

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 11
29 JUNE 2016	Public Report

Report of: THE POLICE AND CRIME PANEL SECRETARIAT

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RULES OF PROCEDURE

1. PURPOSE

- 1.1 The purpose of this report is to review the Rules of Procedure which were adopted by the Police and Crime Panel at its meeting on 7 February 2013

2. RECOMMENDATIONS

- 2.1 It is recommended that:

- (a) the Panel review the Rules of Procedure as required at paragraph 1.4 of the Rules of Procedure.
- (b) Take into consideration the suggested changes at paragraph 7.5 and 7.9 of the Rules of Procedure as highlighted in red in Appendix 1 of the report.
- (c) Confirm and resolve to approve any changes as agreed following discussion.

3. TERMS OF REFERENCE

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

4. BACKGROUND

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

5. KEY ISSUES

- 5.1 The Rules shall not be amended unless written notification of the amendments required are received by the Panel Secretariat not less than fifteen working days prior to a Panel meeting. No amendment may be considered by the Panel which does not comply with the Police Reform and Social Responsibility Act 2011, relevant Regulations or statutory guidance.

- 5.2 At the last Annual Meeting held on 17 June 2015 the Panel resolved to undertake an in-depth review of the Rules of Procedure and as a consequence it was agreed that a Working Group be set up to review and report back to the Panel with any suggested changes at the 4 November 2015 meeting. At this meeting the Panel considered a number of proposed amendments from the Working Group which were discussed and approved at that meeting. The Panel therefore resolved to adopt the revised Rules of Procedure.

- 5.3 At a Panel meeting on 3 February 2016 it was further highlighted that an amendment would be required to the Rules of Procedure when next reviewed to provide clarification of when questions and statements should be submitted once the agenda had been published and prior to the meeting date. The Secretariat was asked to note the proposed change and present this

to the Panel when the Rules of Procedure were next reviewed at the Annual Meeting in June 2016. The Secretariat consulted with Edward Leigh, Co-opted Member who had highlighted the requirement for the proposed change on the suggested wording.

The suggested wording for the proposed change can be found highlighted in **RED** at the section 'Questions and Statements', paragraph 7.5 listed below and attached in Appendix 1.

*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 Secretariat 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 Secretariat 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.*

- 5.4 Paragraph 7.9 states the Chairperson can decide to receive an urgent question or statement provided the Secretariat receives it no later than 10am on the day of the meeting. However, it assumes the meeting will be held in the afternoon. Meetings are usually held in the afternoon but there are occasions when the meeting takes place in the morning. Therefore the Secretariat suggests the following amendment to paragraphs 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 Secretariat not later than:

*(a) 10am on the day of the meeting **for meetings held in the afternoon.***

*(b) 4pm on the **(working) day before the meeting for meetings held in the morning,***

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

6. IMPLICATIONS

- 6.1 N/A

7. CONSULTATION

- 7.1 N/A.

8. NEXT STEPS

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

9. BACKGROUND DOCUMENTS

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

- 9.1 None.

10. APPENDICES

- 10.1 Rules of Procedure (Appendix 1)