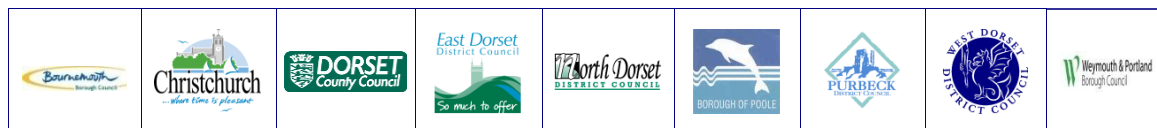


Agenda item:

# Dorset Police and Crime Panel



Date of Meeting	1 February 2018
PCP Lead Member Officer	Mike Short – Chairman of the PCP Chief Executive - Dorset County Council
Subject of Report	<b>PCP Business Arrangements</b>
Executive Summary	<p>At the recent Police and Crime Panel (PCP) training session actions were identified that are aimed at improving the business arrangements of the Panel.</p> <p>These include the following actions:</p> <ul style="list-style-type: none"> <li>i) To include a provision for ‘Substitutes’ to be appointed to deputise as necessary on the PCP.</li> <li>ii) To consider adjustments to the timing of the Panels formal schedule of meetings.</li> <li>iii) To amend the timing of the election of the Panels Chairman &amp; Vice Chairman.</li> </ul> <p>These proposals feature in the PCP Improvement Action Plan report, which is included elsewhere on the agenda for this meeting. These proposed changes are briefly referenced as part of key action 5, ‘<i>Further refinement of the Panels ‘Modus Operandi’.</i></p>
Impact Assessment:	<i>Equalities Impact Assessment:</i> There are not considered to be any issues associated with this report.
	<i>Use of Evidence:</i> The proposals are based upon summary notes which captured the key outcomes from the training session.

	<p><i>Budget:</i> There are not considered to be any additional costs associated with the proposals.</p> <p><i>Risk Assessment:</i> Having considered the risks associated with this decision (<i>using the County Council's approved risk management methodology</i>), the level of risk has been identified as:</p> <p>Current Risk: MEDIUM Residual Risk: LOW Other Implications: None</p>
Recommendation	<p>That the Police and Crime Panel endorses and approves:</p> <p>i) The proposed changes to the business arrangements of the Panel and which aim to improve its efficiency and effectiveness.</p>
Reason for Recommendation	To support and develop the effectiveness of the Police and Crime Panel.
Appendices	None
Background Papers	PCP Improvement Action Plan
Report Originator and Contact	<p>Mike Short MBE Chairman of the Police and Crime Panel</p> <p>Mark Taylor Group Manager – Governance &amp; Assurance Tel: 01305 224982 Email: <a href="mailto:m.taylor@dorsetcc.gov.uk">m.taylor@dorsetcc.gov.uk</a></p>

## 1. Introduction

- 1.1 The Police and Crime Panel remain committed to continuous improvement and, where necessary, will look to make changes which seek to improve the business arrangements of the Panel.
- 1.2 Areas identified for improvement are contained in the 'PCP Improvement Action Plan', which is included elsewhere on the agenda for this meeting.
- 1.3 Certain proposed changes, which have previously been identified and discussed by the Panel, were revisited at the recent PCP Training session held on 8<sup>th</sup> December 2017. These proposals, which are summarised below, have now been brought to a formal meeting of the Panel for endorsement / approval.
- 1.4 These proposals are aimed at helping to ensure that the Panel can discharge its statutory duties in both supporting and scrutinising the Police and Crime Commissioner.

## 2. Proposed Changes

2.1 The PCP Improvement Action Plan summarises proposed key actions for the Panel against 5 headings. The proposed changes contained in this report relate to Action 5 – Further Refinement of the Panels *'Modus Operandi'*.

2.2 The proposed changes are summarised as follows:

**i) To include the provision of 'Substitutes' to be appointed to deputise as necessary on the PCP.**

The PCP's current membership is made of a Panel of 17. This meets the legislative requirements, as set out in the Police and Social Reform Act 2011, satisfying the local authority representation and political balance requirements, as well as the appointment of 2 independent members.

Previous discussion in the Panel has indicated a desire for a 'substitute member' to be formally appointed to act as a deputy in circumstances where the substantive member is unable to attend. This change seeks to preserve the appropriate level of democratic representation at Panel meetings.

If approved, for this change to work, direct responsibility for delegation would be placed on the substantive panel member to:

- Provide notification of their non-attendance direct to the Chair and Panel Secretary by e mail.
- Contact their nominated 'substitute' to adequately brief them, prior to the meeting, to ensure that the substitute is fully informed so that their involvement can be meaningful and of benefit to the residents of Dorset.

**ii) To consider adjustments to the timing of the Panels formal schedule of meetings.**

The current cycle of Panel meetings has been in place since the inception of the PCP. It has been suggested that some revision to the existing schedule would better correlate the timing of the Panels meetings with its oversight and scrutiny responsibilities in respect of the Police and Crime Plan quarterly monitoring reports.

Therefore, except for the Precept Meeting, which must remain as currently scheduled to ensure statutory requirements are met, it is proposed that the further meetings of the Panel are arranged equidistant across the year. This would result in a meeting schedule as follows:

Quarter One (1 <sup>st</sup> Jan to 31 <sup>st</sup> March)	–	Mid-April
Quarter Two (1 <sup>st</sup> April to 30 <sup>th</sup> June)	–	Mid-July
Quarter Three (1 <sup>st</sup> July to 30 <sup>th</sup> Sept)	–	Mid-October
Precept / Quarter Four (1 <sup>st</sup> Oct to 31 <sup>st</sup> Dec)*	–	Start of February

(Note: \* The Precept meeting will take place as the sole item in the morning, with other business being scheduled in the afternoon)

In addition, and in line with current arrangements, if necessary the Panel reserves the option to add extra meetings to consider any items of 'urgent business' (e.g. *Chief Constable, Senior Officer appointments etc.*)

The Panel will also continue to hold its informal 'PCP Briefing & Training Sessions' to provide additional support and development time.

**iii) To amend the timing of the election of the Panels Chairman & Vice Chairman.**

Since its inception the election of the PCP Chairman & Vice Chairman has taken place at the Panel's June meeting. This is generally the tradition within local authority settings to reflect the council election cycle which is held in May.

However, as the local elections are only generally held on a four-year cycle, it has been suggested that the Panel consider holding the elections for its Chair/Vice-Chair at the end of the precept meeting in early February to appoint 'designate' roles who will then formally take over at the Panels next meeting (e.g. in April).

It is considered that this revised arrangement would allow for additional certainty. It will also allow a period of transition, providing an opportunity for the incoming Chair/Vice-Chair to:

- Shadow the outgoing Chair/Vice Chair.
- Be formally briefed on the relevant issues by the:
  - Outgoing Chair PCP.
  - OPCC.
- Shape and agree the Panel's agenda and business activity for the forthcoming year.
- Be fully prepared for the Chair's/Vice Chair's initial PCP meeting.

### **3. Conclusion**

3.1 The Police and Crime Panel are invited to consider the proposed changes and give their endorsement / approval to adopting these for implementation with immediate effect.

3.2 These changes are an important element of the Panels commitment in seeking to improve the efficiency, effectiveness and impact of the work of the Panel going forwards.

Mike Short MBE  
Chairman of the Police and Crime Panel

Jonathan Mair  
Clerk to the Police and Crime Panel

February 2018