

# Report to the Thames Valley Police & Crime Panel

---

**Title:** Review of Panel Rules of Procedure, Complaints Procedure, Appointment of Independent Members, Panel Membership, appointment to Sub-Committee's and Task Groups and Home Office Grant 2021/22



**Date:** 23 September 2022

**Author:** Khalid Ahmed, Scrutiny Officer, Thames Valley Police & Crime Panel

---

## **BACKGROUND**

The Police and Crime Panel reviews its Rules of Procedure and Panel Arrangements annually. Consideration of the Rules of Procedure and Panel Arrangements also reminds Panel Members, particularly new Members of the role and functions of the Panel.

Since the last meeting of the Panel, the two Independent Members have resigned, and the Panel has to agree the process for appointing two new Independent Members.

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

## **RECOMMENDATIONS:**

1. That the Rules of Procedure and Panel Arrangements for the Thames Valley Police and Crime Panel "the Panel" be updated (as attached in Appendix 1 and 2) to reflect the changes arising from the decision to the representation changes for Buckinghamshire Council and Milton Keynes Council.
- 2) That the Panel notes that with the appointment of the new Chair of the Panel, that a decision is required on the Host Authority for the Panel. (see paragraph 3).
- 3) That the Panel reconfirms the decision that future meetings take place at Buckinghamshire Council's Gateway House in Aylesbury.
- 4) That approval be given to the process to appoint two new Independent Members to the Panel. (see paragraph 5).

5) That the Panel considers the memberships of the Panel's Complaints Sub Committee (7 Members) and Budget Task and Finish Group (5 Members) and confirm the appointment of the Members detailed below (para. 5) and appoint Members to vacancies as required.

6) That the established Complaints Sub-Committee and Task Group be agreed with no changes to their terms of reference for the following year (subject to any legislative changes) (Appendix 3).

7) That details of the Home Office grant received for 2021/22 for the operation of the Panel by the Host Authority be noted. (see paragraph 7)

### **1. Rules of Procedure and Panel Arrangements**

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

### **2. Changes to the Representation to the Panel from Buckingham Council and Milton Keynes Council**

The changes highlighted in the Rules of Procedure and Panel Arrangements take account of the decision taken earlier on in the agenda for this meeting, whereby the representation for Buckingham Council and Milton Keynes Council be changed. [Buckinghamshire Council, 1 Member + 3 Co-Opted Members: Milton Keynes Council, 1 Member + 1 Co-Opted Member].

### **3. Host Authority for the Panel**

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

#### *Host Authority*

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

4.2 *In accordance with the Panel's agreement made at the meeting held on 6 September 2019 South Bucks District Council shall act as the Host Authority until 31 December 2019. Oxfordshire County Council shall act as the Host Authority from 1 January 2020 until such time as either:*

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

b) *The existing Host Authority serves notice that it no longer wishes to be the Host Authority and this function is transferred to another Authority in which case, a six month*

*notice period will apply, unless a shorter period is agreed between the existing Host Authority and the new Host Authority; or*

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

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

#### **4 Venue for meetings of the Panel**

An area of discussion in previous years has been the location for meetings of the Police and Crime Panel. The Panel when it was first set up held meetings around the Thames Valley, based on a rota. This Panel has previously agreed, that to ensure the maximum attendance of the membership of the Panel, meetings of the Panel be held in Aylesbury, which is the best suited location in terms of accessibility for the Members of the Thames Valley Region. This decision was reaffirmed at the meeting in November 2019.

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

#### **5 Appointment of two Independent Members of the Panel**

After the last meeting of the Panel, the two Independent Members of the Panel, Phillip Morrice and Elizabeth Jones, both resigned their positions on the Panel.

The Panel is asked to agree that the two vacant positions be advertised on each of the Panels Constituent Authorities' websites. The Chair, Vice-Chair and one other Member of the Panel would be involved in the shortlisting and informal interviews of candidates, with the preferred two candidates, reported to the Panel for confirmations.

#### **6. Appointments to Complaints Sub-Committee and Budget Task and Finish Group**

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

##### **Membership 2021/22**

**Complaints Sub-Committee (7)** – Cllr Balvinder Bains, Cllr Emily Culverhouse, **Cllr Marilyn Davies\***, **Liz Jones\***, **Phillip Morrice\*** and Councillor Richard Webber (4 VACANCIES TO FILL)

**Budget Task and Finish Group (5)** – Cllr Robin Bradburn, Cllr Richard Newcombe, **Cllr Barrie Patman\*** and Cllr Simon Rouse. (2 VACANCIES TO FILL)

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

#### **7. Home Office Grant for the Panel 2021/22**

The Home Office Grant allocation for the Panel is £64,340, of which Oxfordshire County Council as Host Authority claimed £56,971 for 2021/22.

There is a transparency requirement that the Panel (via the Host Authority website) must publish as a minimum, details of all the expenditure including panel administration costs, translation costs and individual Panel Member claims for expenses. The Panel agreed that any allowances or expenses which may be made to elected Members arising out of the Panel Membership shall be determined and borne by the appointing Authorities for each Panel Member individually. Therefore, the only expenses that have been reimbursed are for the Co-opted Members. There have been no translation costs.

The Host Authority decides how to allocate the budget accordingly covering the following costs:-

- Scrutiny, policy, management, communications, legal and democratic services support for the Panel, its Sub-Committees and Task and Finish Groups,
- Administrative costs such as venue hire, catering and webcasting
- General expenses for travel and subsistence and training

The £56,971 comprises of the following:

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