

The Police and Crime Panel for the Humberside Area

Panel Arrangements

1. Background

- 1.1 The Police Reform and Social Responsibility Act 2011 introduces new structural arrangements for national policing, strategic Police decision making, neighbourhood policing and Police accountability.
- 1.2 The Act provides for the election of a Police and Crime Commissioner (PCC) for a Police force area, responsible for securing an efficient and effective Police force for their area, producing a Police and crime plan, recruiting the Chief Constable for an area, and holding him/her to account, publishing certain information including an annual report, setting the force budget and Police precept and requiring the Chief Constable to prepare reports on Police matters. The PCC must co-operate with local community safety partners and criminal justice bodies.
- 1.3 The Act requires the relevant local authorities in each Police force area to establish and maintain a Police and Crime Panel (PCP) for its Police force area. It is the responsibility of the local authorities for the Police force area to agree to the making of arrangements for the PCP.
- 1.4 Each local authority and each member of the PCP must comply with the Panel Arrangements.
- 1.5 The functions of the Panel must be exercised with a view to supporting the effective exercise of the functions of the PCC for that Police force area.
- 1.6 The PCP is responsible for scrutinising the PCC and promoting openness in the transaction of Police business in the Police force area.
- 1.7 The PCP is a joint committee of the local authorities in the Humberside area.

2. Functions of the Police and Crime Panel

- 2.1 The functions of the PCP must be exercised with a view to supporting the effective exercise of the functions of the PCC for the Humberside area
- 2.2 The PCP must:
 - (i) review the draft Police and crime plan, or draft variation given to the PCP by the PCC
 - (ii) make a report or recommendation on the draft plan or variation to the PCC

2.3 The PCP must:

- (i) arrange for a public meeting of the PCP to be held as soon as practicable after the PCP is sent the PCC's annual report
- (ii) ask the PCC, at that meeting, such questions about the annual report as the members of the PCP think appropriate
- (iii) review the annual report
- (iv) make a report or recommendations on the annual report to the PCC

2.4 The PCP must hold a confirmation hearing to review the proposed appointment by the PCC of:

- (i) the PCC's chief executive
- (ii) the PCC's chief finance officer
- (iii) a deputy PCC

The PCP must make a report to the PCC and the report must include a recommendation as to whether or not the candidate should be appointed.

2.5 The PCP must respond to any proposal by the PCC to call upon the Chief Constable to retire or resign, by making a recommendation to the PCC, as to whether or not the PCC should call for the retirement or resignation.

2.6 The PCP must review and make a report and may make recommendations on the precept which the PCC proposes to issue for the financial year.

2.7 The PCP must hold a confirmation hearing to review the proposed appointment by the PCC of a Chief Constable. The PCP must make a report to the PCC and the report must include a recommendation as to whether or not the candidate should be appointed, or must include a statement that the PCP has vetoed the appointment.

2.8 The PCP must:

- (i) review or scrutinise decisions made, or other action taken, by the PCC in connection with the discharge of the PCC's functions
- (ii) make reports or recommendations to the PCC with respect to the discharge of the PCC's functions

2.9 The PCP must publish any reports or recommendations made by it to the PCC and must determine the manner in which such reports or recommendations are to be published.

2.10 The PCP must send copies of any reports or recommendations it makes to the PCC, to each local authority in the Humberside area.

- 2.11 The PCP must fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities given to the PCP by the Act.
- 2.12 The PCP must appoint an acting PCC in the circumstances set out in the Act.
- 2.13 The PCP may not exercise any functions other than those conferred by the Act.

3. Operating Arrangements

- 3.1 The PCP is a joint committee of the local authorities in the Humberside area.
- 3.2 North Lincolnshire Council shall be the lead authority in establishing and maintaining the PCP and shall secure the administrative and secretarial support necessary to enable the PCP to fulfil its functions, with all the Humberside authorities, providing professional support, where appropriate.
- 3.3 The PCP shall consist of a minimum of ten councillors and two co-opted independent members. The membership of the PCP can be increased up to a maximum size of twenty by co-opting up to 8 additional councillors, but any proposal by the PCP to increase above the initial membership of twelve would be subject to the approval of the Home Secretary.
- 3.4 The local authorities will co-operate to provide the PCP with additional officer support for research, training and development, or where particular expertise would assist the PCP.
- 3.5 The local authorities will co-operate to ensure that the role of the PCP is promoted internally and externally and that members and officers involved in the work of the PCP are given support and guidance in relation to the PCP's functions.
- 3.6 The PCP must have regard to the Policing Protocol issued by the Home Secretary, which sets out the ways in which the Home Secretary, the PCC, the Chief Constable and the PCP should exercise, or refrain from exercising functions so as to encourage, maintain or improve working relationships and limit or prevent the overlapping or conflicting exercise of functions.

4. Financial Arrangements

- 4.1 The funding provided by the Home Office to support the work of the PCP will be received by North Lincolnshire Council as lead authority. The PCP will seek to operate within the limit of the Home Office funding. Any additional expenditure by the PCP above the funding provided by the Home Office will require the prior agreement of all the constituent local authorities and, if approved, will be divided between the local authorities.

- 4.2 The Home Office funding includes a specified sum per member per annum to cover their expenses. Each local authority will pay the expenses of its own representatives and seek re-imbursement from the host authority at the end of each financial year, up to a maximum of the specified sum. The host authority will arrange the payment of the expenses of the independent co-optees.

5. Membership – Appointed Members

- 5.1 All councillors within the Humberside area are eligible to be members of the PCP.
- 5.2 Appointment of elected members to the PCP shall be made by each local authority at its annual general meeting, or as soon as possible thereafter, in accordance with its procedures. Appointments shall be made with a view to ensuring that the “balanced appointment objective” is met so far as is reasonably practicable. The balanced appointment objective is the objective that the local authority members of a PCP (when taken together):
- (i) represent all parts of the Police area
 - (ii) represent the political make-up of the relevant authorities (when taken together)
 - (iii) have the skills, knowledge and experience necessary for the PCP to discharge its functions effectively
- 5.3 Each of the four local authorities will agree their own members for the PCP. Terms of office will be to the next annual general meeting of the respective councils.
- 5.4 The PCP shall review at its AGM whether or not the balanced appointment objective is being met and if it concludes that it is not, the PCP shall determine what action is needed to meet the objective.
- 5.5 All members of the PCP may vote in proceedings of the PCP.
- 5.6 Each local authority may appoint a named member to be a substitute for its representative(s) on the PCP. Notice of a substitution must be given by the relevant PCP member to the PCP Secretariat, before the start of the meeting concerned. The named substitute must be a member of the same council and same political group as the PCP member being substituted. Appointed representatives should use the substitution facility only on rare occasions, in recognition of the importance of building up knowledge and expertise so that the PCP can operate effectively.

6. Membership – Independent Members

- 6.1 The PCP shall co-opt two independent members onto the PCP. The appointments will be for a term of four years. There shall be no restriction on the overall time period that an independent member may serve on the PCP.
- 6.2 The following may not be co-opted members of the PCP:
- (i) the PCC for the Police area
 - (ii) a member of staff of the PCC for the area
 - (iii) a member of the civilian staff of the Police force for the area
 - (iv) a Member of Parliament
 - (v) a Member of the National Assembly for Wales
 - (vi) a Member of the Scottish Parliament
 - (vii) a Member of the European Parliament
- 6.3 The recruitment process for co-opting independent members should include a reasonable period of open and public advertising for the positions. The closing date for the receipt of applications should be at least two weeks from the date the advertisement is first placed. The PCP shall also invite relevant organisations, as it considers appropriate, to nominate candidates for consideration as part of the recruitment process.
- 6.4 The recruitment process will be carried out in accordance with the following principles:
- (i) Appointments will be made on merit of candidates whose skills, experience and qualities are considered best to secure the effective functioning of the PCP
 - (ii) The selection process will be fair, objective and impartial and consistently applied to all candidates who will be assessed against the same pre-determined criteria
 - (iii) The selection process will be conducted transparently with information about the requirements for the appointments and the process being publicly advertised and made available
- 6.5 Information packs shall be prepared and sent to those requesting them. The PCP shall appoint a selection panel to consider applications and interview candidates.
- 6.6 Following the interviews, the selection panel will make recommendations to the PCP about the appointment of the independent members and the PCP will make a decision as to which candidates to co-opt. In order to be co-opted, each candidate shall require the support of a majority of the appointed members of the PCP present at the meeting at which the decision is made. Independent member co-options shall be subject to annual endorsement at the PCP's AGM. If a majority of appointed members present at the AGM

vote against endorsing an independent member's co-option, the independent member's co-option shall be terminated.

7. Casual Vacancies

- 7.1 A vacancy on a PCP arises when a local authority or independent member resigns from the membership of the PCP, or is removed from the post by their local authority or, in the case of the independent members, is removed from their post by the PCP.
- 7.2 Each council will fill vacancies for elected members in accordance with the arrangements in its constitution. Vacancies for independent members will be filled in accordance with the selection process outlined in section 6 of this document.

8. Resignation of Appointed Members

Appointed members of the PCP who wish to resign shall do so by notifying in writing, the PCP Secretariat and the appropriate officer in their local authority.

9. Resignation of Independent Members

Independent members of the PCP who wish to do so shall resign by notifying in writing the PCP Secretariat.

10. Removal of Appointed Members

Each local authority shall have the right to change its appointed member at any time and shall give notice to the PCP Secretariat, but must ensure that the change does not affect the political balance requirement.

11. Removal of Independent Members

Other than at the PCP's AGM, an independent member may only be removed from office if an appointed member has given notice to the PCP Secretariat at least ten working days prior to an ordinary meeting of the PCP, of his or her intention to propose a motion that an independent member's co-option be terminated. At the subsequent meeting, termination will only be confirmed if at least two-thirds of the persons who are members of the PCP at the time when the decision is made vote in favour of termination.

12. Non-attendance by Panel Member(s)

- 12.1 Where a councillor member fails, throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the Panel then the host authority shall recommend to the relevant council that due consideration be given to removing the member from the appointment to the Panel and the appointment of a replacement member from that council.

- 12.2 Where an independent member fails, throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the Panel then the Panel may terminate his or her appointment and shall immediately take steps to co-opt a replacement independent member.

13. Amendments to Panel Arrangements

- 13.1 Changes to the Panel Arrangements can only be made with the collective approval of all the local authorities in the Humberside area. The PCP may propose amendments to the Panel Arrangements and any such proposals will be referred to the local authorities and will only be implemented if they are approved by all the local authorities.

- 13.2 The only exception to the requirement for the approval of the local authorities is if the PCP wishes to increase the number of co-opted members. The PCP may resolve that that the PCP is to have the number of co-opted members specified in the resolution, provided that the total membership of the PCP, including that number of co-opted members, would not exceed twenty. Any such resolution must be referred to the Home Secretary and will only be implemented if the Home Secretary gives approval.

14. Interpretation

The conduct of the PCP and the content of these Panel Arrangements shall be subject to the legislative provisions in the Police Reform and Social Responsibility Act 2011 and any regulations made in accordance with that Act and in the event of any conflict between the Act or regulations and these Panel Arrangements, the requirements of the legislation will prevail.

15. Promotion of the Panel

- 15.1 The Panel Arrangements shall be promoted by:
- (i) The issuing of press releases about the Panel and its work
 - (ii) The local authorities will include information about the PCP on their websites
- 15.2 Support and guidance shall be provided to executive and non-executive members and officers of the local authorities in relation to the functions of the PCP as follows:
- (i) by the provision of briefing sessions for members and relevant officers of the authorities, as appropriate
 - (ii) by the provision of written briefing notes for members and relevant officers of the authorities, as appropriate