

## Sussex Police and Crime Panel

Members are hereby requested to attend the annual meeting of the Police and Crime Panel, to be held at 10.30 a.m. on Monday 4 July 2016 at County Hall, Lewes.

**Tony Kershaw**

Clerk to the Police and Crime Panel

24 June 2016

### Webcasting Notice

Please note: This meeting will be filmed for live or subsequent broadcast via East Sussex County Council's website on the internet – at the start of the meeting the Chairman will confirm that the meeting is to be filmed. Generally the public gallery is not filmed. However, by entering the meeting room and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. The webcast will be available via the link below: <http://www.eastsussex.public-tv/core/>,

### Indicative timetable

<b>Part I</b>		
Item 1	10: 30 – 10: 45	Appointment of Chairman and Vice-Chairman
Item 2		Declarations of Interests
Item 3		Minutes of previous meeting
Item 4		Urgent Matters
Item 5	10: 45 – 10: 55	Review of Panel Membership and Proportionality
Item 6	10: 55 – 11: 10	Public Question Time
Item 7a	11: 10 – 12: 00	Police and Crime Commissioner Annual Report
Item 7b		Police & Crime Plan 2017/21
Item 8a	12: 00 – 12: 25	Annual Report from the Host Authority
Item 8b		Police and Crime Panel Work Programme 2016-17
Item 9	12: 25 – 12: 35	Quarterly Report of Complaints
Item 10	12: 35 – 12: 45	Written Questions
Item 11	12: 45 – 13: 00	Commissioner's Question Time
<b>***Recess and Informal Briefing***</b>		
Item 12	14: 00 – 14: 20	Procedure to be followed at confirmation hearings
Item 13	14: 20 – 15: 00	Confirmation Hearing – Police and Crime Commissioner's Chief Finance Officer.
<b>Part II</b>		
Item 14	15: 00 - 15: 10	Background Papers: Job Application Form
Item 15	15: 10 – 15: 40	Determination of recommendations
Item 16	15: 40 – 15: 45	Date of next meeting

## **A g e n d a**

### **1. Appointment of Chairman and Vice- Chairman**

The Panel is asked to appoint a Chairman and Vice-Chairman for a period of one year.

### **2. Declarations of Interest**

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt contact Democratic Services, West Sussex County Council before the meeting.

### **3. Minutes of previous meeting**

To confirm the minutes of the previous meeting on 22 January 2016 – [attached](#) on *buff* paper.

### **4. Urgent Matters**

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency.

### **5. Review of Panel Membership and Proportionality**

Report by the Clerk to the Police and Crime Panel - [attached](#)

The Panel is required to undertake an annual review of proportionality to take account of any changes to the political composition of constituent authorities during the course of the previous year. The [attached](#) report provides the latest political composition of local authorities in Sussex and a calculation of proportionality of the Panel.

The Panel is also required to consider the appointment of those members of the Panel with a one year term of office including Independent Co-opted Members, and one additional member from each of the two county councils in Sussex to address any perceived imbalance in political proportionality.

The Panel is also asked to amend its Constitution to allow the appointment of substitutes for Independent Co-opted Members, and to appoint an individual to that role.

### **6. Public Question Time**

A maximum of 45 minutes will be allowed for questions from the public to the Police and Crime Commissioner and the Panel.

Better responses can be provided when we receive advance notice of questions. Therefore it would be helpful if questions could be submitted by **noon on 27 June** to allow substantive answers to be provided. If you intend asking a question of the Commissioner or the Panel under this section of the

agenda please can you contact Rachel Allan prior to the meeting by calling 0330 22 28966 or email [pcp@westsussex.gov.uk](mailto:pcp@westsussex.gov.uk).

The questioner will be able to ask his/her question at the meeting, to which the Commissioner will provide a verbal response. On hearing the response, the questioner will have the opportunity to ask a supplementary question (one further question, which must be on the same subject as the original question). Supplementary questions, due to their nature, need not be submitted in advance. Members of the Panel may be allowed to pose follow-up questions, at the discretion of the Chairman. In the event that the questioner is unable to attend the Chairman can ask the question on their behalf.

Questions can be posed to the Commissioner or to the Panel.

Questions to the Commissioner:

- Should relate to the role of the Commissioner, (strategic/policy issues), and not to operational matters or to individual grievances.
- Must not be defamatory, frivolous, vexatious or offensive
- Must not require the disclosure of confidential information

Questions to the Panel:

- Should relate to the role of the Panel (which is to hold the PCC to account).
- Must not be defamatory, frivolous, vexatious or offensive
- Must not require the disclosure of confidential information

## **7a. Police and Crime Commissioner's Annual Report**

Report by the Police and Crime Commissioner – [attached](#).

The Police and Crime Panel is required to review the Commissioner's annual report. The Commissioner will outline the [attached](#) annual report which provides an update on the performance against the priorities, objectives and measures set out in the Police and Crime Plan for the period 1 April 2015 – 31 March 2016.

The Panel is asked to review, put questions to the Commissioner, and make recommendations on the annual report if necessary. All recommendations agreed by the Panel will be published in a report from the Chairman to the Commissioner.

## **7b. Police & Crime Plan 2017/21**

Report by the Police and Crime Commissioner – [attached](#).

The PCC has a statutory duty to set the police and crime objectives for their area through a Police & Crime Plan.

The Panel is asked to agree for the Police and Crime Plan Working Group to act as a critical friend to development of the Plan.

The Panel is further asked to note the current membership, to appoint an Independent Member to the Group, and make any other changes to the membership as appropriate.

Bill Bentley, East Sussex County Council  
Tony Nicholson, Lewes District Council  
Dave Simmons, Adur District Council  
Brad Watson OBE, West Sussex County Council (Chairman)  
Vacancy, Independent Member

#### **8a. Annual Report from the Host Authority**

Report by the Clerk to the Police and Crime Panel – [attached](#).

The Host Authority is required to submit to the Panel an annual budget report ([attached](#)) detailing income and expenditure of the Panel during the previous year. The report also includes a summary of the main achievements of the Panel over the last year.

The Panel is asked to consider and comment on the annual budget report.

#### **8b. Police and Crime Panel Work Plan 2016/17**

Report by the Clerk to the Police and Crime Panel – [attached](#).

The Panel is asked to agree the attached Work Plan for 2016/17 and suggest any further topics to be added to the work programme as either agenda items or for the establishment of a Working Group.

#### **9. Quarterly Report of Complaints**

Report by the Clerk to the Police and Crime Panel – [attached](#).

The Panel is asked to consider the report of any complaints ([attached](#)) received since the previous meeting in January 2016 and the initial handling of complaints by the Monitoring Officer. The report also provides progress on those complaints previously reported to the Police and Crime Panel.

Four correspondents have contacted the Panel since its last meeting.

#### **10. Written Questions**

Report by the Clerk to the Police and Crime Panel – [attached](#).

Written questions may be submitted by members of the public up to two weeks in advance of a meeting for which the Panel Chairman and Commissioner will be invited to provide a response by noon of the day before the meeting.

There have been 6 written questions received prior to this meeting of the Panel. The questions to the Commissioner and the responses provided are attached for the Panel to note.

Please can members ensure that any supplementary questions relate to the subject matter of the written question.

## 11. Commissioner's Question Time

The Panel is asked to raise any issues or queries concerning crime and policing in Sussex with the Commissioner.

**\*\*\*Recess\*\*\***

## 12. Procedure to be Followed at Confirmation Hearings

The [attached](#) report sets out the procedure to be followed at confirmation hearings.

## 13. Confirmation Hearings

The report ([attached](#)) by the Police and Crime Commissioner provides details of the proposed appointment of the Police and Crime Commissioner's Chief Finance Officer. The Annexes to the report comprise information from the Police and Crime Commissioner regarding the proposed appointment. The Panel will ask the candidate questions relating to their professional competence and personal independence, based on the background information provided, and request details on how the candidate meets the requirements in the role profile.

## Part II

The Panel is asked to consider in respect of the following items whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Part I of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

The reports dealt with under this part of the agenda <b>are enclosed for members of the Panel only (Yellow Paper)</b> .
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## 14. Background Papers: Job Application Forms

The following job application forms, as completed by the candidates for Police and Crime Commissioner's Chief Finance Officer, are (attached) for **members of the Panel only**:

Exempt: paragraph 1, information about individuals.

## 15. Determination of Recommendations to the Police and Crime Commissioner

The Panel to agree its recommendations to the Police and Crime Commissioner regarding the proposed appointments.

Exempt: paragraph 1, Information about individuals.

No Background Papers

#### **16. Date of Next Meeting**

The next meeting of the Police and Crime Panel will take place on Friday 23 September 2016 at County Hall, Lewes.

The Panel is asked to note the forthcoming meeting dates:

- **Friday 20 January 2017**
- **Thursday 20 February 2017 (provisional meeting, if required, to consider the revised precept)**
- **Friday 7 April 2017**

**To: all members of the Sussex Police and Crime Panel**