

Cheshire Police and Crime Panel

Procedure for Public Speaking

1. A period of up to 15 minutes is made available for questions or statements submitted by members of the public. At the Chair's discretion the period made available for questions and statements may be extended, but no one may speak for more than 5 minutes.
2. The Police and Crime Panel is a scrutiny body and exists to scrutinise the Police and Crime Commissioner and therefore questions or statements must relate to the role and statutory function of the Panel. The Panel's Terms of Reference are:
 - (i) To review and make a report or recommendation on the draft police and crime plan, or draft variation, given to the Panel by the Police and Crime Commissioner (the PCC).
 - (ii) To review the annual report of the PCC, and to put questions about the annual report to the PCC at a public meeting and make a report or recommendation upon it.
 - (iii) To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments made by the PCC.
 - (iv) To review and make a report on the proposed appointment of the Chief Constable.
 - (v) To review and make a report and recommendation (as necessary) on the proposed precept.
 - (vi) To review or scrutinise decisions made, or other action taken, by the PCC in connection with the discharge of the PCC's functions.
 - (vii) To make reports or recommendations to the PCC with respect to the discharge of the PCC's functions.
 - (viii) To support the effective exercise of the functions of the PCC.
 - (ix) To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the Panel by the Police Reform and Social Responsibility Act 2011.
 - (x) To appoint an Acting PCC where this becomes necessary.

- (xi) To suspend the PCC if it appears to the Panel that the PCC has been charged in the United Kingdom with an offence which carries a maximum term of imprisonment exceeding two years.
3. In order that an appropriate answer to the questions can be given, the deadline for indicating a wish to speak or for submission of questions is 5 clear working days before a meeting of the Panel.
 4. In response to questions or statements the Panel may choose to agree to either provide an agreed verbal response, that will be minuted or to provide a written reply to questioners chosen address.
 5. Those wishing to ask a question or make a statement should register should email **[add address]** or send the question or statement by post to:

Cheshire Police and Crime Panel
c/o Democratic Services and Governance
Cheshire East Council
Westfields
Middlewich Road
Sandbach
CW11 1HZ
 6. A list of those speaking or asking questions at a meeting of the Panel will be drawn up by the Panel's Secretariat in order of receipt. Copies of questions and statements will be circulated to all Panel members in advance of the meeting and will be made available to the public attending the meeting. Copies will also be available on the Police and Crime Panel's page of the Cheshire East Council website.
 7. Nobody may submit more than one question or make more than one statement at the same meeting, but a supplementary question, related to the subject raised in the question /statement, will be permitted for clarification at the discretion of the Chair.
 8. Those speaking or asking questions will not be permitted to address any issue that is the subject of a current or proposed complaint by them against the Police and Crime Commissioner. They are also advised that reference to an issue that could become the subject of a future complaint by them could prejudice the Panel's consideration of that complaint.
 9. The Panel will not accept a question or statement if:
 - (i) There is insufficient detail to enable a proper response to be provided.
 - (ii) It is not about a matter for which the Police and Crime Panel has responsibility.

- (iii) It is potentially defamatory, frivolous or offensive against named individuals.
- (iv) It is substantially the same question which has been put at a meeting of the Police and Crime Panel in the last six months.
- (v) It requires the disclosure of confidential or exempt information.