



CAMBRIDGESHIRE POLICE AND CRIME PANEL

WEDNESDAY 13 MARCH 2024, 1.30 PM

Reception Room - Town Hall

Contact – democratic.services@peterborough.gov.uk

AGENDA

Page No

1. Apologies for Absence

To receive any apologies for absence from Members.

2. Declarations of Interest

Members are requested to declare any disclosable, pecuniary or non-pecuniary interests they may have in respect of any item contained in the agenda of business for this meeting.

3. Minutes of the Meeting held on 31 January 2024

3 - 6

To approve as a correct record, the minutes of the last meeting held on 31 January 2024.

4. Review Actions and Recommendations from Previous Meeting

5. Public Questions and Statements

To dispose of any questions or statements received, on notice, from members of the public.

6. Delivery of the Police and Crime Commissioner's Police and Crime Plan 2021-24 - Progress Report

7 - 20

7. Report of Police and Crime Commissioner for Cambridgeshire and Peterborough

21 - 26



8.	Draft Complaint Guidance	27 - 34
9.	Cambridgeshire Police and Crime Panel - Rules of Procedure	35 - 60
10.	Agenda Plan	

Current proposed dates 2024/25

- 17 July 2024
- 25 September 2024
- 27 November 2024
- 29 January 2025
- 12 February 2025 (if needed in event of Precept Veto)
- 19 March 2025

**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: D Baigent, A Dickinson, D Connor, E Murphy, A Bond, D Oliver, T Sanderson, A Sharp, M Shellens, B Shelton

Independent Co-opted Members

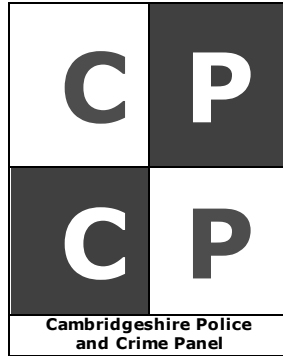
Claire George (Chair)

Substitutes

Councillors: K Cuffley, A Sinnott, A Miscandlon, N Sandford, A Pearson, L Ayres, M Howell, A Ansar, L Nethsingha

Officer Support

Peterborough City Council



**MINUTES OF THE MEETING OF THE CAMBRIDGESHIRE POLICE AND CRIME PANEL
HELD ON 31 JANUARY 2024 IN THE CIVIC SUITE, HUNTINGDONSHIRE DISTRICT COUNCIL**

Members Present: Claire George (Co-opted, Independent Member) (Chair)); and Councillors Bradnam, Gowing, Hogg (substituting for Councillor Barkham), Jones (Vice-Chair), Leeming and Baiju Thittala Varkey.

Officers Present:

Rachel Edwards	Head of Constitutional Services, Peterborough City Council
Colin Sweeney	Interim Senior Democratic Services Officer, Peterborough City Council

Others Present:

Darryl Preston	Cambridgeshire Police and Crime Commissioner
Jim Haylett	Chief Executive and Monitoring Officer, OPCC (Office of Police Crime Commissioner)
Nicky Edwards	Director of Commissioning, OPCC
John Peach	Deputy Police and Crime Commissioner
Philip Trussell	Chief Finance Officer, OPCC

35. Apologies for Absence

Apologies for absence were received from Councillors Barkham (with Councillor Hogg substituting), Beuttell, Ferguson and Wallwork.

36. Declarations of Interest

There were no declarations of interest received from Members.

37. Minutes of the Meeting held on 27 November 2023

The minutes of the meeting held on 27 November 2023 were agreed as an accurate record, subject to references to "Mr Fenton" being amended to read "Mr Fulton" where these appeared under Minute No.29 (Public Questions and Statements).

38. Review Actions and Recommendations from the Previous Meeting

There were no updates.

39. Public Questions/Statements

There were no public questions or statements received.

40. Precept Report 2024/2025

The Panel considered a report, which notified it of the Police and Crime Commissioner's (the "Commissioner") proposed Net Budget Requirement (NBR) and precept for 2024/25 and to enable the Panel to review the proposed precept.

It was reported that under the Police Reform and Social Responsibility Act 2011 (the "Act") it was the Commissioner's responsibility to decide the budget, to allocate assets and funds to the Chief Constable, and to set the precept for the force area. It was also for the Chief Constable to have day to day responsibility for financial management of Cambridgeshire Constabulary (the "Constabulary") and to decide on the configuration and organisation of policing resources.

It was further reported that the Panel had to be notified of the precept which the Commissioner was proposing to issue for the financial year, by 1 February, following which, the Panel then had to review the proposed precept notified to it by 8 February, and produce a report to include a recommendation.

The Commissioner provided the introduction and background to the report and the rationale behind the request to seek an increase in the Police Precept for 2024/2025.

He said that Cambridgeshire was one of the five lowest funded Constabularies in the country and that a new formula for funding was being produced and would be published for consultation in due course. He then deferred to the Chief Constable to provide the detail behind the proposed increase.

The Chief Constable said that the proposal would enhance service provision in respect of the following:

a) Crime

The Chief Constable said that the Government set baseline figures in respect of reduction in crime-related incidents and that Cambridgeshire had recognised significant successes, which included:

- i) 25% reduction in neighbourhood crime
- ii) From 26% to 40% reduction in burglaries and thefts

He said that whilst crime overall had increased nationally, Cambridgeshire had remained relatively static but had welcomed the positive reductions in crimes.

b) Demand

The Chief Constable said that demand had increased, with the Constabulary having received 171,000 999 calls over the last year, as opposed to 150,000 the previous year.

c) People

The Chief Constable said that a significant amount of funding and resources was invested in Police Officers and staff, and he mentioned the Constabulary's Uplift Programme.

He said that 40 to 49 officers had been over target, which had consequences on increased budget constraints and pressures. He highlighted the five intake lines within policing for people to join.

d) Operational Success

The Chief Constable spoke on “Operation Tsunami”, whereby 44 arrests had been made, 28 of which had been formally charged and £250k worth of illegal drugs had been seized. He also spoke on the Constabulary’s continued stance against violence against women and girls.

Members debated the matter, during which, the following points and questions were raised:

- The need to ensure that the cost of providing extra police officers was money well spent.
 - Pathways into policing (e.g. academic).
 - Reasons for leaving, such as personal circumstances and frontline supervision.
 - Continuous Professional Development (CPD) units established.
 - What was the Constabulary doing regarding retention?

In response, it was reported that this whilst retention figures within the Constabulary were low (particularly amongst younger officers), this was part of a wider package, and that the Constabulary was looking at keeping the right people in the right jobs.

- Whether the reduction in staffing levels would mean trained officers carrying out the roles of civilian officers.

In response, it was reported that the Constabulary did not want police officers undertaking the roles of civilian posts.

- Operational support and firing range and whether options with the military to use their facilities, had been explored.

In response, The Commissioner confirmed that the military had been consulted and that the firing range was an operational requirement.

- Does the Commissioner regularly review staffing office requirements?

In response, the Commissioner confirmed that he did and that there were good officers in post that supported partners.

- Was there anything the Commissioner could do to bring in further funding?

In response, the Commissioner said that income generation was both difficult and divisive.

- Safer Peterborough Partnership and several small pots of funding for community groups – was there anything from the grants that the Commissioner could bid for further funding.
- Recognition of the Commissioner’s work and projects, particularly dealing with domestic abuse and violence against women.

In response, the Commissioner said he was passionate about these areas, and he also thanked his team and office for their hard work.

- Crimes that related to highway offences, bike thefts, shoplifting etc. and whether the Commissioner had any funding to support these smaller areas and detainees in police stations, collected from Kings Lynn, Huntingdon and then to Cambridge (significant costs – was there financial support to collect from each station or was this a problem area for funding?)

In response, the Commissioner said he was looking at a balanced budget. He said that whilst bike crime had been reduced, this could not be about policing alone. He added that a task group had been set up with partners.

The Chief Constable said that the movement of detainee's was not a police job and was undertaken by a private company and therefore did not waste police time.

- No mention of Kings Lynn custody suite.

In response, the Commissioner said it was not the Constabulary's estate but that it paid for a service.

RESOLVED that the proposed policing precept element of the Council Tax precept for 2024/25, be agreed, the effect of which being that the proposed Council Tax was an increase of 25p per week, which brought the policing element of Council Tax (Band D equivalent) to £285.48 (an increase of £12.96 per year, compared to 2023/24).

41. Meeting Dates and Agenda Plan

DATES	ITEMS
(Wednesday) 13 MARCH 2024 1:30pm Reception Room Town Hall, Peterborough	Review Actions & Recommendations from the previous meeting Public Questions Commissioner's Annual Report Complaint Guidance Meeting Dates and Agenda Plan

The meeting began at 1:30pm and ended at 3:26 pm

CHAIR

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No.6
13 March 2024	Public Report

Report of Cambridgeshire Police and Crime Commissioner

Contact Officer – Jack Hudson, Director of Governance and Compliance
Contact Details – cambs-pcc@cambs.police.uk 0300 333 3456

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

1. PURPOSE

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

2. RECOMMENDATION

- 2.1 The Panel is recommended to note the contents of this report and the detailed updates provided within Annex A.

3. TERMS OF REFERENCE

- 3.1 Item 6 – to review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the Commissioner’s functions.

Item 8 – To support the effective exercise of the functions of the Police and Crime Commissioner.

4. BACKGROUND

- 4.1 The Panel’s role is to scrutinise and support the Commissioner in the exercise of his statutory functions. Key to this is the Commissioner’s Police and Crime Plan 2021-2024. This Plan was developed following extensive consultation, endorsed by the Panel in November 2021 and published on 29 November 2021. There have been no changes to the Plan since publication.
- 4.2 The Commissioner’s Plan focuses upon five themes, developed to tackle crime and keep communities safe. Those themes are:

- Putting Communities First
- Crime Prevention
- Supporting Victims and Witnesses

- Ethical Policing
- Robust Enforcement

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

- 4.3 Key deliverables were developed and continue to be developed, designed to progress each of the Commissioner's five themes. Other activities developed to support the effective and efficient running of the Commissioner's Office were also incorporated into the Delivery Plan. The Delivery Plan is the mechanism by which shared outputs and outcomes will enable all agencies and partners to support tackling crime and keeping communities safe.
- 4.4 Much of the work contained within the Delivery Plan involves external partners and stakeholders. There is an ongoing risk-based approach to scope and prioritise deliverables. There are interdependencies between activities and upon completion, further work can be identified as being needed. As such timescales for delivery may have changed over time.
- 4.5 Regular updates have been provided to the Panel throughout the lifetime of the Police and Crime Plan. This additional report, as requested by the Panel, is intended to provide an overarching update on progress against the plan over the last year, ahead of and to complement the final Annual Report which will be presented to the Panel in due course. The Panel wished to consider these updates ahead of the forthcoming Police and Crime Commissioner elections, following which a new Police and Crime Plan will need to be put in place. The final Annual Report which will be formally presented to the Panel will be updated with year-end data as appropriate.
- 4.6 The Commissioner holds the Chief Constable to account for the efficiency and effectiveness of the Constabulary through a range of governance and assurance mechanisms. Quantitative and qualitative reports, such as the Constabulary's quarterly performance reports and individual reports on how the Commissioner's Office and partners are supporting the delivering of the Plan are monitored through these mechanisms. Some of this activity is captured in this report but it would not be possible to capture the entirety of related policing and wider partnership working in this report.

5. BACKGROUND DOCUMENTS

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

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

Police and Crime Plan 2021 to 2024

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.”

With more police officers in our cities, towns and rural areas - through proactive recruitment and the government’s national recruitment programme, the Constabulary has a record number of officers: 1,732 will be in post by the end of March 2024. In addition, £820k has been invested by the Commissioner in our Community Safety Partnerships during 2022-25 including dedicated problem-solving co-ordinators and access to a Safer Communities Fund to tackle local issues of concern.

- **Road safety** – The number of people who have lost their lives or suffered serious injuries on the county’s roads has declined year on year since 2021. However, one death is too many and the Commissioner continues to provide funding for grass roots work to ensure the road safety concerns of local communities, such as speeding and anti-social driving, are listened to and responded to. This includes dedicated road safety posts, three marked police vans and resources for local SpeedWatch schemes which enable local residents to play a part in preventing speeding in their villages and towns.
- **Reducing rural crime** – Investment in Countryside Watch has enabled their staff to work in partnership with the Constabulary to ensure they understand the challenges faced by rural communities and together can reduce crime. This has involved crime prevention activity such as property/farm security checks,

equipment marking and information sharing with the Constabulary and their members. Across the county, there has been a reduction in rural crime with agricultural, environmental, heritage, hunting and wildlife crimes down by 21% in 2022/23 compared to 2021/22.

- **Tackling bike theft** – There has been targeted police activity and support from Cambridge City Council and other partners, including more investment in CCTV technology. Also, several bike marking initiatives across the county using funding from the Commissioner’s Safer Communities Fund. Cycle theft across the county is down by 52%¹.
- **Community safety** – All six areas have now taken up the offer of funding to enable Community Safety Partnerships to step up their response to local issues such as anti-social behaviour, fly tipping and road safety. Additional capacity in the form of a problem-solving post in each area enables them to work with communities and local partners to resolve local issues. These efforts have been boosted by the Safer Communities Fund which has enabled them to undertake initiatives from clearing and preventing fly-tipping; to a ‘shop watch’ scheme; and additional and re-deployable CCTV to help combat anti-social behaviour and crime and disorder. Police recorded incidents of ASB are down by 30% across the county.
- **Business community** – The Commissioner has continued to use ‘District Days’ and visits to engage with local businesses to better understand their needs. The Commissioner has spent time within the retail sector speaking to store managers about incidents. A webinar for local businesses on cyber security and staying safe online, with the opportunity to listen to advice from the Eastern Cyber Resilience Centre (ECRC) and Constabulary team during was held in September 2023. The Constabulary remain committed to tackling shoplifting, with specific operations in place to deal with these issues in a concerted way.
- **Constabulary accessibility** – Overall demand for 999 continues to increase. The 12 months to December 2023 saw the highest 12-month volume on record. Compared to 2019, the Constabulary received 26.8% more 999 calls in Cambridgeshire. This puts pressure on call handlers in managing these rising volumes, and therefore on non-emergency 101 call handling, as 999 calls are prioritised. The Commissioner has continued to scrutinise 101 performance. The Constabulary has an action plan in place including recruitment and training. The recently approved budget provides for additional call handlers and a new telephony system for the Demand Hub.
- **Engaging with the public** - the Commissioner continues to dedicate time to visiting communities, local businesses, schools and colleges, and parish councils as part of a series of visits to understand concerns. The Commissioner also attended a number of awareness-raising events and visited some of the new town communities, for example Northstowe, Cambourne and Waterbeach.

¹ Unless specified, police performance data used within this report covers the period from 1 January 2023 to 31 December 2023 and compares it against a baseline of 1 January 2019 to 31 December 2019.

- **Digital engagement** – just under 3,000 people have subscribed to the Commissioner’s new monthly digital newsletter which launched in January 2023. A new website for the OPCC was also launched in July 2023 which is compliant with government accessibility regulations.
- **Public contact** - members of the public are encouraged to contact the Commissioner about their concerns via telephone or email or in response to surveys. Between 1 April 2023 and 15 February 2024, the Commissioner received and responded to a total of 547 pieces of correspondence. Of these, frequently recurring issues include dissatisfaction with the Constabulary (149), operational issues directly for the Constabulary (134), and general enquiries such as requests for support from lobbying groups, invitations to speak at events and requests from local MPs (173).



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.”

The Commissioner has brought local partners together to provide direction and leadership and to take a joined-up approach to some of the most serious issues relating to drugs, violent crime, violence against women and girls and serious and organised crime, chairing the countywide High Harms Board. The Constabulary’s prevention strategy is part of everyday policing, with the Prevention and Vulnerability Hubs established from June 2023.

- **Tackling serious violence** – Drugs cause harm in our local communities, from anti-social behaviour, to violence and exploitation. Alongside police enforcement, the Commissioner distributed £350k of Home Office funding in 2023/24 to a wide range of early intervention projects across the county to stop young people being drawn into knife crime and serious violence. The Constabulary also worked closely with partner agencies to understand local needs and agree the countywide plan for how partners will work together to protect young people from being drawn into serious violence. Serious offences involving a sharp weapon are down 26%.
- **Prevention** – Launched in June 2023, the Constabulary’s Prevention and Vulnerability Hubs have brought together specialists to embed preventative policing, problem solving and provide a continued focus on vulnerability. Safer schools police officers have been rolled out more widely across the county.
- **Community safety** – As above, the Commissioner’s £820k investment in Community Safety Partnerships during 2022-25 includes dedicated problem-solving co-ordinators and access to a Safer Communities Fund and Youth Fund to tackle local issues of concern and prevent crime. For example, funding from the Commissioner’s Safer Communities Fund for CCTV cameras deployed at

key hotspot locations on public and private land in Peterborough for four to 12 weeks, reduced incidents by some 75% in targeted areas, with 27 Fixed Penalty Notices issued and six prosecutions.

- **Safer Streets 5** – Three partnership proposals, developed and drafted by the Commissioner’s office secured £820,000 of Home Office funding. The projects collectively respond to the public desire to deal with the local issues of neighbourhood crime, ASB and violence against women and girls (VAWG) in their communities. The areas chosen were in Peterborough, Cambridge City Centre, and the market towns of Huntingdon, Wisbech and St. Neots. This work builds on, and complements, previous successful bids to the Safer Streets fund.
- **Youth Fund** – The Commissioner has awarded funding to 21 charities or community organisations in the last year who are running projects across sport, the arts and education, to divert young people away from crime and risky situations. This brings the total funding invested, from proceeds of crime, to keeping young people safe to £192,116 since 2021. The funding has been spread across 69 projects countywide.
- **Early intervention** – Cambridgeshire Constabulary continues to develop its out of court disposal model. This enables them to deal proportionately with crimes, where appropriate, to help address the root causes which can lead people to reoffend. A programme designed to address Child/Adolescent to Parent Violence and Abuse, funded by the Commissioner showed a sustained reduction in abusive behaviour and police demand (by an average of 94%) in the young people who completed the intervention. Further positive outcomes have been seen for the 238 women who engaged with the OPCC commissioned Brighter Tomorrow support initiative after committing low level offences - in a 12-month period 92% of women did not reoffend again. The OPCC updated the Community Remedy document which gives victims a say in how offenders should be dealt with.
- **Community involvement** – Supported by OPCC funding, the Constabulary continues to support and enable members of local communities to play their part in improving community safety. Countryside Watch, Neighbourhood Watch and SpeedWatch schemes have all been active over the past year and their members have joined a range of local initiatives, which are included in this report, to tackle the issues which matter most to local people.
- **Complex needs** – Partners continue to address the multiple, complex problems faced by some people which can lead to them coming into contact with the Criminal Justice System. Drug and alcohol enforcement and treatment has been a key area of focus this year, with oversight from the Commissioner. Cambridgeshire and Peterborough are on track to meet or, exceed, national delivery targets for drug treatment. Increased drug testing on arrest is ensuring where drug use may be a factor in someone’s offending, these issues are being identified and they are being referred into treatment, with legal sanctions if they don’t comply. The Commissioner has made funding contributions to the wider partnership Changing Futures work to better support people facing multiple disadvantages.

- **Rehabilitation** – The Rehabilitation and Resettlement Group which reports into the Criminal Justice Board chaired by the Commissioner, continues to focus on further improving the transition for people into the community as they leave prison to break the cycle of reoffending.
- **Fraud and cyber crime** – Cambridgeshire Constabulary continues to respond to the evolving threats of the digital world in relation to fraud and cyber crime. The Constabulary has a dedicated Cyber Crime Unit, including fraud and cyber prevention officers previously funded through the policing precept. They are delivering local support to communities and businesses and working proactively and reactively on significant cyber crime investigations. Regional co-ordination takes place through the Eastern Region Special Operations Unit (ERSOU). Support for victims is available through the Victim and Witness Hub. The Cambridgeshire and Peterborough Against Scams Partnership (CAPASP) is able to share prevention information to help reduce victimisation by fraud in Cambs and raise awareness of support available to victims. The Eastern Cyber Resilience Centre is also working with businesses to spread awareness of online fraud and cybercrime.



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.”

The Commissioner continues to play an integral part in commissioning support services for victims and witnesses of crime in the county – investing £10.2m across a four-year period up to 31st March 2025. This has included significant additional funds secured through successful OPCC and partnership bids into central government funds. This has bolstered the services available to all victims, including those seldom heard from, and those accessing specialist VAWG services.

- **Keeping people safe** – Training in trauma-informed practice is provided for officers and staff responding to vulnerable people as part of a rolling plan to give them the tools they need to respond appropriately to victims asking for help. The Constabulary continues to enhance and improve its approach to investigating and prosecuting rape and serious sexual offences in a truly victim-focused way. Cambridgeshire’s partnership working between specialist Rape Investigation Team officers and Independent Sexual Violence Advocates (ISVAs) who are referenced below, was highlighted in the Government’s progress update on the ‘End to End Rape Review’.
- **Countywide Support for Victims and Survivors of Rape and Sexual Violence** – The Commissioner has invested more than £1m in 2023/24 into the provision of specialist emotional and practical support and advocacy for victims

and survivors of rape and sexual violence and abuse. This has enabled the ISVA team to support more than 900 people in 2022/23 (671 adult survivors and 261 young people). Whilst not directly attributable to ISVAs alone, recent data on the CJS dashboard revealed that Cambridgeshire had the lowest percentage of investigations closed due to victim disengagement in the east of England between October 2022 and September 2023.

- **Support through criminal justice process** – The Commissioner requested a review of the county’s Victim and Witness Hub which provides ‘report to court’ support. The independent researchers concluded it was ‘performing well’ and importantly had a ‘commendable adherence to the Victims’ Code’. Through his role chairing the Cambridgeshire Criminal Justice Board the Commissioner has ensured the experiences of victims and survivors, secured through a range of feedback projects, are considered by criminal justice agencies. Feedback from survivors captured as part of the ‘Rape Engagement Project’ led to changes in police processes. The OPCC led a month-long period of engagement to ensure the views of service users, support providers and police officers informed the re-commissioning of the county’s Sexual Assault Referral Centre. Importantly this provided the evidence to retain a local centre rather than moving to a regional model.
- **Commissioning support services** – The Commissioner is funding 13 victim support services – some for multiple provisions. This includes specialist services for victims in seldom-heard communities such as Gypsy, Traveller and Roma families, Deaf people, migrant victims and older people. A new post to support male victims of domestic abuse was launched in 2023 with Peterborough Women’s Aid. Funding secured through the successful Safer Streets 5 bid has enabled investment into preventative VAWG activities. This has included ‘Sexual Violence Ambassador’ Programmes in schools and building on the ‘Businesses Against Abuse’ model training retailers, staff in the night-time economy and taxi drivers on how to spot predatory behaviour and keep people safe.
- **Domestic abuse** - Working with the Constabulary the Commissioner has driven forward new initiatives to reduce all domestic abuse including: a successful Child/Adolescent to Parent Violence and Abuse Programme; domestic abuse perpetrator interventions and a multi-agency stalking project. In a nine-month period to December 2023, the team risk assessed 197 offenders, put in place 13 Stalking Protection Orders and offered specialist support to their victims.



Ethical policing

“We will ensure the police act with integrity and social responsibility, promoting a culture that is inclusive, diverse and takes equality seriously. From how they interact with the public they serve, to environmental sustainability.”

Policing by consent relies upon the police behaving in a way which maintains public support. There is no doubt that public trust and confidence in policing has been impacted by high profile issues nationally. Ensuring that the police act with integrity has been integral to the Commissioner's work, so that the public can have trust and confidence in the work of Cambridgeshire Constabulary. The Commissioner's Scrutiny Panel has played a vital role in helping ensure officers carry out their duties in line with strict protocols and professionalism.

- **Community scrutiny** – Since 2021 the OPCC has worked with the Constabulary to scrutinise police use of powers, in terms of both stop and search, and use of force. We have an active, diverse, and growing panel of volunteers. The panels are independently chaired. They select body worn video footage for scrutiny. The panel provide feedback to the Constabulary, who act upon it and update the panel on outcomes. These panels have: encouraged diversity in training; improved the quality of written grounds; helped to enhance training given to frontline teams; enhanced protection of individuals during strip searches; and increased use of body worn video. Youth scrutiny sessions have also been undertaken, with further sessions planned. The OPCC is also introducing a custody scrutiny panel, to look at the use of police powers whilst detained.
- **Complaint reviews** – The OPCC also conducts reviews of police complaints on behalf of the Commissioner. When they do not agree with the handling of complaints, they feed this back to the complainant and the police Professional Standards Department so that lessons can be learnt for the future. To add to the rigour of the scrutiny, and to enable additional capacity, a contract has been agreed with an external specialist provider.
- **Dip Sampling of Complaints** – Where the OPCC have identified a theme of concern within the overall complaints data, a pilot has been started to dip sample closed complaints for cases that have not been referred to the OPCC for a complaint review. The purpose of this is to provide assurance to the Commissioner that complaints are appropriately handled and that preventative themes are being identified and actioned by the Constabulary.
- **Equality and diversity** – Cambridgeshire Constabulary's culture statement demonstrates its commitment to creating an inclusive working environment, in line with the Code of Ethics and to reinforce the core Constabulary values of fairness, integrity, diligence and impartiality. Key to the success of the culture statement is for it to be fully embedded. Leadership and culture workshops are supporting officers and staff to enhance their knowledge and capability. Feedback from staff and officers continues to shape ongoing development.
- **Disproportionality** – Following a recent refresh of the Cambridgeshire Criminal Justice Board, criminal justice partners from across the system have been actively encouraged to consider and address issues of disproportionality within their organisations. Looking forward, disproportionality monitoring and management needs to be embedded at the system level. It is also a theme for the community scrutiny panels.

- **Environmental sustainability** – The Constabulary’s Sustainability Strategy outlines five themes that the Constabulary is working to in pursuit of carbon reduction and achieving carbon net zero by 2035. The five themes include Estates and Property. The Commissioner is committed to supporting the Constabulary’s Sustainability Strategy including the new estate strategy “Smaller, better, greener” and exploring other initiatives such as the use of solar PV arrays and installation of EV charging stations.
- **Cambridgeshire and Peterborough’s Independent Custody Visiting Scheme** – The scheme has been recognised nationally for the excellent quality of its work through a recent Quality Assurance conducted by the Independent Custody Visiting Association. At the end of 2023 Cambridgeshire’s scheme achieved ‘Gold’ standard for the first time. The scheme recently appointed 5 new Independent Custody Visitors (ICVs) from the local community, this takes number to 29 active volunteers. ICVs make regular unannounced visits to police custody suites to check on the rights, entitlements, wellbeing and dignity of the detainees held there. We are continuing to develop further scrutiny by way of Independent Custody Detention Scrutiny Panels.
- **Animal Welfare Scheme** – Since summer 2023, Bedfordshire, Cambridgeshire, and Hertfordshire’s Independent Dog Welfare Visiting Scheme has been administrated by Cambridgeshire OPCC on behalf of all three Police and Crime Commissioners. The scheme provides essential and robust scrutiny of the care and treatment of police dogs, ensuring that procedures are ethical, humane, and transparent in accordance with the Animal Welfare Act 2006. Over a 6-month period Volunteers carried out eight visits and have seen 40 dogs. One of these was a retirement visit. No concerns have been raised regarding the welfare or treatment of the police dogs.
- **Staff wellbeing** – Cambridgeshire Constabulary’s culture statement emphasises the importance of continually investing in their people and ensuring they have the right support in place to flourish. A new wellbeing hub was launched for 2023 – 2025. There is a focus on actively supporting police officers and staff throughout their career and ensuring that a welfare and wellbeing focused culture is embedded and becomes business as usual. This includes physical and mental health as well as the broader concept of wellbeing – which enables individuals to realise their potential, be resilient, and be able to make a productive contribution to the police workforce. The Commissioner also regularly meets with staff association representatives to discuss any concerns that they have.



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.”

Reducing crime, and thereby the fear of crime, must be the priority of the police. The core role of policing remains – to maintain public order, to prevent crime and to pursue and bring to justice those who break the law. In addition to ensuring that the record numbers of police officers on our streets are maintained, this year the Commissioner also extended the Chief Constable’s contract. This ensures ongoing clarity and consistency of leadership. The Commissioner also approved the start of building work for the new police station in Milton. This will help the Constabulary meet the needs of a growing population, respond to calls for service more efficiently and better respond to the challenges of modern-day policing.

- **Holding the Chief Constable to account** – The Commissioner continues to hold the Chief Constable to account for progress in cutting crime through governance arrangements which includes his Business Coordination Board. Cambridgeshire and Peterborough are safe places to live. Neighbourhood crime is down by 24%. Rural crime when you compare 20022/23 to 2021/22 is down by 21%. Furthermore
 - ✓ Residential burglaries are down by 37%
 - ✓ Personal robbery offences are down by 13%
 - ✓ Theft from the person offences are down by 8.5%
 - ✓ Bicycle theft is down by 52%
 - ✓ Incidents of anti-social behaviour are down by 30%
 - ✓ Serious offences involving a sharp weapon are down by 26%.

While these reductions in crime are welcome, more needs to be done to tackle the rise of violent crime (locally and nationally), the growing challenges of fraud and cybercrime, as well as increasing call handling resources.

- **Maximising police resources** – The Commissioner continues to support the Constabulary to maximise police resources available. Budget plans proposed by the Commissioner for the next financial year, including the increase to the policing element of council tax will put policing services across Cambridgeshire and Peterborough in a stronger position to protect the public, meet rising demand and deal with future challenges, including ongoing national cost increases. It is also important that vulnerable people get the right support from the right emergency services. The Commissioner provides funding that enables the Constabulary to seek expert advice from mental health nurses based in the police control room. The Constabulary, with health, also have a Mental Health Joint Response car that can help when the police are called to people in crisis. Right Care Right Person involves the police working in partnership with other agencies

to ensure the right agency is involved. The Constabulary's partnership working on this has been commended nationally.

- **Maximising opportunities for justice** – Relative to 2019, the all-crime prosecution possible outcome rate for the 12 months to December 2023 was 14%. This is substantially above 9.7% for the 12 months of 2019. The Constabulary also continue to consider all options to ensure that opportunities for justice are maximised. This includes the use of Criminal Behaviour Orders, out of court disposals, and protection notices to stop reoffending.
- **Criminal justice** – The Commissioner continues to Chair the Cambridgeshire Criminal Justice Board (CCJB), which brings criminal justice organisations together locally to support joint working and improve the overall function of the local criminal justice system. The CCJB provides oversight of the local criminal justice system through continued monitoring of local delivery and wider strategic issues that have an impact at local, regional, and national levels. Recent topics of focus have included post-Covid court backlog recovery plans, ensuring appropriate rape outcomes within the criminal justice system, and reducing reoffending through supporting and rehabilitating offenders back into the community. There has also been a greater focus on ensuring victim experiences are considered by all agencies. The main Board is supported by partnership sub-groups which provide more operational co-ordination across the system, enabling a swift partnership response at the tactical level.
- **Tackling serious and organised crime** – Cambridgeshire Constabulary has continued to drive improvements in their response to threats from serious and organised crime (SOC) across the county. An area of Peterborough has been an early adopter of the 'Clear, Hold, Build' approach – a multi-agency partnership and community-led tactic designed by the Home Office to tackle organised crime and build long-term community resilience in areas most affected by SOC. Through community and partnership consultation, this has been adopted as the 'Alliance' initiative in this area. The Constabulary has also successfully led a series of operations that address serious organised crime relating to drugs supply, county lines exploitation and ATM raids. These operations have led to a significant number of arrests, seizures of illicit drugs and weapons, and the successful charging and conviction of organised criminals. In addition, anti-slavery partnership arrangements are being further developed to enhance the response to modern slavery and human trafficking across Cambridgeshire.
- **Integrated Offender Management (IOM)** – Cambridgeshire Constabulary, probation, and other services continue to work together to supervise and rehabilitate those who commit a lot of crime in our communities, such as burglary, robbery and theft, to reduce reoffending. The Integrated Offender Management Programme was refreshed nationally in 2021. The new arrangements are now business as usual locally.
- **Multi Agency Public Protection Arrangements (MAPPA)** – Cambridgeshire Constabulary, probation, and other services continue to work together to monitor and rehabilitate those who present a risk of serious harm in our communities, through crimes such as domestic abuse, child sexual abuse and criminal

exploitation, modern slavery and human trafficking and serious sex offences, in order to protect victims and local communities.

Finance and resources

The Commissioner received a total of £185.2m of funding for the period of this annual report – April 2023 to March 2024 – a £10.8m increase on the previous year. In Cambridgeshire, police funding comes from two main sources: a central government grant and the policing part of council tax. The Commissioner is responsible for the policing budget. The Chief Constable is responsible for delivering an effective and efficient policing service which provides value for money.

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

The financial accounts will be available on the Commissioner's website during 2024. Details about how the budget is calculated are on the OPCC website:

<https://www.cambridgeshire-pcc.gov.uk/what-we-do/money/budget/>.

Commissioning and Grants

In a four-year period up to March 31, 2025, the Commissioner has invested £21.5m in the delivery of the Police and Crime Plan priorities in Cambridgeshire and Peterborough.

In 2023-24 this is broken down into:

All government grants

• Victim Support Services	£2,321,845
• Serious Violence	£352,195
• Domestic Abuse Perpetrator	£374,849
• Safer Streets 4 & 5	£697,595

Commissioner's Funds

• Crime and Disorder Reduction	£1,544,914
• Casualty Support and Reduction Reserve (Road Safety)	£288,175
• Youth Fund	£70,023

Local partnership co-commissioning £331,862

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CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 7
13th March 2024	Public Report

Report of Police and Crime Commissioner for Cambridgeshire and Peterborough

Contact Officer – Cristina Turner, Director for Strategic Partnerships

Contact Details – cambspcc@cambs.police.uk 0300 333 3456

SERIOUS VIOLENCE DUTY

1. PURPOSE

1.1 To provide the Cambridgeshire Police and Crime Panel (the “Panel”) with details of the Police and Crime Commissioner’s (the “Commissioner”) role in supporting partners in delivering against the statutory Serious Violence Duty, along with a brief overview of the serious violence strategy and strategic needs assessment which have been developed by the local partnership.

2. RECOMMENDATION

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 Under the Police Reform and Social Responsibility Act 2011 (the “Act”) the Panel has a role in scrutinising the Police and Crime Commissioner’s (the “Commissioner”) in the exercise of his statutory functions.

4.2 As well as the Commissioner’s duties for holding the Chief Constable to account, the Act places wide-ranging statutory duties and powers on Commissioners relating to working in co-operation with community safety partners.

4.3 Increasingly, the Government is also placing a convening role with Commissioners across a wide range of issues (including the Serious Violence Duty), sometimes with a role in allocating national funding locally.

4.4 The levers in the partnership arena are different from policing. The legislation does not provide a holding to account role, rather reciprocal duties and powers for co-operation instead. This includes:

- Mutual duties for co-operative working.
- Having regard to respective priorities.

- PCC powers to convene community safety and criminal justice partners and ask for reports.
- PCC power to make grants.

The landscape is complex with a wide range of partners, each with specific duties. Good partnership working is, therefore, key. The PCC and the OPCC are uniquely placed to provide system leadership, facilitating, and enabling these agencies to work effectively together.

- 4.5 The Commissioner is required to produce a Police and Crime Plan (“the Plan”) which sets out how he will deliver against his statutory role set out in the Act. At the heart of the Plan for 2021-24 is the Commissioner’s role in preventing and reducing crime, as well as his expectations of robust enforcement.

5. SERIOUS VIOLENCE DUTY

- 5.1 Serious violence has devastating impacts on the lives of victims, their families, and the wider community. Between June 2014 and June 2020, offences involving a knife or sharp instrument increased by 84% in England and Wales. Within this context of increased violence, particularly among young people, the Serious Violence Duty (the “Duty”) was introduced as part of the Police, Crime, Sentencing and Courts Act 2022.

- 5.2 The Duty, which came into effect on 31st January 2023, requires organisations to work together to prevent and reduce serious violence in their local area through the adoption of a public health approach. This involves taking a whole-system, multi-agency approach to preventing serious violence and implementing interventions across all levels (from the individual through to communities) to help prevent and reduce serious violence.

- 5.3 The Duty states that the following “specified authorities” are required to work together to prevent and reduce serious violence:

- Fire and Rescue
- Integrated Care Boards (Health)
- Local Authorities
- Police
- Probation
- Youth Offending Teams

- 5.4 It also requires the following “relevant authorities” to be consulted by the specified authorities in the preparation of the strategy, and their involvement is requested:

- Education
- Prison
- Youth Custody

- 5.5 The Home Office has set three key success measures for the prevention and reduction of serious violence, which are:

- 1) A reduction in hospital admissions for assaults with a knife or sharp object.
- 2) A reduction in knife and sharp object enabled serious violence recorded by Police.
- 3) A reduction in homicides recorded by Police.

6. LOCAL FUNDING ALLOCATION

- 6.1 The Home Office has allocated grant funding to each police force area to enable partners to fulfil the core requirements of the Duty, and to support the delivery of serious violence reduction strategies. The Home Office have provided provisional funding allocations until March 2025 – locally, this amounts to nearly £1m across just over two years.
- 6.2 The Serious Violence Funding Awards for 2022-23 and 2023-24 (links can be found at the end of this paper) provide a summary of the spending to date. All funding allocations are formally agreed by the specified authorities (a requirement of the Duty) at the Countywide High Harms Board, the forum through the which progress against the Duty is monitored and overseen at the strategic level.

7. THE ROLE OF THE PCC

- 7.1 While PCCs themselves are not subject to the main Duty, they have been given relevant powers and are expected to:
- 1) Perform a central convening role, bringing key partners/agencies named in the Duty together through arranging meetings and facilitate cross-partnership working.
 - 2) Administer national grant funding to the specified authorities as labour (training, familiarisation, analysis and strategy development costs) or non-labour (intervention) funding.
 - 3) Monitor progress made against the Duty through submitting quarterly monitoring reports to the Home Office.

7.2 The 'Understand, Plan, Do, Review' graphic below provides a snapshot of what the OPCC has done to date, and what continues to be done in relation to the Serious Violence Duty.

Serious Violence Duty



8. STRATEGIC NEEDS ASSESSMENT

- 8.1 As part of the Duty, agencies must work collaboratively to produce an evidence-informed Strategic Needs Assessment (SNA). The SNA provides an understanding of the local serious violence landscape and how it affects local communities. Its four core aims are to:
- 1) Increase understanding of the types, distribution, and extent of serious violence within Cambridgeshire and Peterborough.
 - 2) Identify opportunities for prevention and early intervention at the individual, family, community, and society levels.
 - 3) Further understand the underlying inequalities and risk factors for serious violence within our local communities.
 - 4) Assist local partners in identifying who is most vulnerable to being or becoming a victim or perpetrator of serious violence.
- 8.2 The SNA draws upon a wide range of data sources at the national and local partnership level including recorded crime data, offending data, hospital and A&E admissions for serious violence-related injuries, substance and alcohol misuse data, education data including exclusions and absenteeism, children's social care data and demographic data from the Census. Through pulling a range of data sources from across the partnership together, the most comprehensive assessment of local serious violence threat, risk and harm can be established. The SNA is an iterative product that will be refreshed annually. This will ensure that understanding is reflective of the current local serious violence landscape and enable emerging threats and risk factors to be accounted for.

9. SERIOUS VIOLENCE PARTNERSHIP STRATEGY

- 9.1 The Serious Violence Partnership Strategy is another core requirement of the Duty, which formalises how local partners will work together to prevent and reduce serious violence in Cambridgeshire and Peterborough. It provides a framework for understanding the risk factors that drive serious violence locally, and the protective factors that prevent it.
- 9.2 The overall aim of the strategy which has been developed by the partnership is to reduce the risk of people being drawn into serious violence (either as a victim, offender, or witness) and protecting communities from the wider impacts of it. The strategy outlines three objectives that will help it fulfil this aim:
- 1) To raise awareness and understanding of serious violence and its associated risks at the individual, community, service and partnership levels.
 - 2) To ensure that individuals, communities, services, and the wider partnership work collaboratively to prevent and reduce serious violence locally.
 - 3) Engage in early intervention to prevent and reduce serious violence from occurring locally, particularly among young people and at-risk groups.

10. SUPPORT FROM THE PANEL

- 10.1 Both the Strategic Needs Assessment and the Serious Violence Partnership Strategy identify that a collaborative, cross-partnership, public-health approach is needed to prevent and reduce serious violence in Cambridgeshire and Peterborough. Going forwards, therefore, the Serious Violence Duty needs to be embedded as 'business as usual' across all local authority committees to identify where links across the wider system can be made.
- 10.2 Issues such as school exclusion and absenteeism rates, or the provision of youth facilities and youth work, for instance, feed into the serious violence agenda and cut across Cambridgeshire County Council, Peterborough City Council and District Council responsibilities. As such, all areas are encouraged to think about how such issues feed into and affect serious violence locally.

11. BACKGROUND DOCUMENTS

Serious Violence Duty Statutory Guidance

<https://www.gov.uk/government/publications/serious-violence-duty>

Serious Violence Partnership Strategy

<https://www.cambridgeshire-pcc.gov.uk/SysSiteAssets/media/downloads/cambs-pcc/commissioning-and-grants/community-safety/svd-partnership-strategy-document-final---jan-2024.pdf>

Serious Violence Duty Funding Awards, 2022-2023

<https://www.cambridgeshire-pcc.gov.uk/SysSiteAssets/media/downloads/cambs-pcc/commissioning-and-grants/community-safety/serious-violence-fund-awards-22-23.pdf>

Serious Violence Duty Funding Awards, 2023-2024

<https://www.cambridgeshire-pcc.gov.uk/SysSiteAssets/media/downloads/cambs-pcc/commissioning-and-grants/community-safety/serious-violence-fund-awards-23-24-january-update.pdf>

POLICE AND CRIME PANEL	AGENDA ITEM No. 8
13 MARCH 2024	PUBLIC REPORT

Report of the Chair of the Cambridgeshire and Peterborough Police and Crime Panel	Claire George Clairegeorge2019@gmail.com
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COMPLAINTS POLICY

RECOMMENDATIONS
<p>It is recommended that the Panel:</p> <p>(a) Comment on the revised draft Procedure, making any further amendments it considers necessary;</p> <p>(b) Approve the draft Procedure for implementation and application to any complaint received going forward.</p> <p>(c) Delegate authority to the Democratic Services Officer of the Panel, in consultation with the Monitoring Officer and Chair of the Panel, to make any further amendments to the Procedure, ensuring it is in an accessible format.</p>

1.	PURPOSE AND REASON FOR REPORT
1.1	The purpose of this report is 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”). 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.
1.2	<p>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 November 2022.</p> <p>The further changes contained in the attached policy have been made and provisionally agreed by the Chair, Monitoring Officer, and Democratic Services Officer. The changes have been made in order for a more accessible policy that is better understood, that is simplified, by not trying to replicate the entirety of the legislation and guidance.</p> <p>A key change in the draft policy is the suggestion to revert back to the former position where the Chief Executive (and Monitoring Officer) for the Police and Crime Commissioner undertakes the initial triage of complaints against the Commissioner. This is specifically allowed for in the Regulations. It is recommended to the Panel that the Chief Executive for the PCC brings a level of expertise in police complaint handling processes and will enable timely decisions on</p>

	<p>complaint recording and timely referral to the Independent Office for Police Conduct where necessary.</p> <p>To allay any concern regarding the independence of the Chief Executive to undertake that function, it is worth reiterating that:</p> <p>the legislation and guidance specifically allows for this delegation by the Panel;</p> <p>the Chief Executive is also the Monitoring Officer for the Commissioner and as such the post-holder carries those statutory responsibilities for which they are legally accountable;</p> <p>the IOPC retains oversight of the entirety of the complaints processes;</p> <p>the amended policy includes a provision where prior to each Panel meeting, and at any time when the Chair or the Chief Executive think it necessary, the Chief Executive will meet with the Chair and Panel monitoring Officer to discuss any decisions made regarding allegations against the Commissioner.</p>
3.	<p>NEXT STEPS</p> <p>If the Panel consider any further amendments are necessary, to delegate authority to make further changes to the Democratic Services Officer/Monitoring Officer in conjunction with the Chair/Vice Chair following the adoption of the new procedures at the meeting.</p>
4.	<p>IMPLICATIONS</p>
	<p>Legal Implications</p>
4.1	<p>The Interim Director of Legal and Governance (Monitoring Officer) wishes it to be recorded that she disagrees with the need for change but not the actual changes proposed.</p>
5.	<p>BACKGROUND DOCUMENTS</p> <p>Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985</p> <p>Police, fire and crime panels guidance - GOV.UK (www.gov.uk)</p> <p>PCP complaints guidance for police and crime panels Nov22.pdf(policeconduct.gov.uk)</p> <p>Existing Cambridgeshire Police and Crime Panel Complaints Procedure</p>
6.	<p>APPENDICES</p>
6.1	<p>Draft New Complaints Guidance</p> <p>Rules of Procedure</p>

Cambridgeshire and Peterborough Police and Crime Panel Public Complaints Procedure

1. Introduction

This procedure deals with complaints about the conduct of the Police and Crime Commissioner for Cambridgeshire and Peterborough (the PCC) and/or the Deputy Police and Crime Commissioner (the DPCC), as required by the Police Reform and Social Responsibility Act 2011 (the Act).

The appropriate regulations are the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 (the Regulations) and nothing in this procedure overrules the provisions of those Regulations. To be clear, where a conflict is identified in this guidance with the provisions of the Regulations, the Regulations will take precedence.

2. Role of the Police and Crime Panel under the Regulations

The Cambridgeshire and Peterborough Police and Crime Panel (the Panel) is given specific functions under the Regulations as to the handling and determination of complaints against the PCC and/or the DPCC. In accordance with the Regulations, the Panel have delegated the initial handling of complaints to the PCC's Chief Executive (the Chief Executive), given the expertise required in the complex police complaints process.

The Chief Executive will make a formal recording of decisions on complaints to ensure that complaints received are correctly identified and that other complaints (for example complaints about the PCC's staff or the Police Force) are directed elsewhere as appropriate and in a timely fashion. The recording decision is based on the nature of the complaint made as per the Regulations.

The Chief Executive will meet the Panel Chair prior to each Panel meeting to review any complaints received, whether they were formally recorded or not. The Chair and Chief Executive can meet to discuss complaints at any other time as deemed necessary.

In order to enable appropriate decision making and oversight, as required in the legislation, out of necessity there will be sharing of personal data between the Chief Executive, the Chair of the Panel and the Panel officers DSO (Democratic Services Officer) and MO (Monitoring Officer) regarding complaint matters.

3. Key Concepts

If the Chief Executive records a complaint that is defined as a “serious complaint” (i.e. one which constitutes or involves or appears to constitute or involve the commission of a criminal offence) it must be referred to the Independent Office for Police Conduct (IOPC). On referring a recorded complaint to the IOPC, the Chief Executive must notify the Complainant and the person complained about of the referral, unless it appears to the Chief Executive that notifying the PCC and/or the DPCC might prejudice a possible future investigation.

The Chief Executive will notify the Panel Chair, MO and DSO of any complaints recorded and of any referrals to the IOPC.

Where the IOPC determines that it is not necessary for it to investigate a recorded complaint, it may refer the complaint back to the Panel, who must deal with the referral in accordance with the “Resolution of other complaints” section (see below).

Other recorded complaints that are not referred to the IOPC, will be dealt with by way of informal resolution.

4. Resolution of other (non-criminal) complaints

The Regulations provide for a number of scenarios for informally resolving complaints. The Chair will determine the appropriate approach on a case by case basis in accordance with the Regulations and guidance issued. The Regulations specifically prohibit an investigation, but the Panel may ask for information from the PCC, request an apology or explanation or participation in mediation in endeavouring to resolve a complaint to the satisfaction of the parties involved.

5. Communication about outcome of complaints

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 DSO will usually aim to do this within five working days of the Panel meeting.

If applicable the DSO will arrange for the outcome of the complaint to be published.

6. Withdrawn and Discontinued Complaints

A Complainant can withdraw or discontinue their complaint at any time by notifying the Panel in writing/or by email (addressed to the DSO and signing the notification). The DSO will record in the Register that the complaint has been withdrawn or discontinued.

Where a complaint has been referred to the IOPC, the DSO will notify the IOPC of the Complainant's notification of withdrawal/discontinuance. If there was sufficient evidence to show that a criminal conduct had taken place, then the Chief Executive in consultation with the MO and Chair of the Panel may decide not to treat the complaint as withdrawn, but to treat it as a Conduct Matter and the Chief Executive will refer it to the IOPC in accordance with the procedure referred to above.

7. Appeals

There is no right of appeal against the decisions taken following receipt of a complaint. If a Complainant is unhappy about the way their complaint has been handled, they can refer the matter to the IOPC or the Local Government Ombudsman and request that an investigation is carried out on their behalf.

8. Making complaints about the PCC and/or the DPCC

All complaints are to be made to the PCC's Chief Executive ("the Chief Executive"), they can be contacted in the following ways:

By post:

Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough
Cambridgeshire Constabulary Headquarters
Hinchingsbrooke Park
Huntingdon
PE29 6NP

By email:

cambs-pcc@cambs.police.uk

By telephone:

0300 333 3456

We reserve the right to modify or change these conditions at any time.

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POLICE AND CRIME PANEL	AGENDA ITEM No. 9
13 MARCH 2024	PUBLIC REPORT

Report of the Chair of the Police and Crime Panel for Cambridgeshire and Peterborough	Claire George Clairegeorge2019@gmail.com
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RULES OF PROCEDURE

RECOMMENDATION
It is recommended that the Panel approves the draft Rules of Procedure, as detailed in Appendix 1 to this report.

1.	PURPOSE AND REASON FOR REPORT
1.1	The purpose of this report is to present to the Panel the draft Rules of Procedure as these relate to the conduct of its meetings, in particular with regard to making voting procedures clearer and to improve the effectiveness of Panel administrative procedures.
2.	IMPLICATIONS
	Legal and Financial Implications
2.1	There are no significant legal or financial implications arising from this report.
3.	APPENDICES
3.1	Appendix 1 – DRAFT Rules of Procedure.

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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.

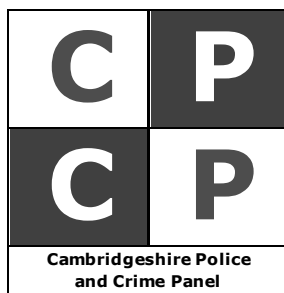
1.4 The Rules shall be reviewed annually at the Panel’s Annual Meeting. In the first year of operation amendments may be made mid-year to consider a Memorandum of Understanding between the Panel and the newly elected Police and Crime Commissioner; and at any time may be updated should regulations require.

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

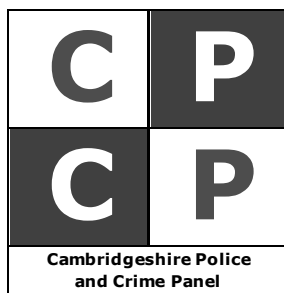
- 2.1 The Chairperson and Vice-Chairperson of the Panel shall be elected from amongst the members of the Panel. The election will take place annually at the Annual Meeting of the Panel, which will normally be held in June of each year.
- 2.2 Save for the requirement for re-election; there is no maximum 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. **Special rules apply when considering whether to veto the PCC's proposed precept. The legal requirement is that at least two-thirds of the persons who are members of the panel at the time when the decision is made to veto the proposed precept, vote in favour of making that decision. Only members present in the room are able to vote.**
- 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

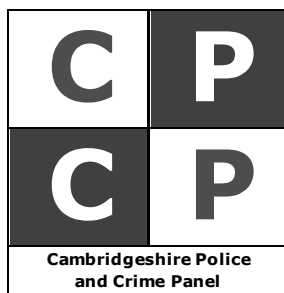
Questions and Statements

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. Where the question relates to the role of the PCC and the execution of PCC duties, the PCC will be notified of the question as soon as it is accepted by the Chair.

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:
- 10am on the day of the meeting for meetings held in the afternoon.
 - 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:

- not about a matter for which the Panel has a responsibility.
- not a matter for the Commissioner.
- illegal, improper, irregular, frivolous, vexatious or offensive.
- substantially the same as a question or statement which has been put at a meeting of the Panel in the previous six months; or
- 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. The Chair will apply a wide interpretation of a) to e) above in order to ensure the integrity of the Panel and its role is upheld. 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.

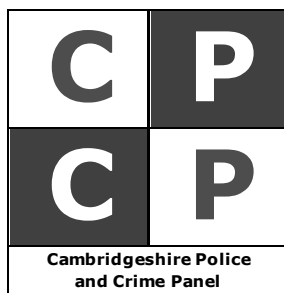
7.24 There will be no debate about a petition when it is presented.

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. **If the Chair determines that it is an appropriate are for scrutiny for the Panel, 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

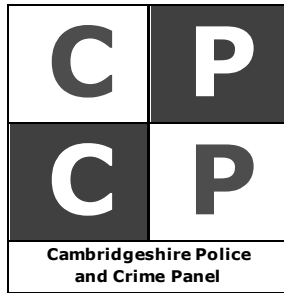


recommendation to the Panel on membership.

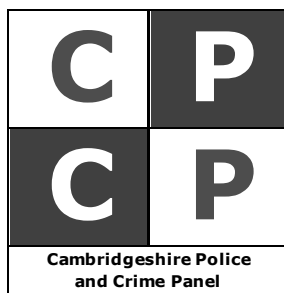
- 9.4 The maximum size of a Sub-Committee shall be seven members. The minimum size is three members. Size shall be determined on a case-by-case basis at the point that the review is commissioned.
- 9.5 The membership of Sub-Committees shall be confined to members of the Panel.
- 9.6 In determining the 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

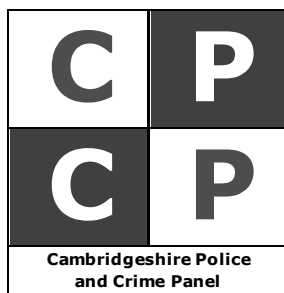
- 13.1 The Special Functions of the Panel, as set out in the Panel Arrangements, are those functions which are conferred on the Panel in relation to:
- a) the review of the Police and Crime Plan as required by Section 28(3) of the Act.
 - b) the review of the Annual Report as required by Section 28 (4) 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

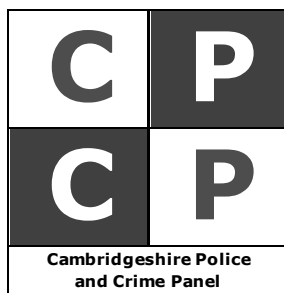
- 16.1 The Panel will receive notification from the PCC of the precept that s/he are proposing to issue for the coming financial year. The Panel will arrange for a meeting of the Panel to be held as soon as practicable after the Panel receives the proposed precept and make a report including recommendations.
- 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.

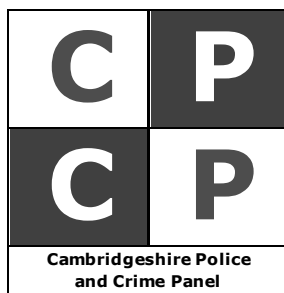
20.5 The appointment of an Acting PCC will cease to have effect upon the earliest of the following:

- 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').



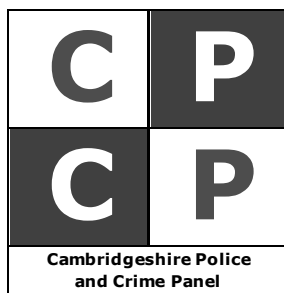
21.2 The Panel may however be involved in the informal resolution of certain other complaints against the PCC and Deputy PCC, where they are not being investigated by the IOPC or cease to be investigated by the IOPC.

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.

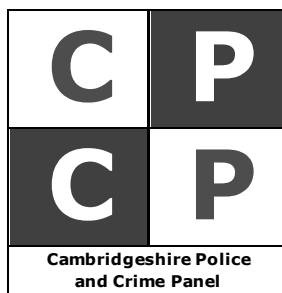
7.2 *Public inspection of background papers:* The Council will make available for public inspection via its website for six years after the date of the meeting one copy of each of the documents on the list of background papers.

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

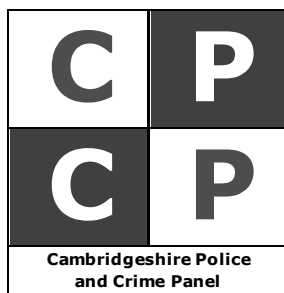
9.1 The public must be excluded from an item at a meeting whenever it is likely to be confidential in view of the nature of the business.

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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