

## POLICE AND CRIME PANEL PANEL HEDDLU A THROSEDD



### North Wales Police and Crime Panel

Monday, 9 November 2015 at 2.00 pm  
Bodlondeb, Conwy

## AGENDA

1. **Apologies for absence**
2. **Declarations of Interest: Code of Local Government Conduct**  
Members are reminded that they must declare the **existence** and **nature** of their declared personal interests.
3. **Urgent matters**  
Notice of items which, in the opinion of the Chairman, should be considered at the meeting as a matter of urgency.
4. **Minutes** (Pages 3 - 15)  
To approve and sign as a correct record minutes of the previous meeting.
5. **Announcements by the Chair**
6. **Minutes of the meeting of the North West Police and Crime Panel Independent/Co-opted Members** (Pages 16 - 19)
7. **To consider reports by the Host Authority:**
  - a) Lead Officer for the North Wales Police and Crime Panel (Pages 20 - 21)
  - b) To consider the Forward Work Programme for the North Wales Police and Crime Panel (Pages 22 - 24)
  - c) Term of Office - Co-opted Independent Members (Pages 25 - 30)
8. **Date of Next Meeting:**  
Monday, 14 December 2015 @ 2.00 pm

## Membership of Panel

Cllr Amanda Bragg  
Cllr Brian Blakeley  
Cllr Glenys Diskin (Chair)  
Cllr Philip C. Evans J.P.  
Cllr David Griffiths  
Cllr Julie Fallon  
Cllr William T. Hughes  
Cllr Dilwyn Morgan  
Cllr Gethin Williams

Flintshire County Council  
Denbighshire County Council  
Flintshire County Council  
Conwy County Borough Council  
Wrexham County Borough Council  
Conwy County Borough Council  
Isle of Anglesey County Council  
Gwynedd Council  
Gwynedd Council

Vacancy

Wrexham County Borough Council

Patricia Astbury (Vice-Chair)  
Timothy Rhodes

Independent Co-opted Member  
Independent Co-opted Member

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If you have any queries regarding this, please contact the representative of the Strategic Director – Democracy and Environment at the meeting.

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**NORTH WALES POLICE AND CRIME PANEL**

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Monday, 21 September 2015 at 2.00 pm  
Bodlondeb, Conwy

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- Present: Pat Astbury (Vice-Chair in Chair)
- Councillors: Brian Blakeley, Philip C. Evans J.P.,  
Julie Fallon, David Griffiths, William T Hughes,  
Dilwyn Morgan, and Gethin Williams
- Co-opted Independent Members: Tim Rhodes
- Officers: Ken Finch (Strategic Director - Democracy and Environment), Dawn Hughes (Senior Committee Services Officer) and Gwenllian Williams (Translator)
- Also in Attendance: Stephen Hughes (Temporary Chief Executive, Office of the Police and Crime Commissioner), Kate Jackson (Chief Finance Officer, Office of the Police and Crime Commissioner), Nicole Parry-Green (Project Officer, North Wales Police), Winston Roddick CB QC (North Wales Police and Crime Commissioner) and Julian Sandham (Deputy Police and Crime Commissioner).

182. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Amanda Bragg, Glenys Diskin and Richard Jarvis (Solicitor).

183. **DECLARATIONS OF INTEREST: CODE OF LOCAL GOVERNMENT CONDUCT**

Councillor Julie Fallon declared a personal interest, as her husband is a serving Police Officer in the North Wales Police.

184. **URGENT MATTERS**

None.

185. **MINUTES**

The minutes of the North Wales Police and Crime Panel held on 15 June 2015 were submitted for approval.

In relation to Minute 170 – Apologies for absence, Councillor David Griffiths confirmed that he had submitted his apologies for the meeting.

Councillor William T. Hughes also apologised for not being in attendance at the last two meeting, due to illness.

**RESOLVED-**

**That the minutes of the North Wales Police and Crime Panel held on 15 June 2015 be approved, subject to the inclusion of Councillor David Griffiths' apologies.**

186. **ANNOUNCEMENTS BY THE CHAIR**

The Vice-Chair (Pat Astbury), informed the North Wales Police and Crime Panel (PCP) that Councillor Bob Dutton had resigned from the PCP, as he had been appointed to the Cabinet at Wrexham County Borough Council.

It was requested that a letter of thanks be sent to Councillor Dutton for all his hard work, whilst being a member of the PCP.

The Vice-Chair also reported that she had recently attended a meeting of PCP co-opted independent members in Manchester; a report would be prepared for the next meeting of the PCP.

187. **PERIODIC UPDATE BY THE NORTH WALES POLICE AND CRIME COMMISSIONER**

The North Wales Police and Crime Commissioner (PCC) presented his update report for the period 1 May to August 2015.

The report primarily covered the Police and Crime Panel's broader function to review or scrutinise decisions made or other actions taken by the PCC, and included:

- Scrutiny of North Wales Police – details of the Force's performance against the measures of the Police and Crime Panel 2015/16.
- General Updates included information in relation to: Engagement and Communication; the Deputy PCC; Commissioning; Participatory Budget; Awards; Budget; Joint Audit Committee; Her Majesty's Inspectorate of Constabulary (HMIC) Update; Collaboration; Misconduct Hearings (Legally Qualified Chairs); Custody Visiting; Children Affected by Parental Imprisonment; and Correspondence.

The PCC reported that he had been nominated as the first independent chair of the Association of Police and Crime Commissioners; this appointment was due to be formalised in October 2015.

The PCC gave assurance that this appointment would not affect his effectiveness as PCC; policing of North Wales was his first and foremost priority.

The PCP considered the report and discussed the following areas:

- Justice in a Day - an educational workshop for young people aimed at preventing young people commit crime and to raise awareness about the criminal justice system and the effects of crime.
  - Councillor Julie Fallon advised that the North Wales Police and Community Trust (PACT) had recently given a presentation to Members of Conwy County Borough Council in relation to this initiative. The workshop was an important initiative that all Schools should be made aware of and that funding for this should continue in the future.
- Children affected by Parental Imprisonment
  - The PCC had submitted a paper to the North Wales Safer Communities Board regarding concerns that children affected by parental imprisonment were not routinely identified in North Wales and therefore their needs were not being addressed by existing services. The Board had endorsed the report and had requested that the North Wales Regional Safeguarding Children's Board take matters forward.
- Misconduct Hearings – Legally Qualified Chairs
  - Following a public consultation, changes had been made to the police disciplinary system. It was envisaged that these changes would produce savings, as Chief Police Officers, who currently chaired hearings would be replaced with legally qualified chairs, who would be paid at a rate of £469 per day, with no additional costs for travel time, reading, etc.
- Reduction in Anti-Social Behaviour (ASB)
  - There had been a steady and significant decline in the number of ASB incidents over the last four years, reducing by 2.51%; ASB hotspots continued to be monitored and ASB victim's satisfaction surveys continued to be used to understand key issues for victims. At the request of Councillor David Griffiths, copies of the surveys would be provided to the next meeting of the PCP for information.

- Non-emergency calls classified as ‘abandoned calls’
  - The Deputy PCC confirmed that the abandonment rate for non-emergency calls was routinely subject to scrutiny and stood currently at 5.4%, which was a 2% increase year on year. The Deputy PCC reported that 93% of 101 calls were answered in below 40 seconds and 98% of 101 calls were answered in less than 3 minutes. The implementation of training measures in the control room had seen an improvement in the abandonment rate, with a return to levels more similar to that of early 2014. At the request of Councillor David Griffiths, copies of the statistics would be circulated to members of the PCP for information.
  - It was agreed that a visit be arranged to the North Wales Police Call Centre in St Asaph for members of the PCP.
  - In addition, the PCC reiterated his invite to the PCP to visit the Office of the Police and Crime Commissioner (OPCC) to understand the day to day running and role of the OPCC. The Chief Executive (OPCC) and the Host Authority would organise these visits accordingly.
- Voluntary Cadets/Police Community Support Officers (PCSOs)
  - Councillor David Griffiths raised concerns regarding neighbourhood policing and the availability of PCSOs, particularly in his area (Wrexham). In response, the Deputy PCC stated that neighbourhood policing was organised in teams, and that Officers should always be available. As similar concerns had been raised previously by Councillor Bob Dutton, the Deputy PCC would discuss further with the North Wales Police.
  - Clarity on the numbers of PCSOs in the local community was also requested, as there were concerns that they were not being replaced or the role of a PCSO was changing, in order to cover a wider area.

**RESOLVED-**

- (a) That the information be noted.**
- (b) That copies of the Anti-Social Behaviour victim’s satisfaction surveys be provided at the next meeting of the North Wales Police and Crime Panel.**
- (c) That copies of the statistics in relation to the abandonment rate for non-emergency calls be circulated to the North Wales Police and Crime Panel.**
- (d) That a visit be arranged to the Call Centre in St Asaph for members of the North Wales Police and Crime Panel.**
- (e) That a visit be arranged to the Office of the Police and Crime Commissioner for members of the North Wales Police and Crime Panel.**

**(f) That the concerns in relation to neighbourhood policing and the availability of PCSOs, particularly in the Wrexham area be reported back to North Wales Police.**

**(g) That clarity on the numbers of PCSOs in the local community be provided to the North Wales Police and Crime Panel.**

188. **PRESENTATION ON HOW THE POLICE AND CRIME COMMISSIONER IS IMPROVING CONFIDENCE IN THE POLICE ACROSS NORTH WALES**

The North Wales Police and Crime Panel (PCP) was provided with details on how the Police and Crime Commissioner (PCC) was improving confidence in the police across North Wales, which also included details of the recently opened Victim Help Centre in St Asaph.

The Deputy Police and Crime Commissioner informed Members that as a result of a detailed piece of work focusing on the victims of crime, the Victim Help Centre had opened on 1 July 2015.

The main aims and objectives of the Victim Help Centre was to:

- Provide a single point of contact for victims to access victim services
- Focus support for victims with greater needs
- Facilitate co-location of service delivery

A film clip was shown, which aimed to raise the profile of the Centre and would be shown to community groups and would be available on the Office to Police and Crime Commissioner's website. It was suggested that the film also be made available to schools.

The Project Manager (Nicole Parry-Green) reported that since the launch, 3000 victims had been referred to the Centre for support. Main referrals were from the North Wales Police, who automatically referred any victim of crime; however self-referral was also available, for those who did not wish to report a crime.

The Centre had employed a Hate Crime Worker, which was being funded by the Welsh Government and also a Mental Health Case Worker. In addition, the Centre was also in the process of introducing a live chat service offering confidential, anonymous advice on- line.

A Board of Governors, membership of which would include victims of crime, would be established to oversee the work of the Centre and monitor performance.

The PCP was also provided with a presentation on the following:

- Victim Satisfaction:
  - Swift Satisfaction Survey results had shown that in July 2015 there had been improvements across all aspects of user satisfaction compared to the previous rolling 12 months (July 2014).
  - There had been a significant increase of 5.8% to the victim satisfaction results for follow up and the updates received by officers. The number satisfied with the follow up procedure had continued to increase since April 2015.
- Working in Partnership:
  - Visits to Caia Park in Wrexham, West Rhyl and Ysgubor Goch in Caernarfon had demonstrated the importance of working in partnership.
  - Visits had also been arranged for Holyhead, Conwy and Flintshire.

The PCP thanked the OPCC for the informative presentation.

#### 189. **UPDATE ON THE BUDGET 2015/16**

The Chief Finance Officer presented the North Wales Police and Crime Panel (PCP) with an update on the 2015/16 Budget as at 30 June 2015.

The Chief Finance Officer reported that due to issues in relation to the Police Pension Scheme, she had been unable to provide information on last year's outturn within the report, as the outturn had only just been finalised.

The outturn for 2014/15 was £141.530m (before transfers to reserves) compared to a budget of £141.820m, resulting in an under-spend of £0.290m, which was an increase on the predicted underspend of £0.114m reported as at 31 December 2014; the biggest variation from that report was in income.

The Joint Audit Committee, established by the Office of the Police and Crime Commissioner, was due to sign off the accounts on 22 September 2015 and an unqualified audit opinion would be received, providing there were no changes prior to the meeting.

In relation to the budget for 2015/16, there was a projected under-spend of £141k, which was broadly in line with the budget.

The PCP was also informed that the funding of the policing budget was likely to change from 2016/17, due to the Comprehensive Spending Review and changes to the Police Allocation Formula.

The current formula was complex, the data used was out of date and the formula had never been fully implemented. In recent years, all PCCs had received identical percentage cuts in grants, therefore the current system was due for change.

Consultations on the spending review and the formula had run parallel over the summer and the views of the police service as a whole, PCCs, and the Welsh perspective and the North Wales view had been put forward.

It was expected that the results of the spending review and the formula would be known in early December 2015, with the Home Office likely to release the allocations to individual forces mid-December, as per usual.

The PCP discussed the following issues:

- Income for policing football matches
  - It was confirmed that income was only received for policing within the confines of the football stadium
- Funding for the commissioning of victim's services from the Ministry of Justice
  - As the level of cuts was unknown at this stage, it was not possible to predict levels of funding for such services.

A member of the PCP questioned whether policing in North Wales was sustainable.

The Chief Finance Officer stated that Council Tax was not capped, and that previous increases in the policing precept had been used to benefit the policing of North Wales and had not been used to make up for the loss of funding; the level of the precept for 2016/17 was not yet known, due to the uncertainty around the level of cuts.

The PCC also reported that North Wales Police had been successful to date in finding savings and had been commended by the HMIC for keeping staff reductions to a minimum.

**RESOLVED-**

**That the report be noted.**

190. **GOOD PRACTICE FOR POLICE AND CRIME PANELS**

The Strategic Director (Democracy and Environment) presented the North Wales Police and Crime Panel (PCP) with the Local Government Association (LGA) guidance document 'Good Practice for Police and Crime Panels'.

The document was not intended to be a definitive guide, but looked at a number of issues that had been significant for PCPs so far and shared some good practice examples on how these had been tackled.

Whilst the North Wales PCP had already embedded or was in the process of embedding most of the areas of good practice outlined within the guidance, consideration needed to be given to some of the approaches taken by other PCPs.

The Strategic Director highlighted the following areas of the report:

- Roles and Responsibilities – holding to account, providing challenge and gaining assurance:
  - Since the establishment of the PCP, the Police and Crime Commissioner (PCC) had provided the PCP with the information it required for carrying out its functions. The PCC endeavoured to provide answers to all questions, where appropriate.
- PCP Resources:
  - The North Wales PCP received a grant from the Home Office and worked within the grant, in a cost effective manner.
  - The LGA guidance suggested that the PCP should look to their Community Safety Partnership (CSP) as a source of information; however, due to the way the CSPs were set up in North Wales, it would be difficult for all 4 CSPs to attend to provide an analysis and an assessment of the impact of the PCC's policies.
  - The PCP was encouraged to invite the PCC to demonstrate how he was holding the CSPs to account for the delivery of his Police and Crime Plan.
- Confirmation Hearings:
  - Due to a change in legislation surrounding the recruitment of chief officers, an independent member would form part of the recruitment process and that person would be required to report to the PCP, so that it was satisfied that the recruitment process had been conducted openly and fairly.
- PCP Scrutiny:
  - There was no one way to do scrutiny and whilst the PCP did not report on progress to Overview and Scrutiny Committees, the PCC was invited to attend such meetings by Local Authorities to provide an update/consult on his Police and Crime Plan.
- Transparent Scrutiny – should all correspondence be publicly available?
  - The North Wales PCP currently published all agendas, reports and minutes on its website. In addition, the Panel's reports in relation to the precept, confirmation hearings, Police and Crime Plan and the PCC's annual report were also published on the website.
- Forward Plans (FWP)
  - The North Wales PCP had an established FWP and Officers from the Host Authority and the OPCC met regularly to discuss.

- Complaint Handling:
  - The North Wales PCP had a complaints process, which had worked effectively to date: Whilst the PCP did not have the remit to deal with complaints against the Police, the PCP did receive complaints against the Police, which were referred to the Professional Standards Department as required.
- Responding to a change of PCC mid-term:
  - The Host Authority was already in the process of developing guidelines in relation to this matter.

The PCC had been invited to comment on the guidance and recommendations, and his comments were attached as Appendix 2 to the report.

The PCC endorsed many of the report findings and placed great value on the excellent working relationship the PCC and PCP had in North Wales and acknowledged the manner in which the PCP had carried out its own scrutiny.

However, there were specific points, which the PCC wanted to bring to the PCP's attention, which included:

- The LGA's guidance contained a factual inaccuracy – the 'Foreword' stated that PCPs had replaced Police Authorities, when in fact PCCs had replaced Police Authorities.
- There was an issue with the terminology throughout the LGA's report relating to the role of PCPs. The foreword and other sections of the report, incorrectly articulated the role of PCPs as holding PCCs to account. Section 28 of the Police and Reform and Social Responsibility 2011 Act, which establishes PCPs, indicates that the Panel exists to 'review and scrutinise' decisions made by the PCC.

The PCC confirmed that the report would be presented to the Association of Police and Crime Commissioners, who would respond to the LGA, in relation to the inaccuracies in the guidance document.

**RESOLVED-**

- (a) That the guidance document 'Good Practice for Police and Crime Panels' be noted.**
- (b) That the Police and Crime Commissioner be invited to demonstrate to the Police and Crime Panel how he is holding the Community Safety Partnerships to account for the delivery of the Police and Crime Plan for North Wales.**
- (c) That the change in legislation surrounding the recruitment of Chief Offices be noted and that an independent member will form part of the recruitment process and will be required to report to the Police and Crime Panel so that the Panel may be satisfied that the recruitment process has been conducted openly and fairly.**

**(d) That the protocol for Questions to the Police and Crime Commissioner be acknowledged as a tool for effective scrutiny.**

**(e) That the North Wales Police and Crime Panel continues to publish all agendas, minutes and the Panel's reports on its website.**

**(f) That where appropriate, the North Wales Police and Crime Panel be regularly presented with the papers of the North West Joint Committee.**

191. **REPORT OF THE COMMITTEE ON STANDARDS IN PUBLIC LIFE - LEADERSHIP, ETHICS AND ACCOUNTABILITY IN POLICING**

The Strategic Director (Democracy and Environment) presented the North Wales Police and Crime Panel (PCP) with the report from the Committee on Standards in Public Life on Leadership, Ethics and Accountability in Policing.

The Committee's report concludes that to provide assurance that high ethical standards of behaviour are capable of being upheld and to sustain core policing values, there needs to be a strong and continuing focus on; clarity of responsibility and accountability; developing a sustainable culture of embedding high ethical standards; and robust effective ethical leadership.

The Strategic Director highlighted the key recommendations for the Home Office, Police and Crime Commissioners, Police and Crime Panels and for the Associations.

The PCP was also presented with a letter from the Chair of the Committee on Standards in Public Life (Lord Bew), who brought to the attention the recommendations for Police and Crime Panels, which included:

- Recommendation 9 – PCPs should review the Police and Crime Commissioner's (PCC) Annual Report in public session attended by the PCC as part of their annual scrutiny programmes and make any recommendations as appropriate.
  - The North Wales PCP already reviewed the PCC's Annual Report on an annual basis in public session and this was scheduled on the Forward Work Programme (FWP) in consultation with the Office to the Police and Crime Commissioner (OPCC).

- Recommendation 10 – As a matter of good practice, PCCs should publish a forward plan of decisions identifying the subject matter of the decision, why it is key, the meeting at which the decision is due to be taken, who will be consulted before the decision is taken and what report/papers will be available for inspection
  - This matter was currently being progressed by the Chief Executive of the OPCC.
- Recommendation 10 – PCPs should produce a FWP specifying as appropriate, the information required from PCCs in order for them to carry out that work.
  - The North Wales PCP already had an established FWP, which was established in consultation with the OPCC and presented to the PCP at every meeting.
- Recommendation 19 – The Committee endorses the Home Affairs Committee’s recommendations that:

PCPs inquire and report into the circumstances whenever a chief constable’s service is brought to an end irrespective of whether the Schedule 8 scrutiny process is formally engaged.

The PCP and the OPCC acknowledged that many of the recommendations were already in place, or had been identified and were being progressed.

The Strategic Director was requested to respond accordingly to the Chair of the Committee on Standards in Public Life.

**RESOVLED-**

- (a) That the North Wales Police and Crime Panel accepts the report from the Committee on Standards in Public Life and supports the recommendations for PCPs.**
- (b) That the Strategic Director (Democracy and Environment) responds accordingly to the Chair of the Committee on Standards in Public Life.**

192. **PROCEDURE FOR QUESTIONS TO THE NORTH WALES POLICE AND CRIME COMMISSIONER**

The Strategic Director (Democracy and Environment) presented the North Wales Police and Crime Panel (PCP) with the proposed procedure for Questions to the North Wales Police and Crime Commissioner (PCC).

At the request of the PCP, the Host Authority had devised a procedure so the PCP could accept questions from members of the public or Panel Members, which could be put to the PCC at its public meetings.

The procedure allowed for questions to be submitted to the PCP 10 days or more prior to a meeting of the PCP.

A Panel Member questioned the procedure for urgent questions. Questions received less than 10 working days prior to a PCP Meeting would not be submitted to the meeting, unless in the opinion of the Host Authority it related to an item on the agenda of the PCP or it was of such urgency that it should be taken at the meeting.

It was important that the PCC was aware of the questions before the meeting, so he could prepare an answer accordingly. Panel Members would need to inform the Host Authority and the PCC of any urgent questions, so consideration could be given to the validity of the question and whether it should be put to PCC.

**RESOLVED-**

**That the procedure for Questions to the North Wales Police and Crime Commissioner be approved for adoption.**

193. **TO CONSIDER THE FORWARD WORK PROGRAMME FOR THE NORTH WALES POLICE AND CRIME PANEL**

The North Wales Police and Crime Panel was presented with its Forward Work Programme.

**RESOLVED-**

**That the Forward Work Programme be approved.**

194. **DATE OF NEXT MEETING:**

The next meeting of the North Wales Police and Crime Panel (PCP) was scheduled for Monday, 9 November 2015.

The Office to the Police and Crime Commissioner questioned whether the meeting on 9 November 2015 was required, as the Police and Crime Commissioner did not have items for the agenda.

In response, the PCP was advised that the Host Authority did have an item in relation to the Term of Office for Co-opted Independent Members, which needed a decision prior to December 2015.

**RESOLVED-**

**That the Chair, Host Authority and the Office to the Police and Crime Commissioner discusses the options for the next meeting on 9 November 2015.**

(The meeting ended at 3.35 pm)

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**Meeting of the North West Police and Crime Panel Independent/Co-opted Members**

**7<sup>th</sup> August 2015 11am to 1pm**

**Present**

**Independent Members**

Greater Manchester - Maqsood Ahmed

North Wales - Pat Astbury

Cheshire - Bob Fousert, Eric Hodson, Sally Hardwick

Cumbria - Linda Vance, Judith Cooke

**Officers**

Rachael Storey (GMPCC Business Support (notes)), Smyth Harper (GMPCC Head of Communication), Jim Battle (GM Deputy PCC (part))

**Apologies**

Greater Manchester - Diane Curry

| <b><u>Discussions/Issues/Good Practice</u></b>   | <b><u>Actions</u></b>   |
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| <b>Role of the regional meeting</b><br>To provide a forum for sharing good practice and concerns of the PCP work across the region from the independent members view.                                | Notes to be taken and presented as issues/discussions/good practice and action points. (GMPCC Business Support)<br>Notes to be circulated to all the members present for authorisation prior to being more widely circulated. (Maqsood Ahmed) |
| <b>Membership of the North West Police and Crime Panel Independent/Co-opted Members meeting</b><br>Membership to include Cheshire, Cumbria, Greater Manchester, Lancashire, Merseyside, North Wales. | Invitations to be sent to all independent members from the regional Police and Crime Panels. (Maqsood Ahmed)  |
| <b>Police and Crime Panel Areas</b><br>Large geographical areas make it difficult to travel around.  |   |
| <b>Police and Crime Panel Meetings</b><br>Some papers submitted by the Office of the Police and Crime Commissioner are   |   |

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| <p>difficult to understand.<br/>         Beurocracy and governance processes take a long time and political processes have been difficult to get used to for some independent members.<br/>         Sub committees have been used in a task and finish group way to discuss issues in more detail – these have been very beneficial.<br/>         Questions to the Commissioner as a standard agenda item has been beneficial.</p>   |  |
| <p><b>Membership of panels</b><br/>         Independent members provide a skills base to ask pertinent questions.<br/>         Independent members tend to be more active than elected members.<br/>         Elected members from the Police Authority regimes tend to get caught up in the detail of the issues and follow a similar role that they had as police authority members even though the new role is very different.</p> | <p>Explore the role and remit of independent members in all the PCP areas.</p>   |
| <p><b>Agendas</b><br/>         Agendas are set by the governance officers of the authorities (e.g. County council).<br/>         Independent members struggle to get items listed in the agendas in some areas yet members of the Police and Crime Panel in other areas are able to comment on the agenda prior to the meeting.</p>  |  |
| <p><b>Work of other PCPs</b><br/>         Visits have been undertaken to observe PCP meetings in other areas to see how they operate.<br/>         (Nottingham – the Chief Constable attends the panel meetings with the PCC)<br/>         (Merseyside – PCC consults the PCP on some issues)</p>  |  |
| <p><b>Payment of expenses</b><br/>         Expenses are paid differently in different areas. (Some pay travel expenses some pay allowances)<br/>         Elected members receive an allowance through their local council.</p>   | <p>Find more information about how expenses and payments to Independent members are made across the region. (Dawn in North Wales could advise)<br/>         (Group – next meeting)</p> |
| <p><b>Engagement with communities</b><br/>         Some areas web-casting meetings</p>   | <p>Explore how panels can engage more with the community.<br/>         (Group – next meeting)</p>  |

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| <p><b>Recruitment of independent members</b><br/>Cheshire is developing a recruitment process fro independent members</p>   |  |
| <p><b>Recruitment of Chief Constables</b><br/>Some PCCs have involve PCP members in the recruitment process.</p>  |  |
| <p><b>Police and Crime Panel members skills and training</b><br/>Independent members skills are not being utilised fully in some areas.</p>   | <p>Consider and develop how independent members’ skills can be utilised.<br/>Independent members to be contacted by email to identify the issues they need more information and advice on.<br/>(Maqsood Ahmed)</p> |
| <p><b>Accountability</b><br/>Issues in some areas with the Police and Crime Panel and PCC not understanding the line of accountability. Lines of accountability sometimes getting blurred.</p>  |  |
| <p><b>Office of the Police and Crime Commissioner</b><br/>OPCC Staffing levels have increased in some areas are reduced in some.<br/>Attendance at PCC forum meetings – some independent members attend the PCC forum meetings as members of the public to gain more information on the issues that would be discussed by the panel.<br/>Some OPCCs have set up panels of independent members (eg, Scrutiny and Ethics) which may be a duplication of the Police and Crime Panels work.</p> |  |
| <p><b>Reports/Action plans</b><br/>In one area independent members have produced a reflection report of the last 12 months work.</p>  | <p>Consideration to be given to action plans and reports – Should independent members be singled out from the other members regarding reports and action plans?</p>  |
| <p><b>Research</b><br/>There is a need for members to have knowledge of the issues they are considering at panel when decisions are being made.</p>   | <p>Consider how members can conduct research and feed the information back to the panel.</p>   |
| <p><b>Role of Independent Members</b><br/>The parliamentary standards committee has done some work on the role of independent members. Information may be available in December 2015.</p>   |  |

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| <p><b>Ways to move forward</b></p>  | <p>Reflect the information from the meeting and provide to the Home Office. <a href="#">Maqsood Ahmed</a></p> <p>Invite someone from the Home Office to the next meeting – <a href="#">Jim Battle to advise who to contact.</a></p> <p>Produce a report of the work independent members have done and the good practice developed. (maximum 2 sides of A4)</p> <p><a href="#">All PCP areas</a></p> |
| <p><b>Sharing information</b></p>   | <p>Set up an email exchange group.</p> <p><a href="#">Maqsood Ahmed</a></p>   |
| <p><b>Future meetings</b><br/>The meeting was agreed as a useful forum.</p> | <p>To meet again in Manchester in at the end of October 2015.</p> <p><a href="#">GMPC</a> to book the room and send out the invitation.</p>   |

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| <b>REPORT TO:</b>       | North Wales Police and Crime Panel   |
| <b>DATE:</b>            | 9 November 2015  |
| <b>CONTACT OFFICER:</b> | Ken Finch, Strategic Director<br>(Democracy and Environment) –<br>Conwy County Borough Council |
| <b>SUBJECT:</b>         | Lead Officer for the North Wales Police<br>and Crime Panel.                                    |

**1. PURPOSE OF THE REPORT**

- 1.1 To inform the North Wales Police and Crime Panel (PCP) of staff changes at Lead Officer level for the PCP.
- 1.2 To seek approval to amend the PCP's Complaints Procedure, following the departure of the Strategic Director (Democracy, Regulation and Support) from the Host Authority.

**2. EXECUTIVE SUMMARY**

- 2.1 Mr. Ken Finch, Strategic Director (Democracy, Regulation and Support) would be leaving Conwy County Borough Council at the end of January 2016.
- 2.2 Following Mr. Finch's departure, the Host Authority would appoint the PCP's legal advisor and solicitor (Mr. Richard Jarvis) as Lead Officer, with effect from 1 February 2016.
- 2.3 As a result of this change, the PCP's Complaints Procedure and Terms of Reference would need to be amended. The PCP had delegated its functions to the Strategic Director (Democracy, Regulation and Support), in determining the type of complaints received and the strategy for managing complaints for local resolution; however approval was now sought to amend the delegation to Mr. Richard Jarvis, as Lead Officer from 1 February 2016.

### **3. RECOMMENDATION(S)/OPTIONS**

- 3.1 That the changes at Lead Officer level for the North Wales Police and Crime Panel be noted.
- 3.2 That the North Wales Police and Crime Panel delegates its functions in respect of the handling and determination of certain complaints made against the Police and Crime Commissioner and Deputy Police and Crime Commissioner to Mr. Richard Jarvis, as Lead Officer from 1 February 2016 and that the PCP's Complaints Procedure and Terms of Reference be amended accordingly.

### **5. CONSULTATION**

- 5.1 Consultation has been carried out with relevant staff at the Host Authority.
- 5.2 The Police and Crime Commissioner and the Office of the Police and Crime Commissioner have been informed of the changes.

### **6. RESOURCE IMPLICATIONS**

- 6.1 The Home Office provides funding to the Host Authority for the Police and Crime Panel, which covers the support and administration of the PCP.

### **7. RISK**

- 7.1 It is vital that an appropriate Lead Officer is appointed to provide the necessary support and guidance to the PCP.

### **8. REASON(S) FOR RECOMMENDATION(S)**

- 8.1 To inform the PCP of staffing matters, which affect the appointment of Lead Officer.

**POLICE AND CRIME PANEL  
PANEL HEDDLU A THROSEDD**



**NORTH WALES POLICE AND CRIME PANEL  
FORWARD WORK PROGRAMME**

|                  |   |
|------------------|---|
| Contact Officer: | Dawn Hughes   |
|                  | Senior Committee Services Officer<br>Conwy County Borough Council<br>Bodlondeb<br>Conwy<br>LL28 5NF |
| E-Mail:          | dawn.hughes@conwy.gov.uk  |
| Telephone:       | 01492 576061  |

| Date                         | Subject  | Responsible Officer<br>(including e-mail address)         |
|------------------------------|--|---|
| 09 November 2015             | To consider the term of office for Co-opted Independent Members  | Ken Finch, Strategic Director – Democracy and Environment |
| 14 Dec 2015                  | <b>Complaints Received</b><br>To receive a summary of the number of complaints received and the action             | Ken Finch, Strategic Director - Democracy and Environment |
| 14 Dec 2015<br>14 March 2016 | Update on Budget for 2015/16   | Kate Jackson, Chief Finance Officer (OPCC)                |
| 14 Dec 2015                  | Presentation by Mr. Andy Jones on the Integrated Offender Management Unit  | Winston Roddick, Police and Crime Commissioner            |
| 25 Jan 2016                  | Proposed Precept 2016/17   | Winston Roddick, Police and Crime Commissioner            |
| 25 Jan 2016                  | Medium Term Financial Plan   | Kate Jackson, Chief Finance Officer (OPCC)                |
| 25 Jan 2016<br>14 Mar 2016   | North Wales Police and Crime Plan  | Winston Roddick, Police and Crime Commissioner            |
| 25 Mar 2016                  | Update on how the Police and Crime Commissioner is holding Community Safety Partnerships to account in North Wales | Winston Roddick, Police and Crime Commissioner            |
| 25 March 2015                | Meeting Schedule for 2016/17   | Host Authority  |

| Date                | Subject   | Responsible Officer<br>(including e-mail address) |
|---------------------|---|---|
| <b>Future Items</b> |   |   |
| TBC                 | <b>Update on changes to Funding Formula</b><br>To receive an update on the review of the police formula funding.  | Winston Roddick, Police and Crime Commissioner    |
| TBC                 | <b>Annual review of the membership of the Police and Crime Panel</b><br>To ensure the Elected Members of the Panel, shall, as far as practical, reflect the political balance and community demographic of North Wales. | Host Authority                                    |
| TBC                 | <b>Review of the Police and Crime Panel's Terms of Reference</b><br>To review the Terms of Reference to ensure they remain fit for purpose.   | Host Authority                                    |

|                         |  |
|-------------------------|--|
| <b>REPORT TO:</b>       | North Wales Police and Crime Panel   |
| <b>DATE:</b>            | 9 November 2015  |
| <b>CONTACT OFFICER:</b> | Ken Finch, Strategic Director<br>(Democracy and Environment) –<br>Conwy County Borough Council |
| <b>SUBJECT:</b>         | Term of Office – Co-opted Independent<br>Members   |

**1. PURPOSE OF THE REPORT**

- 1.1 To confirm the term of office for the two Co-opted Independent Members on the North Wales Police and Crime Panel (PCP).

**2. EXECUTIVE SUMMARY**

- 2.1 The current Terms of Reference for the North Wales Police and Crime Panel states that the term of office for the Co-opted Members shall be for a term of 3 years, commencing 19 December 2012 in the first instance.
- 2.2 However, the Panel Arrangements, which has been submitted to the Home Office states that the term of office shall be until 31 October of the same year as the next ordinary Police and Crime Commissioner election.

**3. RECOMMENDATION(S)/OPTIONS**

- 3.1 That the Terms of Reference for the North Wales Police and Crime Panel be amended so that the term of office for Co-opted Independent Members shall be until 31 October of the same year as the next ordinary Police and Crime Commissioner election.

**4. BACKGROUND INFORMATION**

- 4.1 The Police Reform and Social Responsibility Act 2011 (Schedule 6, Part 4) requires a PCP for a police area to consist of the appropriate number of members co-opted by the Panel. Therefore, the North Wales PCP agreed to appoint two co-opted members at its meeting on 13 September 2012.

- 4.2 A recruitment and selection process was undertaken, which reflected the geographical area that the PCP represents and Mrs. Pat Astbury and Mr. Tim Rhodes were appointed to the PCP on 19 December 2012.
- 4.3 The Panel's Arrangements state that the positions must be re-advertised after 31 October, however this does not restrict Co-opted Members from reapplying or being re-appointed to the position.
- 4.4 Both Gwent and South Wales PCPs have similar terms of office for their Co-opted Members, whilst Dyfed Powys PCP has a definitive date of 31 October 2016.

## **5. CONSULTATION**

- 5.1 Consultation has been carried out with Members of the PCP on an informal basis.

## **6. RESOURCE IMPLICATIONS**

- 6.1 The Home Office provides funding to the Host Authority for the Police and Crime Panel, which covers the recruitment and appointment process for Co-opted Independent Members.

## **7. RISK**

- 7.1 Currently the Panel's Arrangements and Terms of Reference causes ambiguity in relation to the term of office for Co-opted Independent Members.

## **8. REASON(S) FOR RECOMMENDATION(S)**

- 8.1 To provide clarity in relation to the term of office for Co-opted Independent Members on the North Wales PCP.

# **NORTH WALES POLICE AND CRIME PANEL**

## **PANEL ARRANGEMENTS**

### **INTRODUCTION**

1. The Police Reform and Social Responsibility Act 2011 (Schedule 6, Part 4, Paragraph 24) requires the creation of 'Panel Arrangements' for the establishment and maintenance of a Police and Crime Panel.

### **SUMMARY**

2. Panel Arrangements must make provision for the following:

#### **Membership of the North Wales Police and Crime Panel**

- The term of office of Elected Members and Co-opted Members of the Panel.
- Resignation and removal of Elected Members and Co-opted Members of the Panel.
- Conditions for re-appointment of Elected Members and Co-opted Members of the Panel.

#### **Promotion and Support for the North Wales Police and Crime Panel**

- The role of the Police and Crime Panel to be promoted.
- Administrative and other support to be given to the Police and Crime Panel and its Members.
- In relation to the functions of the Police and Crime Panel, support and guidance to be given to Members of the relevant local authorities, Members of the executives of relevant local authorities and officers of the relevant local authorities.

3. Panel Arrangements may make provision for:

#### **Allowances**

- The payment of allowances to Members of the North Wales Police and Crime Panel.

#### **Compliance with Panel Arrangements**

4. The following must comply with the Panel Arrangements:

- Each relevant local authority; namely, Conwy County Borough Council, Isle of Anglesey County Council, Gwynedd Council, Denbighshire County Council, Flintshire County Council and Wrexham County Borough Council.
- Each Member of the North Wales Police and Crime Panel.

## **PANEL ARRANGEMENTS**

5. The following Panel Arrangements will apply to the North Wales Police and Crime Panel:

### **Membership of the North Wales Police and Crime Panel**

- 5.1 The Elected Members of the Police and Crime Panel shall consist of the following number:
- 5.1.1 Isle of Anglesey County Council – 1 Member
  - 5.1.2 Conwy County Borough Council (“Host Authority”) – 2 Members
  - 5.1.3 Denbighshire County Council – 1 Member
  - 5.1.4 Flintshire County Council – 2 Members
  - 5.1.5 Gwynedd Council – 2 Members
  - 5.1.6 Wrexham County Borough Council – 2 Members
- 5.2 The North Wales Police Panel shall co-opt two Co-opted Members onto the Panel for a term of three years.

### **Term of Office**

- 5.3 The term of office of the Elected Members shall be a matter for each nominating local authority, subject to a minimum planned term of one municipal year. The term of office for Co-opted Members shall be until 31<sup>st</sup> October of the same year as the next ordinary Police and Crime Commissioner election.

### **Resignation and Removal of Elected Members and Co-opted Members of the Panel**

- 5.4 Any Member may resign at any time, by giving notice in writing to the Chair of the Panel and their nominating authority (if appropriate).
- 5.5 Any Member may be removed by the Secretary of State at any time, and the Secretary of State will remove any Member at the request of their nominating local authority at any time.
- 5.6 A Co-opted Member can be removed from office through a majority vote of the Panel present, provided the Member has been given no less than four weeks notice of a proposal to remove, and provided the Member has an opportunity to make representations about the proposal. Examples of reasons for removal of office include (but are not limited to) being absent from 3 consecutive meetings without consent from the Panel or being convicted of a criminal offence.

### **Conditions for re-appointment of Elected Members and Co-opted Members of the Panel**

- 5.7 Elected Members are eligible for re-appointment on the expiry of their term. There are no restrictions on the number of terms of office that can be served.
- 5.8 Co-opted Members term of office shall be until 31<sup>st</sup> October of the same year as the next ordinary Police and Crime Commissioner election. The positions must be re-advertised; however this does not restrict Co-opted Members from reapplying or being re-appointed to the position.
- 5.9 The recruitment and selection process for co-opting Members shall include a reasonable period for advertising the positions. To reflect the geographical area that the Panel represents, as far as practical, adverts shall be placed through media and other sources that have equality of access for residents within the North Wales Police area.
- 5.10 A closing date for applications will be a minimum of 2 weeks after the date of the first advert.
- 5.11 Application packs will be prepared and made available to those who request an application form. The applications will be considered by the Chair, Vice Chair and one other Member against an agreed person specification criteria and shortlisted accordingly.
- 5.12 If no applications are received or if all applications received fall below the minimum eligibility criteria, the vacancies shall be re-advertised in accordance with this section. The Chair, Vice Chair and one other Member of the Panel will interview those shortlisted.
- 5.13 Following the interviews, the interview panel will make recommendations to the Panel. In making those recommendations the interview panel shall consider the balance of the Panel in accordance with the Equalities Act 2010 and the skills required to enhance the Panel.

### **Promotion and Support for the North Wales Police and Crime Panel**

- 5.14 The Panel shall be promoted through a dedicated website (with appropriate links to other relevant websites) including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications.

- 5.15 Administrative support, guidance, general advice, legal advice, HR and training shall be made available by the Host Authority to Panel Members in support of the functions of the Panel. The Host Authority shall ensure that it disseminates information and best practice made available by the Home Office.
- 5.16 The Host Authority shall ensure the North Wales Police and Crime Panel's agendas, reports and recommendations will be communicated to nominating authorities.
- 5.17 The Host Authority will attend any meeting with Executive Members, Scrutiny Members or Officers of relevant authorities to explain and promote the work of North Wales Police and Crime Panel.

### **Allowances**

- 5.18 The payment of allowances to panel members can be claimed as follows:

Payments to be made via a daily fee of £198 (£99 for a half day), capped at a maximum of the equivalent of 5 full days per year for approved duties defined as follows:

- (a) attendance at a meeting of the Panel or of any sub committee of the Panel.
  - (b) attendance at any training or developmental event approved by the Panel.
- 5.19 Travel allowances can be claimed for 'approved duties' defined as:
- (a) attendance at a meeting of the Panel or of any sub committee of the Panel.
  - (b) a duty undertaken for the purpose of or in connection with the discharge of the Panel's functions.
  - (c) attendance at any training or developmental event approved by the Panel.
- 5.20 The rates of travel claims shall be at the HMRC rates of mileage
- 5.21 Members can claim for other forms of travel (bus, train & taxi) and appropriate receipts showing the actual expense incurred must accompany claims. Members should always be mindful of choosing the most cost effective method of travel.
- 5.22 Subsistence for overnight accommodation and meals are available to Panel Members whilst undertaking an approved duty. The rates of subsistence shall be the same as determined by the Host Authority. Claims must be supported by receipts.

July 2013