

Appendix 2 - Cambridgeshire Police and Crime Panel – Rules of Procedure

List of changes:

Paragraph Reference	Change
1.0 General	Clarification of the term “PCC” added
2.0 Election of Chairman and Vice Chairman	Change of wording from Chairman to Chairperson. Used throughout the document from this point forward.
4.0 Panel Meetings	<p>Paragraph 4.2 Additional wording for provision of 10 working days minimum notice period for publishing the date, time and venue of an Ordinary Public Meeting.</p> <p>The wording “written notice” removed and made more explicit.</p> <p>Wording regarding Extraordinary Meetings removed and put as separate paragraphs at 4.3 and 4.4</p> <p>Paragraph 4.4 made more explicit and deletion of “<i>meeting must be held within 20 working days of that notice</i>” as it was felt to be unreasonable to prohibit more than 20 days’ notice being given.</p> <p>Paragraph 4.8 bullet point 7. Removal of wording “of the min” and replaced with “in”.</p> <p>Paragraph 4.9 Layout of paragraph changed to provide more clarity. Additional wording added at c) to allow members of the public to make statements and ask questions at an Extraordinary Meeting.</p>
7.0 Public Participation	<p>Paragraph 7.1 Addition of the word “public” before meetings to provide a precise description of which meetings members of the public can attend. Additional wording signposting to where the Access to Information Standing Orders can be found.</p> <p>Paragraph 7.3 (was 7.2) Wording “and Statements” added in first bullet point. This allows for members of the public to submit statements as well as questions. Deletion of “<i>and must name or clearly identify the member to whom it is to be put.</i>”</p> <p>Paragraph 7.4 additional wording to explain precisely the type of questions and statements that can be submitted at either an Ordinary Public Meeting or an Extraordinary Public Meeting.</p> <p>Questions section:</p> <p>Rewording of paragraphs to provide further clarification as to the process for submitting questions and statements.</p> <p>Paragraph 7.6 change of wording to allow further time (3 working days following the publication of the agenda) to submit questions and statements.</p> <p>Paragraph 7.7 Deletion of the wording “<i>and must name or clearly identify the member to whom it is to be put</i>” and replaced by “All questions to be addressed to the Chairperson”.</p> <p>Paragraph 7.8 Rewording of paragraph to provide more clarity.</p> <p>Paragraph 7.9 Additional wording to specify in what order of the agenda questions and statements from members of the public will be taken.</p> <p>Paragraph 7.12 various changes of wording from:</p> <p>“feels” to “considers”</p> <p>“past” to “previous”</p> <p>“He/she” to “The Secretariat”</p>

Paragraph Reference	Change
	<p>“allow” to “accept”</p> <p>Paragraph 7.13 change of wording from “can” to “may”</p> <p>Paragraph 7.14 Rewording of paragraph to provide more clarity.</p> <p>Paragraph 7.15 Additional paragraph to add a time limit on asking questions and making statements.</p> <p>Paragraph 7.16 Deletion of the wording <i>“Both question and response will be published on the Panel’s website and added as an annex to the minutes”</i>. This was consolidated into paragraph 7.14.</p> <p>Paragraph 7.19 Deletion of the wording <i>“Two minutes are allowed for answering a supplementary question”</i>. The Chairperson should be allowed to use their discretion as to how much time is spent answering the question.</p> <p>Deletion of old paragraph number 7.13 <i>“A summary of the key points of questions asked on notice and replies given will be produced after each meeting as an annex to the minutes”</i>. This is duplicated in paragraph 7.14.</p>
9.0 Sub-Committees	Paragraph 9.7 Alteration to wording to provide clarification to procedure.
10.0 Task Groups	Removal of Paragraph 10.3 (old numbering) <i>“Task Groups can only make reports or recommendations to the Panel. The Panel will consider reports it receives, and if agreed, such reports may be adopted as the Panel’s report”</i> . This was too restrictive as the Panel may wish to edit or accept only part of a report.
12.0 PCC and others giving account	Paragraph 12.9 Rewording of paragraph to provide clarification.
16.0 Proposed precept	<p>Paragraph 16.2 The wording under Section 16.0 Proposed Precept, paragraph 16.2 bullet point c) does not accurately reflect legislation as required in Schedule 5 of the Police Reform and Social Responsibility Act 2011, Issuing Precepts. Under the Panels power to veto precept, paragraph 4, bullet point 4 it states the following:</p> <p><i>“For that purpose, the panel makes that decision by the required majority if at least two-thirds of the persons who are members of the panel at the time when the decision is made vote in favour of making that decision”</i></p> <p>It is therefore proposed that the wording should be changed in the Rules of Procedure from:</p> <p>c) <i>“veto the proposed precept by a two thirds majority of those members present at the time when the decision is made”</i> to</p> <p>c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made).</p>
17.0 Senior Appointments	<p>Paragraph 17.3 has been amended to provide clarification on the meaning of the wording “post-election period”.</p> <p>Paragraph 17.4 Additional wording added to provide explicit explanation as to why the Panel go into private session to</p>

Paragraph Reference	Change
	determine its recommendations. Paragraph 17.5 Slight rewording for greater preciseness.

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