Chief Constable remain committed to boosting neighbourhood policing with 95% of officers now serving on the frontline.

Achievements

The Commissioner remains committed to getting out into the community to listen and respond to people's views on a regular basis.

Over the year progress included:

- Supporting the county's six Community Safety Partnerships (CSPs) to address local issues such as anti-social behaviour and speeding. The Commissioner held regular meetings in local communities and online with members of the public and local councillors to listen and respond to concerns.
- Meeting regularly with rural representative groups such as Countryside Watch and the National Farmers Union. The Constabulary's Rural Crime Action Team, which continues to support rural communities, increased by 25%.
- With road safety a key priority, the Commissioner continued to work with the county's Vision Zero partnership to reduce deaths and serious injuries on our county's roads.
- Local business needs continued to be championed to make sure they were understood and responded to. This included meeting local representative bodies including the Federation of Small Businesses, the Chambers of Commerce and local retailer groups.
- Alongside local MPs, the Commissioner fought for the county to receive its fair share of police funding. He welcomes the Policing Minister's announcement that a review of the police funding formula is underway.



Forensic science lesson – Darryl Preston with Scene of Crime Supervisor Josef Jacobs from the force's forensics team and Year 6 pupils at Hardwick and Cambourne Community Primary School.



Crime prevention

CRIME PREVENTION



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

In his *Police and Crime Plan*, the Commissioner pledged to work in partnership to understand and tackle the root causes of crime and serious violence to support people away from committing offences.

With prevention and early intervention, there are opportunities to help people lead more positive lives – which reduces crime – and is something local residents have said they want to see.

What we have done

Work has progressed over the year with partners to support those at risk of a life of crime – from supporting people who offend to community-based crime prevention schemes.

Achievements

- The Commissioner's Crime and Disorder Fund has enabled Early Intervention Officers to support young people by engaging with those who are most vulnerable to exploitation, as well as those who have been missing from home.
- Funding continued to enable the county's SAFE project (Safer Relationships for Exploited Children) to reduce the likelihood of vulnerable young people getting involved in, often drug-related, crime.
- A new Youth Fund for grass-roots projects to support young people develop skills and prevent them from getting involved in anti-social behaviour. Those funded include Cambridge RUFC, Peterborough Youth Boxing and Friends of Life Education, a county-wide charity.
- Partnering an Academy Trust on a pilot scheme to provide a safe and constructive environment for young people outside school hours.
- £263K towards youth offending services to work with young people in the criminal justice system to prevent re-offending.

- Together with the Constabulary, Peterborough City Council and Cambridgeshire County Council, £471K has been invested into the county from the Home Office's Safer Streets Fund. This includes training delivered by police officers to staff working in pubs and nightclubs so they can spot the signs of perpetrators and keep women and girls safe.
- Championing public concerns, for example in Cambridge, on the impact of bike theft. Enforcement activity (including a dedicated Cycle Crime Officer) and joint work with other agencies had a positive impact on reported levels of crime.
- Supporting the Constabulary to invest in an innovative Cybercrime Team which works closely with Action Fraud to contact every victim of fraud identified in the county.
- Funding the Constabulary to enable first-time offenders to access online support programmes to help them address the root causes of their offending.
- £78K to support and improve the lives of vulnerable people in Peterborough who have multiple and complex needs, including homelessness, substance misuse and mental ill health.
- Establishing a 'Twinning Project' at HMP Peterborough to offer prisoners accredited coaching with Peterborough United FC to help reduce reoffending and prepare them for a better life after release.



Darryl Preston at Boxing Futures, a Peterborough-based project which has received Youth Fund grant funding.



Supporting victims and witnesses

SUPPORTING VICTIMS AND WITNESSES



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

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

Supporting victims is a key part of the Commissioner's role and he remains committed to making sure all victims and witnesses of crime across the county have access to support when they need it.

What we have done

Victims and witnesses of crime in our county have access to good quality emotional and practical support. The Commissioner and his team have worked hard with colleagues in other agencies to bring in extra resources to our county to enhance these services and support local and specialist services to do what they do best.

Achievements

- An additional £1.8m of funding has been brought into the county through successful funding bids. Collectively, the bids will enhance support for victims of crime, make the streets safer through environmental improvements (such as lighting), as well as training for security industry staff to help them spot the signs of predatory behaviour.
- An extra £78K for Cambridge and Peterborough Rape Crisis Partnership to fund 1-1 support for 130 rape and sexual violence survivors. The service is actively supporting 1,661 survivors through its Independent Sexual Violence Advocate (ISVA) and emotional support services.
- A team of nurses based in the police control room ensured police officers and staff called to help those in mental health crisis on 8,000 occasions got the advice they needed. This helped to save police time and keep vulnerable people safe.
- A third of all victims of crime who live in the county accessed support services to help them cope and recover from their experience. The Victim and Witness Hub offered advice and practical support to 4,666 victims; 300 young people accessed tailored support and more than 200 people were rescued from modern slavery.

- In line with the Ministry of Justice's Code of Practice for Victims of Crime, which sets out what victims can expect, referrals reached the Victim and Witness Hub in less than 12 hours, ensuring quick access to support. All support services funded by the Commissioner commit to contacting victims within three working days.
- Reports of domestic abuse began to plateau, with victim satisfaction for domestic abuse support services rising to an all-time high. Just under 88% of victims reported being at least fairly satisfied with the service they received.
- A successful Home Office bid funded group work to address child to parent violence, which reduced calls to the police and reports of young people going missing. More than 70 families received help and support. The bid also funded a new service for victims of stalking to ensure they get the most up to date advice and support.
- As Chair of the Local Criminal Justice Board, the Commissioner brings together all those involved in the criminal justice system to make sure victims are provided with the best possible service. The Commissioner is also supporting all those helping to rebuild the system following the pandemic to ensure court cases go ahead successfully.



Darryl Preston with two of the specially trained volunteers at the County's Victim & Support Hub, which is staffed by talented professionals.

Cambridgeshire is fortunate in having one of the UK's best victim and witness support schemes.



Ethical policing

ETHICAL POLICING



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

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

The way policing is delivered in our country is based on the consent of the public. It relies on the police behaving in a way which maintains public trust.

The Commissioner works with the Chief Constable to ensure officers carry out their duties in the right way at the right time.

What we have done

A Community Scrutiny Panel was established to carry out independent checks on the way in which stop and search and use of force are conducted by the Constabulary. It is made up of independent volunteers from Cambridgeshire who provide feedback to the Constabulary to help improve standards.

Increased investment in vetting procedures also ensures the process for recruiting new officers and staff is effective.

Achievements

- The Commissioner's Independent Custody Visiting Scheme (ICVS) continues to operate across the county, checking on the rights and welfare of people in custody. Members of the scheme carried out 45 custody visits, spoke to 139 detainees and fed back any concerns to the Constabulary. Details of the ICVS scheme are on the [Commissioner's website](#).
- Increased investment in the force's Continual Professional Development units with specific resources to support the student officer journey and young in-service officers.
- Over the reporting period, the Commissioner monitored 52 complaints from the public against the force or Chief Constable, in line with his statutory duty.

- A new ‘whistleblowing’ procedure was developed to ensure that all concerns reported by officers are considered and acted upon following the standards of the National Code of Ethics.
- The most recent assessment of the Constabulary carried out by Her Majesty’s Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) can be found on the [HMICFRS website](#).
- Recommendations published by HMICFRS continued to be monitored by the Commissioner as part of his holding the Chief Constable to account.



Effective policing relies on maintaining the support of all the communities they serve.



Robust enforcement

ROBUST ENFORCEMENT



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

With record police officers in post across the county, cutting crime and catching criminals remains the key priority for the Commissioner and a core role of policing.

The Commissioner is committed to working with the police and other partners, including prosecutors, probation and local authorities, to make sure enforcement processes are keeping local residents safe.

What we have done

Through his regular [Business Coordination Board](#) meetings the Commissioner has supported the Chief Constable, who has operational independence to tackle crime.

Cambridgeshire Constabulary has continued to focus on safeguarding the vulnerable, combatting crimes such as burglary, theft and robbery, reducing harm to communities and tackling serious and organised crime.

Achievements

- Supporting the Chief Constable with appropriate resources to help stop those who continue to disrupt our communities through serious and organised crime, drug crime and those who take advantage of people online to cause harm.
- Over the reporting year, the Constabulary has continued to tackle county lines (phone lines to supply drugs) by identifying and charging offenders. This has helped to safeguard vulnerable people and has led to the disruption of county lines and the seizure of weapons, cash and drugs.
- Ensuring the Constabulary has the resources it needs to tackle knife crime, including educating young people about the risks of carrying weapons.

- Supporting the Constabulary to tackle rural crime: its Rural Crime Action Team (RCAT) cut heritage, hunting, rural and wildlife crime by 48% in 2021-2022. There were 66 prosecutions over the year with 100% of these defendants either pleading guilty or found guilty in court.
- Urging the government to change the law against those who carry out hare coursing to introduce tougher sentencing. The Commissioner welcomed the announcement in January 2022 that additional laws will be introduced.
- Campaigning for tougher sentences against pet thieves (in particular, dogs), which will enable judges to hand down more targeted penalties.



Carrying out speed checks is part of the force's important contribution to road safety. With Darryl is a special constable who, like all 'specials', volunteers to work alongside his regular colleagues.

How the Constabulary is funded

The Commissioner received a total of £164.8m of funding for the period of this annual report, April 2021 to March 2022 – a £12m increase on the previous year.

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

Each year, the Commissioner receives the funding and is responsible for how it is spent, consulting with the Chief Constable to decide how the money is allocated for policing.

During the budget setting process for 2021/22, a review of the reserves was undertaken and a realignment of some reserves took effect from 1 April 2021 to provide resilience against some significant future risks.

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

The financial accounts will be available on the [Commissioner's website](#) by autumn 2022.

Darryl meeting one of the Constabulary's new officers at a Passing Out Parade.



National policing priorities

Police and Crime Commissioners are required to tell people how their local force is tackling national policing priorities.

Between June 2019 and March 2022, the Constabulary reported the following performance against these national measures:

- While rare across the county, there were six **murder and other homicide** offences recorded (14 in the year ending June 2019).
- Thanks to planned policing operations to **reduce serious violence** and tackle knife crime, the number of people admitted to A&E departments for assault by sharp weapons declined over the reporting year. Furthermore, firearm offences reduced by 44%.
- Proactive police work led to a 55% increase in reporting of **drugs supply and county lines**, matched by the same increase in drug trafficking offences compared to year ending June 2019.
- Since pre-Covid times (2019), **neighbourhood crime** reduced by the following:
 - Residential burglary reduced by 47%
 - Shoplifting reduced by 25%
 - Bicycle theft reduced by 37%
 - Criminal damage and arson reduced by 7%
- Proactive policing against those who commit drug offences resulted in an increase in recorded offences.
- Targeting policing and increased awareness of **online crime** increased people's confidence to report crimes – just under 2,000 were reported over the reporting year.

Useful links

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

- The Police and Crime Commissioner's [Business Coordination Board meetings](#), with agendas and reports.
- Cambridgeshire Constabulary's [performance, 2021-2022](#).
- Cambridgeshire Constabulary's [corporate plan, 2021-2022](#).

The six Community Safety Partnerships in Cambridgeshire:

- [Cambridge City Community Safety Partnership](#).
- [East Cambs Community Safety Partnership](#).
- [Fenland Community Safety Partnership](#).
- [Huntingdonshire Community Safety Partnership](#).
- [Safer Peterborough Partnership](#).
- [South Cambs Community Safety Partnership](#).

Contact us

Cambridgeshire Police and Crime Commissioner
PO Box 688, Huntingdon, PE29 9LA


You can keep up to date with the Commissioner's news and activities by following him:

 www.cambridgeshire-pcc.gov.uk

 www.facebook.com/CambsPCC

 www.instagram.com/pcccamb

 www.twitter.com/PCCCambs

 0300 333 3456

 cambs-pcc@cambs.police.uk

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 9
20 July 2022	Public Report

Report of Cambridgeshire Police and Crime Commissioner

Contact Officer – Jack Hudson

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

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

1.	PURPOSE
1.1	The purpose of this report is to update the Police and Crime Panel (the “Panel”) on the approach for successfully delivering the Police and Crime Commissioner’s (the “Commissioner”) Police and Crime Plan 2021-24 (the “Plan”).
2.	RECOMMENDATIONS
2.1	The Panel is recommended to note the contents of this report.
3.	TERMS OF REFERENCE
3.1	Item 6 – to review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the Commissioner’s functions. Item 8 – To support the effective exercise of the functions of the Police and Crime Commissioner.
4.	BACKGROUND
4.1	The Panel scrutinise and support the Commissioner in the exercise of his statutory functions. This includes supporting delivery against the themes and deliverables in his Plan. To assist the Panel, members asked the Commissioner for an indication of future activity that will be undertaken to deliver the Plan.
4.2	The Commissioner’s Plan is structured around five themes. They are; <ul style="list-style-type: none"> • Putting Communities First • Crime Prevention • Supporting Victims and Witnesses • Ethical Policing • Robust Enforcement

	Within the Plan each theme includes a summary of what key activities will be undertaken and delivered during the lifetime of the Plan.
4.3	The Panel endorsed the Commissioner’s Plan in November 2021, and the Plan was published on 29 th November 2021.
4.4	The Delivery Plan is the mechanism by which shared outputs and outcomes will enable all agencies and partners to support tackling crime and keeping communities safe. Each theme is supported by an agreed set of deliverables.
4.5	In accordance with the request from the Panel, the key deliverables for each theme for the next 6-9 months are detailed in Section 5. As deliverables are completed, they will be removed from this schedule and reported against, bi-annually (See 6.2 below). As the Delivery Plan evolves, new deliverables are added. These are highlighted separately against each theme.
4.6	Much of the work contained within the Delivery Plan involves external partners and stakeholders. There is an ongoing risk-based process to scope and prioritise deliverables. Deliverables have dependencies. Completed activity generates further deliverables. As such timescales for deliverables may change.
5.	POLICE AND CRIME PLAN 2021-24 THEMES
5.1	<p>Putting Communities First – Priorities for Action</p> <p>What we will do: We will ensure the police and other partners are listening to the public and working with them to act on their concerns and supporting them to assist themselves. From initial contact to rural and business crime, anti-social behaviour, hate crime and speeding.</p> <p>Deliverables</p> <ul style="list-style-type: none"> • Bolster resources for Community Safety Partnerships (CSPs) through funding Problem Solving Co-ordinators and a new Communities Fund • Business Crime Survey. • Briefing Pack regarding workings of CSPs for the benefit of councillors for the swift referral and resolution of community concerns • Scope out Visibility/Accessibility Assessment Framework

	<ul style="list-style-type: none"> • Develop an Engagement Strategy • Enhance links between probation and community safety partners to make Community Payback more visible and beneficial for the public • Refresh the Countywide Community Safety Agreement and Board <p>New Deliverables</p> <ul style="list-style-type: none"> • Recruitment of a Community and Engagement Officer (New) • Improving Community Engagement (New) • Business Community Event (New)
5.3	<p>Crime Prevention</p> <p>What we will do: We will work in partnership to understand and tackle the root causes of crime and serious violence through early intervention and rehabilitating people who have offended, while reducing opportunities for people to commit crime.</p> <p>Deliverables</p> <ul style="list-style-type: none"> • Fraud and Cyber Crime Awareness Campaigns • Review of Integrated Mental Health Team in Demand Hub • Youth Fund Awards • Enhanced early intervention support for female offenders <p>New Deliverables</p> <ul style="list-style-type: none"> • Police Race Action Plan - Lead a refresh of local crime prevention plans to improve support to Black communities, to reduce the victimisation and marginalisation experienced by Black people, and to improve victim satisfaction.
5.4	<p>Victims and Witnesses</p> <p>What we will do: We will protect vulnerable people and ensure victims and witnesses are placed at the heart of the criminal justice system, commissioning services to support them.</p> <p>We will recognise every victim’s experience is different and will provide a quality service which maintains their trust and confidence in the criminal justice system.</p> <p>Deliverables</p>

	<ul style="list-style-type: none"> • Refresh of Domestic Abuse/Sexual Violence Partnership Strategy setting out core and enhanced offer • Review of provision for victims of crime requiring mental health support • Remodelling for provision of elements of domestic abuse support services in partnership with Local Authority • Review of Victim and Witness Hub • Support delivery and monitoring of innovative domestic abuse perpetrator programmes • Facilitating joined up working with criminal justice colleagues <p>New Deliverables</p> <ul style="list-style-type: none"> • Implement the new Ministry of Justice Funding Strategy • Review the support provided to victims of fraud • Victims Provider Forum • Review Major Incident Support Framework
5.5	<p>Ethical Policing</p> <p>What we will do: We will ensure the police act with integrity and social responsibility, promoting a culture that is inclusive, diverse and takes equality seriously – from how they interact with the public they serve, to environmental sustainability.</p> <p>Deliverables</p> <ul style="list-style-type: none"> • Develop an Independent Ethics Board • Review Independent Custody Visitor scheme using Quality Assurance Framework • Produce an Integrity Assurance Annual Report 2021/22 • Review Scrutiny Panels One Year In. (Stop & Search and Use of Force) • Develop an Environmental Sustainability Strategy (having due regard for Estates Strategy and Accommodation Strategy) • Develop an Environmental Sustainability Policy • Develop plans for the ethical use of biometrics in law enforcement (as APCC national lead) <p>New Deliverables</p> <ul style="list-style-type: none"> • Recruit additional ICVs • Recruit a Senior Policy Officer, Governance, Compliance and Assurance

	<ul style="list-style-type: none"> • Community Scrutiny outreach, engagement, and recruitment • Support the Constabulary and hold the Chief Constable to account for the delivery of the National Police Chief's Council and College of Policing Police Race Action Plan
5.5	<p>Robust Enforcement</p> <p>What we will do: We will ensure the police and other partners such as courts, prosecutors, probation, and local authorities are using criminal justice and other enforcement processes effectively to keep Cambridgeshire and Peterborough safe.</p> <p>Deliverables</p> <ul style="list-style-type: none"> • Ensure Constabulary progress in cutting crime and delivery against the National Crime & Policing Measures • Police enforcement activity to tackle serious and organised crime, drugs and exploitation, including county lines. • Monitoring the effectiveness and efficiency of the criminal justice system. • Ensure the local delivery of the National Integrated Offender Management Strategy • Support the local delivery of Multi Agency Public Protection Arrangements <p>New Deliverable</p> <ul style="list-style-type: none"> • Criminal Justice Agenda including CJ Scorecards
6.	MONITORING DELIVERY OF THE PLAN
6.1	The Commissioner holds the Chief Constable to account for performance through reports submitted to the Commissioner's Business Co-ordination Board. Additional arrangements are in place to provide assurance. These arrangements receive quantitative and qualitative reports, such as on the Constabulary's quarterly performance reports and individual reports on how the Office of the Police and Crime Commissioner, the Constabulary and partners are delivering towards the Plan.
6.2	Updates to the Panel against the delivery of the Plan will be provided twice a year. At the end of the financial year, this update will be through the presentation and publication of the Commissioners Annual Report. A six-month interim progress report on delivery will

	also be provided. This approach will enable the Panel to support and scrutinise the Commissioner in the delivery of his Plan.
7.	BACKGROUND DOCUMENTS
7.1	Police and Crime Commissioner's 'Police and Crime Plan 2021-24' http://www.cambridgeshire-pcc.gov.uk/police-crime-plan/

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 10
20 JULY 2022	Public Report

Report of: THE POLICE AND CRIME PANEL CLERK

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

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

RULES OF PROCEDURE/PANEL ARRANGEMENTS

1. PURPOSE

1.1 The purpose of this report is to review the Rules of Procedure, as set out in the appendix to this Report. The Panel Arrangements, which are set by the Panel itself, also need to be reviewed to incorporate a proposed amendment.

2. RECOMMENDATIONS

2.1 It is recommended that the Panel:

- (a) Review the Rules of Procedure as required at paragraph 1.4 of the Rules of Procedure.
- (b) Take into consideration the suggested change at paragraph 3.21 of the Panel Arrangements as highlighted (in red, italic, underscored & bold) in Appendix 2 of the report.
- (c) Confirm and resolve to approve any changes as agreed following discussion.

3. TERMS OF REFERENCE

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

4. BACKGROUND

4.1 At the meeting of the Cambridgeshire Police and Crime Panel on 7 February 2013 the Rules of Procedure were approved in accordance with Schedule 6, paragraph 25, of the Police Reform and Social Responsibility Act 2011 (the 'Act'). In accordance with paragraph 1.4 of the Rules of Procedure the Panel are required to review the Rules of Procedure annually at the Panel's Annual Meeting. The Rules of Procedure are attached at Appendix 1 and the Panel Arrangements are attached at Appendix 2.

5. KEY ISSUES

The suggested changes to paragraph 3.21 of the Panel Arrangements will allow the Panel the choice to retain valuable, experienced, committed and knowledgeable co-opted independent members for multiple additional 4-year terms instead of the current two terms.

6. IMPLICATIONS

6.1 N/A

7. CONSULTATION

7.1 N/A.

8. NEXT STEPS

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

9. BACKGROUND DOCUMENTS

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

- 9.1 None.

10. APPENDICES

- 10.1 Rules of Procedure (Appendix 1)
Panel Arrangements (Appendix 2)



Cambridgeshire Police and Crime Panel Rules of Procedure

1.0 General

1.1 In this document:

- the “Panel” is the Police and Crime Panel for the Cambridgeshire Police Force.
- the “Clerk” is the financial, administrative, scrutiny and other officer support to the Panel.
- the “Host Authority” is the council which is host to the Clerk at the relevant time.
- the “PCC” is the Police and Crime Commissioner
- the “Act” is the Police Reform and Social Responsibility Act 2011.
- the “Panel Arrangements Document” is the document which sets out the agreement of all 7 Authorities on the overarching framework for how the Panel will operate.
- the “Rules” are the rules as set out in this Rules of Procedure Document.

1.2 These Rules of Procedure (“the Rules”) are made by the Panel pursuant to Schedule 6, paragraph 25, of the Police Reform and Social Responsibility Act 2011 (the ‘Act’).

1.3 The Police and Crime Panel (‘the Panel’) will be conducted in accordance with the Rules. The Rules should be read and considered in conjunction with the Panel Arrangements.

1.4 The Rules shall be reviewed annually at the Panel’s Annual Meeting. In the first year of operation amendments may be made mid-year to consider a Memorandum of Understanding between the Panel and the newly elected Police and Crime Commissioner; and at any time may be updated should regulations require.

1.5 The Rules shall not be amended unless written notification of the amendment/s required are received by the Panel Clerk not less than fifteen working days prior to the Panel meeting. No amendment may be considered by the Panel which does not comply with the Act, relevant Regulations, or statutory guidance.

1.6 If there is any conflict in interpretation between these Rules and the Act or Regulations made under the Act, the Act and Regulations will prevail. The Monitoring Officer of the Host Authority will have the final ruling as to the interpretation of legal matters.

1.7 Where the Rules do not explicitly address an issue the Standing Orders from the Host Authority will apply.

1.8 All Panel members will be subject to a Member Code of Conduct which for elected members will be those of their own Council; co-opted members will be subject to the Code of Conduct of the Host Authority provided that the Panel may agree to adopt such additional protocols as it thinks fit.



2.0 Election of Chairperson and Vice-Chairperson

- 2.1 The Chairperson and Vice-Chairperson of the Panel shall be elected from amongst the members of the Panel. The election will take place annually at the Annual Meeting of the Panel, which will normally be held in June of each year.
- 2.2 Save for the requirement for re-election; there is no maximum term length for the Chairperson or Vice-Chairperson positions.
- 2.3 The positions will be elected by those members present at the Annual Meeting by a simple majority vote.
- 2.4 The Vice-Chairperson will preside in the absence of the Chairperson and, if neither is present, the Panel will appoint a chairperson from among the remaining members for the purposes of that meeting.

3.0 Resignation and removal of the Chairperson and Vice-Chairperson

- 3.1 The Chairperson and/or Vice Chairperson may be removed by a vote of no confidence by a simple majority vote at a formal meeting of the Panel.
- 3.2 In the event of the resignation or removal of the Chairperson or Vice-Chairperson an election for the position will be held at the next meeting of the Panel.

4.0 Panel Meetings

- 4.1 The Panel will hold at least four Ordinary Meetings per year to carry out its functions.
- 4.2 The date, time and venue of each Ordinary Meeting shall be determined and published on the Panel's website at least 10 working days in advance, unless the Chairperson or, in his/her absence, the Vice-Chairperson agrees that there are special reasons for an urgent meeting in which case the notice period may be shorter. Ordinary Meetings will not be held in April or May. The calendar of meetings will normally be agreed by the Panel at its Annual Meeting.
- 4.3 Extraordinary Meetings may also be called by the Chairperson or by any four members of the Panel or by the Monitoring Officer of the Host Authority.
- 4.4 The date, time and venue of an Extraordinary Meeting must be published on the Panel's website, and all Panel members notified at least ten working days before an Extraordinary Meeting, unless the Chairperson or, in his/her absence, the Vice-Chairperson agrees that there are special reasons for an urgent meeting in which case the notice period may be shorter.



- 4.5 Any request for an Extraordinary Meeting of the Panel must specify the item of business for which the Extraordinary Meeting is to be called.
- 4.6 The Panel will determine the location and timing of its meetings, bearing in mind the principle that meetings should be rotated across the Cambridgeshire area.
- 4.7 Ordinary Meetings will take place in accordance with a work programme agreed by the Panel and will start at the time decided by the Panel. The maximum length of a meeting shall normally be three hours; however, meetings would normally be expected to last no longer than two hours.
- 4.8 The agenda to be followed at Ordinary Meetings will be as follows:
1. to receive apologies for absence.
 2. to receive any declarations of interest from members.
 3. to approve the minutes of the last meeting.
 4. to receive the minutes of Sub-Committees and Task Groups and any reports submitted to the Panel by those Sub-Committees and Task Groups; and
 5. to receive any questions, statements, or petitions from members of the public in accordance with paragraph 7.
 6. to consider written and verbal reports from officers and Panel members; and
 7. to consider items requested by members in accordance with paragraph 4.12.
- 4.9 The only business to be conducted at an Extraordinary Meeting of the Panel will be:
- a) to choose a person to preside if the Chairperson and Vice-Chairperson are absent or otherwise unable to preside;
 - b) to consider the matter specified in the request to call an Extraordinary Meeting.
 - c) to receive any questions, statements, or petitions from members of the public in accordance with paragraph 7 which must relate to the matter of business specified in the request to call the Extraordinary Meeting.
 - d) no other business may be conducted at the meeting unless the Panel otherwise resolve.
- 4.10 The Panel Agenda, and accompanying papers, will normally be issued to Panel members at least 5 working days before the meeting. It will also be published on the Panel's website and by sending copies to each Panel member and publicised by any other means the Panel consider appropriate. Papers will normally be sent by email.
- 4.11 The Clerk will endeavour to co-ordinate the circulation of papers as early as possible to enable members to have as much time as possible to consider the issues before the meeting.



The scheduling of ad-hoc agenda items

- 4.12 Any member of the Panel shall be entitled to give notice to the Clerk that he or she wishes an item relevant to the functions of the Panel to be included on the agenda following the existing scheduled items of business. Items will normally be considered at the next Ordinary Meeting of the Panel, providing that the following conditions apply:
- a) At least 15 working days written notice is given to the Clerk (The Police and Crime Commissioner (PCC) is required to be given 10 working days' notice therefore this timing allows for discussions prior to this).
 - b) The item must be relevant to the remit of the Panel, as set out in the Panel Arrangements Document.
 - c) The item must not have been already considered within the last six months by the Panel.
- 4.13 In the event of a dispute on whether the conditions listed above apply, the Monitoring Officer of the Host Authority will advise the Chairperson and Panel. The Chairperson's decision shall be final.
- 4.14 Where the conditions above apply and the agenda item is discussed, the Panel may consider at this point whether any further action is needed in terms of further agenda time; investigation outside of the meeting; or a written response or information from the PCC.

5.0 Quorum

- 5.1 A meeting of the Panel cannot take place unless at least one third of the membership of the Panel is present.

6.0 Voting

- 6.1 Unless agreed by consensus, a decision is taken by a majority of those present and voting.
- 6.2 Voting is generally by a show of hands unless a named vote is called for by a member of the Panel.
- 6.3 If a Panel member arrives at the meeting before the casting of votes on any item has been commenced, he/she is entitled to vote on that item.
- 6.4 Immediately after a vote is taken any Panel member may ask for it to be recorded in the minutes that he/she voted for or against the question, or that he/she abstained.



6.5 The Chairperson of the Panel, or other person presiding, shall have a second and/or casting vote where votes for and against a proposal are equal. There shall be no restriction on the manner in which the casting vote is exercised.

7.0 Public Participation

7.1 Members of the public may attend all public meetings subject only to the exceptions in the Access to Information Standing Orders attached at Annex A.

7.2 The Police and Crime Panel may also invite other people to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, councillors who are not members of the panel and officers in other parts of the public sector and may invite such people to attend.

7.3 Part of the order of business at public meetings shall be designated for community involvement. The time allowed for this section of the meeting shall be up to 30 minutes. During this part of the meeting there shall be provision for:

- Questions and statements from the public; and
- The receipt of petitions.

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

Questions and Statements

7.5 A member of the public (Questioner) wishing to ask a question or make a statement at a public meeting of the Panel must submit his/her question or statement in writing, by facsimile transmission or by electronic mail to the Clerk in advance of the meeting. To guarantee acceptance (subject to paragraphs 7.9 and 7.10), the Questioner's submission must be received by the Clerk not later than 12 noon, three working days before the meeting date. Submissions received after the deadline may be accepted at the discretion of the Chairperson.

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

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

7.8 Questions and statements from the Public shall be taken at the beginning of the meeting. The Chairperson shall determine the order in which questions or statements are put to the Panel.



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

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

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

- 7.11 If the Clerk considers that a question or statement is:

- (a) not about a matter for which the Panel has a responsibility.
- (b) not a matter for the Commissioner.
- (c) illegal, improper, irregular, frivolous or offensive.
- (d) substantially the same as a question or statement which has been put at a meeting of the Panel in the previous six months; or
- (e) requires the disclosure of confidential or exempt information.

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

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

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

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

- 7.15 If a questioner who has submitted a written question or statement is unable to be present at a Panel meeting, the Panel shall provide a written response. Where possible, the written response will be available for public inspection at the meeting. However, where this is not possible, a written response will be sent to the questioner within ten days of the meeting.

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



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

7.17 An answer can take any of the following forms:

- (a) a direct oral answer.
- (b) a reference to a publicly available document if it answers the question.
- (c) if it would not be practicable or appropriate to answer a question orally the member will supply a written answer to the questioner within 10 days.

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

7.19 Any questions not fully answered at the end of the allotted period will be answered in writing within ten days and published on the Panel's website.

Petitions

7.20 Members and residents can present petitions.

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

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

7.23 Petitions must contain at least 3 signatures. To present a petition, the Clerk must receive written notice and the wording of the petition no later than 4 pm on the day before the meeting. No more than two people must present the petition and say what it is about, without commenting. It will be referred to the Clerk for consideration.

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

7.25 A report to the Panel about the action taken on the petition will be made no later than the second Ordinary Meeting of the Panel following the meeting when the petition was presented.

General Participation

7.26 Any further involvement from the public at the meetings of the Panel will be at the discretion of the Chairperson, including involvement in any debate and the asking of questions or making statements, without prior notice, during the debate on items on the agenda.

7.27 Members of the public are entitled to record the meetings of the Panel using audio and visual recording equipment. If the Chairperson feels that the recording is obstructing, disturbing, or disrupting the proceedings of the meeting, the recording must cease.



8.0 Work Programme

8.1 The Panel will be responsible for setting its work programme. In doing so it shall have regard to:

- a) the requirement to undertake the functions and responsibilities of the Panel as set out in the Act including consideration of the necessary timings to meet its legal responsibilities.
- b) the priorities defined by the PCC.
- c) the views of the public on Police and Crime matters.
- d) the views of key partners, including Probation, Health, Community Safety Partnerships; and relevant county, district council or town or parish councils
- e) the views of its members and advisers; and
- f) the resources available to support the delivery of the work programme.

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

8.2 Members of the public may submit suggestions for items of scrutiny to the Panel in writing by letter, facsimile transmission or by electronic mail to the Clerk **not later than 12 noon, five working days before the day of the Panel meeting (not including the day of the meeting itself)**. Each suggestion must give the name and address of the person submitting the suggestion. The suggested item for scrutiny will be considered at the next meeting of the Panel under the item on the agenda called "Meeting Dates and Agenda Plan."

9.0 Sub-Committees

9.1 The Panel may set up Sub-Committees to undertake specified functions of the Panel. The role of Sub-Committees is to carry out delegated Panel functions, excluding those functions that are not able to be delegated under the Act. Sub-Committees may formally take decisions as delegated to them by the Panel.

9.2 The work to be undertaken by a Sub-Committee will be agreed by the Panel. In commissioning the work, the Panel will agree as part of the scoping document the following:

- a) terms of reference and delegations.
- b) purpose/objectives.
- c) resources.
- d) timescales for completing the work and reporting back.
- e) membership

9.3 The Panel shall appoint Sub-Committees. The Chairperson of the Panel may make a recommendation to the Panel on membership.



- 9.4 The maximum size of a Sub-Committee shall be seven members. The minimum size is three members. Size shall be determined on a case-by-case basis at the point that the review is commissioned.
- 9.5 The membership of Sub-Committees shall be confined to members of the Panel.
- 9.6 In determining the membership of a Sub-Committee, the Panel shall give, so far as practicable, consideration to the duties in the Act to consider political balance; geographical balance; and the skills and expertise of members.
- 9.7 Sub-Committee meetings shall be minuted. The minutes shall be published on the Panel's website and presented at the next meeting of the Panel.

10.0 Task Groups

- 10.1 The role of Task Groups is to undertake time-limited investigations into particular issues, such as a scrutiny topic review. They are informal working groups, and as such have no decision-making power. Task Groups will report back upon the completion of their work with a report and recommendations to the Panel.
- 10.2 The work to be undertaken by a Task Group will be agreed by the Panel. In commissioning the work, the Panel will agree as part of the scoping document the following:
- a) terms of reference.
 - b) purpose/objectives.
 - c) approach to gathering evidence.
 - d) resources to support the review.
 - e) timescales for completing the work and reporting back; and
 - f) membership.
- 10.3 The Panel will appoint Task Groups. The Chairperson of the Panel may make a recommendation to the Panel on the membership.
- 10.4 The maximum size of a Task Group shall be agreed by the Panel at the point that the review is commissioned. The minimum size is three members.
- 10.5 The Panel shall appoint a Chairperson of the Task Group from within the membership of the Panel. The Chairperson of the Panel may make a recommendation on whom to appoint.
- 10.6 The composition of a Task Group will be determined by the role it is to perform. Whilst issues of political and geographical balance may be taken into account, to help the effectiveness of the group consideration may also be given to:
- a) skills and expertise
 - b) availability of members to undertake the work



- c) interest and commitment
 - d) Local knowledge
- 10.7 The Panel may choose to co-opt non-Panel members onto a Task Group if it is considered that they possess skills, expertise, or a perspective which will assist the Group in its work. Co-opted members on a Task Group are non-voting members of the Group.
- 10.8 The following eligibility rules will apply to non-voting co-opted members of Task Groups:
- a) must live and/or work in the Cambridgeshire Police Force area; and
 - b) must be able to provide expertise/layperson's perspective to assist the group in carrying out its scrutiny function.
- 11.0 Panel Reports and Recommendations—General**
- 11.1 Where the Panel makes a report to the PCC, the PCC will publish the report or recommendations on its website, except where the information is exempt or confidential as defined in the Local Government Act 1972 (as amended).
- 11.2 The Panel may require the PCC within 20 working days (or within such other period as is indicated in these Rules) of the date on which s/he receives the Panel's report or recommendations to:
- a) consider the report or recommendations.
 - b) respond to the Panel indicating what (if any) action the PCC proposes to take.
 - c) publish the response from the PCC where the Panel has published the report or recommendations.
- 11.3 The Panel will formally make requests to the PCC or issue other statements by way of reports and recommendations. As the Panel is a scrutiny body, rather than an executive decision-making committee, motions or resolutions will not be considered by the Panel.

Procedure for Agreeing Reports and Recommendations

- 11.4 Recommendations to the PCC from the Panel will be made as an outcome of a scrutiny review or as a result of an agenda item discussion.
- 11.5 As a cross-party scrutiny committee, reports and recommendations to the PCC should normally be agreed by consensus rather than a formal vote. Where this is not possible a vote may be taken, under the voting procedure outlined above. This includes the option of a Panel member requesting that a named vote is taken at the meeting to ensure that views are minuted.



Minority Reporting

- 11.6 In exceptional circumstances, one minority report in relation to a report prepared by a Task Groups may be prepared and submitted for consideration with the majority report to the PCC. Where a member or members wish to submit a minority report the Chairperson of the Panel and Clerk should be notified as soon as possible in advance of the Panel meeting, normally 10 working days' notice should be given depending on the timing of the Task Group's consideration of its majority report.
- 11.7 The PCC's responsibilities and remit relate to the Committee as a whole, therefore the PCC will respond to the Committee as a whole and not to individual members of the Panel. This means that for the purposes of communication to the public, stakeholders, and the PCC the majority report represents the viewpoint of the Panel. The PCC will be required only to respond to the majority report.

12.0 PCC and others giving account

- 12.1 The presumption will be that the PCC will be required to attend all formal Police and Crime Panel meetings (Ordinary and Extraordinary) to answer questions which may be necessary to assist the Panel in discharging its functions, unless the Panel decides that this is not necessary and informs the PCC that he/she will not be required.
- 12.2 The PCC shall be notified by the Clerk of the Panel of the Annual Work Programme of the Panel, including meeting dates.
- 12.3 In setting the Annual Work Programme the Panel should identify and consider where possible what papers will be required, and if any supporting staff from the Clerk, Police or otherwise are likely to be needed in addition to the PCC, in order to give as much notice as possible.
- 12.4 Where a new agenda item is scheduled for a meeting that is not included within the work programme and the PCC (and staff/or Chief Constable) is required to attend, the Clerk will inform the relevant persons of the nature of the agenda item and any written information that is required as soon as possible.
- 12.5 At least 15 working days' notice will be given of the new agenda item to the PCC and any requirement to provide written information (owing to the access of information requirements this equates to 10 working days' notice for the provision of written information).
- 12.6 In exceptional circumstances, and where there is agreement between the PCC and Chairperson of the Panel, shorter notice may be required for either attendance or papers.
- 12.7 If the Panel requires the PCC to attend before the Panel, the Panel may also request the Chief Constable to attend on the same occasion to answer any questions which



appear to the Panel to be necessary in order for it to carry out its functions.

- 12.8 In undertaking its functions, the Panel may invite persons other than those referred to above to attend Panel meetings, to address the meeting, discuss issues of local concern and/or answer questions. This may, for example and not exclusively, include residents, stakeholders, Council members who are not members of the Panel and officers from other parts of the public sector.
- 12.9 The Clerk shall publish on the Panel's website any written responses from the PCC to matters raised at meetings of the Panel.

13.0 Special Functions

- 13.1 The Special Functions of the Panel, as set out in the Panel Arrangements, are those functions which are conferred on the Panel in relation to:
- a) the review of the Police and Crime Plan as required by Section 28(3) of the Act.
 - b) the review of the Annual Report as required by Section 28 (4) of the Act.
 - c) the review of senior appointments in accordance with Paragraphs 10 and 11 of Schedule 1 of the Act.
 - d) the review and potential veto of the proposed precept in accordance with Schedule 5 of the Act.
 - e) the review and potential veto of appointment of the Chief Constable in accordance with Part 1 the Act.

14.0 Police and Crime Plan

- 14.1 The Panel is a statutory consultee on the development of the PCC's Police and Crime Plan and will receive a copy of the draft Police and Crime Plan, or a draft of any variation to it, from the PCC.
- 14.2 The Panel will:
- a) hold a meeting to review the draft Police and Crime Plan (or a variation to it); and
 - b) report or make recommendations on the draft Plan which the PCC must take into account.

15.0 Annual Report

- 15.1 The PCC must publish an Annual Report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the Panel for consideration.
- 15.2 The Panel must comment upon the Annual Report of the PCC, and for that purpose must:



- a) arrange for a meeting of the Panel to be held as soon as practicable after the Panel receives the Annual Report.
- b) require the PCC to attend the meeting to present the Annual Report and answer such questions about the Annual Report as the Panel think appropriate.
- c) make a report and/or recommendations on the Annual Report to the PCC.

16.0 Proposed precept

- 16.1 The Panel will receive notification from the PCC of the precept that s/he are proposing to issue for the coming financial year. The Panel will arrange for a meeting of the Panel to be held as soon as practicable after the Panel receives the proposed precept and make a report including recommendations.
- 16.2 Having considered the precept, the Panel will either:
 - a) support the precept without qualification or comment; or
 - b) support the precept and make recommendations; or
 - c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel, not just those present, at the time when the decision is made).
- 16.3 If the Panel vetoes the proposed precept, the report to the PCC must include a statement that the panel has vetoed the proposed precept and give reasons for that decision. The Panel will require a response from the PCC within seven days to the report and any such recommendations.

17.0 Senior Appointments

- 17.1 The Panel must review the proposed appointment by the PCC of the Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime PCC.
- 17.2 The Panel will receive notification of the proposed appointment from the PCC, which will include:
 - a) the name of the candidate.
 - b) the criteria used to assess suitability of the candidate.
 - c) why the candidate satisfies the criteria; and
 - d) the terms and conditions proposed for the appointment.
- 17.3 The Panel must hold a confirmation hearing for all proposed senior appointments as outlined in 17.1 within 15 working days of receipt of notification by the PCC. It must also report to the PCC at the same time with its recommendations. The 15 working days will not include the relevant post-election period. The relevant post-election period means the period that:



- a) Begins with the day of the poll at an ordinary election of a police and crime commissioner under section 50 of the Police Reform and Social Responsibility Act 2011, and
 - b) Ends with the day on which the person elected as Police and Crime Commissioner delivers a declaration of acceptance of office under section 70 of the Police Reform and Social Responsibility Act 2011.
- 17.4 The confirmation hearings will be held in public, and the candidates will be questioned in relation to their appointment. Candidates must attend, either in person or by video link. After questioning the candidate, the Panel in accordance with schedule 12A of the Local Government Act 1972, will go into private session in order to determine its recommendations regarding the candidate's appointment.
- 17.5 Following the hearing, the Panel will make a report of its recommendations to the PCC on the proposed appointment. The PCC must respond in writing within 20 working days of receipt of the Panel's report confirming whether the recommendation has been accepted or not.
- 17.6 In relation to the proposed appointment of the Chief Constable, the Panel is required to make recommendations to the PCC and has the power to veto the appointment. Following the hearing, the Panel will be asked to:
- a) support the appointment without qualification or comment.
 - b) support the appointment with associated recommendations, or
 - c) veto the appointment of the Chief Constable (a two thirds majority is required, not just of those members present, at the time when the decision is made.) (This may be subject to change following Home Office Regulations)
- 17.7 If the Panel vetoes an appointment, it must set out its reasons for doing so in a report to the PCC and the PCC must not then appoint that candidate as Chief Constable.
- 18.0 Suspension of the Police and Crime Commissioner**
- 18.1 The Panel may suspend the PCC if it appears to the Panel that:
- a) the PCC is charged in the United Kingdom, the Channel Islands, or the Isle of Man with an offence; and
 - b) the offence is one which carries a maximum term of imprisonment exceeding two years.
- 18.2 This decision will be taken at a formal Panel meeting via a majority vote.
- 18.3 The suspension of the PCC ceases to have effect upon the occurrence of the earliest of these events:



- a) the charge being dropped.
- b) the PCC being acquitted of the offence.
- c) the PCC being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act 2011 by virtue of the conviction; or
- d) the termination of the suspension by the Police and Crime Panel.

18.4 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:

- a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
- b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.

19.0 Suspension and Removal of the Chief Constable

19.1 The Panel will receive notification if the PCC suspends the Chief Constable.

19.2 The PCC must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.

19.3 The PCC must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.

19.4 If the PCC is still proposing to call upon the Chief Constable to resign, she/he must notify the Panel accordingly (the 'further notification').

19.5 Within 30 days from the date of receiving the further notification the Panel must make a recommendation in writing to the PCC as to whether or not s/he should call for the retirement or resignation. Before making any recommendation, the Panel may consult the Chief Inspector of Constabulary, and must hold a Scrutiny hearing.

19.6 The Scrutiny hearing which must be held by the Panel is a Panel meeting in private to which the PCC and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the Scrutiny hearing can be by attending in person or video link.

19.7 The PCC may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:

- (a) at the end of 30 days from the Panel having received notification if the Panel has not by then given the PCC a recommendation as to whether or not she/he should call for the retirement or resignation: or
- (b) when the PCC notifies the Panel of a decision about whether she/he accepts



the Panel's recommendations in relation to resignation or retirement.

19.8 The PCC must consider the Panel's recommendation and may accept or reject it, notifying the Panel accordingly.

20.0 Appointment of an Acting Police and Crime Commissioner

20.1 The Panel must meet to appoint a person to be acting PCC within 15 working days if:

- a) no person holds the office of PCC.
- b) the PCC is incapacitated (i.e., unable to fulfil the functions of PCC) which is a matter for the Panel to determine; or
- c) the PCC is suspended.

20.2 In the event that the Panel has to appoint an Acting PCC it will meet to determine the process for appointment which will comply with these Rules of Procedure and any legal requirements.

20.3 The Panel may appoint a person as Acting PCC only if the person is a member of the PCC's staff at the time of the appointment.

20.4 In appointing a person as Acting PCC in a case where the PCC is incapacitated, the Panel must have regard to any representations made by the PCC in relation to the appointment.

20.5 The appointment of an Acting PCC will cease to have effect upon the earliest of the following:

- a) the election of a person as PCC.
- b) the termination by the Panel, or by the Acting PCC, of the appointment of the Acting PCC.
- c) where the Acting PCC is appointed because the PCC is incapacitated, the PCC ceases to be incapacitated; or
- d) where the Acting PCC is appointed because the PCC is suspended, the PCC ceases to be suspended.

20.6 Where the Acting PCC is appointed because the PCC is incapacitated or suspended, the Acting PCC's appointment does not terminate because a vacancy occurs in the office of PCC.

21.0 Complaints

21.1 Complaints which involve allegations which may amount to a criminal offence by the PCC or senior office holders are dealt with by the Independent Office for Police Conduct (the 'IOPC').



21.2 The Panel may however be involved in the informal resolution of certain other complaints against the PCC and Deputy PCC, where they are not being investigated by the IOPC or cease to be investigated by the IOPC.

21.3 The Panel shall have a complaints procedure for complaint handling that shall be set out in a protocol.

22.0 Further Guidelines/Protocols

22.1 The Panel may agree further guidelines/protocols to assist it in carrying out its business so long as these are in accordance with the Rules of Procedure, Panel Arrangements, and legal requirements. Further guidance and protocols may cover:

- a) Memoranda of Understanding between the PCC and Panel.
- b) Communications Protocols (including media handling).
- c) Public Involvement.
- d) Complaints Procedure.
- e) PCP and Local Scrutiny Committees' Protocol.



ANNEX A: ACCESS TO INFORMATION STANDING ORDERS

1.0 SCOPE

- 1.1 These standing orders apply to all formal meetings of the Police and Crime Panel.
- 1.2 These rules do not affect any additional rights to information contained elsewhere in this constitution or granted by law.

2.0 RIGHTS TO ATTEND MEETINGS

- 2.1 Members of the public may attend all meetings, subject only to the exceptions in these standing orders.

3.0 NOTICES OF MEETING

- 3.1 The Clerk will give at least ten clear days' notice of any meeting by posting details of the meeting at the principal offices of the Host Authority and on the Internet.

4.0 ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING

- 4.1 The Clerk will make copies of the agenda and reports open to the public available for inspection at the designated offices at least five clear days before the meeting. If an item is added to the agenda later, the Monitoring Officer of the Host Authority shall make each report available to the public as soon as the report is completed and sent to members and will ensure that it will be open to inspection from the time the item was added to the supplementary agenda.

5.0 SUPPLY OF COPIES

- 5.1 The Clerk will supply hard copies of:
- a) any agenda and reports which are open to public inspection.
 - b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and
 - c) if the Monitoring Officer of the Host Authority thinks fit, copies of any other documents supplied to members in connection with an item to any person on payment of a charge for postage and any other costs under the Host Authority's Charging Policy. Under the Freedom of Information Act, information would be supplied free until these costs go over the threshold of £450, when a charge would be levied.



6.0 ACCESS TO MINUTES ETC AFTER THE MEETING

6.1 The Clerk will make available hard copies of the following for six years after a meeting:

- a) the minutes of the meeting, or, where appropriate, records of decisions taken, together with reasons, for all meetings of the Panel, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information.
- b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record.
- c) the agenda for the meeting; and
- d) reports relating to items when the meeting was open to the public.

7.0 BACKGROUND PAPERS

7.1 *List of background papers:* Reports will include a list (prepared by the Clerk) of those documents (called background papers) relating to the subject matter of the report which in their opinion disclose any facts or matters on which the report or an important part of the report is based; and which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information.

7.2 *Public inspection of background papers:* The Council will make available for public inspection via its website for six years after the date of the meeting one copy of each of the documents on the list of background papers.

7.3 *Use of media technology at Panel Meetings:* At the discretion of the Chairperson of the Panel recording of meetings and use of media technology will be permitted provided that it does not release information that the Clerk has identified as being confidential under the Access to Information Regulations.

7.4 The Clerk supports the use of networking sites to disseminate information during their meetings, provided that confidential information as outlined above is not deliberately or inadvertently disclosed.

8.0 SUMMARY OF THE PUBLIC'S RIGHTS

8.1 A written summary of the public's rights to attend meetings and to inspect and copy documents is available for inspection at the Principal Offices of the Host Authority.



9.0 EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS

Confidential or Exempt information – requirement to exclude public

- 9.1 The public must be excluded from an item at a meeting whenever it is likely to be confidential in view of the nature of the business.
- 9.2 *Meaning of confidential information:* Confidential information means information given to the Panel by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by reason of a Court Order or any enactment.
- 9.3 The public may be excluded from an item at a meeting whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information would be disclosed.
- 9.4 *Meaning of exempt information:* Subject to the test of the Public Interest set out below, information is exempt information where it falls within any of the following categories:
- 1 Information relating to an individual.
 - 2 Information which is likely to reveal the identity of an individual.
 - 3 Information relating to the financial or business affairs of any particular person (including the public authority holding the information), except where the information is required to be registered under certain prescribed statutes including the Companies Act 1985 and the Charities Act 1993. “Financial or business affairs” includes contemplated, as well as past or current activities.
 - 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority. “Labour relations matter” means any matter which may be the subject of a trade dispute, or any dispute about any such matter (i.e., a matter specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992.)
 - 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 - 6 Information which reveals that the Authority proposes:
 - a) to give under any enactment a notice, under which or by virtue of which requirements are to be imposed on a person; or
 - b) to make an order or direction under any enactment.
 - 7 Information relating to any action taken or to be taken in connection with the prevention, investigation, or prosecution of crime.



9.5 *Public interest test:* Information falling within any of categories 1-7 set out above, which is not prevented from being exempt because it falls within category 3 and is required to be registered under the prescribed enactments is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.0 EXCLUSION OF ACCESS BY THE PUBLIC TO REPORTS

10.1 The Monitoring Officer of the Host Authority may exclude access by the public to a report which, in his or her opinion, relates to an item during which, in accordance with this Access to Information Standing Order, the meeting is likely not to be open to the public; or, as the case may be, was not open to the public. Such reports will be marked "Not for publication," together with the category of information likely to be disclosed.

11.0 RECORD OF DECISIONS

11.1 After any formal meeting of the Panel, the Clerk will produce a record of every decision/recommendation within five working days of the meeting. The record will include a statement of the reasons for each decision and, where appropriate, any alternative options considered and rejected at that meeting.

11.2 A record of decision/recommendations will still be published even if no decisions or recommendations were made, just to ensure there is no ambiguity about what the absence of a decision notice means. All such decisions will be recorded in the Panel's minutes which will be published within fifteen working days of the meeting.

11.3 The published draft minutes for the previous meeting, will be replaced with finally approved version within five working days of their sign-off.

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CAMBRIDGESHIRE POLICE AND CRIME PANEL

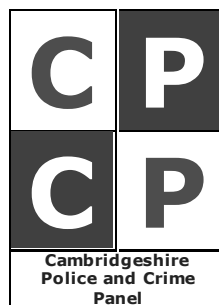
PANEL ARRANGEMENTS

These Panel arrangements were formally agreed by the following local authorities in July 2012:

- Cambridge City Council
- Cambridgeshire County Council
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdonshire District Council
- Peterborough City Council
- South Cambridgeshire District Council

In these arrangements the following definitions apply:

- “The 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 membership of the Panel at the time (not just those present) 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 Taking into account the balanced appointment objective the Authorities have agreed that the Panel ought to 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 is a co-option to the Panel and 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.
- 3.10 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

- 3.11 If a nominated Member agrees to the appointment the Authority may appoint the Member as a Member of the Panel.
- 3.12 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.
- 3.13 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.
- 3.14 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.
- 3.15 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.
- 3.16 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
- 3.17 Members appointed to the Panel may be re-appointed to the Panel for a further term of four years.

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)
 - 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 **and further multiple additional terms if agreed by the Panel.**

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. An allowance has been agreed by the Secretary of State of up to £920 per member which is to be made available from October 2012. The Panel shall consider a scheme of allowances once the allocation has been agreed by the Home Office.

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
- b) the provision of annual briefing sessions following the PCC's appointment; and,
- c) 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.

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 11
20 JULY 2022	Public Report

Report of: Jane Webb, Peterborough City Council

Contact Officer(s) – Jane Webb

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

Cambridgeshire Police and Crime Panel Annual Report

1. PURPOSE

- 1.1 To consider the draft annual report of the work of the Cambridgeshire Police and Crime Panel during the last twelve months.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Panel approve the Police and Crime Panel's Annual Report.

3. TERMS OF REFERENCE

- 3.1 This report discharges the responsibility for the Panel to publish an annual report of its work.

4. BACKGROUND

- 4.1 The report sets out some of the key areas that the Panel has scrutinised over the last twelve months which includes:

- Understanding what the impact of COVID had on Policing in Cambridgeshire
- Reviewing the Police and Crime Commissioner's Annual Report
- Monitoring performance for areas of concern or exceptional performance
- Election of a Chair and Vice Chair
- Scrutinising revenue and capital budget draft outturn
- Reviewing/Scrutinising decisions made by the Commissioner
- Monitoring of commissioning/grants/communication and engagement
- Scrutinising community engagement
- Review of the Commissioner's Precept
- Review of the Rules of Procedure
- Review of Complaints
- Reviewing the Commissioner's reporting procedures which sets out what the police are expected to achieve and how the Commissioner holds the police to account.
- Monitoring the overall performance of the Constabulary, including against the priorities set out in the Plan alongside reports on other areas of business that deliver towards the objectives within the Plan.

5. KEY ISSUES

- 5.1 None

6. IMPLICATIONS

- 6.1 None

7. CONSULTATION

7.1 None

8. NEXT STEPS

8.1 N/a.

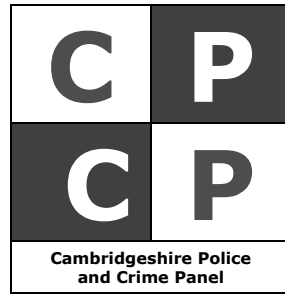
9. BACKGROUND DOCUMENTS

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

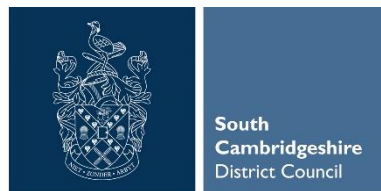
9.1 Agendas and Minutes of the Panel for meetings held on 21 July 2021, 15 September 2021, 8 November 2021, 15 November 2021, 2 February 2022 and 23 March 2022.

10. APPENDICES

10.1 Appendix 1 - Annual report of the Panel 2021/2022.

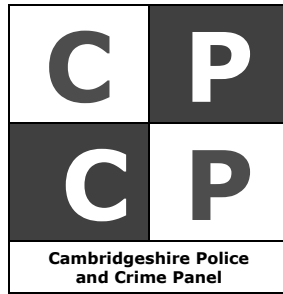


Cambridgeshire Police and Crime Panel



Scrutinising and Supporting the Cambridgeshire Police and Crime Commissioner

ANNUAL REPORT 2021/22



FOREWORD

Welcome to the **NINTH ANNUAL REPORT** of the Cambridgeshire Police and Crime Panel covering the municipal year 2021–22.

Police and Crime Panels were established by central government in November 2012. This report covers yet another challenging year for the Panel, which has worked hard to fulfil its statutory responsibilities and develop its role to scrutinise and support the work of the Police and Crime Commissioner.

The current Police and Crime Commissioner for Cambridgeshire and Peterborough is Darryl Preston, who was elected to serve in this role in May 2021.



[Darryl Preston - Commissioner](#)

The Deputy Police and Crime Commissioner, appointed by the Police and Crime Commissioner in November 2022, is John Peach.

The Panel is made up of eleven councillors from across the seven Local Authorities – Cambridge City Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, South Cambridgeshire District Council, Cambridgeshire County Council and Peterborough City Council, together with two co-opted independent members.

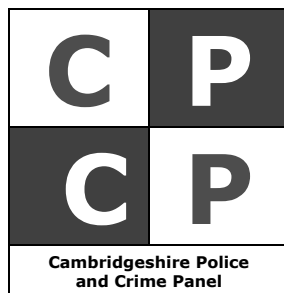
In 2021/22, the Chair was co-opted independent member Edward Leigh and the Vice Chair Councillor Alan Sharp, from East Cambridgeshire District Council.



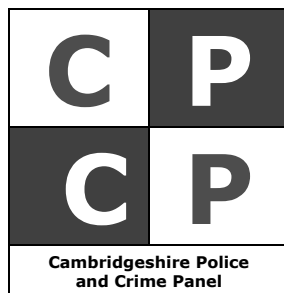
[Edward Leigh – Chair](#)



[Alan Sharp – Vice-Chair](#)



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1. WHAT IS CAMBRIDGESHIRE POLICE AND CRIME PANEL?

Cambridgeshire Police and Crime Panel came into being in November 2012, at the same time as elections for Police and Crime Commissioners were held across the country. Both were part of the new police governance arrangements whereby Commissioners and Panels replaced the old Police Authority and took over, respectively, its governance and scrutiny functions in accordance with the Police and Social Responsibility Act 2011. Police and Crime Panels are, in effect, joint scrutiny bodies of the local authorities in the police force area and are composed of elected members from these authorities and co-opted independent members who are not local councillors. Councillor membership of a Police and Crime Panel must be geographically and politically proportionate.

2. PANEL MEMBERSHIP

In Cambridgeshire the number of members from each authority and each political party was agreed by council leaders as follows: -

- 3 members from Cambridgeshire County Council
- 3 members from Peterborough City Council
- 1 member each from the remaining 5 Councils
- 2 independent, co-opted members

In 2021-22, Panel members were:

Peterborough City Council:	Councillor Scott Warren (Conservative) Councillor Christian Hogg (Lib Dem) Councillor Ansar Ali (Labour)
Cambridgeshire County Council:	Councillor Anna Bradnam (Lib Dem) Councillor Steve Tierney (Conservative) Councillor Stephen Ferguson (Independent)
Huntingdonshire District Council:	Councillor Simon Bywater (Conservative)
South Cambridgeshire DC:	Councillor Claire Daunton (Lib Dem)
Fenland DC:	Councillor Andrew Lynn (Conservative)
East Cambridgeshire DC:	Councillor Alan Sharp (Vice Chair) (Conservative)
Cambridge City Council:	Alex Collis (Labour)
Independent Members:	Edward Leigh (Chair) Claire George



3. GOVERNANCE

The host authority for the Police and Crime Panel is Peterborough City Council.

Jane Webb	Clerk/Senior Democratic Services Officer
Fiona McMillan	Monitoring Officer
Claire Cameron	Accounts
Amanda Rose	Communications

4. THE PANEL'S CORE WORK PROGRAMME

The Panel's statutory scrutiny responsibilities constitute its core work programme:

- Review annually the Commissioner's proposed council tax precept, with powers to veto once.
- Review annually the Commissioner's Police and Crime Plan and Annual Report.
- Scrutinise the Commissioner's proposed appointment of a Chief Constable, with the power to veto once.
- Scrutinise the appointment of any deputy commissioner and the Commissioner's senior executive staff, with the power to recommend against an appointment.
- Consider non-criminal complaints against the Commissioner.

In addition to the above, the Panel can engage in further scrutiny reviews on any topic relevant to its role. It submits reports and make recommendations to the Commissioner, and it can carry out investigations as it sees fit into the Commissioner's decisions and delivery of his or her duties.

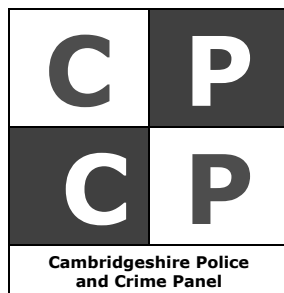
Apart from the two instances where the Panel has a veto (the level of the police precept and the appointment of a chief constable) it achieves its impact by influence, by examining reports and draft policy documents, questioning the Commissioner and/or external witnesses, and then making recommendations. These are communicated to the Commissioner in writing and are publicly recorded in the Panel's minutes.

The main Panel meetings are open to the public and can be viewed live, by following the link below –

<https://www.youtube.com/user/PboroughCityCouncil/videos>

The Panel's website is <https://democracy.peterborough.gov.uk/mgCommitteeDetails.aspx?ID=543>





5. HIGHLIGHTS OF THE PANEL'S ACTIVITY IN 2021/22

The Panel's membership underwent a slight change at the beginning of the year, with three new Panel members and several new substitutes.

Since its establishment, the Panel has often seen a notable change in its membership year on year. The stability provided by the pandemic helped the Panel build on its knowledge and collective scrutiny and support of the Police and Crime Commissioner, which has - in turn - improved governance and decision-making on behalf of the people of Cambridgeshire.

Panel Members have regularly expressed the view that a more stable and committed membership would be beneficial in ensuring the effective discharge of its responsibilities, and it is hoped that the Cambridgeshire Leaders will recognise this when appointing to the Panel. Nationally, this view has also been expressed to the Home Office.

During 2021-22 the Panel met physically on six occasions to scrutinise several key areas of the Commissioner's work. These included:

- Understanding what the impact of COVID had on Policing in Cambridgeshire
- Reviewing the Commissioner's budgetary monitoring outturn
- Reviewing the Commissioner's reporting procedures which sets out what the police are expected to achieve and how the Commissioner holds the police to account.
- Monitoring the overall performance of the Constabulary, including against the priorities set out in the Plan alongside reports on other areas of business that deliver towards the objectives within the Plan.
- Understanding the Commissioner's approach to Commissioning and Grants.
- Understanding the Commissioner's approach to Communications and Engagement.
- Theming each meeting to ensure that each objective within the Police and Crime Commissioner's plan is scrutinised, supported, and challenged.
- Requesting and regularly attending briefings to enable the Panel to remain up to date on key issues

In addition, the Panel has scrutinised the Commissioner's variations to his Police and Crime Plan throughout the year and the decisions which he has taken. Full details of the issues that the Panel have considered can be found on the website [here](#). Copies of the agenda and minutes are available to view [here](#).



[21 July 2021 - Annual General Meeting - Minutes](#)

[Police and Crime Panel - YouTube Recording](#)

[Cambridgeshire's Police and Crime Panel - Annual Report 2020/21](#) This report communicates to members of the public, partners, and other authorities the details of the Panel's activities across the year and what the Panel has achieved and carried out throughout the year. The Panel endorsed the report.

[Panel's letter to Kit Malthouse MP - Minister of State](#)

[Kit Malthouse MP - Response](#)

[Panel's Decisions](#)

[Commissioner's Response](#)

[15 September 2021 - Minutes](#)

[Police and Crime Panel - YouTube Recording](#)

Panel's Decisions – This meeting focused on the Budgetary Monitoring Outturn 2020/21 for the Constabulary and the OPCC (Office of Police and Crime Commissioner). After much discussion, the Panel noted the report.

[Commissioner's Response](#)

[2nd November 2022 - Annual Police, Fire and Crime Panels Conference](#)



The Panel was represented by three Panel members who found it extremely interesting and great for networking with other panel members from across the county.

The Conference covered key national issues relevant to Police, Fire and Crime Panels such as:

- Domestic Violence and Abuse
- Crimestoppers
- Scrutinising the Commissioner/Performance Frameworks
- Funding and Future Direction
- Complaints Handling

And keynote speakers included:

- Christine Goldstraw OBE JP DL, Independent Member and Chair of the Nottinghamshire Police & Crime Panel
- Dr Rick Muir, Director of Police Foundation
- Paul Grady, Grant Thornton's Director, and Head of Police
- Jonathan Evison, Humberside Police and Crime Commissioner



[8 November 2021 - Extrordinary - Proposed Appointment of Deputy Police and Crime Commissioner - Confirmation Hearing](#)
[Police and Crime Panel - YouTube Recording](#)
[Panel's Recommendation - Deputy Police and Crime Commissioner](#)
Commissioner's Response

[15 November 2021 - Minutes](#)
[Police and Crime Panel - YouTube Recording](#)
[Panel's Decision - Police and Crime Plan](#)

The Panel AGREED to APPROVE the Commissioner's Police and Crime Plan.

The Panel recommended clarification of the wording of the following points in the Plan:

- *P15 "I will always support the police when they act lawfully." This needs nuance to acknowledge there is a grey area in the interpretation of the law and discretion in its application, with respect to the proportionality of police actions and the public's perception of those actions (e.g., stop & search, management of protests and out-of-court disposals).*
- *"When standards fall short of expectations" on page 15 of the Plan should also include that the Commissioner would oversee changes that would assure that standards would not fall below expectations in the future.*
- *P34 "The capital budget is usually for spending in relation to the purchase, construction, or improvement of assets such as buildings. It is a legal requirement to set a balanced budget, so that spending cannot be more than income." The two parts of the paragraph appear contradictory, since capital spending does not have to balance within a financial year, unlike revenue spending.*

The Commissioner agreed to provide the Panel with the following information:

- *Current court times*

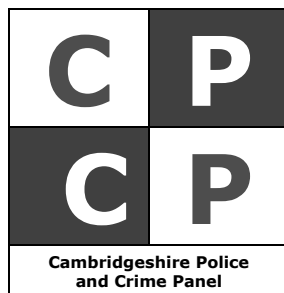
[Commissioner's Response](#)

[2 February 2022 - Minutes](#)
[Police and Crime Panel - YouTube Recording](#)
[Panel's Recommendation - Precept](#)

In accordance with the Police Reform and Social Responsibility Act 2011 and following consideration of the information submitted to it, the Panel AGREED NOT to exercise its veto power over the precept proposed by the Commissioner. The Panel considered that the proposed precept was acceptable and necessary for the continued provision of effective and efficient policing across the area covered by Cambridgeshire Constabulary.

[Commissioner's Response](#)

23 March 2022 – minutes
[Police and Crime Panel - YouTube Recording](#)
Panel's Decision
Commissioner's Response



Eastern Network Regional Meetings



Regionally, the Panel's Chairs, Vice-Chairs and Support Officers are active members of the Eastern Police, Fire and Crime Panels Network. The Network is facilitated by Frontline Consulting, which runs the Annual National Police, Fire and Crime Panel

Conference, and provides support to Police, Fire and Crime Panels across the UK. The Network met virtually in October 2021 and March 2022 and is made up of Panel Members and Support Officers who share information around good practice, support, and scrutiny for the Commissioner, learning and development, the use of the Grant from the Home Office, innovation, work programming and future plans etc. This has led to a good network of support officers who have come to rely on one another when in difficult and unusual circumstances, as the support officer role of the Panel can tend to be an "isolated" role.

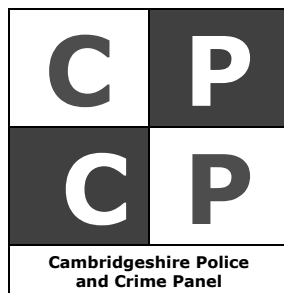
National Association of Police, Fire and Crime Panels



Cambridgeshire Police and Crime are members of the National Association of Police, Fire and Crime Panels. This Association was established as a national 'voice' for Police and Crime Panels. It is led by Essex Police, Fire and Crime Panel and the Local Government Association (LGA). The Association continues to share information and documentation via e-mail. It is hoped the National Association will complement the work of the National Association of Police and Crime Commissioners and enable information to be shared to jointly influence and deliver the absolute best policing services for our communities. The Association will also be able to collectively assist the Home Office in their work with Police, Fire and Crime Panels.

More generally

Governance – The role and responsibilities of the Panel and the Commissioner's own governance framework in holding the Chief Constable to account, can be a challenge. However, work continues supported by the host Authority and Frontline Consulting to ensure the Panel has the skills, knowledge, and support to the best it can be.



Task and Finish Group - The Panel agreed to set up a Task and Finish Group to review how effectively and efficiently it carried out its functions, and whether there was scope to explore improvements which could be embedded into the way it operated. It decided to set up the review to investigate how it might develop good practice that would lead to generating challenging and constructive scrutiny of the Police and Crime Commissioner (PCC).

CfGS (Centre of Governance and Scrutiny) were approached to conduct the review, to contribute an external perspective and independent authority to the process whilst providing additional help with any subsequent changes necessary.

CfGS undertook evidence gathering through conversations with Members of the Panel and Officers supporting the Panel in late January and early February 2021, observed Panel meetings online, and reviewed key documents.

A session took place on 27 September 2021 led by the Task and Finish Group, the OPCC (Office of Police and Crime Commissioner) and the CfGS, which focused on the outcomes and needs of the Panel. The session was extremely useful and built a good relationship between Panel members and the OPCC. Discussions took place regarding work programming with items being finalised and agreed. Including the OPCC in the session ensured that the Panel remained focussed on statutory and key areas of the Commissioner's responsibility, whilst agreeing briefing sessions to take place, for all Members five weeks before all meetings to enable questions to be asked, in order that reports can be tailored to the specific requirements of the members. The event was so successful, that it will now be repeated yearly in hope that the same results can be achieved.

Thanks - Thanks are given to all Panel Members for their contributions over the past year.

6. THE POLICE AND CRIME PANEL AND THE PUBLIC

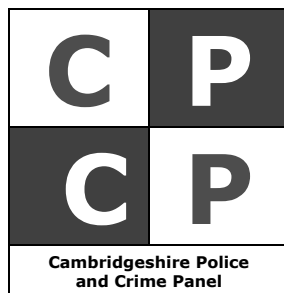
Cambridgeshire Police and Crime Panel has a website here
<https://democracy.peterborough.gov.uk/mgCommitteeDetails.aspx?ID=543>

and this is where you can find copies of the agenda papers, minutes, and decisions for the Panel meetings.

There is information about Members of the Panel, its spending, how to make complaints and other useful documentation.

Police and Crime Panel meetings are open to members of the public and **Rules of Procedure** for submitting and asking public questions are on the Police and Crime Panel's Website.

All Meetings since March 2000 can now be found on Peterborough City Council's YouTube page [here](#).



7. THE YEAR AHEAD 2020/21

Panel Members and substitutes throughout 2021/22:

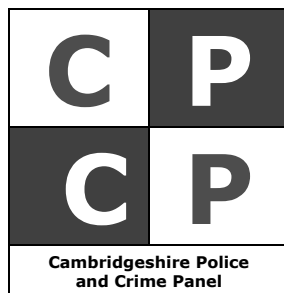
Edward Leigh	Councillor David Connor
Claire George	Councillor Sarah Baigent
Councillor Alex Collis	Councillor Lynne Ayres
Councillor Ansar Ali	Councillor Ed Murphy
Council Alan Sharp	Councillor Julia Huffer
Councillor Claire Daunton	Councillor Fiona Whelan
Councillor Steve Tierney	Councillor Hamish Masson
Councillor Anna Bradnam	Councillor Graham Wilson
Councillor Simon Bywater	Councillor Tom Sanderson
Councillor Andrew Lynn	Councillor Chris Wiggin
Councillor Christian Hogg	
Councillor Stephen Ferguson	
Councillor Scott Warren	

The Panel have a work programme that is reviewed regularly. In addition to the statutory responsibilities of the Panel, it covers key issues of importance to the public of Cambridgeshire.

The Panel is also working to strengthen links with the Community Safety Partnerships. They look after all issues concerned with the safety in our towns and villages, and it is important the Panel are aware of the issues they are discussing. Cambridgeshire Police and Crime Panel will continue its commitment to support, and to scrutinise the decisions of the PCC to secure an efficient and effective Police Force for the people of Cambridgeshire

Over the next twelve months the Panel will focus on the following key areas:

- Review the PCC's Annual Report.
- Hold the PCC (Police and Crime Commissioner) to account for the delivery of his precept commitments.
- Undertake a programme of proactive scrutiny across a range of areas.
- Maintain a work programme in consultation with the OPCC.
- Have regard to the Policing and Crime Act and the legislative changes, including emergency services collaboration.
- Continue to monitor progress on improving crime data integrity.
- Ensure that the PCC and Chief Constable recruit, retain and progress a workforce which reflects the communities it serves.
- Support the PCC to maximise opportunities for joint working.
- Liaise with HMICFRS to improve the Panel's understanding of Cambridgeshire Police's performance.
- Provide ongoing Panel Member learning, development, and support.



8. CONTACT DETAILS

For any further information, contact details and web address, please see below.

The Panel can be contacted via the below:

Police and Crime Panel Clerk

Democratic Services
Peterborough City Council
Town Hall
Bridge Street
Peterborough
PE1 1HF

Telephone: (01733) 452281

Email: jane.webb@peterborough.gov.uk

Website [Cambridgeshire Police and Crime Panel](#)

The Police & Crime Commissioner can be contacted via his office:

Office of the Police and Crime Commissioner

Cambridgeshire Police Headquarters
Hinchingsbrooke Park
Huntingdon
Cambridgeshire
PE29 6NP

Telephone: (0300) 333 3456

Email: "mailto:cambs-pcc@cambs.pnn.police.uk"cambs-pcc@cambs.pnn.police.uk

Website: www.cambridgeshire-pcc.gov.uk

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 12
20 JULY 2022	Public Report

Report of: Jane Webb, Clerk, Peterborough City Council

Contact Officer(s) – Jane Webb

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

CAMBRIDGESHIRE POLICE AND CRIME PANEL - ADMINISTRATIVE COSTS AND MEMBER EXPENSES

1. PURPOSE

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

2. RECOMMENDATIONS

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

3. TERMS OF REFERENCE

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

4. BACKGROUND

- 4.1 The Home Office provides grant funding to Host Authorities to support the running costs of Police and Crime Panels. The confirmed total annual funding for the Cambridgeshire Police and Crime Panel for the financial year 2021/22 is up to £65,260.

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

5. KEY ISSUES

- 5.1 Between October 2012 and the current date Peterborough City Council, the host authority, has provided staffing and other support to set up, establish and run Cambridgeshire's Panel. Most costs are associated with day-to-day management and support of the Panel's functions. This includes specialist support where required from teams across the council such as Legal, HR, Communications, Finance and Governance. The total costs for 2021/22 are £64,616 and are broken down as follows:

Breakdown of expenditure (items)	20/21 £	21/22 £
Catering	0.00	0.00
Training	2,740.00	1,260.00
Equipment	1,787.03	0.00
Subscriptions	510.00	225.00
Staff Costs	58,165.34	61,109.05
Members' Travel expenses	197.70	742.40
Printing Agendas	0.00	96.29
Staff Travel & expenses	0.00	318.24
Audio Streaming	-	720.00
Room Cleaning (professional due to COVID)	-	105.00
Security (required at meeting)	-	40.50
TOTAL	63,400.07	64,616.48

- 5.2 The Panel held six meetings, all live streamed to the public via Peterborough City Council's YouTube page, this has incurred a cost of £120 per meeting, agreed by the Panel to be continued indefinitely due to the benefits of streaming to the wider public. With meetings now being face-to-face and the covid pandemic was still on-going, costs were also incurred for professional cleaning of desks, microphones and for the provision of hand gels and wipes. Informal meetings have continued on a virtual basis to keep costs down and to value Members time, due to the travel time that would be incurred for such meetings.

The Panel's budget for the year was £65,260 and of this, £64,616 was claimed, leaving only £646 unclaimed.

The Council also receives grant to cover Panel Members expenses. Each member may claim up to £920 per annum in expenses. In 2021/22 Members claimed a total of £742.40. A breakdown of Member expenses is set out below:

Councillor/Member	Mileage/Train/Bus/Parking Costs
Cllr Alan Sharp	229.50
Cllr Simon Bywater	200.60
Edward Leigh	277.20
Claire George	35.10
Total	£742.40

6. IMPLICATIONS

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

7. CONSULTATION

7.1 Not applicable.

8. NEXT STEPS

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

9. BACKGROUND DOCUMENTS

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

9.1 None

10. APPENDICES

10.1 None.

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 13
20 JULY 2022	Public Report

Report of: Jane Webb, Clerk, Peterborough City Council

Contact Officer(s) – Jane Webb, Peterborough City Council
Contact Details – jane.webb@peterborough.gov.uk

COMPLAINTS GUIDANCE – COVER REPORT

1. PURPOSE

- 1.1 To present to the Panel a revised and updated procedure for dealing with complaints and conduct matters against the Police and Crime Commissioner (“the Commissioner”).
- 1.2 The Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 set out the functions of the Police and Crime Panel in relation to the handling of complaints concerning the conduct of Police and Crime Commissioner and Deputy Police Commissioner.
- 1.3 The Panel is required to adopt a procedure, which is consistent with the Regulations for dealing with complaints against the Commissioner. The Panel last reviewed and made changes to the “Procedure for dealing with complaints and conduct matters about the Cambridgeshire Police Crime and Commissioner and/or Deputy Police and Crime Commissioner at its meeting in October 2012.

The Panel agreed that the Clerk and Monitoring Officer would revise and update the guidance to bring back to the Panel in order to make the Procedure easier for potential complainants to understand and follow.

This report sets out those proposals for the Panel to consider and formally adopt.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Panel:
 - (a) Comment on the draft Procedure, making any amendments it considers necessary; and
 - (b) Approve the draft Procedure for implementation and application to any complaint received after 20 July 2022.
 - (c) Delegate authority to the Clerk of the Panel, in consultation with the Monitoring Officer and Chair of the Panel, to make any further minor amendments to the Procedure, ensuring it is in an accessible format.

3. BACKGROUND

- 3.1 The Police Reform and Social Responsibility Act 2011 (“the Act”) sets out the role and responsibilities of the Police and Crime Panel, which includes the handling of complaints relating to the Police and Crime Commissioner (“the Commissioner”) and Deputy Police and Crime Commissioners (“the Deputy”).

In accordance with the Act and the Elected Local Policing Bodies (Complaints and Misconduct)

Regulations 2012 (“the Regulations”), the Panel first adopted Procedures for dealing with complaints and conduct matters about the Commissioner in October 2012. The Procedure adopted at that time was based on the model procedures adopted by many Police and Crime Panels.

Under the legislation, responsibility for dealing with complaints against the Commissioner/Deputy is within the remit of the Panel. However, the complaints operate within a very narrow statutory framework.

Where a complaint is received, which is not a conduct matter or a serious complaint matter, it falls to the Panel to consider by way of informal resolution. The Panel has no powers to investigate complaints but can request the Commissioner/Deputy to provide information or attend the Panel to answer questions. The Panel also has no powers to impose sanctions.

The informal resolution process is not a disciplinary process but is intended to facilitate the resolution of complaints to the satisfaction of the parties involved. The intention is that the Procedure can be flexible to adapt to the circumstances of the complaint.

5. Proposed Changes to the Procedure

Under the Regulations, the Panel may delegate responsibility for the initial handling of complaints to the Chief Executive and Monitoring Officer for the Commissioner’s office.

The Panel had previously delegated this responsibility to the Commissioner’s Chief Executive. However, where it is considered that there may be a conflict, the Procedure provides that this can be referred to the Clerk/Monitoring Officer to the Panel to determine whether it is a matter for the Panel or the IOPC to determine.

It was considered it would help promote transparency and accountability if the potential for the perception of conflict was addressed. The revised process would ensure that any perception of conflict is removed, given that the Chief Executive reports to the Commissioner.

It is therefore proposed to the Panel that the responsibility for the initial handling of complaints be delegated by the Panel to the Clerk/Monitoring Officer of the Panel in accordance with section 101(2) of the Local Government Act 1972, which allows a committee to arrange for its functions to be discharged by an Officer.

As the Procedure had not been updated since 2012, it was quite difficult to follow in places as it largely mirrored the Regulations. There was a concern that this might prevent members of the public from being able to understand how to raise their concerns. The Clerk was therefore requested to review the Procedure to see if it could be streamlined, simplified and re-ordered to make it easier for the public to follow and this is reflected in the revised version, which now also includes a Quick Guide, a flowchart and a complaints form.

A procedure for dealing with habitual and vexatious complaints has also been added to the process, following best practice examples from other authorities, which will offer a clear steer on how this type of complaint will be dealt with when it occurs.

Considerations for the Panel

In considering the proposed revisions to the Procedure, the Panel may wish to consider the LGA guidance, which recommends that Panels consider the following:

- Responsibility for all types of complaint is clearly set out;
- Whether a triage system would be useful;
- Considering whether it is appropriate for the Chair of the Panel to see all complaints;
- Having clear guidance for recording complaints;
- Developing clear communication to explain what is happening to members of the public;

- Rather than referring to the IOPC general casework team; referrals should be to a specialist link with experience of PCC complaints;
- Having a process to take back and conclude complaints when received back from the IOPC.

6. IMPLICATIONS

6.1 N/A

7. CONSULTATION

7.1 N/A.

8. NEXT STEPS

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

9. BACKGROUND DOCUMENTS

LGA Guidance – Good Practice for Police and Crime Panels [good-practice-police-and--50a.pdf](#)
([local.gov.uk](#))

10. APPENDICES

- 10.1
- 1.Draft – New Complaints Guidance
 - 2. Flowchart
 - 3. Quick Guide – Complaints
 - 4. Habitual – Vexatious Complaints
 - 5. Complaints Form

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Cambridgeshire Police and Crime Panel

PROCEDURE FOR DEALING WITH COMPLAINTS RELATING TO THE CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER AND DEPUTY POLICE AND CRIME COMMISSIONER



Cambridgeshire Police and Crime Panel Complaints Procedure:

Dealing with Complaints about the Conduct of the Police and Crime Commissioner for Cambridgeshire

Detailed Guidance

1. Overview

- 1.1. This procedure deals with complaints about the conduct of the Cambridgeshire Police and Crime Commissioner and/or the Deputy Police and Crime Commissioner, (collectively referred to as “the Commissioner”) in accordance with the requirements of the Police Reform and Social Responsibility Act 2011 (“the Act”) and the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 (“the Regulations”).
- 1.2. Where this procedure is inconsistent with the Act or Regulations, the Act or Regulations will take precedence.
- 1.3. There are separate procedures for complaints against the Commissioner’s office and staff, complaints regarding operational policing, the Chief Constable, and other police officers.

2. Role of Police and Crime Panel in relation to Complaints

- 2.1. The Cambridgeshire Police and Crime Panel (“the Panel”) is responsible for overseeing the handling of complaints regarding non-criminal behavior of the Commissioner, wherever that complaint arises from. Criminal complaints about the Commissioner are dealt with by the Independent Office for Public Conduct (IOPC).
- 2.2. The Panel cannot impose sanctions but may choose to use their powers to require the Commissioner to attend a hearing to answer questions, request information and documents from the Commissioner and publish a report or recommendation.

3. Definition and Concepts

Complaint - a general complaint about the conduct of the Commissioner/Deputy Commissioner.

Conduct Matter - where there is an *indication* that the Commissioner may have committed a criminal offence which has come to light other than through a complaint. This could be, for example, through legal proceedings or media reporting.

Serious Complaint – a complaint where there is an allegation that the Commissioner has committed a criminal offence.

Recorded Complaints and Conduct Matters Register – an electronic database which records all complaints against the Commissioner, including the date received, the complainant, a summary of the complaint, the type of complaint (e.g., conduct matter, serious complaint, and general complaint) and any intended action.

4. Initial Handling of Complaints

- 4.1. The Panel has delegated responsibility for the initial handling of complaints to the Clerk and Monitoring Officer to the Panel.
- 4.2. Where Complainants are asked to use the complaint form shown at Annex 1 and provide as much detail as possible. Complaints should be submitted to:

The Clerk to the Police and Crime Panel
Peterborough City Council
Town Hall
Bridge Street
Peterborough
Cambs PE1 1HF

or by email: jane.webb@peterbough.gov.uk

- 4.3. Where a complaint is submitted to the Office of the Police and Crime Commissioner (OPCC) or Members of the Panel, they should be referred immediately to the Monitoring Officer and Clerk for review.
- 4.4. Where a complainant is submitted directly to the IOPC, the IOPC will notify the Panel unless the IOPC considers that there are exceptional circumstances to justify the notification not being given.

On Receipt of a Complaint

- 4.5. On receipt of a complaint, the Monitoring Officer and Clerk will review the complaint and take one of the following actions:
- 1) If the complaint relates to an issue about local crime/neighbourhood concerns or other operational policing matters rather than the conduct of the Commissioner, it will be referred to Cambridgeshire Constabulary in accordance with their relevant procedures.
 - 2) Conduct matters or serious complaints will be referred directly to the IOPC as soon as is practicable and in any event not later than the end of the following day when it becomes clear that it should be referred and provide a copy of the complaint to the Chief Executive (Monitoring Officer) to the Commissioner within the same timescales.
 - 3) General complaints regarding the conduct of the Commissioner, or complaints, which have been considered by the IOPC and referred back to the Panel, will be referred to the Panel for consideration by way of Informal Resolution.
 - 4) The Monitoring Officer and Clerk, in consultation with the Chair of the Panel, can decide not to refer the complaint for resolution or take no action at all in the following circumstances:
 - A complaint by a member of the Commissioner's staff arising from their work. Such complaints will be referred to the OPCC to be dealt with in accordance with the relevant employment procedures.

- A complaint that is more than 12 months old where there is no good reason for the delay, or the delay would be likely to cause injustice.
- A complaint about conduct that is already the subject of another complaint or is not considered to be a conduct complaint
- An anonymous complaint.
- A complaint which is vexatious, habitual, oppressive, trivial, or otherwise an abuse of process for dealing with complaints (detailed in Annex 2).

4.6. If the complaint falls under one of the above circumstances and does not fit the criteria for a complaint, the Clerk will inform the complainant of the decision and it will not be formally recorded.

Recording of Complaints

4.7. The Clerk will record all accepted complaints on the Recorded Complaints and Conduct Matters Register (“the Register”) unless the complaint has already been recorded, it is or has been subject of criminal proceedings or the complaint is withdrawn.

4.8. The Clerk will acknowledge receipt of the complaint, confirm that it has been recorded on the Register and whether the complaint has been referred to the IOPC or whether it will be referred to the Panel. Where possible, complaints should be acknowledged within five working days.

4.9. The Monitoring Officer/Clerk will present a report at each regular meeting of the Panel on complaints which have been accepted and recorded to promote transparency and effective scrutiny.

Duty to Obtain and Preserve Evidence

4.10. When a complaint comes to the attention of the Panel, it is under a duty to secure that all appropriate steps are taken to obtain and preserve evidence in relation to the conduct in question, both initially and from time to time after that.

4.11. The Monitoring Officer and Clerk, in consultation with the Chair of the Panel, will liaise with the IOPC in relation to the obtaining and preservation of evidence.

4.12. The Panel may make formal requests or take such steps as considered expedient or necessary for obtaining and preserving evidence in relation to the conduct in question. This may include requests concerning the disposition of property and resources in the Commissioner’s Office (such as buildings, assets equipment, supplies, accounts, records, information, electronic data etc.) or the Commissioner, an employee of the Commissioner or any person or organisation having a current or past contractual relationship with the Commissioner’s Office, its predecessors or in receipt of grant from such bodies.

4.13. Any person given a direction by the Panel under this Procedure shall comply with it in full and co-operate with the Panel and its authorised Officers in the discharge of their statutory duties under the Regulations.

4.14. The Panel shall be informed of any instances where there has been complete or partial failure to comply with any request regarding evidence.

5. Complaints to be dealt with by the Panel – Informal Resolution

- 5.1. The Clerk will provide details of the complaint to the Commissioner and invite them to respond to the complaint. The Commissioner will usually be given two weeks in which to provide their response.
- 5.2. The Monitoring Officer/Clerk will prepare a report for the Panel (or if appropriate a sub-Committee of the Panel), setting out the pertinent details of the complaint and the Commissioner's response to the complaint. The report will also detail the relevant legislation, regulations, and guidance with recommendations on the next steps.
- 5.3. The Monitoring Officer/Clerk will share a copy of the draft report with the Complainant and the Commissioner and offer the opportunity to comment on matters of fact within the draft report. They will also be asked to make representations as to whether the outcome of the complaint should be published. The Complainant and the Commissioner will usually be given at least seven days to provide their comments/representations.
- 5.4. The Monitoring Officer/Clerk will finalise the report, including any comments/representations received by the Complainant and/or Commissioner, to be presented at a meeting of the Panel.
- 5.5. The Panel will consider whether the complaint has been satisfactorily dealt with and, subject to any representations by the complainant, may decide to treat the complaint as having been resolved. In such a case, the Panel's reasons will be recorded and notified to the parties.
- 5.6. If the Panel believes that the matter has not yet been satisfactorily dealt with, it will determine the most suitable course of action to assist informal resolution, considering any applicable guidance issued by the Secretary of State and any applicable guidance issued by the IOPC. Any such action plan will include an indicative timeframe.
- 5.7. In determining the most suitable course of action, the Panel may request that the Commissioner provides information or attends before the Panel to answer questions.
- 5.8. The Panel shall have regard to:
 - The Code of Conduct of the Commissioner
 - Whether the complaint discloses a specific conduct failure identifiable with the Code of Conduct of the Commissioner
 - Whether the complaint related to operational policing matters which the Commissioner has no authority over; and
 - The remedies available to it.
- 5.9. Informal resolution may not involve an investigation and it not a disciplinary process. The intention is for the procedure to be flexible so it can be adapted to individual circumstances. The aim is to resolve a complaint to the satisfaction of the parties involved. For example, the Commissioner may agree that an apology would be appropriate, an explanation might resolve the concern, or an agreement on how to move forward may be reached following mediation.
- 5.10. In considering the complaint, the Panel will meet in private. The Panel can take any steps that it considers appropriate to resolve the complaint provided that those steps do not amount to a sanction. Such steps may include (but are not limited to):

- Requesting the Monitoring Officer to write an explanatory letter to the complainant on behalf of the Panel.
- Requesting that an officer of the OPCC write an explanatory letter to the complainant
- Suggesting a change to the OPCC's policy
- Requesting that the Commissioner apologise in respect of the conduct complained of (no apology may be tendered on behalf of the Commissioner unless they have admitted the alleged conduct and agreed to the apology).

5.11. The Panel will consider whether the outcome of the complaint shall be published. The Panel shall not publish any part of any such record unless the Panel:

- 1) Has given the complainant and Commissioner the opportunity to make representations in relation to the proposed publication; and
- 2) Having considered any such representations, is of the opinion that publication is in the public interest.

5.12. If, at any stage, the IOPC informs the Panel that it requires the complaint to be referred to it, or the Monitoring Officer/Clerk, in consultation with the Chair of the Panel, decides that the matter has a criminal element and therefore needs to be referred to the IOPC, the informal resolution process will be discontinued.

Notification of the Outcome of Complaints

5.13. A record of the outcome (decision notice) must be made as soon as practicable after the process is completed. Copies must be provided to the complainant and the person complained against. The Clerk will usually aim to do this within seven days of the Panel meeting.

5.14. If applicable, the Clerk will arrange for the outcome of the complaint to be published.

6. Withdrawn Complaints

6.1. A complainant can withdraw or discontinue their complaint at any time by notifying the Panel in writing (addressed to the Clerk and signing the notification). The Clerk will record the complaint as having been withdrawn on the Register.

6.2. Where a complaint has been referred to the IOPC, the Clerk will notify the IOPC of the complainant's notification of withdrawal/discontinuance.

6.3. The Panel may decide not to treat the complaint as withdrawn, but to treat it as a Conduct Matter and refer it to the IOPC in accordance with the procedure referred to above. This decision will be made by the Monitoring Officer/Clerk in consultation with the Chair of the Panel.

6.4. The Monitoring Officer/Clerk will notify the Commissioner that the complainant has withdrawn or discontinued their complaint and if it is a matter that the Panel intends to refer to the IOPC as a Conduct Matter or Serious Complaint.

7. Conduct Occurring outside England and Wales

- 7.1. The Commissioner has a duty to notify the Panel of any allegation, investigation, or proceedings in relation to their conduct which would otherwise be a Conduct Matter under the Regulations only by reason of the fact that the conduct in question did not occur in England or Wales.
- 7.2. If the Panel receives such a notification from the Commissioner, then they shall handle it in whatever manner (if any) that the Panel thinks fit.
- 7.3. Accordingly, by no later than the end of the working day following the day on which the investigation, allegation, or proceedings (as above) comes to their attention, the Commissioner shall notify the Panel via the Clerk in writing of the matter.

8. Record Keeping and Provision of Information

- 8.1. The Register and records relating to complaints against the Commissioner will be retained for 12 months after the Commissioner leaves office.
- 8.2. On receipt of a notification from the IOPC for documents or information from the Panel, the Clerk shall provide all such information, documents and evidence as requested to the IOPC.

9. Appeals

- 9.1. There is no right of appeal to informal resolution.
- 9.2. Where all other procedures have been exhausted and the complainant is still not happy about the way their complaint has been handled, they can refer the matter to The Local Government and Social Care Ombudsman. Contact details can be found at <https://www.lgo.org.uk/make-a-complaint> or by telephone contacting 0300 061 0614

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CAMBRIDGESHIRE POLICE & CRIME PANEL (CPCP) FLOWCHART OUTLINING THE COMPLAINTS PROCESS

WHERE TO SEND YOUR COMPLAINT

All complaints relating to the Cambridgeshire Police and Crime Commissioner and Deputy Police and Crime Commissioner should be sent to the Clerk/Monitoring Officer to the CPCP at Peterborough City Council.

(jane.webb@peterborough.gov.uk)

TYPES OF COMPLAINTS

General Complaint

A Complaint, which relates to the Commissioner or Deputy that is not a conduct matter or serious complaint that has been referred by the IOPC.

Serious Complaints

A complaint where there is an allegation that the Commissioner or Deputy has committed a criminal offence.

Conduct Matter

A complaint where that is an indication that the Commissioner or Deputy has committed a criminal offence which has come to light other than through a complaint.

A general complaint will be referred to the CPCP and entered in the Recorded Complaints and Conduct Matters Register. The Complaints Sub Committee will meet to discuss the strategy for informal resolution

A complaint considered as a Serious Complaint will be referred to the Independent Office of Police Conduct (IOPC) for consideration (within set timescales) and entered in the Recorded Complaints and Conduct Matters Register. The complainant will be notified of this action.

A complaint considered a Conduct Matter will be referred to the Independent Office of Police Conduct (IOPC) for consideration (within set timescales) and entered in the Recorded Complaints and Conduct Matters Register. The complainant will be notified of this action.

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CAMBRIDGESHIRE POLICE & CRIME PANEL

QUICK GUIDE TO COMPLAINTS

Want to know about how to be able to submit a complaint about the Cambridgeshire Police and Crime Commissioner or the Deputy Police and Crime Commissioner?



This quick guide explains what the Police and Crime Panel does, how to complain and what you can expect if you do.

You have a right to complain if you're not happy with the conduct of the Police and Crime Commissioner.

If you have a problem or are unhappy about something that happened to you which involved the Commissioner/Deputy, it can usually

be sorted out by speaking to the Commissioner's Office. But if they cannot put things right for you, then you can make a complaint.

Download a copy of the [Panel's complaints policy](#) and flow chart [here](#) for further information.

What do I need to know about making a complaint?



- The Panel deals with complaints regarding non-criminal behaviour. Criminal complaints about the Commissioner are dealt with by the [Independent Office for Public Conduct](#) (IOPC).
- The Panel can only resolve a complaint through mediating an informal resolution, this means resolving the complaint to the satisfaction of both parties involved via a letter of explanation, an apology or a change in policy.
- The Panel *cannot* investigate the complaint or take disciplinary action.

CAMBRIDGESHIRE POLICE & CRIME PANEL

QUICK GUIDE TO COMPLAINTS

How can I complain about the Police and Crime Commissioner?



You can fill in **our online form** and send it to jane.webb@peterborough.gov.uk.

- You can contact the Clerk directly (go to the relevant website for more information).

What are the possible outcomes?



- The Panel may give you an explanation for what happened.
- The Commissioner/Deputy may give you an explanation.
- The Commissioner/Deputy may provide you with an apology.
- The Commissioner/Deputy could be given training and development.
- The Office of the Police and Crime Commissioner (OPCC) may change their policy (rules) or procedures (the way they do things).

CAMBRIDGESHIRE POLICE & CRIME PANEL

QUICK GUIDE TO COMPLAINTS

What can I expect if I complain?



- The Clerk will contact you within five working days of receiving your complaint.
- You can expect to be listened to and treated fairly.
- You will be kept updated about the progress of your complaint.
- When your complaint is finalised, you will be contacted about the outcome and any action that will be taken as a result.

If you're unsure about anything, you can contact the Clerk by phone on 07983 322628 or email jane.webb@peterborough.gov.uk.

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CAMBRIDGESHIRE POLICE AND CRIME PANEL

HABITUAL OR VEXATIOUS COMPLAINTS CONCERNING THE POLICE AND CRIME COMMISSIONER AND/OR DEPUTY POLICE AND CRIME COMMISSIONER

1. Introduction

- 1.1. This policy identifies situations where complainants, either individually or as part of a group, or a group of complainants, might be considered to be “habitual or vexatious” and outlines the ways the Panel will respond to these situations.
- 1.2. In this policy the term habitual means “done repeatedly or as a habit.” The term vexatious is recognised in the dictionary of law and means “an action brought for the purpose of annoying the opponent and with no reasonable prospect of success.” This policy is intended to assist in identifying and managing persons who seek to be disruptive through pursuing an unreasonable course of conduct.
- 1.3. Habitual or vexatious complaints create difficulties for officers and members as they are time consuming and wasteful of resources in terms of officer and member time, displacing scarce human resources that could otherwise be spent on other council priorities. Whilst the Monitoring Officer and Clerk to the Police and Crime Panel endeavour to process all complaints under the panel’s procedures, there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

2. Habitual or Vexatious Complainants

- 2.1. For the purpose of this policy, the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:
 - Unreasonable complaints and/or unrealistic outcomes; and/or
 - Reasonable complaints in an unreasonable manner.
- 2.2. Prior to considering its implementation, the Monitoring Officer will send a summary of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3. Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Schedule A, the Monitoring Officer will consult with the Chair or Vice-Chair of the Police and Crime Panel to seek agreement to treat the complaint as habitual or vexatious and agree an appropriate course of action to be taken. Schedule B details the options available for dealing with habitual or vexatious complaints.
- 2.4. The Monitoring Officer will notify complainants, in writing of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. The Monitoring Officer will also notify the Commissioner, and Deputy, as appropriate, that a complainant has

been designated as a habitual and vexatious complainant, along with the Police and Crime Panel.

- 2.5. Once a complainant has been determined to be habitual or vexatious, their status will be kept under review for the period of one year and monitored by the Monitoring Officer, with reports taken to the Police and Crime Panel as required. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed with a view to removing the designation. If their behaviour continues, the period may be extended for further periods of up to one year before further review.

Schedule A – Criteria for determining habitual or vexatious complainants

Complainants (and/or anyone on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows that they meet at least **one** of the following criteria:

Where a complainant:

- 1) Persists in pursuing a complaint where the procedure for handling complaints has been fully and properly implemented and exhausted.
- 2) Persistently changes the substance of the complaint or frequently raises new issues or seeks to prolong contact by frequently raising further concerns or questions whilst the complaint is being addressed.

(NB. Care must be taken however not to disregard new issues which are significantly different from the original complaint as they need to be addressed as a separate complaint.)
- 3) Is repeatedly unwilling to accept documented evidence given as being factual correct or denies receipt of an adequate response despite correspondence specifically answering their questions or does not accept that facts can sometimes be difficult to verify after a long period of time has elapsed.
- 4) Repeatedly does not clearly identify the precise issues which they wish to complain about despite reasonable efforts to help them specify their concerns and/or where the concerns identified do not fall within the remit of the Police and Crime Panel.
- 5) Regularly focuses on a trivial matter to an extent which is out of proportion to its significance and continues to focus on this point. It is recognised that determining what a “trivial matter” is can be subjective and careful judgement will be used in applying this criteria.
- 6) Has threatened or used physical violence towards employees any time. This will itself cause personal contact with the complainant and/or their representatives to be immediately discontinued and the complaint will only be continued by written communication. The Council will determine that any complainant who threatens or uses actual physical violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with notification of how future contact with the Council is to be made.
- 7) Has, while addressing a complaint to the Monitoring Officer, had an excessive number of contacts with the Police and Crime Panel, placing unreasonable demands on officers. A

contact may be made in person, by telephone, letter, or email. Judgement will be used to determine excessive contact considering the specific circumstance of each individual case.

- 8) Has harassed or been verbally abusive on more than one occasion towards officers dealing with complaints. Officers recognise that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.
- 9) Are known to have recorded meetings or face-to-face/telephone conversations without prior knowledge and consent by the parties involved.
- 10) Makes unreasonable demands on the Council and its employees and fails to accept these may be unreasonable, for example insists on action being taken by the Police and Crime Panel which falls outside its remit.
- 11) Makes unreasonable complaints which impose a significant burden on the resources of the Police and Crime Panel and where the complaint:
 - a. Clearly does not have any serious purpose or value; or
 - b. Is designed to cause disruption or annoyance; or
 - c. Has the effect of harassing the Police and Crime Panel; or
 - d. Can otherwise fairly be characterised as obsessive or manifestly unreasonable
- 12) Makes repetitive complaints and allegations which ignore the replies which the Police and Crime Panel has supplied in previous correspondence.

Schedule B – Options for Dealing with Habitual or Vexatious Complainants

The options below can be used individually or in combination depending on the circumstances of the case and whether the complaint is ongoing or completed.

- 1) A letter to the complainant setting out responsibilities for the parties involved if the Monitoring Officer is going to assess the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.
- 2) Decline any contact with the complainant, either in person, by telephone, by letter or by email or any combination of these provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact, as a single point of contact, and the complainant is notified of this person.
- 3) Notify the complainant in writing, that the Police and Crime Panel has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Police and Crime Panel does not intend to engage in further correspondence dealing with the complaint.

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CAMBRIDGESHIRE POLICE AND CRIME PANEL

COMPLAINT FORM

Complaint about Cambridgeshire Police and Crime Commissioner or Deputy Police and Crime Commissioner

Your Details

1. Please provide us with your name and contact details

Full Name (including title):

Address:

.....

Preferred contact number:

Alternative contact number:

Email address:

2. Your address and contact details will usually be released in order to deal with your complaint - we will tell the following people that you have made this complaint:

- The office holder you are complaining about.
- Any other person whom we consider it necessary to inform to carefully consider your complaint.
- The IOPC (Independent Office for Police Conduct)

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate in to be able to deal with it. If you have serious concerns about your details and a summary of your complaint being released, please see Section 5 of this form.

Making Your Complaint

3. Your complaint will initially be considered, usually within seven working days, by the Clerk and Monitoring Officer to the Police and Crime Panel.

Where your complaint alleges potential criminal conduct of the Commissioner/Deputy, your complaint will be referred to the IOPC.

Where your complaint relates to the general conduct of the Commissioner or Deputy, the Clerk will prepare a report for the Police and Crime Panel in accordance with the complaint procedure.

You will be kept informed as your complaint goes through each stage of the complaints procedure.

4. Please explain in this Section (or on separate sheets) whether the complaint relates to the Commissioner or the Deputy Commissioner and details of your complaint.

It is important that you provide all the information you wish to have considered so we can decide if any action can be taken.

- You should be specific, wherever possible, and include details about exactly what you are alleging the office holder said or did. For instance, instead of writing that you were insulted, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates, it is important to give a general timeframe.
- You should explain whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information

Please provide us with the details of your complaint – you can continue on a separate sheet if there is not enough space on this form.

Request to withhold Identity

5. In the interests of fairness and natural justice, office holders who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint and then further details of it, if there is a decision to investigate it or take other action on it. We will not withhold your identity, or a summary or the details of your complaint, unless you have exceptional reasons why we should do so.

If you think you have such reasons and want us to consider withholding your identity and/or any details of your complaint, either altogether or for some period of time, you must indicate at the submission of the complaint (Section 7). You must also attach to this form a separate sheet which fully explains what information you want withheld and your reasons for your request.

If you do request confidentiality (and this is not guaranteed), we will usually allow you the option of withdrawing your complaint if we do not consider there are grounds for withholding identity. It is important to understand that in certain exceptional circumstances, where the matter complained about is very serious, we may still proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

Additional Help

6. Complaints must be submitted in writing which includes email submissions. Should you require assistance with accessing this form, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing or provide the form in an alternative language if required.

If you need any support completing this form, please let us know as soon as possible. You should initially contact the Clerk and Monitoring Officer to the Panel (whose contact details are given below) who will try to arrange appropriate assistance for you.

Submission of Complaint

7. **(Delete as appropriate)**

By signing below, I consent to my complaint being considered and presented to those parties identified in paragraph 2 of this form.

OR

By signing below, I consent to my complaint being considered but I object to my details being provided to those listed in Section 2 of this form. I have provided full reasons to why I wish my identity to be withheld as required by Section 5 of this form. I understand that my identity will be kept confidential until such time my request has been considered by the Clerk and Monitoring Officer to the Panel. I understand that I will have the opportunity to withdraw my complaint if it is decided that my identity will be disclosed.

Signed

Dated.....

This form once completed should be sent, along with any supporting documents to:

The Clerk and Monitoring Officer to the Police and Crime Panel
Peterborough City Council
Town Hall
Bridge Street
Peterborough
Cambs PE1 1HF

Email jane.webb@peterbough.gov.uk



**CAMBRIDGESHIRE POLICE AND CRIME PANEL
DRAFT AGENDA FORWARD PLAN 2022-2023**

DATES	ITEMS
20 JULY 2022 AGM 1:30pm Engine Shed Sand Martin House Peterborough	Public Questions Review of Complaints OPCC Annual Report - (full meeting given importance) Panel's Annual Report Complaints – Panel Policy update OPCC – Forward Plan
8 SEPTEMBER 2022 Engine Shed Sand Martin House Peterborough	Member Training – Frontline Introduction to OPCC Work Programming Session with Frontline/OPCC
14 SEPTEMBER 2022 1:30pm Engine Shed Sand Martin House Peterborough	Public Questions Review of Complaints Criminal Justice Community Safety Arrangements OPCC – Forward Plan
23 NOVEMBER 2022 1:30pm Engine Shed Sand Martin House Peterborough	Public Questions Review of Complaints 6 Monthly Interim Delivery of Police and Crime Plan Approach to Commissioning and Grants OPCC – Forward Plan
11 NOVEMBER 2022 Scarman House Coventry	Police & Crime Annual Conference Hybrid Meeting (Attend virtual or face-to-face)
1 FEBRUARY 2023 1:30pm Engine Shed Sand Martin House Peterborough	Public Questions Review of Complaints Precept Report 2023/2024 (full meeting – given importance) OPCC – Forward Plan
15 FEBRUARY 2023 1:30pm Engine Shed Sand Martin House Peterborough	If needed (Veto)
15 MARCH 2023	Public Questions



1:30pm Engine Shed Sand Martin House Peterborough	Review of Complaints OPCC – Forward Plan
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