

Report to the Thames Valley Police & Crime Panel

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

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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.

Areas that have been previously discussed and may want to be revisited are:-

- Location of meetings - Panel Members agreed that they should continue to hold meetings in Aylesbury as a central point for the Thames Valley but noted the comments previously made by Oxford City Council that they should rotate around the Thames Valley to increase public engagement.
- Use of substitutes - Members have previously agreed that the Panel should not have substitutes because of continuity of Membership and knowledge. Previously 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, 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. There have been no translation costs.

6. The grant returned to the Host Authority for 2016 should be £64,340 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, National Panel Conference and Cyber Crime	3,300.00
Hosting meetings	3,210.00
Panel Administration, support overheads and costs arising during the year e.g scrutiny officer salary costs and management time, expenses (includes Member expenses £129.60) Monitoring Officer role for PCP, ICT costs, office accommodation etc)	57,830.00
Total grant	64,340.00

Changes in Membership

9. The following changes in Membership have been reported:-

Cllr Emma Webster has replaced Cllr Quentin Webb from West Berkshire District Council,
Cllr Tom Hayes has replaced Cllr Dee Sinclair from Oxford City Council
Cllr Barry Wood had replaced Cllr Tony Ilott from Cherwell District Council
Councillor Arvind Dhaliwal has replaced Cllr Paul Sohal from Slough Borough Council
Councillor Bill Bendyshe Brown has replaced Cllr Patricia Birchley from Buckinghamshire County Council

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, Budget Task and Finish Group and Plan Task and Finish Group (if required) should continue with no changes to their terms of reference for the following year (subject to any legislative changes) and agree their membership.

Membership for 2016

CSE Sub (7)

Iain McCracken
Kieron Mallon
Julia Adey
Margaret Burke
Dee Sinclair (no longer a Panel Member)
Julia Girling

Deputies

Ian White
Angela Macpherson
Curtis James Marshall

Complaints Sub (7)

Emily Culverhouse
Curtis James Marshall
Julia Adey
Kieron Mallon
Chris McCarthy
Quentin Webb (no longer a Panel Member)
Ian White

Budget Task and Finish (5)

Iain McCracken
Patricia Birchley (no longer a Panel Member)
Margaret Burke
Tony Page
Ian White

Plan Task and Finish (5) (probably not required for the forthcoming year)

Quentin Webb (no longer a Panel Member)
Julia Adey
Trevor Egleton
Barrie Patman
Tony Page