

Report to the Thames Valley Police & Crime Panel

Title: Review of Panel Rules of Procedure, Complaints Procedure, Panel Membership and appointment to Sub-Committee and Task Group

Date: 23 June 2023

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BACKGROUND

For the first meeting of the Municipal Year, the Police and Crime Panel reviews its Rules of Procedure and Panel Arrangements. Consideration of the Rules of Procedure and Panel Arrangements also reminds Panel Members, particularly new Members of the role and functions of the Panel.

Appointments are required to the Panel's Complaints Sub-Committee, its Budget Task and Finish Group and other Task and Finish Groups if established.

RECOMMENDATIONS:

- 1) That the Rules of Procedure and Panel Arrangements for the Thames Valley Police and Crime Panel be approved (as attached in Appendix 1 and 2).
- 2) That, subject to the appointment of the Chair of the Panel, consideration be given to the Host Authority for the Panel 2023/24. (See para. 2).
- 3) That the Panel reconfirms the decision that future meetings take place at Buckinghamshire Council's Gateway House in Aylesbury (See para. 3) .
- 4) That the Panel makes appointments to the Panel's Complaints Sub Committee (7 Members) and Budget Task and Finish Group (5 Members) (para. 4 previous memberships).
- 5) That the established Complaints Sub-Committee and Budget Task and Finish Group be agreed with no changes to their terms of reference for the following year (subject to any legislative changes) (Appendix 3 Complaints Procedure).
- 6) That details of the Home Office Grant received by the Host Authority for 2022/23 be noted. (See para. 5).

1. Rules of Procedure and Panel Arrangements

The Panel operates in accordance with specifications outlined in Rules of Procedure and Panel Arrangements documents (Appendices 1 and 2). The Rules of Procedure and Panel Arrangements are agreed on an annual basis, at the Panel's Annual meeting.

2. Host Authority for the Panel

Subject to the appointment of a new Chair for the Panel, a decision has to be taken on the Hosting arrangements for the Panel. From the Panel Arrangements:

"4.0 Host Authority

4.1 The Panel shall agree a Host Authority for the Secretariat for the Panel, which shall provide such scrutiny, legal, financial, administrative and other support as is reasonably required to enable the Panel to undertake its functions within the resources agreed by the Panel.

4.2 In accordance with the Panel's agreement made at the meeting held on 22 November 2022, Buckinghamshire Council shall act as the Host Authority from 1 April 2023. Approval was given to Buckinghamshire Council's request that the hosting arrangements be for a 3-year period from 1 April 2023 to 31 March 2026 however, it was acknowledged that this could be reviewed should the Chairmanship of the Panel change, and his/her local authority should wish to take on the responsibility of being the Host Authority for the Panel.

This arrangement be in place until such time as either:

a) The Panel resolves at its annual meeting (held in June of each year) that another Authority should carry out this function, provided that such other Authority agrees. In which case, the function will be transferred six months after the Panel decision unless a shorter period is agreed between the existing Host Authority and the new Host Authority; or

b) The existing Host Authority serves notice that it no longer wishes to be the Host Authority and this function is transferred to another Authority in which case, a six month notice period will apply, unless a shorter period is agreed between the existing Host Authority and the new Host Authority; or

c) In the event that no Authority comes forward to act as Host Authority the home Council of the current Chairman of the Panel shall be expected to be the Host Authority.

4.3 The staff employed to support the Panel will be employed by the Host Authority. Should the Host Authority change the TUPE legislation which is in force at the time shall apply as necessary."

3 Venue for meetings of the Panel

An area of discussion in previous years has been the location for meetings of the Police and Crime Panel. 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 Members of the Thames Valley Region. This decision was reaffirmed at the meeting in November 2022.

Members need to make a decision on whether they want to continue to meet at Buckinghamshire Council's Gateway House, Aylesbury.

4. Appointments to Complaints Sub-Committee and Budget Task and Finish Group

Consideration is needed to the appointments to the Panel's Sub-Committee and Task and Finish Group

Membership 2022/23

Complaints Sub-Committee – (Councillor Balvinder Bains (Slough Borough Council) *, Councillor Peter Brazier (Co-Opted Member – Buckinghamshire Council), Councillor David Cannon (Royal Borough of Windsor and Maidenhead)*, Councillor David Carroll (Buckinghamshire Council), Councillor Emily Culverhouse (Co-Opted Member – Buckinghamshire Council), Councillor Karen Rowland (Reading Borough Council) and Councillor Richard Webber (Oxfordshire County Council)).

Budget Task and Finish Group – (Councillor John Harrison (Bracknell Forest Council) *, Councillor Geoff Saul (West Oxfordshire District Council), Councillor Keith McLean (Milton Keynes Council), Councillor Eddie Reeves (Cherwell District Council)* and Councillor Simon Rouse (Co-Opted Members, Buckinghamshire Council).

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

5. Home Office Grant for the Panel 2022/23

The Home Office Grant allocation for the Panel in 2022/23 was £71,700, of which Oxfordshire County Council as Host Authority claimed £62,433 (outturn forecast submitted 3 March 2023) for 2022/23.

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.

The Host Authority decides 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

The £62,433 comprises of the following:

Panel Administration, support overheads and costs arising during the year e.g scrutiny officer salary costs and management time, Independent Member expenses, Monitoring Officer role for PCP, ICT costs, office accommodation, venue hire and webcasting for Panel meetings, refreshment costs for Panel meetings, mileage and public transport costs, supplies and services (includes fees for Frontline Consultants, attendance at Annual PCP Conference, membership of PCP Regional bodies).