

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 11 July 2014 <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:-

4. LOCATION OF MEETINGS

The Panel when it was first set up held meetings around the Thames Valley, based on a rota. This Panel has previously agreed, that to ensure the maximum attendance of the membership of the Panel, meetings of the Panel be held in Aylesbury, which is the best suited location in terms of accessibility for the 18 Members of the Thames Valley Region.

Members have recently asked that consideration be given to the future venues for the meetings for this forthcoming Municipal Year. Thames Valley, covering Berkshire, Buckinghamshire and Oxfordshire is a very large area, with public transport provision varied across the region. The venue at Aylesbury Vale District Council has been the preferred location

for meetings because it is reasonably central in the region, served by a good motorway network and a railway station.

The main advantages of holding meetings at Aylesbury Vale District Council is free on site car parking and that for most of the Thames Valley, the venue is reasonably accessible for attendees.

At the Panel meeting held in June 2018 a decision was made to webcast a future meeting and Reading Borough Council's Offices was chosen as a venue, based on the reasonable cost of hiring and webcasting from the venue (£400). Unfortunately due to adverse weather conditions, the meeting had to be cancelled.

For this Municipal Year the following meetings of the Panel are scheduled to take place and a decision is required on the venue (s) of these and whether these meetings are to be webcast:

6 September 2019

22 November 2019

31 January 2020

March 2020 (Date to be confirmed)

5. WEBCASTING/RECORDING OF MEETINGS

As previously reported to the Panel, a survey has been previously carried out by the support officer to the Bedfordshire Police and Crime Panel who contacted the 40 Police and Crime Panels to ascertain the level of broadcasting of Police and Crime Panels. From the findings, 24 Panels (60%) do not publish any audio or video recordings of their Panel meetings. 10 Panels regularly and 3 Panels occasionally (32.5%) in total video their meetings, and with the exception, simultaneously broadcast the video over the internet. The cost of this is can around £1,000, per Panel meeting, and that video broadcasting is only used where that facility is already available at the local authority premises. The cost is sometimes borne by the Authority and broadcasting is carried out by a professional company using multiple cameras. One Panel records its meetings on a single video camera operated by the Officer present. This is not broadcast live but is uploaded to the internet after the meeting. Of the 3 Panels which video broadcast occasionally, this is due to the Panel meeting in various locations, not all of which have video broadcasting facilities.

3 Panels (7.5%) audio record their meetings and publish the recording on their website after the meeting. One of these Panels also broadcasts the audio during the meeting. Therefore, the use of audio or video recording appears to be determined exclusively by the facilities available to the Panel at the premises where the Panel meets.

The Olympic Room, at Aylesbury Vale District Council does not have facilities to enable the broadcasting and filming of meetings. However, the Oculus meeting room at Aylesbury Vale does have broadcasting and filming availability. The costs for this service would be around £1,000, per meeting and would involve a set up cost of hosting broadcasting on the Panel's website, the cost of hiring a technician to record proceedings, together with the cost of hiring the Oculus.

The Panel is asked to give consideration to the information provided and come to a decision about the location of future meetings and the feasibility of webcasting/recording proceedings of meetings.

6. CONSIDERATION OF DRAFT PANEL BUDGET

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.

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. 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.

The grant returned to the Host Authority for 2019 should be **£64,340** for services as outlined below. The full grant was claimed from the Home Office.

The budget will be managed by the Host Authority, which has been South Bucks District Council from November 2015 (the Host Authority will normally be the same Authority as the Member representative who is Chairman).

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	3,000.00
Hosting meetings	3,510.00
Panel Administration, support overheads and costs arising during the year e.g scrutiny officer salary costs and management time, expenses (includes Member expenses approximately £150) Monitoring Officer role for PCP, ICT costs, office accommodation etc)	57,830.00
Total grant	64,340.00

7. CHANGES IN MEMBERSHIP

The following changes in Membership have been reported:-

Cllr John Harrison has replaced Cllr Iain McCracken from Bracknell Forest Council,
Cllr Jonathan Waters has replaced Cllr Emily Culverhouse from Chiltern District Council
Cllr Nigel Chapman has replaced Cllr Tom Hayes from Oxford City Council
Cllr Mohammed Nazir has replaced Cllr Pavitar Mann from Slough Borough Council
Cllr David Rouane has replaced Cllr Alan Thompson from South Oxfordshire District Council
Cllr Neil Fawcett has replaced Cllr Eric Batts from Vale of White Horse District Council
Cllr Howard Woollaston has replaced Cllr Emma Webster from West Berkshire Council
Cllr Steve Good has replaced Cllr Norman MacRae from West Oxfordshire District Council
Mr Phillip Morrice (Independent Member) has replaced Ms Julia Girling (Independent Member)
Vacancy (Royal Borough of Windsor and Maidenhead have not yet made an appointment)

RECOMMENDATION

It is recommended that the Panel:-

- i) Discuss and consider the options on the meeting venues for future Panel meetings and make a decision on webcasting/recording of future Panel meetings.**
- ii) Approve the budget set out above.**
- iii) Consider the memberships of the Panel's Complaints Handling Sub Committee and Budget Task and Finish Group and to confirm the appointment of the Members detailed below and appoint Members to vacancies as required.**
- iv) That the following established Sub-Committees/Task Groups be agreed with no changes to their terms of reference for the following year (subject to any legislative changes).**
- v) Note the disbanding of the Preventing Child Sexual Exploitation Sub-Committee as discussed earlier in the agenda.**

Membership for 2018

Preventing CSE Sub-Committee (7) – Cllr Emma Webster*, Cllr Iain McCracken*, Cllr Kieron Mallon, Cllr Andrew McHugh, Cllr Sophie James and Julia Girling*. (1 vacancy)

Deputies – Curtis James Marshall and 1 vacancy

Complaints Sub-Committee (7) – Cllr Emily Culverhouse*, Cllr Kieron Mallon, Cllr Bill Bendyshe-Brown, Cllr Eric Batts*, Cllr David Carroll and Curtis James Marshall.

Budget Task and Finish Group (5) – Cllr Eric Batts*, Cllr Bradburn, Cllr Iain McCracken*, Cllr Barrie Patman. (1 Vacancy)

*** Denotes no longer a Member of the Police and Crime Panel**