

<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 4</b>
<b>7 FEBRUARY 2013</b>	<b>Public Report</b>

## **Rules of Procedure**

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### **REPORT TITLE**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to review the terms of reference and rules of procedure to be adopted by the Police and Crime Panel.

#### **2. RECOMMENDATIONS**

- 2.1 It is recommended that:

- (a) the Panel notes the terms of reference
- (b) the Panel agrees the proposed rules of procedure.

#### **3. TERMS OF REFERENCE**

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

#### **4. BACKGROUND**

- 4.1 At the meeting of the Shadow Panel on 12 September 2012 the proposed terms of reference and rules of procedure were submitted for comment. The following actions were noted in the minutes from that meeting:

- 1. Revise the Rules of Procedure to enable:
  - a. Election of chairman in June each year (following election);
  - b. Establishment of task and finish groups; and
  - c. Public participation section for each public meeting including questions and answers (including provision for supplementary questions).

- 4.2 These requested procedures have now been added to the rule of procedure accordingly.

#### **5. KEY ISSUES**

- 5.1 The requirement for the election of Chairman on an annual basis is contained in paragraph 2 of the Rules of Procedure.
- 5.2 The establishment of sub committees and also of task and finish groups is contained in paragraphs 9 and 10 respectively of the Rules of Procedure.
- 5.3 The involvement of the public in the meetings of the Panel is contained in paragraph 7 of the Rules of Procedure.

#### **6. IMPLICATIONS**

- 6.1 There are no further financial or legal implications than previously outlined. However, should

the number of ordinary meetings increase from the proposed four ordinary meetings outlined in paragraph 4 of the Rules of Procedure there would be a further pressure placed on the budget to host support the Panel.

## **7. CONSULTATION**

7.1 N/A.

## **8. NEXT STEPS**

8.1 Should the Rules of Procedure be agreed, these will be used to govern the meetings of the Panel going forward.

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

## **9. BACKGROUND DOCUMENTS**

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

9.1 None.

## **10. APPENDICES**

10.1 Terms of Reference (Appendix 1)

10.2 Rules of Procedure (Appendix 2)