



## Cheshire Police and Crime Panel Agenda

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<b>Date:</b>	<b>Friday, 23rd September, 2016</b>
<b>Time:</b>	<b>10.00 am</b>
<b>Venue:</b>	<b>Wyvern House, The Drummer, Winsford, CW7 1AH</b>

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

#### **1. Apologies**

Members are reminded that, in accordance with governance procedure rule 2.7, Panel Members, or their constituent authority, may nominate substitute members of the Panel in the event that the appointed representative(s) is/are unable to attend the meeting. Advance notice of substitution should be given to the host authority wherever possible. Members are encouraged wherever possible to secure the attendance of a substitute if they are unable to be present.

#### **2. Code of Conduct - Declaration of Interests. Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

#### **3. Public Participation**

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**Contact:** Julie North, Senior Democratic Services Officer  
**Tel:** 01270 686460  
**E-Mail:** [julie.north@cheshireeast.gov.uk](mailto:julie.north@cheshireeast.gov.uk)

To receive questions from members of the public in accordance with governance procedure rule 14. A total period of 15 minutes will be allocated for members of the public to speak at Panel meetings. Each member of the public shall be limited to a period of up to 5 minutes speaking.

Members of the public may speak on any matter relating to the work of the Panel. During public speaking time, members of the public may ask questions of the Panel and the Chairman, in responding to the question, may answer the question, may decline to do so, may agree to reply at a later date or may refer the question to an appropriate person or body.

Questions will be asked and answered without discussion. In order for officers to undertake any background research, members of the public who wish to ask a question at a Panel meeting should submit the question at least a day before the meeting.

Members of the public are able to put questions direct to Cheshire's Police and Crime Panel via social media platform Twitter.

The Cheshire Police and Crime Panels' Twitter account.

4. **Minutes of Previous meeting** (Pages 1 - 12)

To approve the minutes of the meeting held on 17 June 2016.

5. **The Panel's Rules of Procedure** (Pages 13 - 56)

To consider and approve the proposed changes to the Rules of Procedure, as set out in the appendix to the report.

6. **Location of Police and Crime Panel Meetings** (Pages 57 - 60)

To consider a report reviewing the options for where meetings of the Cheshire Police and Crime Panel could be held in future.

7. **Panel Financial Outturn 2015/2016 and proposed Grant allocation 2016/2017** (Pages 61 - 66)

To note the Panel's financial outturn for the 2015/16 financial year and to endorse the Panel's grant allocation for the 2016/17 municipal year.

8. **Scrutiny Items** (Pages 67 - 76)

Police Commissioner Decision Meeting Notices: To receive, note and inform any future scrutiny or work programme items :-

- Notes from the Management Board held on 22 June 2016
- Notes from the Scrutiny Board held on 29 June 2016
- Notes from the Management Board held on 3 August 2016

**11.00am - THE POLICE AND CRIME COMMISSIONER AND REPRESENTATIVES OF HIS OFFICER TEAM WILL BE IN ATTENDANCE FOR THE FOLLOWING PART OF THE MEETING**

9. **Overview and Scrutiny of the Police and Crime Commissioner - Cheshire Police and Crime Commissioner's Annual Report 2015/16** (Pages 77 - 84)

To review the Police and Crime Commissioner's Annual Report for 2015/16 and make any recommendations as deemed necessary.

10. **Overview and Scrutiny of the Police and Crime Commissioner - Questions for the Police and Crime Commissioner**

To provide an opportunity for members of the Panel to submit questions to the Police and Crime Commissioner.

11. **Work Programme** (Pages 85 - 86)

To consider the Work Programme.

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**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Cheshire Police and Crime Panel**  
held on Friday, 17th June, 2016 at Wyvern House, The Drummer, Winsford,  
CW7 1AH

**Present:**

Councillors:-

Cheshire East

Chester West &amp; Chester

Halton

Warrington

Independent Co-optees :-

Officers:-

Also in attendance:-

Councillors: S Edgar J P Findlow  
and H MurrayCouncillors: R Bisset, A Dawson and  
M DelaneyCouncillor: N Plumpton Walsh and D  
Thompson

Councillor B Maher

Mr B Fousert, Mrs S Hardwick and  
Mr E HodgsonMr B Reed, Head of Governance  
and Democratic Services and Mrs J  
North, Senior Democratic Services  
Officer, Cheshire East CouncilDavid Keane, Police and Crime  
Commissioner for Cheshire and  
Stephen Pickup, Head of Planning  
and Scrutiny, Office of the Police  
and Crime Commissioner for  
Cheshire**1 APPOINTMENT OF CHAIRMAN FOR 2016/17 MUNICIPAL YEAR**

Consideration was given to the appointment of Chairman for 2016/17  
Municipal Year.

**DECISION**

That Councillor Howard Murray be appointed as Chairman for 2016/17  
Municipal Year.

**2 APPOINTMENT OF DEPUTY CHAIRMAN FOR 2016/17 MUNICIPAL YEAR**

Consideration was given to the appointment of Deputy Chairman for  
2016/17 Municipal Year.

**DECISION**

That Mr Bob Fousert be appointed as Deputy Chairman for 2016/17 Municipal Year.

### **3 APOLOGIES**

Apologies for absence were received from Councillor Cathy Mitchell.

The Chairman requested that when members of the Panel could not attend a meeting that they appoint a substitute and suggested that they consider appointing a named substitute, preferably with a knowledge of policing issues.

### **4 CODE OF CONDUCT - DECLARATION OF INTERESTS. RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012**

There were no declarations of interest.

### **5 PUBLIC PARTICIPATION**

There were no members of the public present, wishing to use the public speaking facility.

The Chairman reported that, as previously, for future meetings members of the public would be able to submit questions via Twitter. However, this facility had not been available at the meeting and they should submit any questions by e-mail to [julie.north@cheshireeast.gov.uk](mailto:julie.north@cheshireeast.gov.uk)

### **6 CHANGES TO SECRETARIAT AND MEMBERSHIP**

The Chairman reported that because the newly elected Police and Crime Commissioner was to remain as a Councillor in Warrington Borough, Cheshire East Council had taken over the administrative support to the Panel from Warrington Borough Council. He thanked the Warrington officers for their very able and competent support over the past few years. He also thanked those Members who no longer sat on the panel for their contribution to the work of the Panel and made special reference to Cllr Alex Black, from Cheshire West and Chester Council, for his support as Deputy Chairman.

It was agreed that a letter should be sent to the officers and Members concerned, thanking them for their contribution.

### **7 MINUTES OF PREVIOUS MEETING**

#### **DECISION**

Consideration was given to the minutes of the meeting held on 5 February 2016.

With reference to minute CPCP47, Cllr Dawson reported that he had subsequently been provided with the information that he had requested in respect of the partner organisations who part funded PCSOs.

### **DECISION**

That, subject to the addition of Cllr Andrew Dawson's initials in the list of those present, the minutes be agreed as a correct record.

#### **8 PANEL MEMBERSHIP 2016/17**

Consideration was given to a report and appendix setting out the Panel Membership for 2016/17. It was noted that Councillor Alex Black had been replaced Councillor Martyn Delaney as one of Cheshire West and Chester's representatives on the Panel .

### **RESOLVED**

That, subject to the above alteration, the Panel Membership for 2016/17, as set out at Appendix 1 of the report be received and noted.

#### **9 PANEL ARRANGEMENTS: RULES OF PROCEDURE**

Consideration was given to a report relating to the re-adoption of the governance arrangements and Rules of Procedure for the Panel. It was considered good practice for the Panel to review and readopt its governance arrangements and Rules of Procedure annually.

The current document, which was set out at Appendix 1 of the report, had been reviewed and revised from time to time, following comments from Panel Members at previous meetings of the Panel. It was noted that the content and context of the document would be routinely reviewed, monitored and amended as appropriate, in line with legislative changes, changes to local practices and procedures, and best practice advice.

A member of the Panel referred to paras 1.2 and 1.3 of the Procedure Rules, which stated that in the event of the resignation or removal of the Chairman, the replacement Chairman would be drawn from amongst the Councillors sitting on the Panel. This was said to restrict the appointment of the independent members of the Panel as Chairman. It was requested that consideration be given to removing this restriction.

It was suggested that a report, which properly explored this issue and any other anomalies in the Procedure Rules, including remuneration matters, be submitted to the next formal meeting of the Panel, for consideration.

### **DECISION**

1. That the governance arrangements and Rules of Procedure be approved and adopted, so as to have effect until a report was made to the next Panel meeting.
2. That a report be submitted to the next formal meeting of the Panel to consider any changes to the Terms of Reference, governance arrangements and Procedure Rules which may be required.

### **10 LOCATION OF MEETINGS 2016/17**

Consideration was given to a report seeking the Panel's views on the location of its formal meetings for the municipal year 2016/17.

Since its inception, the formal meetings of the Panel had been held at Wyvern House Winsford. The meetings were now hosted and facilitated by Cheshire East Council, with accommodation being provided by Cheshire West and Chester Council.

Wyvern House had previously been chosen as the location for the formal Panel meetings due to its geographical location and ease of access from all parts of Cheshire. A previous report which had considered the location of meetings was appended to the report.

It was suggested that consideration be given to rotating the venue for the Panel meetings around each of the four Boroughs, in order to make meetings more accessible to the public, subject to there being adequate webcasting facilities available at a reasonable cost.

Consideration was also given to the proposed dates for meetings of the Panel for the 2016/17 municipal year. In order to avoid the Purdah period, it was suggested that the meeting date proposed for Friday 21 April 2017 be changed to Friday 24 March 2017.

The meeting dates were agreed as follows:-

- Friday 17 June 2016 (AGM);
- Friday 23 September 2016;
- Friday 18 November 2016;
- Friday 3 February 2017 (Budget and Precept meeting);
- Friday 24 March 2017.

It was also requested that consideration be given to changing the start time of meetings from 10am to either 9am or 9.30am, or that meetings take place in the evening.

### **DECISION**

1. That the meeting dates, as set out above, be agreed.



2. That a report be submitted to the next meeting of the Panel in order to allow consideration of the time and location of meetings, to include any cost implications.

### **11 INFORMAL MEETINGS OF THE PANEL**

Consideration was given to a report seeking the Panel's views in respect of continuing the practice of holding regular informal meetings with the Police and Crime Commissioner, Chief Constable, and other Police staff.

The purpose of the informal meetings had been to have frank, off-the-record discussions with the Commissioner and Chief Constable about various issues.

Panel members had previously indicated that they found such meetings particularly useful in gathering information, so that they could more effectively carry out their role of scrutinising the Commissioner.

The Panel was invited to consider whether it wished to continue holding informal meetings with the new Police and Crime Commissioner, David Keane.

#### **DECISION**

It was agreed that the practice of holding informal meetings with the Police and Crime Commissioner should continue.

### **12 BUDGET**

Consideration was given to a report relating to the Panel's budget for the 2015/16 Municipal Year. The Panel was requested to receive and endorse the budget.

It was noted that the Home Office issued a ring-fenced grant to the host authority to maintain a Police and Crime Panel for the Cheshire Police force area to carry out its functions and responsibilities, as set out in the Police Reform and Social Responsibility Act 2011. The grant for 2015/16 claimed by the previous host authority had been predominantly against staff and team time engaged with supporting the Panel arrangements. The grant claim details were set out in a table within the report.

The allocated grant for 2016/17 was split between £53,300 for administration costs and £11,960 (up to £920) for member expenses. The grant acceptance letter had been sent on 26 April 2016.

In considering the report, the Panel requested that a further report be submitted to the next formal meeting of the Panel, providing details of how it was proposed to spend the £53,300 grant for administration costs, together with further outturn details of the 2015/16 financial year.

#### **DECISION**

That the report be noted and a further report be submitted to the next formal meeting of the Panel, providing details of how it was proposed to spend the £53,300 grant for administration costs, together with further outturn details of the 2015/16 financial year.

### **13 SCRUTINY ITEMS**

The notes of the meetings of the Management Board held on 2 March, 30 March, 12 May, were submitted.

#### **DECISION**

That the notes be received and noted.

(At this point the meeting was adjourned for 10 minutes).

### **14 OVERVIEW AND SCRUTINY OF THE POLICE AND CRIME COMMISSIONER**

Cheshire Police and Crime Commissioner, David Keane and Mr Stephen Pickup were present for the following part of the meeting.

The Chairman suggested that, for future meetings, if members of the Panel had questions and would like a response on the day of the meeting, that they submit the question in advance to the Democratic Services Officers and copy to the Chairman.

The Chairman welcomed the new Cheshire Police and Crime Commissioner, David Keane, to the meeting and Panel members introduced themselves.

The Police and Crime Commissioner thanked the Chairman for his welcome and stated that he hoped to build a strong and effective relationship with the Panel. Since his election, he had visited various locations in the area and had met with a number of partners and stakeholders and had also visited some local policing units. He had met with Police officers and staff, which had provided an opportunity for them to ask questions and for him to get a better understanding of some of the issues in Cheshire.

He referred to the Police and Crime Plan and stated that he intended to take a different approach to previous plans by carrying out a six week consultation before the Plan was produced. The intention was to pull the comments together into a draft Plan, which would then go out to formal consultation in the Autumn to ensure that he had understood concerns and priorities correctly. He considered this approach to be more inclusive and democratic. It was proposed to publish the Plan in the following year and he hoped that the Panel would feed in to the process. He hoped to get as much involvement as possible and would welcome the Panel's questions.

A summary of the questions asked of the Commissioner and a summary of the responses given are set out below:-

1. The Chairman of the Panel asked what had been the Commissioner's three greatest concerns since assuming his post.

Response – The Commissioner responded that there was a big change in perception from being a member of the public to being a candidate and then Commissioner. One saw the reality and the different jobs that the Police had to perform. Seeing the challenges and professionalism and the pressures in terms of resources changed one's perspective. He had been impressed by what he had seen and by the effective partnership with the emergency services in Cheshire and had witnessed the co-ordinated working. He stated that it was difficult to outline three main concerns, but he stated that resources and budgets were difficult to manage and that public expectation was very challenging. One area that he considered could be improved was HMIC reports, for example stop and search, which was one of the areas deemed not to be good and it was clear needed some attention . He had started to look at this area, to see how it could be improved. There were other areas which were deemed not to be good or outstanding and his hope was for Cheshire to be deemed good or outstanding in all areas, in the not too distant future.

2. A member of the Panel referred to the Police performance statistics for 2016 and asked whether the Commissioner would like to highlight anything about them that troubled him.

Response – The Commissioner responded that there were some real successes in the statistics. They did show the total recorded crime as decreasing, compared with the previous year, despite national and regional increases. He was always challenging of the figures and wanted to be assured that the recording was done correctly on a local and national basis. He had some concerns regarding violent and sexual offences, where it had been highlighted that there was an increase. He was concerned in terms of reporting in Cheshire and it might be highlighted from the figures that there had been an increase, but some of this may be due to reporting and recording of historic instances. The figures for violence against a person had increased by 17% in terms of reporting in Cheshire, but he would always compare this with the figure of 26% in the North West and 27% in England and Wales. He would not necessarily see this as a success and any increase was a worry and action needed to be taken.

3. A member of the Panel asked whether the data that the Commissioner had referred to could be published on the Police and Crime Commissioner's website, to enable proper scrutiny of the

Commissioner by the Panel, as the data provided for 2016 had been very limited. He also asked that the Commissioner commit to publishing the data in a timely fashion, going forward.

Response - The Commissioner responded to say that the data came from the Office of National Statistics. He would find out what was the most recent data and ensure that the best and most recent and audited data was published. The year end December 2015 figures were the most up to date, in that they had been audited.

Another member of the Panel referred to the data provided for the Scrutiny meetings, which was very detailed and was available on the website.

The Chairman stated that there had been an agreement that the Panel would receive this data and he asked officers to pursue this matter.

4. A member of the Panel expressed concern as to whether there was a conflict of interest between the Commissioner's position and his role as a Warrington Borough Councillor and asked how he proposed to manage this. Another member of the Panel referred to a recent radio interview where the Commissioner had spoken about retaining his role as a Parish and Borough Councillor.

Response - The Commissioner responded to say that he would declare and had already declared an interest on any issue that may affect Policing. He had always had a very busy public and private life. The role of Police and Crime Commissioner was a full time role, but he would always be happy and proud to represent his community in a separate capacity. He valued the concerns expressed and considered the question to be well meant. He felt that he could balance both roles. However, if a time came when this was not the case he would review the situation at that time. His intention was to serve the relevant community involved.

Another member of the Panel asked to what extent there was a conflict and to what extent Commissioner's efficiency and discharge of his role was impaired. He asked what the limit to how it was affected would be before the Commissioner would take action.

Response - The Commissioner responded that he had not seen his efficiency and effectiveness challenged in any of his roles, so far. He had been in the role of either Parish or Borough Councillor for 17 years and beyond this had full and part time commitments. Several of his private commitments had ceased since he had taken on the role of Commissioner, which he regarded as a full time job.

The Chairman stated that the issue that would concern most people was whether there was potential for a conflict of interest.

5. A member of the Panel referred to the consultation on the Police and Crime Plan and previous comments on the refreshed Plan, where road policing had been a concern. He asked whether the Commissioner would consider the possibility of including five sets of statistics in future, to include statistics for the four different Boroughs, in order to provide more local statistics.

Response - The Commissioner responded that he had been considering this for some time and that he recognised that Cheshire was a diverse area and he agreed with the provision of more local statistics. However, he was not convinced of the best way of doing this.

The Chairman stated that he was not concerned with Council areas, but referred to the eight policing units and he felt that the statistics needed to recognise that Cheshire was a diverse area. A further comment was made that it reflected well that the consultation was being carried out before the Plan was produced and that this issue could be addressed at that point.

6. A member of the Panel referred to the short handover period from the previous Commissioner and asked whether there had been an adequate handover.

Response - The Commissioner responded that he had not met with the previous Commissioner, but that he had had various briefings and informal discussions with staff and Police officers, which had been very useful. He had also visited several departments and met with stakeholders. He considered that positivity was very important and he intended to operate in a very open and honest way.

7. The Chairman mentioned that, in the past, Panel members had been encouraged to observe operations and asked whether this would continue and whether the Commissioner would encourage it.

Response - The Commissioner responded that he was determined to see transparency and that he would always encourage this where it was relevant, but that it must fit in with the realm of what the Panel was appointed to do.

8. A member of the Panel referred to the Commissioner's forward thinking and core vision and asked whether he had a view regarding any future synergies, for example with the Fire and rescue Service.

Response - The Commissioner responded to say that his early briefings left him impressed with the collaboration currently taking place and that he could see public benefit from this. He was not yet at the stage where he was convinced of anything beyond firm

collaboration, but his eyes and ears were always open. He had attended an event where the Home Secretary had spoken on these issues and she seemed very committed to it. In coming to any decision regarding collaboration he would consult with residents, stakeholders and partners.

9. A member of the Panel asked what the Commissioner's views were in respect of the informal Panel meetings. One of the statutory roles was confirmation hearings and he asked whether any confirmation hearings were planned and, if so, what was the timescale.

Response - The Commissioner responded to say that he had no pre-determined views on informal meetings, but would see them as a partnership with the Panel. With regard to confirmation hearings, there was nothing in his calendar that would require one in the near future. He felt that he could be described as "a listening Commissioner" and his approach would be that if any matters required a confirmation hearing he would notify the Panel well in advance.

The Chairman of the Panel asked whether the Commissioner proposed to appoint a Deputy Commissioner.

Response - The Commissioner acknowledged that this would require a confirmation hearing, but to do so was not currently on his radar. He had wanted to stay away from appointing straight away due to the affect on the public purse. He wanted to see the lay of the land first and he felt it would be premature to make a decision now. It was something that was being considered, but he would be happy to take advice and scrutiny, before any such process began. If he did come to a view that he needed a deputy, he had no preconception on this and wanted to assure the Panel that he would appoint through an open and transparent process and advertise the position. He did not see this as a personal or political appointment, but that the best person for the role should be appointed.

The Chairman stated that if the Commissioner was to become indisposed for any reason, it would fall to the Panel to appoint a replacement from his staff.

Response - The Commissioner responded to say that he had every confidence in the Panel to make the appointment.

10. A member of the Panel referred to the good relationship that Halton Borough Council had previously had with the Police when dealing with illegal incursions and moving travellers on to transit sites. He referred to a recent incursion at the site of Runcorn Town Hall and sought reassurance that the Police and not changed their position

and would continue to use their powers, when required and that the well established arrangement with the Council would continue.

Response - The Commissioner responded to say that he recognised the spirit of what was proposed. He asked the Panel to note his inability to get involved in operational issues and hoped that this was the understanding.

The Commissioner was requested to report back that he was fully confident with the policy that the Constabulary was currently using in dealing with travellers. It was agreed that a written response would be provided in respect of this issue.

11. The Chairman of the Panel referred to the Police Constabulary reorganisation, which had taken place several months ago and stated that the Panel had been promised a review in 3 and 6 month's time. This had not happened and the Panel would like to see what the output was. Reference was also made to the PCSO contract, which had been delayed for 12 months. The Panel had been advised that the Chief Constable was looking at this and related issues in June/July and the previous Commissioner had said that he could not get involved. He asked whether this was still going to happen and when the Panel would know the outcome. He asked for a response at the latest by the next formal meeting, but preferably before this (i.e at the next informal meeting).

Response - The Commissioner responded to say that he had asked for reviews himself, but he felt that 12 monthly would be better. He was not aware of a 6 monthly review, but he undertook to look into this and to provide what information he could.

12. A member of the Panel asked whether the Commissioner had any intention of appointing a Youth Ambassador.

Response - The Commissioner responded to say that he did not intend to do so, but that he intended to look at a more effective way of engaging with youth, rather than appointing an individual to provide views.

The Chairman thanked the Commissioner for his attendance at the meeting and said that he looked forward to a productive relationship with him, going forward.

## 15 WORK PROGRAMME

Consideration was given to the Work Programme for 2016/17.

## DECISION

The Work Programme was agreed, subject to a change in the date of the last meeting from 21 April to 25 March 2017, as agreed earlier in the meeting.

The meeting commenced at 10.00 am and concluded at 12.05 pm

Councillor H Murray (Chairman)



# Cheshire Police and Crime Panel

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**Date of Meeting: 23 September 2016**

**Report of: Head of Governance and Democratic Services**

**Subject: The Panel's Rules of Procedure**

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## **1. Report Summary**

At its June meeting, the Panel called for a review of the existing Rules of Procedure.

This report will enable the Panel to adopt amended Rules.

## **2. Recommendations**

That the Panel:

- (1) consider the proposed changes to the Rules, as shown on the appended document, and approve them;
- (2) delegate authority to the Head of Governance and Democratic Services to make such minor and consequential amendments to the Rules as he considers are necessary to give effect to the wishes of the Panel, and to make further appropriate minor and consequential amendments to the Rules, in order to finalise the Rules,.

## **3. Background information**

3.1 The appended Rules of Procedure were developed and approved in the early stages of the life of the Panel, and have proved to be fit for purpose in respect of the Panel's business.

3.2 Given that the hosting of the Panel has now moved to Cheshire East Council, a number of changes were required to be made to the Rules to reflect the new hosting arrangements.

3.3 In addition, comment was made at the Panel's Annual General Meeting in June 2016 that changes should also be made to the Rules by way of confirmation that Chairmanship and Vice Chairmanship of the Panel should be open to all members of the Panel, rather than being restricted to elected Members.

3.4 A review of the Rules has been undertaken and proposed changes have been made, which are highlighted using "track-changes".

3.5 The Panel is asked to consider the proposed changes and to approve them if it is content to do so.

3.6 Delegated authority is also sought by the report author which will enable him to make minor or consequential amendments to the Rules, to give effect to the wishes of the Panel, or otherwise.

3.7 At the 2016 Annual General Meeting, comment was also made that consideration should be given to whether allowances should be given to Panel members. Currently, Panel members are entitled to claim expenses.

3.8 At the time of writing this report, further legal clarification is needed on this point. It is possible that the payment of allowances, akin to Special Responsibility Allowances to some or all Panel members, would have to be provided for in each constituent authority's Scheme of Member Allowances. This would require a report of the Independent Remuneration Panel of each authority, and agreement by all constituent authorities. Even then, it would seem that this could not allow for payment of allowances to the independent members, given that Schemes of Member Allowances can only provide for allowances paid to elected Members.

#### **4. Financial Implications**

Subject to the issue of payment of allowances, there are no financial implications. If allowances were to be paid, these would have to be met by each constituent authority.

#### **5. Equality Implications**

There would appear to be no direct equality implications arising from the recommendations of this report.

#### **6. Contact Information**

Contact details for this report are as follows:-

<b>Name:</b>	Brian Reed
<b>Designation:</b>	Head of Governance and Democratic Services
<b>Local Authority:</b>	Cheshire East Council
<b>Tel. No.:</b>	01270 686670
<b>Email:</b>	<a href="mailto:brian.reed@cheshireeast.gov.uk">brian.reed@cheshireeast.gov.uk</a>

## Cheshire Police & Crime Panel

### Panel Arrangements Rules of Procedure

Whereas Cheshire East; Cheshire West and Chester; Warrington and Halton Councils must establish and maintain and make arrangements for a police and crime panel (~~the Panel~~), they have jointly agreed the following as being the arrangements for the ~~p~~Panel, as required under Schedule 6 of the Police Reform and Social Responsibility Act 2011, ~~the Councils have agreed the following:~~

<del>Document last approved</del>	<del>08.02.13</del>
	<del>28.06.13</del>
	<del>27.06.14</del>
<del>To be approved on</del>	<del>17.06.16</del>

## Appendix 1

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## Appendix 1

## Part 1

(a) ~~Cheshire Police and Crime~~ The Panel's Terms of Reference

- 1) 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~~ Police and Crime Commissioner (the PCC).
- 2) To review the annual report of the PCC, and to put questions about the annual report to the ~~Police and Crime Commissioner~~ PCC at a public meeting, and make a report or recommendation ~~(as necessary) on the annual report upon it.~~
- 3) To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments made by the ~~Police and Crime Commissioner~~ PCC.
- 4) To review and make a report on the proposed appointment of the Chief Constable.
- 5) To review and make a report and recommendation (as necessary) on the proposed precept.
- 6) To review or scrutinise decisions made, or other action taken, by the ~~Police and Crime Commissioner~~ PCC in connection with the discharge of the ~~commissioner~~ PCC's functions.
- 7) To make reports or recommendations to the ~~Police and Crime Commissioner~~ PCC with respect to the discharge of the ~~commissioner~~ PCC's functions.
- 8) To support the effective exercise of the functions of the ~~Police and Crime Commissioner~~ PCC.
- 9) 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.
- 10) To appoint an Acting ~~Police and Crime Commissioner~~ PCC where this becomes necessary.
- 11) To suspend the ~~Police and Crime Commissioner~~ PCC if it appears to the Panel that the ~~Commissioner~~ PCC has been charged in the United Kingdom with an offence which carries a maximum term of imprisonment exceeding two years.

## (b) Timetable of Meetings

The Panel's Timetable of Meetings shall be agreed by the Panel~~As agreed~~  
~~within~~and shall take account of the ~~p~~Panel's work programme

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## Part 2

## Member Information

## (a) Membership of Cheshire Police and Crime Panel

Authority	Councillors	Political Party
Cheshire East	<u>Howard Murray</u> (Chairman)	<u>Conservative</u>
	<u>Steven Edgar</u>	<u>Conservative</u>
	<u>Paul Findlow</u>	<u>Conservative</u>
	<u>George Walton</u> (reserve)	<u>Conservative</u>
Cheshire West and Chester	<u>Robert Bissett</u>	<u>Labour</u>
	<u>Martin Delaney</u>	<u>Labour</u>
	<u>Andrew Dawson</u>	<u>Conservative</u>
Halton	<u>Norman Plumpton-Walsh</u>	<u>Labour</u>
	<u>Dave Thompson</u>	<u>Labour</u>
Warrington	<u>Brian Maher</u>	<u>Labour</u>
	<u>Amanda King</u>	<u>Labour</u>
Statutory Co-opted Member	Mrs S Hardwick	Independent Member
Statutory Co-opted Member	Mr R Fousert	Independent Member
Additional Co-opted Member	Mr E Hodgson	Independent Member

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(b) Membership of ~~Cheshire Police and Crime the~~ Panel ~~and its~~ -Sub-PanelsTo be inserted as and when Sub ~~Group~~Panel~~s~~ are formed

## Part 3 Governance Arrangements

### (a) Procedure Rules

#### 1. Chairman of the ~~Police and Crime Panel~~ Panel

1.1 The Chairman and Deputy Chairman of the ~~Cheshire Police and Crime Panel ('the Panel')~~ will be appointed in June of each year at the Annual Meeting and will be drawn from amongst the members of the Panel.

1.2 In the event of the resignation or removal of the Chairman or Deputy Chairman, or removal of Chairman in circumstances in which the one or both are unable or unwilling to act in that office, a new Chairman or Deputy Chairman will be appointed at the next meeting and will be drawn from amongst the ~~councillors sitting on~~ members of the Panel. Voting will normally be in accordance with paragraph 5 below.

1.3 The Chairman or Deputy Chairman may be removed by agreement of a majority of the ~~whole~~ membership of the Panel and in that event the Panel will appoint a replacement Chairman or Deputy Chairman from amongst the ~~councillors sitting on~~ members of the Panel. Voting will normally be in accordance with paragraph 5 below.

1.4 The Panel will elect a panel member to preside at a meeting if the Chairman and Vice Chairman are not present. Voting will normally be in accordance with paragraph 5 below.

1.5 ~~That both~~ Both Chairman and Deputy Chairman are to be equally briefed by ~~relevant~~ Officers.

#### 2. Meetings of the ~~Police and Crime Panel~~

2.1 There shall be a minimum of four ordinary public meetings of the Panel ~~held in public~~ in each municipal year to carry out the functions of the Panel. In addition, extraordinary meetings may be called from time to time.

2.2 An extraordinary meeting may be called by the Chairman or by at least four other members of the Panel by giving notice in writing to the Chief Executive of the Host Authority. The notice must specify the matter to be discussed at the extraordinary meeting. The extraordinary meeting will be held as soon as practicable, and notice of the time and place of the extraordinary meeting and the availability of relevant papers will be given in accordance with these Rules of Procedure.

2.3 An extraordinary meeting may also be called by the monitoring officer to the Panel (~~Solicitor and Monitoring Officer, Warrington BCD~~ Director of Legal Services, Cheshire East Council or the Head of Governance and Democratic Services – Host Authority).

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## Appendix 1

2.4 ~~Ordinary meetings will take place in accordance with a programme decided by the Panel, and will start at the time decided by the Panel.~~

2.5 Ordinary meetings of the Panel will:

- a) receive any declarations of interest from members
- b) approve the minutes of the last meeting
- c) consider reports from officers and Panel members.

2.6 Notice of meetings

The Host authority will give at least 5 clear days (i.e. not including Saturday, Sundays and Bank holidays) notice of all meetings by:-

- (a) displaying details of the meetings on the Panel web site;
- (b) displaying details of the meeting at the Host Authority's principal office; and,
- (c) making details of the meeting available at the constituent authorities' principal office and on the host and constituent authorities' website

All Notices given to members of the Panel will be treated as having been given to members by any of the following means:-

- (a) post, properly addressed, to the recipient at their usual business address
- (b) leaving it properly addressed for the recipient at their usual business address
- (c) e-mail sent to an email address designated by the recipient for this purpose from an email account registered with any of the constituent authorities in the Member's name
- (d) facsimile transmission properly addressed to the recipient at their usual business address

2.7 ~~That~~ Panel Members, or their constituent authorities, may nominate substitute members ~~to attend the Panel meetings~~ in the event that the appointed representative(s) is/are unable to attend the meetings ~~in question~~. Advance notice of substitution will be given to the host authority wherever possible but, in any event, before the meeting commences. Notice of meetings will be sent to named substitutes where that substitution is known before the agenda is dispatched.

### 3. Quorum

3.1 A meeting of the Panel cannot take place unless a minimum of 4 Elected Local Authority Members representing at least 3 of the constituent Cheshire Local Authorities are present.



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**4. Venue**

- 4.1 As far as practicably possible, Panel meetings should be held at ~~a central location in Cheshire with first choice of~~ Wyvern House, Winsford.

**5. Voting**

- 5.1 Voting will ~~normally~~ be by show of hands and by simple majority unless the Act or regulations made under the Act or these rules require otherwise.
- 5.2 All Panel members may vote in proceedings of the Panel unless they have an interest that precludes them from doing so.
- 5.3 The Chairman or the person presiding may exercise a second or casting vote.

**6. Work programme**

- 6.1 The Panel will be responsible for setting its own work programme taking into account the priorities defined by the ~~Police and Crime Commissioner~~PCC. In setting the work programme the Panel will also take into account the wishes of its members.
- 6.2 The work programme must include the functions described in the terms of reference for the Panel.

**7. Agenda items**

- 7.1 ~~The Panel agenda will be issued to Panel members at least five clear working days before the meeting. It will also be published on the Host Authority's website and copies sent to each of the authorities, and by any other means the Panel considers appropriate.~~
- 7.12 Any member of the Panel shall be entitled to give notice to the Chief Executive of the Host Authority that he or she wishes an item relevant to the functions of the Panel to be included on the agenda for the next available meeting. Notice must be received by the Host Authority at least 7 days before an agenda is due to be published. The Monitoring Officer must in these circumstances ensure that such items appear on the relevant agenda.

**8. Reports from the Police and Crime Panel**

## Appendix 1

- 8.1 Where the Panel makes a report to the ~~Police and Crime Commissioner~~PCC, it may publish the report or recommendations.
- 8.2 The Panel must, by notice in writing, require the ~~Police and Crime Commissioner~~PCC, within one month of the date on which he/she receives the report or recommendations to:
  - a) consider the report or recommendations;
  - b) respond to the ~~police and crime~~ Panel indicating what (if any) action the ~~Police and Crime Commissioner~~PCC proposes to take;
  - c) where the ~~police and crime~~ Panel has published the report or recommendations, publish the response;
  - d) where the ~~police and crime~~ Panel has provided a copy of the report or recommendations to a member, provide a copy of the response to the member.
- 8.3 The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended).
- 8.4 If the Panel cannot unanimously agree on one single final report to the ~~Police and Crime Commissioner~~PCC then one separate minority report may be prepared and submitted for consideration along with the majority report.
9. **~~Police and Crime Commissioner~~PCC and officers giving account**
  - 9.1 The Panel may scrutinise and review decisions made or actions taken in connection with the ~~Police and Crime Commissioner~~PCC's role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the ~~Police and Crime Commissioner~~PCC, and members of that ~~Commissioner~~PCC's staff, to attend before the Panel (at reasonable notice) to answer any questions which appear to the Panel to be necessary in order to carry out its functions.
  - 9.2 Where the ~~Police and Crime Commissioner~~PCC, or a member of that ~~commissioner~~PCC's staff, is required to attend a meeting of the Panel, the Chairman will inform them in writing giving, where practicable, 15 days' notice of the meeting. The notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required ~~for production~~to be produced to the Panel. Where it is necessary to produce a report, sufficient a reasonable period of time will be given ~~to allow for~~ preparation of that report.
  - 9.3 Where, in exceptional circumstances, the ~~Police and Crime Commissioner~~PCC is unable to attend on the required date, then an alternative date for attendance may be arranged following consultation with the Chairman of the Panel.

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- 9.4 If the Panel requires the ~~Police and Crime Commissioner~~PCC to attend before the Panel, the Panel may (at reasonable notice) request the Chief Constable to attend before the Panel on the same occasion to answer any questions which appear to the Panel to be necessary in order for it to carry out its functions.

## 10. Attendance by others

The Panel may invite people other than those referred to above to address it, discuss issues of local concern and/ or answer questions. It may, for example, wish to hear from residents, stakeholders, councillors who are not members of the Panel and officers in other parts of the public sector and may invite such people to attend.

## 11. Sub-committees and task groups

- 11.1 Time limited task groups may be established from time to time by the Panel to undertake specific task based work.
- 11.2 The special functions of the Panel may not be discharged by a sub-committee of the Panel or a task group.
- 11.3 The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

## 12. Carrying out 'special functions'

- 12.1 In these rules 'special functions' means the functions conferred on a Police and Crime Panel by:
- a) Section 28(3) of the Police Reform and Social Responsibility Act (scrutiny of Police and Crime Plan)
  - b) Section 28(4) of the Police Reform and Social Responsibility Act (scrutiny of annual report)
  - c) Paragraphs 10 and 11 of Schedule 1 of the Police Reform and Social Responsibility Act (review of senior appointments)
  - d) Schedule 5 of the Police Reform and Social Responsibility Act (issuing precepts)
  - e) Part 1 of Schedule 8 of the Police Reform and Social Responsibility Act (scrutiny of appointment of the Chief Constable).
- 12.2 Reports and recommendations made in relation to the functions outlined in the terms of reference will be carried out in accordance with the procedure outlined at in Section 8.

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12.3 Police and Crime Plan

12.3.1 The Panel is a statutory consultee on the development of the ~~Police and Crime Commissioner~~PCC's (PCC) Police and Crime Plan and will receive a copy of the draft ~~p~~Police and ~~C~~erime ~~p~~Plan, or a draft of any variation to it, from the PCC.

12.3.2 The Panel must

- a) hold a public meeting to review the draft Police and Crime Plan (or a variation to it), and
- b) report or make recommendations on the draft plan which the PCC must take into account.

12.4 Annual report

12.4.1 The PCC must produce an annual report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the Panel for consideration.

12.4.2 The Panel must comment upon the annual report of the PCC, and for that purpose must:

- a) arrange for a \*public meeting of the Panel to be held as soon as practicable after the Panel receives the annual report
- b) require the PCC to attend the meeting to present the annual report and answer such questions about the annual report as the members of the Panel think appropriate
- c) make a report or recommendations on the annual report to the PCC.

\* this might require a separate press notice or need to be advertised more widely than just through the normal publication of the agenda on the web site.

12.5 Senior appointments

12.5.1 The Panel has powers to review the PCC's proposed appointments of Chief Constable, Chief Executive, Chief Finance Officer and Deputy ~~Police and Crime Commissioner~~PCC. The Panel is required to hold public confirmation hearings for these posts.

(Note: the power to review the proposed appointment of the Chief Executive and Chief Finance Officer for the Office of the ~~Police and Crime Commissioner~~PCCPCC does not apply to those staff transferred under the TUPE Regulations)

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12.5.2 The Panel will be notified of the need for a confirmatory hearing in respect of proposed senior appointments made by the PCC. This will be held at the next available meeting of the Panel unless the appointment timescale requires an earlier hearing, in which case an extraordinary meeting will be arranged.

12.5.3 With regards to the appointment of the Chief Constable and other senior appointments, the Panel is required to hold a hearing within the period of three weeks from the day on which the Panel receives notification from the PCC.

12.5.4 Confirmatory hearings will be held in public, where the candidate is requested to appear for the purpose of answering questions relating to the appointment. Following this hearing, the Panel is required to review the proposed appointment and make a report to the PCC on the appointment.

12.5.5 For a confirmatory hearing for the proposed appointment of the Chief Constable, in addition to the requirement to review and report, the Panel has the requirement to make a recommendation on the appointment and the power to veto the appointment.

12.5.6 Having considered the appointment, the Panel can:

- a) support the appointment without qualification or comment
- b) support the appointment with associated comment or recommendations,
- c) not support the appointment with comment or recommendations,
- d) veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made).

12.5.7 If the Panel vetoes the appointment of the candidate for Chief Constable, the report to the ~~commissioner~~PCC must include a statement that the Panel has vetoed the appointment with reasons.

### 12.6 Appointment of an Acting ~~Police and Crime Commissioner~~PCC

12.6.1 The Panel must appoint a person to act as acting Police and Crime ~~Commissioner~~Commissioner if:

- a) no person holds the office of ~~Police and Crime Commissioner~~PCC
- b) the ~~Police and Crime Commissioner~~PCC is incapacitated, or
- c) the ~~Police and Crime Commissioner~~PCC is suspended.

12.6.2 The Panel may appoint a person as acting ~~commissioner~~Commissioner only if the person is a member of the ~~Police and Crime Commissioner~~PCC's staff at the time of the appointment.

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- | 12.6.3 In appointing a person as acting ~~commissioner~~Commissioner in a case where the PCC is incapacitated, the Panel must have regard to any representations made by the PCC in relation to the appointment.
- | 12.6.4 The appointment of an acting ~~commissioner~~Commissioner ceases to have effect upon the occurrence of the earliest of these events:
  - a) the election of a person as ~~Police and Crime Commissioner~~PCC
  - b) the termination by the police and crime Panel, or by the acting ~~commissioner~~PCC, of the appointment of the acting ~~commissioner~~PCC
  - c) in a case where the acting ~~commissioner~~PCC is appointed because the ~~Police and Crime Commissioner~~PCC is incapacitated, the ~~commissioner~~PCC ceasing to be incapacitated, or
  - d) in a case where the acting ~~commissioner~~PCC is appointed because the ~~Police and Crime Commissioner~~PCC is suspended, the ~~commissioner~~PCC ceasing to be suspended.

### 12.7 Proposed precept

- | 12.7.1 The ~~Police and Crime Commissioner~~PCC will notify the ~~police and crime~~Panel of the precept which the ~~commissioner~~PCC is proposing to issue for the financial year. The Panel must review the proposed precept and make a report including recommendations.
- 12.7.2 Having considered the precept, the Panel will either:
  - a) support the precept without qualification or comment
  - b) support the precept and make recommendations, or
  - c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made).

- | 12.7.3 If the Panel vetoes the proposed precept, the report to the ~~commissioner~~PCC must include a statement that the Panel has vetoed the proposed precept with reasons. The Panel will require a response to the report and any such recommendations.

### 12.8 Complaints

- | 12.8.1 Complaints in relation to the ~~Police and Crime Commissioner~~PCC or other office holders will be dealt with and/or delegated in accordance with the Act and the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012)

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12.8.2 The formal complaints procedure is set out in a separate document - Complaints Procedure issued by the Host Authority Monitoring Officer & Solicitor to the Council.

12.8.3 The Independent Police Complaints Commission (IPCC) requires arrangements to be in place for ~~the right~~appropriate communication to ~~happen~~take place between Police and Crime ppanels and the IPCC in accordance with the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 should there be a serious criminal conduct matter or complaint about the PCC.

12.8.4 The contact point for panel 'triage' functions' / receipt of complaints is ~~Bryan Magan, Head of Democratic and Member Services, Warrington Borough Council~~Brian Reed, Head of Governance and Democratic Services who will, on behalf of the Panel, deal with urgent referrals to the IPCC.

12.8.5 The host authority's Monitoring Officer has delegated authority ~~(Minute CPCS 24, 14 December 2012)~~ in relation to the initial sifting, handling and recording of complaints;

**Comment [RB1]:** Query whether delegated authority is needed

12.8.7 The Chairman of the Panel, supported by the Monitoring Officer and Head of ~~Democratic and Member~~Governance and Democratic Services of the host authority has delegated authority to deal with the informal resolution of Part 4 complaints;

**Comment [RB2]:** Is delegated authority required?

12.9 Suspension of the ~~Police and Crime Commissioner~~PCC

12.9.1 The Panel may suspend the ~~Police and Crime Commissioner~~PCC if it appears to the Panel that:

- a) the ~~commissioner~~PCC has been charged in the United Kingdom, the ~~Channel Islands or the Isle of Man~~ with an offence, and
- b) the offence is one which carries a maximum term of imprisonment exceeding two years.

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12.9.2 The suspension of the ~~Police and Crime Commissioner~~PCC ceases to have effect upon the occurrence of the earliest of these events:

- a) the charge being dropped
- b) the ~~Police and Crime Commissioner~~PCC being acquitted of the offence
- c) the ~~Police and Crime Commissioner~~PCC being convicted of the offence but not being disqualified under Section 66 of the Reform and Social Responsibility Act by virtue of the conviction, or
- d) the termination of the suspension by the Panel.

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12.9.3 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:

- a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
- b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.

12.10 Suspension and removal of the Chief Constable

12.10.1 The Panel will receive notification if the PCC suspends the Chief Constable.

12.10.2 The PCC must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.

12.10.3 The PCC must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.

12.10.4 If the PCC is still proposing to call upon the Chief Constable to resign, she/he must notify the Panel accordingly (the 'further notification').

12.10.5 Within six weeks from the date of receiving the further notification the Panel must make a recommendation in writing to the PCC as to whether or not she/he should call for the retirement or resignation. Before making any recommendation the Panel may consult the ~~e~~Chief ~~i~~nspector of ~~e~~Constabulary, and must hold a scrutiny meeting.

12.10.6 The scrutiny hearing which must be held by the Panel is a ~~Panel~~ meeting in private ~~to~~ which the PCC and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person, or participating by telephone or video link.

12.10.7 The Panel must publish the recommendation it makes on its website and by sending copies to each of the Panel's constituent authorities, and by ~~any such~~ other means as the Panel considers appropriate.

12.10.8 The PCC may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:

- a) at the end of six weeks from the Panel having received notification if the Panel has not by then given the PCC a recommendation as to whether or not she/he should call for the retirement or resignation, or



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- b) the PCC notifies the Panel of a decision about whether she/he accepts the Panel's recommendations in relation to resignation or retirement.

12.10.9 The PCC must consider the Panel's recommendation and may accept or reject it, notifying the Panel accordingly.

12.10.10 In calculating the six week period, the post-election period is ignored.

**13. Rules of debate**

The following rules of debate shall be applied to all meetings of the Panel

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**13.1 Motions and Amendments**

No motion or amendment shall be discussed unless it has been proposed and seconded. Where required by the Chairman, motions or amendments shall be put in writing and handed to the Chairman before they are further discussed or put to the meeting.

**13.2 Secunder's Speech**

When seconding a motion or amendment a Member may advise the Chairman that he/she will reserve his/her right to speak until a later period in the debate.

**13.3 Order of Speeches**

If two or more members indicate their intention to speak, the Chairman shall determine the order of speeches

**13.4 Amendments to Motions**

An amendment must be relevant to the motion and shall be either:

- (a) to leave out words;
- (b) to leave out words and add others;
- (c) to insert or add words;

but such amendment shall not have the effect of negating the motion before the Panel.

**13.5 Number of Amendments**

Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of, although the Chairman may allow two or more amendments to be discussed (but not voted on) together if this would facilitate the proper conduct of the business before the meeting.

**13.6 Status of Amendments**

If an amendment is lost, another amendment may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

**13.7 Alterations to Motions or Amendments**

A Member may alter a motion or amendment which he/she has moved with the consent of the seconder.

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### 13.8 Withdrawal of Motion

A motion or amendment may be withdrawn by the mover at any time

### 13.9 Right of Reply

The mover of the motion shall have a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall have a right of reply at the close of the debate on the amendment but shall not otherwise speak on it. The mover of the amendment shall have a right of reply to the debate on his/her amendment immediately before the mover of the original motion exercises his/her right of reply at the close of the debate.

### 13.10 Motions which may be moved during debate

When a motion is under debate no other motion shall be moved except the following:

- (a) to amend the motion;
- (b) to adjourn the debate;
- (c) to proceed to the next business;
- (d) to suspend Procedure Rules;
- (e) to refer a matter to another meeting for consideration or reconsideration;
- (f) that the question be now put;
- (g) that a Member be not further heard;
- (i) a motion under Section 100A(4) of the Local Government Act 1972 to exclude the public.
- (j) to adjourn the meeting;

### 13.11 Points of Order

A Member may raise a point of order or personal explanation and shall be entitled to be heard immediately. A point of order shall relate only to an alleged breach of a Procedure Rule or statutory provision and the Member shall specify the Procedure Rule or statutory provision and the way in which he/she considers it has been breached. A personal explanation shall be confined to some material part of a former speech

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by him/her which may appear to have been misunderstood in the current debate.

**13.12 Ruling of Chairman on a Point of Order/Personal Explanation**

The ruling of the Chairman of the meeting on a point of order or on the admissibility of a personal explanation shall not be open to discussion and shall be final.

**13.13 Chairman may request officer advice**

If the question under debate involves questions of a legal, technical or administrative nature, the Chairman may request the appropriate officer to give advice.

**13.14 Voting and Chairman's Casting Vote**

Voting will be by a show of hands.

If 4 Members so request before the vote has begun to be taken the vote will be recorded to show whether each Member voted for or against the motion or abstained.

A Member may require, after a vote is completed, that the Minutes of the meeting record how he/she voted or abstained.

A Member may, immediately after the item of business is voted upon, request that a lost motion or amendment be recorded in the minutes.

Where there are equal votes cast for a motion or amendment the Chairman or the person presiding may exercise a second or casting vote.

**14. Public Participation**

A public speaking time and public question facility will apply to panel meetings as follows:

- 14.1 A total period of 15 minutes will be allocated for members of the public to speak at Panel meetings. Each member of the public shall be limited to a period of up to 5 minutes speaking.
- 14.2 The Chairman of the Panel will decide how the period of time allocated for public speaking will be apportioned where there is more than one speaker.
- 14.3 The Chairman of the Panel shall have discretion to extend the period for public speaking if he/she considers it appropriate to do so.

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- 14.4 Members of the Public may speak on any matter relating to the work of the Panel.
- 14.5 During public speaking time, members of the public may ask questions of the Panel. The Chairman, in responding to the question, may answer the question, may decline to do so, may decide to reply at a later date or in writing or may refer the question to an appropriate person or body.
- 14.6 Questions will be asked and answered without discussion.
- | 14.7 In order for officers to undertake any background research, members of the public wishing to ask a question at a Panel meeting should submit the question in writing at least a day before the meeting.

**15. Rights to attend meetings**

- 15.1 Members of the public may attend all Panel meetings subject to the exceptions in these rules. This does not include meetings, whose sole purpose is for officers to brief members of the Panel.

**16. Notices of meeting**

- 16.1 The Host Authority will give at least five clear days' notice of any meeting by posting details of the meeting on the public notice board at its main offices. A copy of the notice will be sent to each of the constituent authorities with a request that the notice be posted on the public notice board at their main offices.

**17. Access to agenda and reports before the meeting**

- 17.1 The Host Authority will make copies of the agenda and reports that are open to the public available for inspection at its main office at least five clear days before the meeting. If an item is added to the agenda later or if reports are marked on the agenda "to follow", the information will be made available to members of the panel and the public as soon as possible and any report (that is not excluded) will be open to inspection at the time it is added to the agenda.
- 17.2 All agendas and revised agendas will be published on the Host Authority's web site.
- 17.3 The Host Authority will send a copy of each agenda and any revised agenda to constituent authorities for them to make available for public inspection at their main offices.

(Note: The access to information rules applied by Local Government will be followed in relation to the copying of agendas and reports and this process will be administered by the Host Authority)

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**18. Supply of copies**

The Host Authority will supply copies of:

- (a) any agenda and reports which are open to public inspection;
- (b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and

to any person on payment of a charge for postage and any other associated.

**19. Access to Minutes and other documentation after the meeting**

- 19.1 The Host Authority will make available copies of the agendas, reports and minutes for six years after a meeting excluding any part of the minutes of proceedings when the meeting was not open to the public or any documents which disclose exempt or confidential information.

**20. Background papers**

- 20.1 Every report will list those documents (called background papers) relating to the subject matter of the report which -

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information

**21. Public inspection of background papers**

- 21.1 Each Constituent Authority will make available for public inspection for four years after the date of the meetings, one copy of each of the documents on the list of background papers.

**22. Exclusion of access by the public to Panel meetings**

- 22.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Confidential information means information given to the Panel by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order or by legislation.

- 22.2 Exempt information – discretion to exclude public

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The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.

Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

**22.3 Meaning of exempt information**

The Local Government (Access to Information) (Variation) Order 2006 amends Schedule 12A (Access to Information: Exempt Information) to the Local Government Act 1972.

Descriptions of Exempt Information (England) are now as follows:

Paragraph 1 – Information relating to any individual.

Paragraph 2 – Information which is likely to reveal the identity of an individual.

Paragraph 3 – Information relating to the financial or business affairs of any particular person (included the authority holding that information).

Paragraph 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officeholders under, the authority.

Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph 6 – Information which reveals that the authority proposes:

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

Paragraph 7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Part 2 of the regulations sets out some qualifications as follows:

Paragraph 8 – Information falling within paragraph 3 is not exempt information by virtue of that paragraph if it is required to be registered under:

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- (a) The Companies Act 1985
- (b) The Friendly Societies Act 1974
- (c) The Friendly Societies Act 1992
- (d) The Industrial and Provident Societies Act 1965-1978
- (e) The Building Societies Act 1986, or
- (f) The Charities Act 1993

Paragraph 9 – Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission to regulation 3 of the Town and Country Planning General Regulations 1992.

Paragraph 10 – Information which:

- (a) falls within any of paragraphs 1-7 above, and
- (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above

is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.



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## Part 4 – Budget

A Grant is provided to maintain a police and crime panel for the Cheshire police force area to carry out its functions and responsibilities as set out in the Police Reform and Social Responsibility Act 2011.

### **Expenditure breakdown 2015/16**

£53,300 – administration costs  
£11,960 (up to £920 per member expenses)

### **External assurance**

The Grant is paid to the host authority in exercise of the power conferred by section 31 of the Local Government Act 2003.

Payments will be made in arrears, in accordance with Schedule 2, within 21 working days of the receipt of a payment request in the prescribed form.

| ~~Warrington~~Cheshire East Borough Council's Section 151 Officer and his nominated Finance Manger are acting on behalf of the Panel to manage the grant.

## **PART 5**

### **STANDARDS**

#### **(a) Members' Code of Conduct**

This Code is based on the following core principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of Panel Members and co-opted members together with provisions about registering and declaring interests.

#### **General obligations**

Whenever you are acting as a member or co-opted member of this Panel you should act in accordance with the following obligations:

#### **Selflessness**

You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, friends or close associates.

#### **Integrity**

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

You should exercise independent judgement. Although you may take account of the views of others (including a political group), you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

#### **Objectivity**

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the Panel's officers, into consideration.

#### **Accountability**

You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office, including by local residents.

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### **Openness**

(a) You must be as open and transparent as possible about your decisions and actions and the decisions and actions of other Panel Members. You should be prepared to give reasons for those decisions and actions. You must not prevent anyone getting information that they are entitled to by law.

(b) Where the law or the wider public interest requires it, you must not disclose confidential information or information to which public access is restricted.

### **Honesty**

(a) You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in Section B below.

(b) You must only use or authorise the use of the Panel's resources in accordance with the Panel's requirements. You must, when using or authorising the use by others of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

### **Respect for others**

(a) You must treat others with respect. You should engage with colleagues and staff in a manner that underpins mutual respect, essential to good local government.

(b) You must not do anything which may cause the Panel to breach any equality laws.

(c) You must not compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, the Panel.

(d) You must not bully any person, including other councillors, officers of the Panel or members of the public.

### **Leadership**

You must promote and support high standards of conduct when serving as member or co-opted member of the Panel, by leadership and example, championing the interests of the community.

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

### **Registering and declaring pecuniary and non-pecuniary interests**

Registration and declaration of interests shall be made in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

You will already have, within 28 days of taking office as a member of your respective Local Authorities, notified your authority's monitoring officer of any

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disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you will have, within 28 days of taking office as a member of your respective local authorities notified your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto your authority's register, then you must disclose the interest to any meeting of the Panel at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'\*.

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State.

Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

\*A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

### **(b) Officer – Member Relations**

The relationship between Members and Officers is an essential ingredient in the successful working of the Panel. This relationship is characterised by mutual respect, informality and trust. Members and Officers feel free to speak to one another openly and honestly. Nothing in this Protocol is intended to change this relationship. The purpose of this Protocol is rather to help members and officers to perform effectively by giving guidance on their respective roles and expectations and on their relationship with each other.

The Protocol also gives guidance on what to do on the rare occasions when things go wrong. Responsibility for the operation of this Protocol lies with the Monitoring Officer of the host authority.

The Protocol must be read and operated in the context of any relevant legislation and national and local Codes of Conduct and any procedure for

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confidential reporting, together with the Panel's adopted rules and procedures.

The principles which underline this protocol are:

### **Selflessness**

Members and Officers should serve only the public interest and should never improperly confer an advantage or disadvantage on each other or any person.

### **Honesty and Integrity**

Members and Officers should not place themselves in official situations where their honesty and integrity may be questioned. They should not behave improperly and should on all occasions avoid the appearance of such behaviour.

### **Objectivity**

Members and Officers should make decisions on merit including making appointments, awarding contracts or recommending individuals for rewards or benefits.

### **Accountability**

Members and Officers should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should cooperate fully and honestly with any scrutiny appropriate to their particular office.

### **Openness**

Members and Officers should be as open as possible about their actions and those of their Authority and should be prepared to give reasons for those actions.

### **Respect for Others**

Members and Officers should promote equality by not discriminating unlawfully against any person and by treating people with respect regardless of their race, age, religion, gender, sexuality or disability. Members should also respect the impartiality and integrity of the Authority's statutory Officers and its other Officers. The Panel Member Code of Conduct specifies that bullying by Members will be a breach of the Code and could lead to a Standards referral and investigation.

### **Duty to Uphold the Law**

Members and Officers should uphold the law and on all occasions act in accordance with the trust that the public is entitled to place in them.

### **Stewardship**

Members and Officers should do whatever they are able to do to ensure that the Council uses its resources prudently and in accordance with the law.

### **Leadership.**

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Members and Officers should promote and support these principles by leadership and by example and should always act in a way that secures or preserves public confidence.

### **Roles of Members and Officers**

Members and Officers are servants of the public and they are indispensable to one another. But their responsibilities are distinct. Members are responsible to the electorate and serve only so long as their term of office lasts. Members are responsible for the direction and control of the Panel through their work at meetings. Officers are responsible, through the management structure, to the Panel. Their job is to give advice to Members and to carry out the Panel's work under the direction and control of the Panel.

Mutual respect between Councillors and Officers is essential to good Local Government. Close familiarity between individual Councillors and Officers can damage this relationship and prove embarrassing to other Councillors and Officers. If a relationship exists between Councillors and Officers which could give the appearance of an improper relationship, advice should be sought from the Chief Executive or from the Monitoring Officer.

If the guidelines in this protocol are followed there should be no dispute or conflict between Members and Officers nor any harassment of staff. However, in the event that a Member wishes to pursue a complaint against an Officer or vice versa, then this must be done formally in writing to the Chief Executive (Host Authority) for complaints against Officers, the Monitoring Officer to the Panel) (subject to statutory requirements) for complaints against Members or in accordance with any of the individual Councils' Whistleblowing Policies

### **Member / Officer Communications**

Members have three main areas of responsibility: determining the policy of the Panel and giving it political leadership, representing the Panel externally, and acting as advocates on behalf of the Cheshire Wide constituents. It is not the role of Panel Members to involve themselves in the day to day management or provision of support to the Panel.

Where Members have any queries, comments or concerns relating to managerial or operational issues, these will be referred to the appropriate Officer taking into account the requirements of the Member Code of Conduct.

Members must at all times be aware of the influence that their position exerts and should be extra cautious in any dealing with Officers, and in particular junior Officers, to ensure that their involvement, behaviour or comments cannot be interpreted as a breach of the Member Code of Conduct, particularly with regards to allegations of bullying or intimidation of staff.

### **The Chairman**

The Chairman has additional responsibilities. Because of those responsibilities, their relationships with Officers may be different from, and be more complex than, those of Members without those responsibilities, and this is recognised in the expectations they are entitled to have.

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### Officers

The role of Officers is to give advice and information to Panel Members and to implement the strategies and policies as determined by the Panel.

Officers must be allowed to discharge their duties, without fear of repercussion.

### Expectations

Members can expect from Officers:

- A commitment to the Panel as a whole, and not to any political group
- An effective working partnership
- An understanding of, and support for, respective Member roles, workloads and pressures
- Timely response to enquiries and complaints
- Professional advice, not influenced by political views or preference, which does not compromise the political neutrality of Officers
- Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold
- Information on request, unless it is classified as confidential or exempt
- Awareness of, and sensitivity to, the political environment
- Respect, dignity and courtesy
- Training, development and support in order to carry out their Member role effectively
- Integrity, mutual support and appropriate confidentiality
- Not to have personal issues raised with them by Officers outside the agreed procedures
- That Officers will not use their relationship with members to advance their personal interests or to influence decisions improperly
- That Officers will at all times comply with the Officer Code of Conduct

### Officers can expect from Members:

- An effective working partnership
- An understanding of and support for respective roles, workloads and pressures
- Political Leadership and direction
- Respect, dignity and courtesy
- Integrity, mutual support and appropriate confidentiality
- Not to be subject to bullying or to be put under undue pressure. Members must have regard to the seniority of Officers in determining what are reasonable requests, having regard to the power relationship between members and Officers, and the potential vulnerability of Officers, particularly at junior levels
- That members will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly

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- That Members will at all times comply with the Members' Code of Conduct

### When things go wrong

#### Procedures for Officers

From time to time the relationship between Members and Officers may break down or become strained. Whilst it will always be preferable to resolve matters informally, through conciliation by an appropriate senior manager or member, Officers will have recourse to a relevant Grievance Procedure or to the host authority Monitoring Officer, as appropriate to the circumstances. In the event of a grievance or complaint being upheld, the matter will be referred to the Chief Executive of the host authority, who, having taken appropriate advice will decide on the course of action to be taken, following consultation with the Monitoring Officer.

In the event that a complaint is raised within the Standards Regime the process for handling such complaints and carrying out investigations and hearings will apply.

#### Procedure for Members

In the event that a Member is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be raised with the Monitoring Officer of the host authority. If the matter cannot be resolved informally, it may be necessary to invoke the appropriate Council's Disciplinary Procedure.

### Specific Relationships

To enable the Panel to function effectively the Chairman and Members of the Panel will need briefings and other forms of regular liaison.

When the Chairman and Members of the Panel submit reports they may ask the appropriate officers to draft the initial report for them. In any event they must consider the advice of the appropriate officer and, when necessary, the Monitoring Officer of the host authority and the Chief Finance Officer (S151 Officer of the host authority). Whilst Officers will advise on the implementation of the Panels work this advice must not extend to party or political business.

When the Chairman and Members of the Panel require information, briefings or Officer attendance at a meeting, the request should be made to the Head of Governance and Democratic ~~and Member~~ Services from the host authority who will determine how the support will be given. Local authority officers should not refuse any reasonable request and in the event of a dispute the matter will be resolved by the host authority Chief Executive in consultation with colleagues.

To enable the Panel to prepare a Work Programme Members will need to take advice from the Officers responsible for supporting and servicing them.



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**Access to Documents and Information**

In general, Members are free to approach any of the Panel support officers for such information, explanation and advice (relevant to the work programme) as they may reasonably need in order to assist them in discharging their role as members of the Panel.

As regards the legal rights of Members to inspect documents, or with regards to information contained within such documents, these are covered partly by statute and partly by common law. The statutory framework includes the Local Government Act 1972 and the Data Protection Acts 1985 and 1998. There are specific statutory prohibitions on the release of certain information as set down in legislation and referred to in Council Procedure these Rules and the Access to Information provisions within these Procedure Rules in these rules and procedures. Any questions about this should be raised with the relevant Monitoring Officer or the Section 151 Officer.

Members have a statutory right to inspect any Panel document which contains material relating to any business which is to be transacted at a Panel, Sub-Committee or Task Group meeting, subject to the provisions of the Access to Information Rules at paragraph 22 of Part 3 of these Arrangements, particularly those relating to exempt information. Members have a common law right to documents and information on a 'need to know' basis.

Any information provided to a Member must only be used by the Member for the purpose for which it is provided, that is in connection with the proper performance of the Member's duties as a Member of the Panel.

Panel Members must not –

(a) disclose information given to you-them in confidence by anyone, or information acquired by you-them which you-they believe, or ought reasonably to be aware, is of a confidential nature, except where –

- you-they have the consent of a person authorised to give it;
- you-they are required by law to do so;
- the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person, or
- the disclosure ~~is~~ –  
is reasonable and in the public interest made in good faith and in compliance with the reasonable requirements of the Panel; or
- will prevent another person from gaining access to information to which that person is entitled by law

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You Panel Members must not conduct yourself-themselves in a manner which could reasonably be regarded as bringing your-their office or the Panel or your-their Authority into disrepute.

You They –

- must not use or attempt to use your-their position as a member improperly to confer on or secure for yourself-themselves or any other person, an advantage or disadvantage; and

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- must, when using or authorising the use by others of the resources of the Panel –  
act in accordance with your Authority's reasonable requirements;  
ensure that such resources are not used improperly for political purposes (including party political purposes); and  
must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

### **Other Individuals Who Are Members of Council Bodies**

The scope of any Code of Conduct includes co-opted Members of the Panel and they are required to sign a declaration indicating their acceptance of the Code's provisions.

To enable them to be effective they will need briefings and other forms of liaison. In general it is the role of other individuals who are members of the Panel to share with Councillors their expertise and knowledge to help improve the effectiveness of the Panel's decision-making process.

They will be able to contact the appropriate officers to seek from them information on matters relating to the work of the Panel to which they have been nominated. They should also normally be invited to attend any briefing or other liaison meetings which are convened for all members of the Panel.

### **Press Releases**

Press Releases will be issued on behalf of the Panel by the host authority Communications Team.

### **Correspondence**

Subject to the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000 correspondence between an Officer and a Member shall only be made available to another Member :

- (a) at the request or with the consent of the relevant Officer
- (b) should the Member/Officer concerned so request
- (c) to another Officer or Member who is named within the correspondence as assisting in dealing with the matter
- (d) to Members on a 'need to know' basis

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## Part 6 Administrative Support

## Cheshire Police and Crime Panel - Contact Officers

<p><b>Cheshire East-Host Authority</b> – Brian Reed, Head of Governance and Democratic Services; 01270 686670; <a href="mailto:brian.reed@cheshireeast.gov.uk">brian.reed@cheshireeast.gov.uk</a>  Julie North; 01270 686460  Martin Smith; 01270 686012,  <b>Warrington – Host Authority</b>  Katherine Fairclough, Assistant Chief Executive; 01925 44 2150; <a href="mailto:kfairclough@warrington.gov.uk">kfairclough@warrington.gov.uk</a>  Timothy Date, Solicitor to the Council; 01925 44 2150; <a href="mailto:tdate1@warrington.gov.uk">tdate1@warrington.gov.uk</a>  Bryan Magan, Head of Democratic and Member Services; 01925 44 2120; <a href="mailto:bmagan@warrington.gov.uk">bmagan@warrington.gov.uk</a>  Julian Joinson Democratic Services Officer; 01925 44 2112; <a href="mailto:jjoinson@warrington.gov.uk">jjoinson@warrington.gov.uk</a>;  Jo Taylor, Partnership Advisor; 01925 443513; <a href="mailto:jtaylor5@warrington.gov.uk">jtaylor5@warrington.gov.uk</a></p>	<p><b>Halton</b> Mark Reaney, Operational Director – Legal &amp; Democratic Services 0151 511 6006; <a href="mailto:mark.reaney@halton.gov.uk">mark.reaney@halton.gov.uk</a>;  Angela Scott, 0151 511 <a href="mailto:angela.scott@halton.gov.uk">angela.scott@halton.gov.uk</a></p>
<p><b>Cheshire East</b> – Brian Reed, Head of Governance and Democratic Services; 01270 686670; <a href="mailto:brian.reed@cheshireeast.gov.uk">brian.reed@cheshireeast.gov.uk</a>  <b>Warrington</b>  Katherine Fairclough, Assistant Chief Executive; 01925 44 2150; <a href="mailto:kfairclough@warrington.gov.uk">kfairclough@warrington.gov.uk</a></p>	<p><b>Cheshire West</b> Mandy Ramsden, Senior Manager – Democratic Services; 01244 975985; <a href="mailto:mandy.ramsden@cheshirewestandchester.gov.uk">mandy.ramsden@cheshirewestandchester.gov.uk</a>  Penny Housley  Governance Manager  01244 975972</p>

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## Part 7: COMPLAINTS PROCEDURE

### 1. BACKGROUND

- 1.1 This procedure has been developed to ensure compliance with the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 which are issued under the Police Reform and Social Responsibility Act 2011.
- 1.2 There are separate procedures for complaints against the ~~Commissioner~~PCC's office and staff, and complaints regarding operational policing, the Chief Constable and other police officers. Details are available on the ~~Commissioner~~PCC's website.
- 1.3 This procedure has been developed in accordance with the wishes of the Cheshire Police and Crime Panel following its decision at a Panel meeting held on 14 December 2012 (Minute CPCP 24 refers)

### 2. AIMS/OBJECTIVES

- 2.1 To set out the way in which complaints against the ~~Police and Crime Commissioner~~PCC (the ~~Commissioner~~) and the Deputy ~~Police and Crime Commissioner~~PCC (the Deputy ~~Commissioner~~PCC) will be handled by the ~~Cheshire Police and Crime Panel~~ (PCP).
- 2.2 To reassure the public that complaints against the ~~Commissioner~~PCC and the Deputy ~~Commissioner~~PCC are dealt with fairly and appropriately.
- 2.3 To reassure the public that any complaint relating to a criminal offence will be referred by the PCP to the Independent Police Complaints Commission.

### 3. SUBMITTING A COMPLAINT

- 3.1 The PCP has delegated the authority for the initial handling of complaints, together with other aspects of the process, to the Host Authority's Monitoring Officer (~~Warrington Borough~~Cheshire East Council's Monitoring Officer) under Section 101(2) of the Local Government Act 1972. The Head of Governance and Democratic~~and Member~~ Services (~~Warrington~~Cheshire East Borough Council) will assist the Monitoring Officer in this duty.

Complaints should be sent to:

The Head of ~~Democratic & Member~~Governance and Democratic Services

~~Warrington~~Cheshire East Borough Council

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**Town Hall  
Sankey Street  
Warrington  
WA1 1UH  
Westfields,  
Middlewich Road,  
Sandbach,  
CW11 1HZ**

**Or** **emailed** **to**  
**[bmagan@warrington.gov.uk](mailto:bmagan@warrington.gov.uk)****[brian.reed@cheshireeast.gov.uk](mailto:brian.reed@cheshireeast.gov.uk)**

- 3.2 When submitting a complaint it is helpful for the complainant to provide as much information as possible, to be specific regarding what was allegedly said or done, the date it happened, and whether there were any witnesses.

#### **4. TIMESCALES**

- 4.1 Wherever possible complaints will be acknowledged within 5 working days, and concluded within 40 working days if dealt with through informal resolution (see paragraph 28 below).

#### **5. DUTY TO PRESERVE EVIDENCE**

- 5.1 Where a complaint is made, the first task is to ensure that all appropriate steps are taken to obtain and preserve evidence relating to the complaint. This duty is on-going until or unless arrangements are made for the complaint to be dealt with through informal resolution (see paragraph 12 and 13 below). This is the exception because informal resolution does not involve the investigation of the complaint (i.e. obtaining evidence about it).

#### **6. NOTIFICATION AND RECORDING OF COMPLAINTS**

- 6.1 If the complaint relates to another police force area, the police and crime panel for that area must be notified.
- 6.2 If the complaint relates to the Cheshire PCP's police force area it will be recorded.
- 6.3 If the complaint is recorded, the complainant and the person complained against will be provided with a copy of the record of complaint. However:

- The recorded complaint may be redacted to protect the identity of the complainant or any other person.

(Note: It is envisaged that this power would be used only in the most limited of circumstances. Any such decision should be made with reference to the Chairman, Vice-Chairman and

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another Member of the Panel. The reasons for the decision should also be recorded. The original record of the complaint will not be altered.)

- In some cases the Monitoring Officer may decide not to provide a copy of the record, if doing so might prejudice any criminal investigation or pending proceedings or would in some other way not be in the public interest. Any decision not to provide the record will be kept under regular review.
- This duty to provide a copy of the record does not apply where the complaint has been, or is already being, dealt with by criminal proceedings, or where the complaint is withdrawn.
- If a decision is taken not to notify or record a complaint, the complainant must be advised and given the reason.

### 7. NOTIFICATION AND RECORDING OF CONDUCT MATTERS

- 7.1 If an issue arises because of a media report or legal proceedings, and it appears that the ~~CommissionerPCC~~ or Deputy ~~CommissionerPCC~~ may have committed a criminal offence, this is referred to as a conduct matter.
- 7.2 A conduct matter is therefore where no formal complaint has been received, but the matter should be treated in the same way as if there was a complaint.
- 7.3 A conduct matter will be recorded in the same way as a complaint unless it has already been recorded as a complaint or is the subject of criminal proceedings.

### 8. REFERENCE TO THE INDEPENDENT POLICE COMPLAINTS ~~COMMISSIONER COMMISSIONER~~ (IPCC)

- 8.1 The PCP is not responsible for investigating or determining whether a crime has been committed. The PCP has delegated the authority to the Host Authority's Monitoring Officer ~~(Warrington Borough Council)~~ for filtering complaints and deciding which complaints may amount to criminal conduct and should be referred to the IPCC. The Monitoring Officer may take advice from the IPCC before making a referral.
- 8.2 Any conduct matter (7 above) and any serious complaint (a complaint about conduct that constitutes or involves, or appears to involve, the commission of a criminal offence) must be reported to the IPCC as soon as possible.
- 8.3 Any other complaint must be referred if the IPCC requires it.

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- 8.4 Referrals should be made as soon as possible and no later than the close of business the day after the PCP becomes aware that the matter should be referred.
- 8.5 The complainant and the person complained about should be notified, unless doing so might prejudice a future investigation.
- 8.6 It is possible for the IPCC to refer any complaint back to the PCP for resolution.

**9. CIRCUMSTANCES WHEN THE PCP DOES NOT NEED TO DEAL WITH A COMPLAINT**

- 9.1 The Monitoring Officer can decide not to refer the complaint for resolution, or to take no action at all, in the following circumstances: -

- A complaint by a member of the ~~Commissioner~~PCC's staff, arising from their work
- A complaint that is more than 12 months old where there is no good reason for the delay or the delay would be likely to cause injustice
- A complaint about conduct that is already the subject of another complaint
- An anonymous complaint
- A complaint which is vexatious, oppressive or otherwise an abuse of process for dealing with complaints
- A repetitious complaint

- 9.2 The complainant will be notified if the decision is taken not to deal with a complaint and the reasons given.

**10. WITHDRAWN COMPLAINTS**

- 10.1 A complainant can withdraw or discontinue their complaint at any time, by notifying the PCP in writing (address at 3.1 above) and signing the notification. This must be recorded, and if the complaint has been referred to the IPCC they must be informed.
- 10.2 The PCP may decide not to treat the complaint as withdrawn, but to treat it as a conduct matter and refer it to the IPCC in accordance with the procedure set out above. This decision will be made by the Monitoring Officer in consultation with the Chairman of the PCP.

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- 10.3 The person who is the subject of the complaint will be kept informed, unless to do so might prejudice a criminal investigation or pending proceedings, or would in some other way not be in the public interest.

## 11. CONDUCT OCCURRING OUTSIDE ENGLAND AND WALES

- 11.1 The ~~Commissioner~~PCC and Deputy ~~Commissioner~~PCC are under a duty to notify the PCP via the Monitoring Officer ~~9 of the~~ host authority), of any allegation, investigation or proceedings relating to their conduct outside England and Wales. The PCP can take whatever action it thinks fit in these circumstances. This decision will be made by the Monitoring Officer ~~9 of the~~ host authority) in consultation with the Chairman of the PCP.

## 12. INFORMAL RESOLUTION OF COMPLAINTS

- 12.1 If a complaint is not referred to the IPCC or is rejected it must be dealt with by informal resolution. This is a way of dealing with a complaint by solving, explaining, clearing up or settling the matter directly with the complainant, without an investigation or formal proceedings. It is a flexible process that may be adapted to the needs of the complainant and the individual complaint.
- 12.2 The Chairman or Deputy Chairman of the Panel, supported by the Monitoring Officer and Head of ~~Democratic and Member Governance and Democratic~~ Services of the host authority has delegated authority to deal with the informal resolution of Part 4 (non-criminal) complaints.
- 12.3 If a complaint has already been satisfactorily dealt with by the time it comes to the PCP's attention, the complaint may be considered resolved and no further action will be taken. The Monitoring Officer (host authority) can take this decision following consultation with the Chairman of the PCP.
- 12.4 The handling of the process can be delegated to: -
- A sub-committee (comprising the Chairman, Deputy Chairman and an Independent Co-opted Member); or
  - Another person, such as the PCC's Chief Executive or the Host Authority's Monitoring Officer (but the ~~Commissioner~~PCC and Deputy ~~Commissioner~~PCC cannot be appointed to consider complaints against each other).
- 12.5 If a sub-committee (comprising the Chairman, Deputy Chairman and an Independent Co-opted Member) or a person is appointed the PCP can take back responsibility for informal resolution at any time.



**Appendix 1**

- 12.7 Informal resolution will be discontinued if the IPCC notifies the PCP that they require the complaint to be referred to them, or if the Monitoring Officer in consultation with the Chairman of the PCP decides that the complaint should be referred to the IPCC.

**13. REQUIREMENTS FOR INFORMAL RESOLUTION**

- 13.1 The intention is for the procedure to be flexible so that it can be adapted to individual circumstances.

- 13.2 However, there are some formal requirements which are set out below:

No investigation can take place. The PCP has power to require the person complained against to provide information and documents to the PCP and to attend to answer questions. This does not amount to an investigation.
--

The person complained against must be given the opportunity to comment on the complaint as soon as is practicable.
--

Any failure by the person complained against to comment on the complaint when invited to do so will be noted in the written record.
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No apology can be tendered on behalf of the person complained against unless the person has admitted the alleged conduct and agreed to make an apology.
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## Part 8: WEBCASTING PROTOCOL

(These procedures do not deal with recordings by members of the public)

### 1 Purpose of Webcasting and Formal Record

- 1.1 The main purpose of webcasting is to give members of the public the chance to view meetings as they happen without having to attend in person.
- 1.2 Webcasting does not replace the formal record of the meeting and decisions made at that meeting. The only formal record of any meeting of a Local Authority is its minutes and agendas which are required to be maintained and retained in accordance with legislative requirements.

### 2 Operating Procedure

- 2.1 Webcasts will only commence at the beginning of a meeting when the Chairman opens the meeting and will finish when the meeting is closed or when the meeting is in private session. The Chairman will allow sufficient time for the webcasting to stop once the decision to exclude the press and public has been made.
- 2.2 Anything that is outside of the scope of the meeting will not be filmed. This includes reaction shots, walkouts etc. Where an operator is unsure on what to film or is in an unfamiliar situation, the operator should always select a camera shot of the Chair of the meeting.
- 2.3 The following persons may authorise the pausing or editing of a webcast:
  - ~~The Chair of the meeting, in consultation with the Monitoring Officer of the host authority or appropriate legal officer~~ lead officer present at the meeting;
    - ~~Chief Executive or senior officer at the meeting~~
    - ~~The host authority Monitoring Officer~~
- 2.4 Editing should only be undertaken if there is a legal reason, for instance the name of a person in witness protection was divulged by a public speaker, confidential personal information is inadvertently disclosed or defamatory comments made. Editing may also be authorised in exceptional circumstance such as if an attendee is taken ill on screen. A log be maintained of edited webcasts.
- 2.5 Should the webcast be halted for a technical reason the following procedure will be applied:
  - The operator will inform the Committee Officer as soon as practically possible

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numbering

**Appendix 1**

- The operator will also inform the Press Office and the Head of ~~Legal Governance~~ and Democratic Services so they can inform the political group leaders and provide them with an explanation of what went wrong, what is being done to recover any lost data and how we will mitigate issues in the future.

2.6 When any editing occurs the same procedure as in 2.5 above will be followed.

2.7 In the event of obscenities being shouted, the sound will be muted either live or in post-production so as not to cause offence.

2.8 An attendee may indicate that he/she does not wish to be filmed whilst in the audience or addressing the meeting. On receiving such information the webcast operator will:

- Give guidance on the best place to sit
- Ensure that no close-up images of the attendee are taken
- If the attendee is speaking, focus the camera on the Chair

**3.0 Technical Proposals**

3.1 During all webcasts, a DVD back-up will be run which will take a raw feed of the audio and video, prior to it going through the webcaster.

3.2 This DVD back-up will be kept by the Marketing Team and will be an unedited raw version of what the cameras and microphones 'see' during the meeting before it is webcast. This will be kept by the Marketing team and used in the case of:

- Internal scrutiny of pause decisions
- Back-up facility in case of technical issues

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# Cheshire Police and Crime Panel

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**Date of Meeting: 23 September 2016**

**Report of: Brian Reed, Head of Governance and Democratic Services,  
Cheshire East Council**

**Subject/Title: Location of Police and Crime Panel Meetings**

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## **1. Report Summary**

- 1.1 This report reviews options for where meetings of the Cheshire Police and Crime Panel could be held in future.

## **2. Recommendation**

- 2.1 The Panel are asked to determine whether they wish future meetings be held at Wyvern House in Winsford, or move to other location(s) around the county.

## **3. Background information**

- 3.1 Since its inception the Cheshire Police and Crime Panel has held its meetings at Wyvern House in Winsford. Meetings have been webcast, at a cost of around £1,100 a year, utilising Cheshire West and Chester's existing webcasting contract and the equipment permanently installed in the Council Chamber at Wyvern House.
- 3.2 At the first meeting of the newly established Panel in June 2016, Members asked that other options for meeting venues were reviewed, with consideration being given to rotating the location of meetings around the county.
- 3.3 A number of factors influenced the original decision to hold meetings at Wyvern House; these included its relatively central location bringing some degree of convenience to panel members travel arrangements; a good standard of accommodation and the ease and cost of webcasting.
- 3.4 The table below shows the distance to Wyvern House from a range of towns across Cheshire.

**Town**

**Distance (Miles)**

Chester	17
Crewe	9
Ellesmere Port	22
Macclesfield	20
Northwich	7
Poynton	24
Runcorn	18
Sandbach	9
Warrington	18
Widnes	21

3.5 Free car parking is available at Wyvern House. Public transport links to Winsford are reasonable from most Cheshire towns, although the railway station is almost two miles away from Wyvern House. Winsford is reasonably served by the bus network.

3.6 All four Cheshire Authorities have accommodation that would be suitable for meetings of the Police and Crime Panel, although with one exception options for webcasting would be much more problematic and significantly more expensive. The availability of accommodation has not been checked for specific dates, and in many cases the venues listed below are heavily used by the relevant Council, as indeed Wyvern House is. All locations listed below have car parking either on site or within a quarter of a mile.

3.7 The accommodation that could be used is:

**Cheshire East Council**

Committee Suite located at Westfields, Sandbach	Webcasting would be possible, but at a significantly greater cost than at Wyvern House.
Council Chamber, Municipal Buildings, Crewe	Webcasting would be possible, but at a significantly greater cost than at Wyvern House.
Assembly Room or Council Chamber Macclesfield Town Hall.	Webcasting would be possible, but at a significantly greater cost than at Wyvern House.

**Cheshire West and Chester:**

Ground Floor Rooms in HQ, Chester	Webcasting likely to be available at the same cost at Wyvern House
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**Halton Borough Council:**

Council Chamber, Runcorn	Webcasting not routinely available, Halton Council does not have a webcasting contract.
Halton Stadium, Widnes	Webcasting not routinely available, Halton Council does not have a webcasting contract.

**Warrington Borough Council:**

Council Chamber, Town Hall, Warrington	Webcasting not routinely available, Warrington Council does not have a webcasting contract.
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**4. Financial Implications**

- 4.1 As indicated in paragraph 3.1 above, the cost of webcasting meetings in Wyvern House is £1,100 a year. The webcasting of meetings from Cheshire West and Chester's HQ offices in Chester would in all likelihood cost the same. Neither Halton nor Warrington routinely webcast meetings and whilst technically webcasting may be possible, the cost would be very significant as there is no infrastructure or webcasting contract in place. Cheshire East Council only webcasts meetings of its Cabinet and due to constraints in the room used, cameras and microphones are not permanently installed and need to be set up by a technician on each occasion. Due to this limitation and the likely need to vary the existing contract to accommodate the additional duration of webcasting, the estimated cost would be in the region of £3,000 per meeting.
- 4.2 It is unlikely that there would be any other cost implications of using accommodation other than Wyvern House.
- 4.3 The budget as it stands can accommodate the current cost of webcasting for meetings in Winsford. Should the Panel decide that it wishes to hold meetings in other venues, and that meetings should continue to be webcast, the four constituent authorities would need to increase their contributions to cover the increased expenditure.

**5. Equality Implications**

- 5.1 There are no equality implications.

**6. Contact Information**

Contact details for this report are as follows:-

**Name:** Martin Smith

**Designation:** Civic and Administration Manager

**Local Authority:** Cheshire East Council

**Tel. No:** 01270 686012

**Email:** martin.r.smith@cheshireeast.gov.uk



# Cheshire Police and Crime Panel

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**Date of meeting: 23 September 2016**

**Report of: Brian Reed, Head of Governance and Democratic Services**

**Subject/Title: Panel Financial Outturn 2015/2016 and proposed Grant allocation 2016/2017**

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## **1. Report Summary**

- 1.1 To respond to the panel members request made at the 17 June 2016 meeting in relation to the financial outturn for expenditure incurred in support of the Cheshire Police and Crime Panel during 2015/ 2016; and
- 1.2 To receive and endorse the Panel's budget for 2016/17 municipal year.

## **2. Recommendations**

- 2.1 The Panel is recommended to:

- (i) note the Panel's financial outturn for the 2015/2016 financial year;
- (ii) endorse the panels grant allocation for 2016/17 municipal year; and
- (iii) agree that financial updates be provided to the panel as appropriate.

## **1. Background and Finance Implications**

- 3.1 Panel members will recall that an outturn report was provided at the Annual Meeting held on the 17 June 2016.
- 3.2 The Panel has requested a further and follow-up report to be brought before this meeting.
- 3.3 The Home Office provide a ring-fenced grant to the host authority to maintain a police and crime panel for the Cheshire police force area to carry out its functions and responsibilities as set out in the Police Reform and Social Responsibility Act 2011.
- 3.4 For 2015-2016, the grant funding continued to be paid in arrears and was required to be claimed on a half yearly basis. The total amount that could be claimed for the whole year was £65,260 and this comprised the following:-  
£53,300 – administration costs  
  
£11,960 (based on up to £920 per member for expenses. £920 is the maximum figure that is available for members to claim against for expenses incurred in playing their role on the Panel.)
- 3.5 This report reiterates the information provided to the Panel at its meeting held on the 17 June 2016 and therefore clarifies the end of year position.

- 3.6 As previously stated the grant for 2015/16 was claimed by the former host authority predominantly against staff and core team time engaged with supporting the Panel arrangements.
- 3.7 The former Host Authority formally submitted claims against expenditure in support of the Panel for the two half years in 2015/ 2016. The grant claim for the first half year was £22,697. In the second half year, the expenditure amounted to £30,515. In combination with the claim for the first half year, this amounted to £53,212 for the whole year. The grant claim details, which were presented to the meeting held on 17 June are repeated in the table below:

<b><u>Finance Information</u></b>	<b>2015/16 £</b>
Solicitor and Monitoring officer (including Legal, Democratic and Scrutiny Support)	£42,739
Performance & Policy	£2,472
Communications	£3,180
Finance	£1,890
Room Hire and Training	£1,393
Webcast	£1,538
	<hr/> <b>£53,212</b>
Member Expenses	£478
	<hr/> <b>£53,690</b> <hr/>

- 3.8 Members should also note that the Host Authority (Warrington) had continued to absorb the resourcing and support of the Police and Crime Panel during 2015/ 2016, through the existing officer structures.

#### **4. 2016/ 17 Funding**

- 4.1 The new host Authority will again be in a position to bid against a maximum grant total of £65,260 for the 2016/ 2017 municipal year.
- 4.2 The proposed outline budget for the 2016/17 municipal year is attached at Appendix 1 as a mechanism to allocate appropriate resources to support the Panel. The administration costs element of the budget can be varied across different budget lines and work streams according to work programme and work streams of the Panel.
- 4.3 The work programme and activity of the Panel should be contained within existing budgets. Any variation will be reported to the Panel for consideration.

#### **5. External Assurance**

- 5.1 The grant is paid to the host authority by the Home Office in exercise of the power conferred by section 31 of the Local Government Act 2003.
- 5.2 Payments are made in arrears, in accordance with Schedule 2, within 21 working days of the receipt of a payment request in the prescribed form.
- 5.3 The host authority's (Cheshire East Council) Section 151 Officer and his nominated Finance Manger act on behalf of the Panel to maintain and manage the grant to ensure that the funds have been consumed in accordance with the terms and conditions of the grant agreement.

## **6. Risk Assessment**

- 6.1 The grant is provided for the purpose of maintaining a police and crime panel for the Cheshire police force area to carry out its functions and responsibilities as set out in the Police Reform and Social Responsibility Act 2011.

## **7. Equality Implications**

- 7.1 There would appear to be no direct equality implications arising from the recommendations of this report.

## **8. Conclusion**

8.1 In accordance with the wishes of Panel Members, this report sets out details of the Panel's financial outturn for 2015/2016 together with the projected 2016/17 outturn.

8.2 Expenditure will continue to be monitored to support the claims for grant funding required by the Home Office. The Panel will continue to be provided with updates as appropriate.

## **Contact Information**

Contact details for this report are as follows:-

**Name:** Brian Reed

**Designation:** Head of Governance and Democratic Services

**Local Authority:** Cheshire East Council

**Tel. No.:** 01270 686670

**Email:** [brian.reed@cheshireeast.gov.uk](mailto:brian.reed@cheshireeast.gov.uk)

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Cheshire East Police and Crime Panel  
Financial Outturn 2016/17

Summary of Police and Crime Panel Timesheets from Warrington Borough Council

Resource Title	Job Title	Task	Days												Total Days	Day Rate £	Total Charge £
			Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16			
Bryan Magan	Head Of Democratic & Member Serv	Meeting Prep	1	2	4		2	3		3		2		1	18	270	4,860
Bryan Magan	Head Of Democratic & Member Serv	Research										2			2	270	540
Bryan Magan	Head Of Democratic & Member Serv	Committee Meeting			4					3			2		9	270	2,430
Bryan Magan	Head Of Democratic & Member Serv	Follow-up work			2	2	2						2		8	270	2,160
Grade 9	Communications 1	Meeting Prep	1		1			1	2		2	2		2	11	212	2,332
Grade 9	Communications 1	Committee Meeting							2				2		4	212	848
Tim Date	Solicitor To The Council	Meeting Prep	1							3	1	1	2	2	10	520	5,200
Tim Date	Solicitor To The Council	Committee Meeting			4			4		3			2		13	520	6,760
Tim Date	Solicitor To The Council	Research									2	3		2	7	520	3,640
Julian Joinson	Principal Democratic Services Officer	Meeting Prep	1	2	2			2						1	8	212	1,696
Julian Joinson	Principal Democratic Services Officer	Committee meeting						4		2			2		8	212	1,696
Julian Joinson	Principal Democratic Services Officer	Follow-up work			2	3	2	1		1			1	2	12	212	2,544
Julian Joinson	Principal Democratic Services Officer	Committee admin							2		1				3	212	636
Julian Joinson	Principal Democratic Services Officer	Reporting										1			1	212	212
Julian Joinson	Principal Democratic Services Officer	Research												2	2	212	424
Abigail Howell	Democratic & Member Serv Support Assist	Meeting Prep	1		1			1							3	78	234
Abigail Howell	Democratic & Member Serv Support Assist	Follow-up work				1	1			1			1		4	78	312
Abigail Howell	Democratic & Member Serv Support Assist	Committee admin							2	2	2	2	2	2	12	78	936
Dave Burrows	Finance Manager	Reporting	2					1	2		2	2		2	7	270	1,890
Adam Kellock	Democratic Services Officer	Meeting Prep		2	3			5	2	2		2	2	2	20	167	3,340
Adam Kellock	Democratic Services Officer	Committee meeting			4			4		4			2		14	167	2,338
Adam Kellock	Democratic Services Officer	Follow-up work			2	3	2	1	2	2	2		2		16	167	2,672
Adam Kellock	Democratic Services Officer	Research									2			2	6	167	1,002
Adam Kellock	Democratic Services Officer	Support Meeting										1			1	167	167
Policy 1		Research							2	2	2	2	2	2	12	206	2,472
			7	6	29	9	9	27	14	30	14	20	24	22	211		51,341

Summary of Warrington Councils PCP Timesheets

Resource Title	Job Title	Total Days	Daily Charge Rate	Total Charge £
Tim Date	Solicitor To The Council	30	520	15,600
Bryan Magan	Head Of Democratic & Member Serv	37	270	9,990
Julian Joinson	Principal Democratic Services Officer	34	212	7,208
Adam Kellock	Democratic Services Officer	57	167	9,519
Abigail Howell	Democratic & Member Serv Support Assist	19	78	1,482
Policy 1	(blank)	12	206	2,472
Grade 9	Communications 1	15	212	3,180
Dave Burrows	Finance Manager	7	270	1,890
Grand Total		211		51,341

Estimate of CE Councils PCP Timesheets

CE Post Holder	Total Days	Daily Charge Rate	Total Charge (£)
Bill Norman	10	578	5,780
Brian Reed	37	458	16,946
Martin Smith	34	313	10,642
Julie North	57	276	15,732
Heather Newton	5	160	800
Neil Taylor	2	318	636
	145		50,536

Cheshire Police and Crime Panel  
Panel Financial Outturn 2016/17

2016-17	
Director of Legal Services	5,780
Democratic Support	43,320
Accountancy Services Support	1,436
Room Hire	1,400
Webcasts	1,500
	53,436

Summary of Days Spent on PCP Related Activities

Resource Title	Job Title	Task							Grand Total
		Meeting Prep	Committee Meeting	Committee admin	Follow-up work	Research	Support Meeting	Reporting	
Tim Date	Solicitor To The Council	10	13			7			30
Bryan Magan	Head Of Democratic & Member Serv	18	9		8	2			37
Julian Joinson	Principian Democratic Services Officer	8	8	3	12	2		1	34
Adam Kellock	Democratic Services Officer	20	14		16	6	1		57
Abigail Howell	Democratic & Member Serv Support Assist	3		12	4				19
Policy 1	(blank)					12			12
Grade 9	Communications 1	11	4						15
Dave Burrows	Finance Manager							7	7
Grand Total		70	48	15	40	29	1	8	211

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**NOTES FROM THE MANAGEMENT BOARD HELD ON 22 JUNE 2016 IN THE CONFERENCE ROOM, OFFICE OF THE POLICE & CRIME COMMISSIONER, CLEMONDS HEY, WINSFORD.**

*Present:* D Keane, Police & Crime Commissioner  
S Byrne, Chief Constable

*Office of the Police & Crime Commissioner*

M Sellwood, Chief Executive  
L Lunn, Chief Finance Officer  
M Eaton, Governance Officer

*Cheshire Constabulary*

J McCormick, Deputy Chief Constable  
D Bryan, Force Solicitor  
W Bebbington, Head of Finance

***Part 1 – Public items***

The notes of the meeting held on 12 May 2016 were accepted and the action log reviewed.

**2016/4 TREASURY MANAGEMENT OUTTURN 2015/16**

The Commissioner considered the Treasury Management outturn report for 2015/16 which set out the investment and borrowing position, the prudential indicators and a brief review of the current economic climate. The Head of Finance agreed to submit a briefing on the level of borrowing with each lender.

The Commissioner:-

- (1) received the treasury management outturn report; and
- (2) noted the prudential and treasury management outturn indicators as detailed in the report.

The Commissioner's rationale for the decision was the Annual Report showed compliance with the prudential indicators and demonstrated that the Strategy would help maximise returns whilst maintaining security of assets, in order to support the efficient and effective use of funds.

**2016/5 CYCLE TO WORK SCHEME**

The Commissioner and the Chief Constable considered a proposal to extend the cycle to work scheme which was introduced under the Government's green transport plan. The scheme has a tax exemption that allows employers to provide cycles and safety equipment as a tax free benefit when employees use the cycles and equipment to travel to and from work. The Commissioner discussed the procurement route for the scheme and the views of the officers and staff participating in the scheme.

The Chief Constable supported the proposal and the Commissioner approved the extension of the existing Cycle to Work Scheme for a further two years from 1 July 2016 in-line with Option 3, subject to a report back if approaching the budget limit with a view to extension consideration.

The Commissioner's rationale for the decision was the extension of the cycle to work scheme would promote health and wellbeing within the Constabulary.

### **2016/6 LOCAL GOVERNMENT PENSION SCHEME: EMPLOYER DISCRETION POLICY**

The Commissioner and the Chief Constable considered the Constabulary's Local Government Pension Scheme discretions policy. Under the pension regulations, the policy was required to be reviewed annually.

The Commissioner and the Chief Constable approved the amended Local Government Pension Scheme Discretions Policy.

The Commissioner's and the Chief Constable's rationale for the decision was the policy provided clarity on the discretions available to management in relation to police staff under the Local Government Pension Scheme.

### **2016/7 INTELLIGENCE AND TASKING REVIEW OUTCOME: RESOURCE REQUEST**

The Commissioner deferred consideration of this item.

### **2016/8 AUDIT ISSUES: EXTERNAL AND INTERNAL AUDIT PLANS FOR 2016/17 & THE MINUTES OF THE AUDIT ADVISORY COMMITTEE, 24 MAY 2016**

The Commissioner and the Chief Constable considered the External Audit plan which set out the timetable of work to audit the Statement of Accounts for 2015/16; the Internal Audit plan for 2016/17 which outlined the delivery of internal audit services; and the minutes of the Audit Advisory Committee held on 24 May 2016. The Commissioner asked the Chief Finance Officer to review the terms of reference for an internal audit of commissioning and to provide a briefing on the various options for the delivery of internal audit services in advance of the existing contract for services expiring.

The Commissioner and the Chief Constable:-

- (1) received the External Audit plan;
- (2) approved the Internal Audit plan for 2016/17;
- (3) approved the additional draft project for Internal Audit be finalised by the Assistant Chief Officer and the Chief Finance Officer, in consultation with Internal Audit, and the cost to be met from reserves, subject to the identification of any budget savings from quarterly reviews of the 2016/17 budget; and
- (4) noted the minutes of the Audit Advisory Committee held on 24 May 2016.

The Commissioner and the Chief Constable's rationale for the decisions was the work of the Internal and External Auditors would provide us with assurance that effective controls were in place to mitigate against significant risks and would ensure compliance with audit and accounting requirements.



**Part 2 – Private items**

**2016/9 REVENUE AND CAPITAL OUTTURN 2015/16**

The Commissioner and the Chief Constable considered a report detailing the provisional year-end, expenditure against the 2015/16 revenue and capital budgets. The report summarised the provisional year-end financial position, a breakdown of revenue detail by Department and the total capital programme for 2015/16. The Commissioner discussed the approach to outstanding debt and the arrangements for paying invoices and invoicing for services. The Chief Finance Officer would produce a briefing on the current process and an assessment of alternative options.

The Chief Constable supported the proposal and the Commissioner approved:-

- (1) the transfer of £223,242 from the Redundancy Reserve to support the cost of voluntary redundancies in 2015/16;
- (2) the carry forwards outlined at Appendix 1, paragraph 8 totalling £71,943;
- (3) the provisional capital outturn and the spending position, together with carry forwards outlined in Appendix 1, paragraph 20 totalling £8.200m; and
- (4) the capital financing proposals outlined at Appendix 1, paragraph 21.

The Commissioner's rationale for the decisions was that they would ensure a balanced outturn position for 2015/16 and enable carry forwards and the financing of the 2015/16 capital programme to be finalised to feed into the 2015/16 Statement of Accounts.

**2016/10 RISK MANAGEMENT FRAMEWORK AND JOINT STRATEGIC RISK REGISTER**

The Commissioner and the Chief Constable considered the Risk Management Framework and the Joint Strategic Risk Register which had been reviewed by Chief Officers to ensure it focused on the key current risks. The Commissioner discussed each area of risk with the Deputy Chief Constable and the Chief Finance Officer reviewing the impact and the controls.

The Commissioner and the Chief Constable approved:-

- (1) the Risk Management Framework;
- (2) the Joint Strategic Risk Register, risk analysis and action overview; and
- (3) the changes to scores, de-escalation of risks recommended and addition of new risks as detailed in the Part 2 of the report, subject to Risk 10 remaining on the Register.

The Commissioner's and the Chief Constable's rationale for the decision was that the effective management of strategic risk would support the Constabulary in delivering high quality policing services.

*Duration of meeting: The meeting commenced at 11.00am and finished at 12.35pm.*

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**NOTES OF THE SCRUTINY BOARD HELD ON 29 JUNE 2016 IN THE  
CONFERENCE ROOM, OFFICE OF THE POLICE & CRIME COMMISSIONER,  
CLEMONDS HEY, WINSFORD.**

*Present:      Office of the Police & Crime Commissioner*

D Keane, Police & Crime Commissioner  
M Sellwood, Chief Executive  
S Pickup, Head of Scrutiny & Planning  
M Eaton, Governance Officer  
E Allison, Research & Analysis Officer

*Cheshire Constabulary*

S Byrne, Chief Constable  
J McCormick, Deputy Chief Constable  
S Boycott, Assistant Chief Constable  
J Gill, Assistant Chief Officer  
P Woods, Head of Planning & Performance

**2016/1 POLICE & CRIME PLAN: PERFORMANCE**

The Commissioner considered in detail a report on performance against the Police & Crime Plan for the year ended May 2016, which showed reductions across a range of crime types.

In scrutinising the performance the Commissioner discussed with the Chief Constable, his plans for tackling the seasonal increase in anti-social behaviour (ASB) normally experienced during the summer; whether it was alcohol related; and the involvement of partners in tackling alcohol related ASB. The Chief Constable advised that the increase in violence related to public space and domestic violence. An action plan had been developed to target the top 10 licensed premises linked to disorder incidents in Chester, Warrington and Northwich and to fully utilise the powers available as required, such as closing premises if disorder persisted. The Chief Constable confirmed that whilst ASB was linked to alcohol, measures were being introduced to ensure better recording of alcohol related incidents to identify the extent of the problem. ArcAngel was being refreshed, discussions with Councils about spacial redesign and CCTV and other partner initiatives such as safe zones and safe buses were being developed. The Commissioner was confident about the Constabulary's ability to respond and wished to consider what more partners could do in preventative action.

The Commissioner enquired about the Constabulary's response to hate crime and the ability to support victims following national reports of increases since the result of the EU referendum. The Deputy Chief Constable reported that specific officers and staff were receiving refresher training to identify various types of hate crime; third party reporting centres were now in place; and that work was being undertaken with the Independent Advisory Group. Cheshire CAREs were providing a good service to victims.

The Commissioner asked about the work being undertaken to reduce sickness absence and reduce stress. The Chief Constable advised of the investment

made and the initiatives to support officers and staff, which included the creation of the wellbeing centre; work with partners including mental health charities, Relate and McMillan to identify stress caused outside of the workplace and reported that the Constabulary had been recognised for investing and supporting its workforce with a Silver 'Investors in People Award'.

## **2016/2 PEOPLE STRATEGY: END OF YEAR REPORT**

The Commissioner reviewed performance against the key measures included in the People Strategy. The report summarised the establishment figures for officers and staff; recruitment and progression; health and wellbeing initiatives and included a detailed breakdown by rank/post and diversity factors.

The Deputy Chief Constable discussed a number of issues with the Commissioner, including recruitment and the work being undertaken to increase BME and female police officer applicants; and the support given to officers and staff in terms of wellbeing. Whilst the Commissioner was encouraged by the various initiatives to drive up diversity within the Constabulary, he considered that more needed to be undertaken and that the 'hurdles' preventing all members of society applying, needed to be removed. The Commissioner indicated that the Constabulary needed to be representative of the people it served and he questioned the pre-qualification requirement and its cost.

### **ACTION:-**

The Deputy Chief Constable to brief the Commissioner on the introduction of the Certificate in Knowledge of Policing, the fees involved, and any options for changing the process to ensure recruitment was as inclusive as possible..

## **2016/3 COMPLAINTS: END OF YEAR REPORT**

The Commissioner scrutinised the number, nature and frequency of public complaints; performance against key complaint measures for the 2015/16; updates on IPCC investigations; and details of employment tribunals and grievances.

The Commissioner advised that he had spoken to the IPCC Commissioner for Cheshire who was encouraging about the work undertaken by Cheshire's Professional Standards Department and its approach to learning from the complaints process.

## **2016/4 IPCC USE OF FORCE REPORT**

The Commissioner considered a report on the Constabulary's response to the recommendations arising from the Independent Police Complaints Commission national thematic report on complaints - *"Police Use of Force: evidence from complaints, investigations and public perception"*.

The Commissioner was advised that the Constabulary was developing external Use of Force Scrutiny Panels to scrutinise this data and an action plan had been developed which was scrutinised on a monthly basis. The Commissioner in welcoming the Constabulary's response to the report with the production of the action plan, requested an update at a future meeting on the 'amber' actions.

### **ACTION:-**

## **PRIVATE ITEMS**

*The following matters were considered in private on the grounds that they involved the likely disclosure of exempt information as defined in the Freedom of Information Act 2000 and in accordance with the sections of the Act indicated below:-*

<i>Item</i>	<i>Section</i>
<i>Notes from 24 February 2016 and actions</i>	<i>(31) Law Enforcement</i>
<i>Conduct Matters and IPCC Referrals</i>	<i>(40) Personal Information</i>
<i>Compliance with SPR: End of Year Report</i>	<i>(31) Law Enforcement</i>

## **2016/5 NOTES FROM 24 FEBRUARY 2016 AND ACTIONS**

The notes of the meeting held on 24 February 2016 and the actions from previous meetings were reviewed and updated.

## **2016/6 CONDUCT MATTERS AND IPCC REFERRALS**

The Commissioner considered a report on the number of conduct matters relating to police officers and police staff, and incidents which had been statutorily or voluntarily referred to the Independent Police Complaints Commission. The Commissioner identified that there were no particular trends emerging.

The Commissioner discussed with the Deputy Chief Constable issues relating to the receipt of gifts and hospitality; and the processes for approving and monitoring officers' business interests.

## **2016/7 COMPLIANCE WITH THE STRATEGIC POLICING REQUIREMENT: END OF YEAR REPORT**

The Deputy Chief Constable presented an overview of the Constabulary's current capacity, contribution and capability to meet the Strategic Policing Requirement (SPR). The SPR which was issued by the Home Secretary ensured that when threats to public safety assumed national dimensions, that the police service can deliver an appropriate robust, national response.

The Commissioner discussed the Constabulary's response to HMIC's organised crime recommendations.

### **ACTION:**

The Assistant Chief Officer and the Chief Finance Officer identify elements of the budget which relate to meeting the SPR when developing the 2017/18 budget.

*Duration of meeting: The meeting commenced at 10.00am and finished at 12.10pm.*

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**NOTES FROM THE MANAGEMENT BOARD HELD ON 3 AUGUST 2016 IN THE  
CONFERENCE ROOM, OFFICE OF THE POLICE & CRIME COMMISSIONER,  
CLEMONDS HEY, WINSFORD.**

*Present:* D Keane, Police & Crime Commissioner  
S Byrne, Chief Constable

*Office of the Police & Crime Commissioner*

M Sellwood, Chief Executive  
L Lunn, Chief Finance Officer  
M Eaton, Governance Officer

*Cheshire Constabulary*

J McCormick, Deputy Chief Constable  
J Gill, Assistant Chief Officer  
D Bryan, Force Solicitor  
W Bebbington, Head of Finance

*Also in attendance:* 1 member of the public

***Part 1 – Public items***

The notes of the meeting held on 22 June 2016 were accepted and the action log reviewed.

**2016/11 FORENSICS ANALYTICAL SERVICES COLLABORATION**

The Commissioner considered a report which sought to continue to participate in the Forensic Analytical Services Collaboration. The collaboration would replace the existing West Coast Consortium for Forensic Services, of which Cheshire was a member. The report considered the impact of participation on the proposed tri-force forensics collaboration with Merseyside and North Wales. An update was also given regarding the membership of the proposed new collaboration.

The Chief Constable supported the proposals and the Commissioner:-

- (1) approved Cheshire's participation in the new collaboration led by the Commissioner for Avon & Somerset for the procurement and delivery of forensic analytical services; and
- (2) agreed that the Chief Executive make arrangements for the collaboration agreement for the new Consortium to be signed and returned to the Office of Police & Crime Commissioner for Avon & Somerset.

The Commissioner's rationale for the decision was having also considered the oral update regarding the membership of the proposed new collaboration, Cheshire's participation in this collaboration would provide value for money and increased resilience in a critical operational service area.

*Duration of meeting: The meeting commenced at 10.00am and finished at 10.14am.*

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# Cheshire Police and Crime Panel

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**Date of Meeting: 23 September 2016**

**Report of: Brian Reed, Head of Governance and Democratic Services**

<b>Subject/Title</b>	<b>Overview and Scrutiny of the Police and Crime Commissioner - Cheshire Police and Crime Commissioner's Annual Report 2015/16</b>
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## **1. Report Summary**

The Police and Crime Commissioner is required to produce an Annual Report each year and the Police and Crime Panel should be offered the opportunity to consider the report at a meeting arranged as soon as possible following the publication of the report.

## **2. Recommendation**

That the Panel review the Police and Crime Commissioner's Annual Report for 2015/16 and make any recommendations as deemed necessary.

## **3. Background information**

- 3.1 The Cheshire Police and Crime Commissioners Annual Report for 2015/16 and covering letter are attached as an appendices to this report.
- 3.2 Reviewing the Annual Report is a statutory function of the Panel as set out in the Police Reform and Social Responsibility Act 2011 and provides the Panel with the opportunity to discuss the Annual Report directly with the Police and Crime Commissioner.
- 3.3 The Panel is asked to review the Annual Report and make any recommendations deemed necessary. The report can also be used as a tool to carry out an annual review of the Police and Crime Commissioner's activities, considering the successes and challenges of the previous year, whilst also looking ahead to future years and noting any lessons learnt.
- 3.4 The Panel may also wish to consider the Annual Report in the context of the 2015/16 Police and Crime Plan.

## **4. Financial Implications**

There are no significant financial implications associated with this report. The work programme and activity of the Panel should be contained within existing budgets. Any variation will be reported to the Panel for consideration.

### 5. Equality Implications

There would appear to be no equality implications arising from the recommendations of this report.

### 6. Contact Information

Contact details for this report are as follows:-

**Name:** Brian Reed

**Designation:** Head of Governance and Democratic Services

**Local Authority** Cheshire east Council

**Tel. No.:** 01270 686670

**Email:** [brian.reed@cheshireeast.gov.uk](mailto:brian.reed@cheshireeast.gov.uk)



Councillor Howard Murray  
Chairman, Police and Crime Panel for Cheshire  
c/o Democratic Services  
Cheshire East Council  
Westfields, Middlewich Road  
Sandbach, CW11 1HZ

Clemonds Hey  
Oakmere Road  
Winsford  
Cheshire  
CW7 2UA

Date: 17 August 2016

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Our Ref:	Your Ref:	Tel: 01606 364000 Fax: 01606 364006	Email: <a href="mailto:police.crime.commissioner@cheshire.pnn.police.uk">police.crime.commissioner@cheshire.pnn.police.uk</a>
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Dear Councillor Murray

## **ANNUAL REPORT 2015/16**

I am pleased to enclose a copy of my draft Annual Report for 2015/16.

As you will be aware, there is a requirement for Police & Crime Commissioners to produce an Annual Report as soon as practicable after the end of the financial year to review and report on progress in delivering the Police & Crime Plan. The Home Office have confirmed that this is required even if there is a change in administration. The information set out in the Annual Report for 2015/16 reflects the work during the final year of the previous administration and meets the reporting requirements. The Report will be published on-line on my website and hard copies made available upon request.

In accordance with the provisions of the Police Reform and Social Responsibility Act 2011, please would you make arrangements for the Report to be considered by the Police and Crime Panel on 23 September 2016.

Yours sincerely

David Keane  
Police & Crime Commissioner

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# your policing

## ANNUAL REPORT 2015-16



**As Police & Crime Commissioner, I am required to produce an Annual Report. The information set out here reflects the work during the final year of the previous administration.**

The report shows that Cheshire Constabulary under the leadership of the Chief Constable, Simon Byrne has performed well. The independent assessment by Her Majesty's Inspectorate of Constabulary highlights a number of areas where Cheshire's performance has been outstanding. This includes the areas of preventing crime and anti-social behaviour, keeping people safe, engaging the public and treating them fairly, and the Constabulary's overall efficiency.

This success is testament to the hard work and dedication of the officers, staff, specials and volunteers who make up the Cheshire policing family. I would like to take this opportunity to thank them for their hard work.

There are some areas where improvements can be made. The use of stop and search and the way in which the Constabulary tackles serious and organised crime were assessed as needing improvement. As your new Commissioner, these are areas where I will be looking for the Chief Constable to improve performance, whilst also ensuring the Constabulary builds upon its impressive 2015/16 results.

Over the Summer, I will be listening to you to understand your priorities for policing in Cheshire. I will set out the priorities in my Police & Crime Plan for 2016-2020 which will be published towards the end of the year. I will be focusing on the Chief Constable delivering real neighbourhood policing and getting police offers, PSCOs and staff out on the streets to fight crime and keep us safe. Crucially, I will ensure we have a police service you can be even more proud of.

David Keane  
**Police & Crime Commissioner  
for Cheshire**



**David Keane**  
Police & Crime  
Commissioner  
for Cheshire

**Making Cheshire safer and more prosperous**



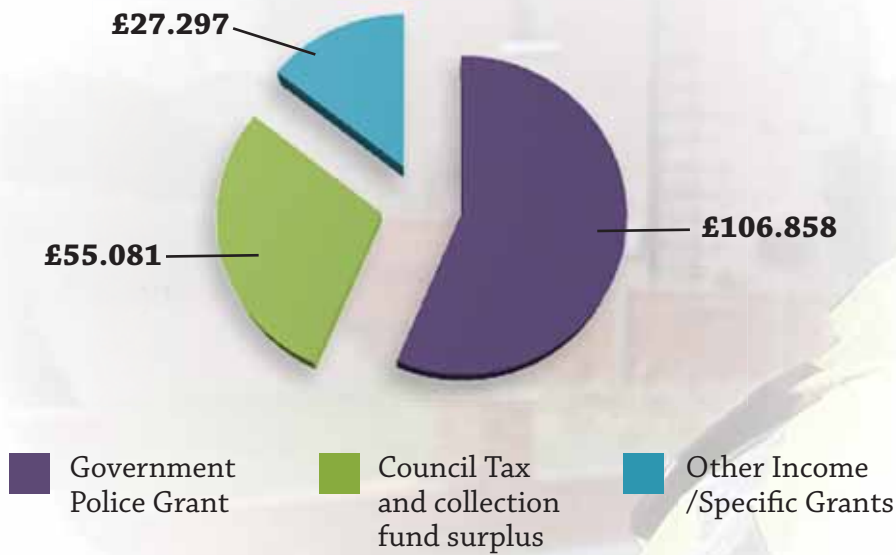
# Police Funding

**Funding for policing in 2015/16 year continued to be subject to considerable reductions as part of the Government's austerity programme. As a result, the savings gap for 2015/16 was £8m on gross expenditure of £189.236m allowing for grant cuts, inflation and new unavoidable demands.**

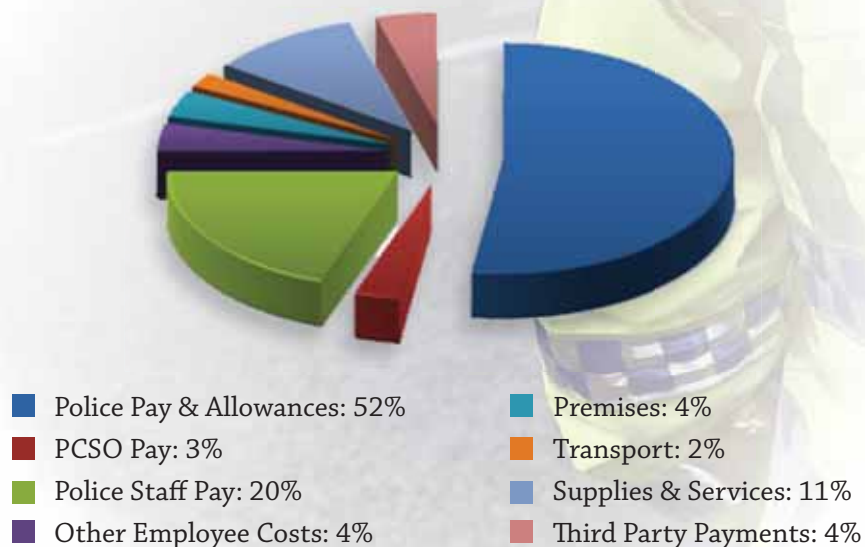
The Constabulary adopted a priority based budgeting process to analyse every pound spent on policing in Cheshire to identify efficiencies and areas for investment. Through this process, £13.5m savings were identified to meet the budget shortfall and support priority investment plans.

The charts below provide details of funding for policing in Cheshire and an overview of expenditure for 2015/16.

## Cheshire Police Funding (£189.236m)



## Expenditure 2015/16



# Performance

Overall crime in Cheshire reduced by a further 3% in 2015/16. The crimes solved rate was 31.6%, which reflects strong performance when compared nationally. The year also saw 377 fewer victims of domestic burglaries, 17.3% less vehicle offences and more cases of vehicle crime and sexual offences solved; 4.6% and 10.6% respectively. Violence against the person increased by 16%. There was also an increase in previously under-reported crimes such as domestic abuse, sexual offences and hate crime. This means a better understanding of the true scale and nature of these horrific crimes and as a result investment can be prioritised.

Her Majesty's Inspectorate of Constabulary carried out an independent assessment of Cheshire Constabulary during 2015/16. The assessment provides grading in the areas of police effectiveness, efficiency and legitimacy. Cheshire Constabulary achieved an impressive set of results which highlighted it as one of the best performing police services in the county.

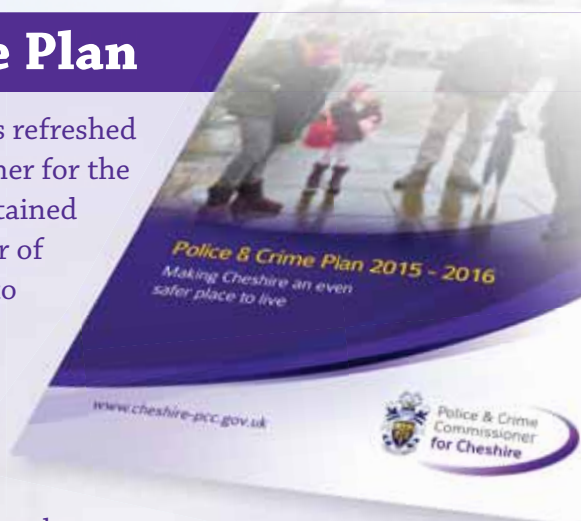
The gradings were:

- Efficiency - **Outstanding**
- Effectiveness - **Good**
- Legitimacy - **Good**

Full details of the assessment can be read at [HMIC Cheshire](#)

## Police & Crime Plan

The Police & Crime Plan was refreshed by the previous Commissioner for the year 2015/16. The Plan contained five objectives and a number of measures which were used to hold the Chief Constable to account. The objectives can be viewed below and performance information against each measure can be accessed by clicking on the relevant objective:



- 1. Enhance frontline policing to enable the Constabulary to prevent and further drive down crime**
- 2. Protect Cheshire's communities from harm**
- 3. Support victims and witnesses of crime and take a robust stance in tackling those who offend, especially those who do so repeatedly**
- 4. Continue to build on the strong partnership between the police and the communities of Cheshire**
- 5. Ensure the delivery of an efficient and effective police service. This will include building on the use of innovative technology to deliver better service to the communities of Cheshire**



# Victim and Community Safety Commissioning

**Commissioning activity undertaken during the year aimed to prevent people becoming victims and ensuring that appropriate services were available for those unfortunate enough to become victims of crime.**



£1.1million was invested in services for victims. This included the commissioning of Cheshire CARES, which provides support to all victims in Cheshire based on the individuals' needs, the re-commissioning of the nationally

accredited Restorative Justice & Mediation Hub and specialist service for victims of crime such as rape, hate crime and domestic abuse. Further detail on the range of victim services commissioned can be found online at [Victims Commissioning](#).

Almost £1million of funding was provided locally as part of a community safety fund. This was provided to Cheshire's four community safety partnerships, youth offending services and services focused on reducing reoffending and tackling substance misuse. Funding was allocated against agreed priorities which show that performance against the 2015/16 funding has contributed to keeping Cheshire's communities safe.



£80,000 was also allocated to four participatory budgeting projects across Cheshire which involves local people in making decisions on the spending and priorities for a defined

public budget and provides citizens with information that enables them to be engaged in prioritising the needs of their neighbourhoods.

If you want to know more about the projects and where local people decided the money would be spent then this is all available [online](#).

## How to keep in touch



01606 364000



[Police.crime.commissioner@cheshire.pnn.police.uk](mailto:Police.crime.commissioner@cheshire.pnn.police.uk)



@cheshirePCC



[www.facebook.com/cheshirepcc](https://www.facebook.com/cheshirepcc)



Office of the Police & Crime Commissioner,  
Clemonds Hey, Oakmere Road, Winsford, Cheshire CW7 2UA

**CALL THE  
POLICE  
ON**

**101**

IN AN EMERGENCY  
ALWAYS CALL 999

### When should I call 101?

To report less urgent crime or disorder, to contact the police with general inquiries or to speak to a local officer.

For example:

- if your car has been stolen
- if your property has been damaged
- reporting a minor traffic incident
- where you suspect drug use or dealing
- giving police information about crime in your area.

**Always call 999 in an emergency, where there is a threat to life or a crime in progress.**



## Cheshire Police and Crime Panel – Work Programme 2016/17



<b>TBC</b>	<b>Informal Meeting with the Police and Crime Commissioner</b>  <i>Topic TBC</i>
<b>23 September 2016</b> Webcast Link – <a href="http://www.cheshirewestandchester.public-i.tv/core/portal/webcast_interactive/218012">http://www.cheshirewestandchester.public-i.tv/core/portal/webcast_interactive/218012</a>	<b>Formal Meeting of the Police and Crime Panel</b>  <i>Items:</i> <ul style="list-style-type: none"> <li>○ Cheshire Police and Crime Commissioner's Annual Report 2015/16</li> <li>○ Report on Panel Rules of Procedure;</li> <li>○ Report on Location of Meetings;</li> <li>○ Report on Budget;</li> <li>○ Questions for the Police and Crime Commissioner;</li> <li>○ Scrutiny Items – Management and Scrutiny Board notes;</li> <li>○ Work Programme</li> </ul>
<b>18 November 2016</b> Webcast Link – <a href="http://www.cheshirewestandchester.public-i.tv/core/portal/webcast_interactive/218013">http://www.cheshirewestandchester.public-i.tv/core/portal/webcast_interactive/218013</a>	<b>Formal Meeting of the Police and Crime Panel</b>  <i>Items:</i> <ul style="list-style-type: none"> <li>○ Questions for the Police and Crime Commissioner;</li> <li>○ Scrutiny Items – Management and Scrutiny Board notes;</li> <li>○ Work Programme</li> </ul>
<b>TBC</b>	<b>Informal Meeting with the Police and Crime Commissioner</b>  <i>Topic TBC</i>
<b>3 February 2017 (Statutory Meeting)</b> Webcast Link – <a href="http://www.cheshirewestandchester.public-i.tv/core/portal/webcast_interactive/218014">http://www.cheshirewestandchester.public-i.tv/core/portal/webcast_interactive/218014</a>	<b>Formal Meeting of the Police and Crime Panel</b>  <i>Items:</i> <ul style="list-style-type: none"> <li>○ Budget and Precept 2017/18;</li> <li>○ Questions for the Police and Crime Commissioner;</li> <li>○ Scrutiny Items – Management and Scrutiny Board notes;</li> <li>○ Work Programme</li> </ul>

<b>TBC</b>	<b>Informal Meeting with the Police and Crime Commissioner</b>
<b>25 March 2017</b> Webcast Link – <a href="http://www.cheshirewestandchester.public-i.tv/core/portal/webcast_interactive/218015">http://www.cheshirewestandchester.public-i.tv/core/portal/webcast_interactive/218015</a>	<b>Formal Meeting of the Police and Crime Panel</b>  <i>Items:</i> <ul style="list-style-type: none"> <li>○ <i>Questions for the Police and Crime Commissioner;</i></li> <li>○ <i>Scrutiny Items – Management and Scrutiny Board notes;</i></li> <li>○ <i>Work Programme</i></li> </ul>
<b>TBC</b>	<b>Informal Meeting with the Police and Crime Commissioner</b>  <i>Topic TBC</i>

**Outstanding Items:**

- Review of the new policing structure (6 month review);