

## Report to the Thames Valley Police & Crime Panel

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**Title:** Review of Panel Rules of Procedure, Panel Membership and Budget

**Date:** 17 June 2016

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Panel



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### **Background**

1. The Panel operates in accordance with specifications outlined in Rules of Procedure and Panel Arrangements documents (link below). The Rules of Procedure were originally agreed by the Panel at its 19 July 2012 meeting and subsequently reviewed and agreed at the Panel's AGM on 12 July 2013.

<http://www.southbucks.gov.uk/article/5240/Thames-Valley-Police-and-Crime-Panel>

### **Annual Review of the Panel Rules of Procedure**

2. The Panel Rules of Procedure stipulate that:

[1.3] *The Rules shall be reviewed annually at the Panel's Annual meeting ...*

[1.4] *The Rules shall not be amended unless written notification of the amendment/s required are received by the Panel Secretariat not less than fifteen working days prior to the Panel meeting ...*

3. No amendments have been received by the Panel Secretariat. However, Panel Members may wish to note that the Panel Secretariat will continue to hold meetings in Aylesbury as a central point for the Thames Valley but may look at alternative venues in the Aylesbury area. One of the areas that had been raised at previous meetings is the use of substitutes but Members have previously agreed that the Panel should not have substitutes because of continuity of Membership and knowledge. With the recent changes in membership there have been informal approaches from Council officers about the use of deputies to ensure their Council has attendance at the Panel meeting. However, it was agreed that Deputies could be appointed from within the Panel Membership to attend the Sub-Committee's and Task and Finish Group.

### **Consideration of Draft Panel Budget**

4. The Panel Arrangements document states:

[5.1] *An annual draft budget for the operation of the Panel shall be drawn up each year by the Host Authority and approved by the Panel.*

5. There has been no change to the Home Office Grant allocation for the Panel which is £64,340. The grant payment was consolidated into one single payment last year, with no ring-fencing for administration, expenses or translation costs to provide Panel's with increased flexibility over how to spend their grants. There is a transparency requirement that the Panel (via the Host Authority website) must publish as a minimum, details of all the expenditure including panel administration costs, translation costs and individual Panel Member claims for expenses. The Panel agreed that any allowances or expenses which may be made to elected Members arising out of the Panel Membership shall be determined and borne by the appointing Authorities for each Panel Member individually. Therefore, the only expenses that have been reimbursed are for the Co-opted Members which is £188.00. There have been no translation costs.
6. The grant returned to the Host Authority for 2015 was £34,444 for Buckinghamshire County Council for April to November and £29895 for South Bucks for November to March for services as outlined below. The full grant was claimed from the Home Office.
7. The budget will be managed by the Host Authority, which was South Bucks District Council from November 2015 (the Host Authority will normally be the same Authority as the Member representative who is Chairman).
8. The Host Authority will need to decide how to allocate the budget accordingly covering the following costs:-
  - Scrutiny, policy, management, communications, legal and democratic services support for the Panel, its Sub-Committees and Task and Finish Groups
  - Administrative costs such as venue hire, catering and webcasting
  - General expenses for travel and subsistence and training

Description	Amount
Cost of Frontline Consulting training, Regional Network and National Panel Conference	2900.00
Hosting meetings (including cost of venues) (approx.)	5000.00
Panel Administration, Support overheads and costs arising during the year e.g Scrutiny Officer salary costs and management time, conferences, expenses, Monitoring Officer role for PCP, ICT costs, office accommodation etc)	56,440.00
Total grant	64,340.00

### **Changes in Membership**

9. The following changes in Membership have been reported:-  
 Cllr Tony Ilott has replaced Cllr George Reynolds from Cherwell District Council,  
 Cllr Sandy Lovatt has replaced Cllr Chris McCarthy from the Vale of White Horse District Council.  
 Cllr Barrie Patman has replaced Cllr Bob Pitts from Wokingham Borough Council  
 Cllr Derek Sharpe has replaced Cllr Jesse Grey from Royal Borough of Windsor and Maidenhead.

## **RECOMMENDATION**

**It is recommended that the Panel:-**

- i) Approve the budget set out above.**
- ii) Confirm that the Preventing Child Sexual Exploitation Sub-Committee, Complaints Handling Sub Committee and Budget Task and Finish Group should continue with no changes to their terms of reference for the following year (subject to any legislative changes) and agree their membership.**