

Sussex Police and Crime Panel

Members are hereby requested to attend the annual meeting of the Police and Crime Panel, to be held at 10.00 a.m. on Friday 27 June 2014 at County Hall, Lewes.

Tony Kershaw

Clerk to the Police and Crime Panel

19 June 2014

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-i.tv/core/>,

Indicative timetable

| Part I | | |
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| Item 1 | 10:00 – 10:15 | Appointment of Chairman |
| Item 2 | | Appointment of Vice-Chairman |
| Item 3 | | Declarations of Interests |
| Item 4 | | Minutes of previous meeting |
| Item 5 | | Urgent Matters |
| Item 6 | 10:15 – 10:25 | Review of Panel Membership and Proportionality |
| Item 7 | 10:25 – 10:45 | Public Question Time |
| Item 8 | 10:45 – 11:30 | Commissioner's Annual Report |
| Item 9 | 11:30 – 11:50 | Sussex Police Contact Management Arrangements |
| Item 10 | 11:50 – 12:05 | Annual Report from Host Authority |
| Item 11 | 12:05 – 12:15 | Quarterly Report of Complaints |
| Item 12 | 12:15 – 12:25 | Commissioner's QT |
| Item 13 | 12:25 – 12:30 | Report of visit to Thames Valley PCP |
| Item 14 | 12:30 – 12:35 | Police and Crime Plan Working Group membership |
| ***Recess and Informal Briefing*** | | |
| Item 15 | 13:35 – 13:40 | Procedure to be followed at confirmation hearings |
| Item 16 (a) | 13:40 – 14:25 | Confirmation Hearing – Chief Constable |
| | 14:25 – 14:30 | Recess |
| Item 16 (b) | 14:30 – 15:00 | Confirmation Hearing – Chief Finance Officer |
| Part II | | |
| Item 17 | 15:00 – 15:05 | Background Papers: Job Application Form |
| Item 18 | 15:05 – 15:35 | Determination of recommendations |
| Item 19 | 15.35 – 15.40 | Date of next meeting |

A g e n d a

Part I

1. Appointment of Chairman

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

2. Appointment of Vice-Chairman

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

3. 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.

4. Minutes

To confirm the minutes of the previous meeting on 24 January 2014 – [attached](#) on *buff* paper.

5. 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.

6. Review of Panel Membership and Proportionality

Report by the Clerk to the Police and Crime Panel

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.

7. Public Question Time

A total 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 26 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 Matthew Evans prior to the meeting by calling 0330 22 22538 or email 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

8. Police and Crime Commissioner's Annual Report

Report by the Police and Crime Commissioner

The Police and Crime Panel is required to review the Commissioner's annual report. The Commissioner will outline the [attached](#) annual report and the appendix which includes the financial outturn report for the year ended 31 March 2014.

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.

9. Sussex Police Contact Management Arrangements Report

Report by the Police and Crime Commissioner

The [attached](#) report provides an update on the call handling performance of Sussex Police's call centre. This report follows a public question raised at the Annual Meeting last year and an update at the November quarterly meeting.

The Panel is asked to consider the update report and raise any issues of concern with the Commissioner.

10. Annual Report from the Host Authority

Report by the Clerk to the Police and Crime Panel

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. As part of this report the Panel is asked to:

- Consider and comment on the annual budget report;
- Consider the proposal that West Sussex County Council (WSCC) continues as the Host Authority to the Panel;
- Consider proposed changes to the Panel's constitution;
- Agree the PCP work plan for 2014/15 ([Appendix](#)); and
- Note an update on the mileage rate applied to travel expense claims.

11. Quarterly Report of Complaints

Report by the Clerk to the Police and Crime Panel

The Panel is asked to consider the report of any complaints ([attached](#)) received since the previous meeting in January 2014 and the initial handling of complaints by the Monitoring Officer. The report also provides progress on those complaints previously reported to the PCP.

Six pieces of correspondence have been received since the last meeting of the Panel.

12. Commissioner's Question Time

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

13. Verbal report of visit to Thames Valley Police and Crime Panel

Eileen Lintill will provide a verbal report of her visit to a meeting of the Thames Valley Police and Crime Panel and highlight any examples of good practice that could be utilised by the Sussex Panel.

No Background Papers

14. Appointments to Working Groups

Following changes to the membership of the Panel new appointments to the Police and Crime Plan Working Group and the Victim Services Working Group are required. The current membership of the working groups is provided below, the Panel is asked to nominate and agree appointments to the vacancies:

Police and Crime Plan Working Group

Chairman of the Panel – tbc

Vice Chairman of the Panel – tbc

1 Independent Member – Sandra Prail (Graham Hill as substitute)

1 representative of West Sussex District and Boroughs – David Simmons

1 representative of East Sussex District and Boroughs – tbc
1 representative of Brighton and Hove City Council – (cc: Liz Wakefied)
Victim Services Working Group

Graham Hill
David Simmons
Rosalyn St Pierre
2 vacancies

No Background Papers

*****Recess*****

15. Procedure to be followed at confirmation hearings

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

16. Confirmation Hearings

The [attached](#) report by the Clerk to the Panel provides details of the proposed appointments of the Chief Constable of Sussex Police and the Police and Crime Commissioner's Chief Finance Officer. The Annexes to the report comprise information from the Police and Crime Commissioner regarding each proposed appointment.

(a) Confirmation Hearing for Chief Constable

The [attached](#) report contains information relating to the proposed appointment of the Chief Constable of Sussex Police. 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.

(b) Confirmation Hearing for Chief Finance Officer

The [attached](#) report contains information relating to the proposed appointment of the Sussex Police and Crime Commissioner's Chief Finance Officer. 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.

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

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

- i) Chief Constable of Sussex Police
- ii) Chief Finance Officer of the Sussex Police and Crime Commissioner's Office

Exempt: paragraph 1, information about individuals.

18. 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

19. Date of next meeting

The next meeting of the Police and Crime Panel will take place on Friday 10 October 2014 at County Hall, Lewes.

The Panel is asked to note the forthcoming meeting dates:

- **10 October 2014**
- **23 January 2015**
- **20 February 2015** (Provisional date to consider a revised precept)
- **17 April 2015**
- **26 June 2015**

To: all members of the Sussex Police and Crime Panel