

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 Friday 28 June 2013 at County Hall, Lewes.

Tony Kershaw

Clerk to the Police and Crime Panel

19 June 2013

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		
Item 1	10:30 – 10:45	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		Part II Matters
Item 7	10:45 – 10:55	Review of Panel Membership and Proportionality
Item 8	10:55 – 11:40	Public Question Time
Item 9	11:40 – 12:25	Commissioner's Annual Report
Item 10	12:25 – 12:40	PCP Working Groups
Item 11	12:40 – 12:50	Quarterly Report of Complaints and Annual Review
Item 12	12:50 – 13:05	Written Questions and Commissioner's QT
Item 13	13:05 – 13:15	Annual Budget Report from Host Authority
Part II		
Item 14	13:15 – 13:20	Part II Minutes

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 4 April 2013 – [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. Part II Matters

Members are asked to indicate at this stage if they wish the meeting to consider bringing into Part I any items on the Part II agenda.

7. 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.

8. 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, questions have to be submitted in advance of the meeting, no later than **noon on 27 June**. 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.

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

9. Police and Crime Commissioner's Annual Report

Report by the Police and Crime Commissioner

The Police and Crime Panel are responsible for reviewing the Commissioner's annual report. The Commissioner will outline the [attached](#) annual report and the appendix; financial outturn report for the year ended 31 March 2013, [attached](#). 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 to be sent to the Commissioner.

10. PCP Working Groups

i) Annual Plan Working Group

The Panel is asked to consider the [attached](#) report and agree the establishment of a Working Group to examine the Annual Plan for 2014/15.

ii) Future Working Groups and items for scrutiny by the full Panel

The Panel is asked to propose any topics for future Working Groups of the Panel.

iii) Work Plan – 2013/14

The Panel is asked to consider and agree the [attached](#) rolling work plan for 2013/14.

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 November 2012 and the initial handling of complaints by the Monitoring Officer. The report also provides progress on those complaints previously reported to the PCP.

Five pieces of correspondence have been received.

12. a) Written Questions

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

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 has been 1 written questions received prior to this meeting of the Panel.

b) Commissioner's Question Time

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

13. Annual Budget 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 detailing income and expenditure of the Panel during the previous year. The Panel is asked to consider and comment on the [attached](#) report.

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 minutes dealt with under this part of the agenda **are enclosed for members of the Panel only (Yellow Paper)**.

- 14. Minutes (Part II) of the meeting held on 4 April 2013 attached for members of the Panel only.**

Exempt: paragraph 1, information about individuals.

- 15. Date of next meeting**

The next meeting of the Panel will take place on Friday 11 October 2013, 10.30 a.m. at County Hall, Lewes.

To: all members of the Sussex Police and Crime Panel