

CANNOCK CHASE COUNCIL

COUNCIL

23 MAY 2012

REPORT OF THE CHIEF EXECUTIVE

APPOINTMENT TO STAFFORDSHIRE POLICE AND CRIME PANEL

KEY DECISION – NO

1. Purpose of Report

- 1.1 To seek approval in principle to the arrangements for the Staffordshire Police and Crime Panel and appoint the Council's representative.

2. Recommendation

2.1 That:

- (a) The Council approve in principle the arrangements for the Staffordshire Police and Crime Panel.
- (b) The Council appoints a representative to sit on the Staffordshire Police and Crime Panel.

3. Summary (inc. brief overview of relevant background history)

- 3.1 The Police Reform and Social Responsibility Act 2011 makes fundamental changes to the system of governance for police forces in England and Wales. The Act makes provision for the abolition of police authorities and the establishment of elected police and crime commissioners.
- 3.2 The Act makes provision for the establishment of police and crime panels in each police area to review and scrutinise the policies and actions of the commissioner. Each Council within the police area has the power to nominate a member to the panel.

4. Key Issues and Implications

- 4.1 Attached as the Annex to this report are the draft Membership and Terms of Reference of the proposed Staffordshire Joint Police and Crime Panel together with draft Procedure Rules and a draft job description and specification for lay/co-opted members. These documents are in draft because the Panel is essentially self-regulating once established and will approve the final

versions when it meets. The Council is asked to agree them in principle to allow for the initial setting up of the Panel.

4.2 The functions of the Police and Crime Panel are laid down in the Act and set out as the Terms of Reference in the draft document attached.

4.3 The proposed membership of the Panel is one member from each local authority comprising the Staffordshire Police area with two lay co-opted members. It is proposed that the Council appointments are made annually. The Council is asked to appoint its member for the 2012/2013 municipal year.

5. Conclusion(s) and Reason(s) for the Recommendation(s)

5.1 The establishment of a Police and Crime Panel for the Staffordshire Police Area is a statutory requirement. If the Council does not appoint the Secretary of State has power to appoint in default.

6. Other Options Considered

6.1 The appointment of one member to the Panel is necessary to comply with the law.

7. Report Author Details

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SCHEDULE OF ADDITIONAL INFORMATION

INDEX

Contribution to Council Priorities	Section 1
Contribution to Promoting Community Engagement	Section 2
Financial Implications	Section 3
Legal Implications	Section 4
Human Resource Implications	Section 5
Section 17 (Crime Prevention)	Section 6
Human Rights Act Implications	Section 7
Data Protection Act Implications	Section 8
Risk Management Implications	Section 9
Equality and Diversity Implications	Section 10
List of Background Papers	Section 11
Report History	Section 12
Annexes to the Report i.e. copies of correspondence, plans etc.	Annex 1, 2, 3 etc.

Section 1

Contribution to Council Priorities

The Panel will contribute towards the effective policing of the District.

Section 2

Contribution to Promoting Community Engagement

None.

Section 3

Financial Implications

None.

Section 4

Legal Implications

The legal implications are set out throughout the report.

Section 5

Human Resource Implications

There are no human resource implications arising from this report.

Section 6

Section 17 (Crime Prevention) Implications

The Panel will contribute towards the effective policing of the District.

Section 7

Human Rights Act Implications

There are no identified implications in respect of the Human Rights Act 1988 arising from this report.

Section 8

Data Protection Act Implications

There are no identified implications in respect of the Data Protection Act arising from this report.

Section 9

Risk Management Implications

There are no identified implications in respect of the risk management arising from this report.

Section 10

Equality and Diversity Implications

. There are no identified implications in respect of equality and diversity arising from this report.

Section 11

List of Background Papers

None.

Section 12

Report History

None

Annexes

- Annex 1 Draft Membership and Terms of Reference of the proposed Staffordshire Joint Police and Crime Panel
- Annex 2 Draft Procedure Rules
- Annex 3 Draft job description and specification for lay/co-opted members
- Annex 4 Draft advert

FINAL DRAFT 19 APRIL 2012

STAFFORDSHIRE JOINT POLICE AND CRIME PANEL

MEMBERSHIP AND TERMS OF REFERENCE

Established under the provisions of Section 28 of the Police Reform and Social Responsibility Act 2011

Constituted in accordance with Section 102 of the Local Government Act 1972

Host Authority

Staffordshire County Council

Membership

10 council members, together with 2 lay co-opted members. The Panel may appoint up to an additional 8 co-opted members. These may or may not be council members. The Panel will only exercise its powers to appoint additional co-opted members with the agreement of the 10 constituent local authorities, and the appointment of each additional co-optee must be approved by all 10 constituent local authorities to be effective.

Council members:

Councillors to be appointed as follows:

Authority	Core members
Staffordshire County Council	1
Stoke-on-Trent City Council	1
Cannock Chase District Council	1
East Staffs District Council	1
Lichfield District Council	1
Newcastle under Lyme Borough Council	1
Stafford Borough Council	1
Staffordshire Moorlands District Council	1
South Staffs District Council	1
Tamworth Borough Council	1
TOTAL	10

Appointments shall be made on an annual basis

The appointment of **core council members** shall be the responsibility of the individual Authority on the basis of political control of that Authority.

In the event of a council member resigning or otherwise ceasing to be eligible to serve on the Panel, the appointment of a replacement shall be the responsibility of the Authority concerned and will be taken from the same political group (or controlling group) as the member being replaced.

Lay Co-opted members

Appointments shall be made by the Panel for a 4 year term of office and shall be made on the basis of skills, knowledge and experience.

TERMS OF REFERENCE

- 1) To review and make a report or recommendation to the Police and Crime Commissioner on the draft police and crime plan, or draft variation, given to the panel by the Police and Crime Commissioner.
- 2) To review, put questions to the Police and Crime Commissioner at a public meeting, and make a report or recommendation (as necessary) on the annual report.
- 3) To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments (ie Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner) made by the Police and Crime Commissioner.
- 4) To review and make a report to the Police and Crime Commissioner on the proposed appointment of the Chief Constable.
- 5) To review and make a report and recommendation to the Police and Crime Commissioner (as necessary) on the proposed precept.
- 6) To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the commissioner's functions, including holding the Chief Constable to account, setting the police precept and budget, appointing (and removing) the Chief Constable and publishing a Police and Crime Plan setting out the strategic policing objectives.
- 7) To make reports or recommendations to the Police and Crime Commissioner with respect to the discharge of the commissioner's functions.
- 8) To support the effective exercise of the functions of the Police and Crime Commissioner.
- 9) To ensure that, when formulating the Police and Crime Plan, the Police and Crime Commissioner gives due regard to the priorities of local Community Safety Partnerships and the residents they serve.

- 10) To record and investigate complaints about the Police and Crime Commissioner or other office holders that relate to non-criminal behaviour (Elected Local Policing Bodies(Complaints and Misconduct) Regulations 2011)
- 11) To appoint an Acting Police and Crime Commissioner if necessary.
- 12) To suspend the Police and Crime Commissioner if it appears to the Panel that the Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years.

FINAL DRAFT 3 MAY 2012

STAFFORDSHIRE JOINT POLICE AND CRIME PANEL

PROCEDURE RULES

1 CHAIRMAN OF THE POLICE AND CRIME PANEL

1.1 The chairman of the Police and Crime Panel will be appointed in June of each year and will be drawn from amongst the councillors sitting on the panel.

1.2 The vice-chairman will be appointed in June of each year and will be drawn from amongst the councillors sitting on the panel.

1.3 In the event of the resignation of the chairman or removal of chairman, a new chairman will be appointed at the next meeting and will be drawn from amongst the councillors sitting on the panel.

1.4 The panel will elect a person to preside at a meeting if the Chairman and Vice Chairman are not present.

2 MEETINGS OF THE POLICE AND CRIME PANEL

2.1 There shall be a minimum of four ordinary meetings of the Police and Crime Panel held in public in each municipal year to carry out the special functions of the Panel.

2.2 Extraordinary meetings may be called from time to time.

2.3 An extraordinary meeting may be called by the chairman or by four members of the panel.

2.4 An extraordinary meeting may also be called by the Monitoring Officer to the panel.

2.5 Ordinary meetings will take place in accordance with a programme decided by the panel, and will start at the time decided by the panel.

2.6 Ordinary meetings of the panel will:

- (i) receive any declarations of interest from members
- (ii) approve the minutes of the last meeting
- (iii) consider reports from officers and panel members

2.7 The Host Authority shall give at least 5 clear working days notice of any meeting by posting details of the meeting at the County Buildings, Stafford (the designated office) and on the websites of each constituent Authority.

3 QUORUM

A meeting of the Police and Crime Panel cannot take place unless one third of the whole number of its members is present.

4 WORK PROGRAMME

4.1 The Police and Crime Panel will be responsible for setting its own work programme taking into account the priorities defined by the Police and Crime Commissioner. In setting the work programme the Police and Crime Panel will also take into account the wishes of its members.

4.2 The work programme must include the 'special functions' described in the terms of reference for the panel.

5 AGENDA ITEMS

Any member of the Police and Crime Panel shall be entitled to give notice to the Secretary to the Panel that he or she wishes an item relevant to the functions of the panel to be included on the agenda for the next available Ordinary meeting.

6 REPORTS FROM POLICE AND CRIME PANEL

6.1 Where the Police and Crime Panel makes a report to the Police and Crime Commissioner, it may publish the report or recommendations.

6.2 The Police and Crime Panel must by notice in writing require the Police and Crime Commissioner, as appropriate, within one month of the date on which it receives the report or recommendations to:

- a) Consider the report or recommendations.
- b) Respond to the Police and Crime Panel indicating what (if any) action the Police and Crime Commissioner proposes to take.
- c) Where the Police and Crime Panel has published the report or recommendations, publish the response.
- d) Where the Police and Crime Panel has provided a copy of the report or recommendations to a member, provide a copy of the response to the member.

6.3 The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended).

6.4 If the Police and Crime Panel cannot unanimously agree on one single final report to the Police and Crime Commissioner then one separate report, supported by a minimum of 2 members of the Panel, may be prepared and submitted for consideration along with the majority report.

7 POLICE AND CRIME COMMISSIONER AND OFFICERS GIVING ACCOUNT

7.1 The Police and Crime Panel may scrutinise and review decisions made or actions taken in connection with the Police and Crime Commissioner's role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the Police and Crime Commissioner, and members of that commissioner's staff, to attend before the panel (at reasonable notice) to answer any questions which appear to the panel to be necessary in order to carry out its functions.

7.2 Where the Police and Crime Commissioner, or a member of that commissioner's staff, is required to attend the panel under this provision the chairman will inform them in writing giving, where practical, 15 days notice of the meeting. The notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required for production for the panel. Where it is necessary to produce a report, sufficient time will be given to allow preparation of that report.

7.3 Where, in exceptional circumstances, the Police and Crime Commissioner is unable to attend on the required date, then an alternative date for attendance may be arranged following consultation with the chairman of the panel.

7.4 If the Police and Crime Panel require the Police and Crime Commissioner to attend before the panel, the panel may (at reasonable notice) request the Chief Constable to attend before the panel on the same occasion to answer any questions which appears to the panel to be necessary in order for it to carry out its functions.

8 ATTENDANCE BY OTHERS

The Police and Crime Panel may invite people other than those referred to above to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, councillors who are not members of the panel and officers in other parts of the public sector and may invite such people to attend.

9 SUB-COMMITTEES AND TASK GROUPS

9.1 Time limited task groups may be established from time to time by the Police and Crime Panel to undertake specific task based work.

9.2 The special functions of the Police and Crime Panel may not be discharged by a sub-committee of the panel or a task group.

9.3 In this paragraph 'special functions' means the functions conferred on a Police and Crime Panel by:

- a) Section 28(3) of Police Reform and Social Responsibility Act (scrutiny of Police and Crime Plan).
- b) Section 28 (4) of Police Reform and Social Responsibility Act (scrutiny of annual report)
- c) Paragraphs 10 and 11 of Schedule 1 of Police Reform and Social Responsibility Act (review of senior appointments).
- d) Schedule 5 of Police Reform and Social Responsibility Act (issuing precepts)
- e) Part 1 of Schedule 8 of Police Reform and Social Responsibility Act (scrutiny of appointment of the Chief Constable).

9.4 The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

10 CARRYING OUT 'SPECIAL FUNCTIONS'

Reports and recommendations made in relation to the functions outlined in the terms of reference will be carried out in accordance with the procedure outlined at (6).

10.1 Senior appointments

10.1.1 The panel has powers to review the Police and Crime Commissioner's proposed appointments of Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner. The panel is required to hold public confirmation hearings for these posts.

10.1.2 The panel will be notified of the need for a confirmatory hearing in respect of proposed senior appointments made by the Police and Crime Commissioner. This will be held at the next available meeting of the panel unless the appointment timescale requires an earlier hearing, in which case an extraordinary meeting will be arranged.

10.1.3 With regards to the appointment of the Chief Constable, the panel is required to hold a hearing within the period of three weeks from the day on which the panel receives notification of the preferred candidate/intended appointment from the Police and Crime Commissioner.

10.1.4 Confirmatory hearings will be held in public, where the preferred candidate is requested to appear for the purpose of answering questions relating to the appointment. Following this hearing, the panel is required to review the proposed appointment and make a report to the commissioner on the appointment.

10.1.5 For a confirmatory hearing for the proposed appointment of the Chief Constable, in addition to the requirement to review and report, the panel has the requirement to make a recommendation on the appointment and the power to veto the appointment.

- 10.1.6 Having considered the appointment, the panel will be asked to either:
- a) support the appointment without qualification or comment;
 - b) support the appointment with associated recommendations, or
 - c) veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are members of the panel at the time when the decision is made).¹

10.1.7 If the panel vetoes the appointment of the candidate, the report to the commissioner must include a statement that the panel has vetoed the appointment with reasons.

10.2 Appointment of an Acting Police and Crime Commissioner

10.2.1 The Police and Crime Panel must appoint a person to act as Police and Crime Commissioner if:

- a) no person holds the office of Police and Crime Commissioner
- b) the Police and Crime Commissioner is incapacitated, or
- c) the Police and Crime Commissioner is suspended.

10.2.2 The Police and Crime Panel may appoint a person as acting commissioner only if the person is a member of the Police and Crime Commissioner's staff at the time of the appointment.

10.2.3 In appointing a person as acting commissioner in a case where the Police and Crime Commissioner is incapacitated, the Police and Crime Panel must have regard to any representations made by the commissioner in relation to the appointment.

10.2.4 The appointment of an acting commissioner ceases to have effect upon the occurrence of the earliest of these events:

- a) the election of a person as Police and Crime Commissioner;
- b) the termination by the Police and Crime Panel, or by the acting commissioner, of the appointment of the acting commissioner;
- c) in a case where the acting commissioner is appointed because the Police and Crime Commissioner is incapacitated, the commissioner ceasing to be incapacitated, or
- d) in a case where the acting commissioner is appointed because the Police and Crime Commissioner is suspended, the commissioner ceasing to be suspended.

10.3 Proposed precept

10.3.1 The Police and Crime Commissioner will notify the Police and Crime Panel of the precept which the commissioner is proposing to issue for the financial year. The panel must review the proposed precept and make a report including recommendations to the Commissioner.

¹ Note: this section may have to be varied in the light of Home Office Regulations expected in March on the exercise of the veto.

10.3.2 Having considered the precept, the Police and Crime Panel will either:

- a) support the precept without qualification or comment;
- b) support the precept and make recommendations, or
- c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the panel at the time when the decision is made).

10.3.3 If the panel vetoes the proposed precept², the report to the commissioner must include a statement that the panel has vetoed the proposed precept with reasons. The panel will require a response to the report and any such recommendations.

10.4 Complaints

10.4.1 Criminal and non-criminal complaints in relation to the Police and Crime Commissioner or other office holders should be dealt with and/or delegated in accordance with the Act and the [Elected Local Policing Bodies \(Complaints and Misconduct\) Regulations 2012](#) [local arrangements should be clarified and specified clearly in the rules of procedure]³

10.5 Suspension of the Police and Crime Commissioner

10.5.1 A Police and Crime Panel may suspend the Police and Crime Commissioner if it appears to the panel that:

- a) the commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
- b) the offence is one which carries a maximum term of imprisonment exceeding two years.

10.5.2 The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events:

- a) the charge being dropped
- b) the Police and Crime Commissioner being acquitted of the offence
- c) the Police and Crime Commissioner being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction, or
- d) the termination of the suspension by the Police and Crime Panel.

10.5.3 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:

² Note: this section may have to be varied in the light of Home Office Regulations expected in March on the exercise of the veto.

³ Further guidance is due to be published in the spring by the Independent Police Complaints Commission, and the Home Office on how complaints should be handled.

- a) an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
- b) an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.

11.Procedure at Meetings

11.1 Quorum not present

If the quorum of one third of the members is not achieved prior to the start of a meeting the meeting will be cancelled by the Chairman and re-arranged for a date/time to be notified to all members

Where the meeting has started, and the number of Members present reduces to less than the one third required for a quorum the Chairman will adjourn the meeting indicating the date and/or time on which the Panel will resume. Where the Chairman does not give a date and/or time for a resumption, all business not completed will be considered at the next Ordinary meeting.

11.2 Minutes of the previous meeting

The minutes of the previous meeting will be circulated with the agenda. There will be no motions or discussion on the Minutes, except on their accuracy, and any question of their accuracy will be raised by motion. If there are no questions, or once any questions have been dealt with, the Chairman will sign the Minutes.

11.3 Rules of Debate

During the debate on a report, Members may speak on any particular aspect of the report, whether or not they move anything in relation to it, and their remarks will be confined to the subject matter of the report in question.

No motion or amendment will be discussed unless it has been proposed and seconded.

When seconding a motion or amendment a Member may, if they then declare their intention to do so, reserve their right to speak until a later period of the debate.

Members will confine their speeches to the question under discussion or to a personal explanation or a point of order. No Member may question another Members motives or use offensive expressions to any Member or Officer.

The proposer of a motion or amendment will have a right of reply immediately before it is put to the vote. A Member exercising a right of reply will not introduce any new matters.

All amendments must be moved and seconded and no second or following amendment can be moved until the previous amendment has been dealt with. Any number of amendments may be proposed and the Chairman may allow discussion (but not voting) on a number of amendments if deemed appropriate.

If an amendment is lost, another amendment may be moved on the original motion. If the amendment is carried, the motion as amended will become the motion upon which any further amendment may be moved.

An amendment or other motion may be amended or withdrawn by the proposer with the consent of the seconder.

A Member who has not spoken on the motion under discussion, may, at the conclusion of another Member's speech, move without comment:

- "That the question be put",
- "That the debate be adjourned",
- "That the meeting proceed to the next business", or
- "That the meeting be adjourned".

If such a motion is seconded the Chairman will, if in his opinion the question before the meeting has been sufficiently discussed, put the motion to the vote. If it is carried then the meeting will proceed to the next business or the meeting will stand adjourned as the case may be.

11.4 Voting

Voting will, in the first instance be determined by voice 'yes' or 'no', but the Chairman may and, if the decision is challenged must, take a show of hands.

A named vote will be taken (ie the names for and against the motion or amendment will be recorded in the Minutes) if requested by 5 members present at a meeting. The Secretary will call the name of each Member present who will then vote 'yes' or 'no'. There is no requirement for Members to participate in named votes and they can abstain.

Regardless of whether a named vote is taken, any member may request that their vote, or abstention from voting, be recorded in the minutes.

11.5 Chairman's second/casting vote

Where there are equal votes cast for a motion or amendment the Chairman or the person presiding may exercise a second or casting vote.

11.6 Reconsideration of previous decisions

No motion or amendment may be proposed which would bring about the reconsideration of a decision made by the Panel in the previous 6 months unless such motion or amendment is prompted and evidenced by new significant information not previously known to the panel.

11.7 Cancellation of meetings

The Secretary is authorised to cancel a meeting either prior to or following the issue of an agenda if it is considered expedient to do so. Before exercising this authority, the Secretary will consult with the appropriate Chairman. Any outstanding business will be held over to the next scheduled meeting or on a date to be arranged

11.8 Rules to apply to Sub-Committees/Task Groups

Apart from the requirements for a quorum, this section (Section 11) shall apply to proceedings at meetings of sub-committees and Task Groups except section. The quorum for a sub-committee or Task Group shall be 2.

12. Public participation

12.1 Scope

These rules apply to all formally convened meetings of the Panel, Sub-Committees and Task Groups.

Responsibility for the application of these rules shall rest with the Host Authority

The application of these rules shall not be in conflict with other legislative requirements eg The Data Protection Act 1998 and the Freedom of Information Act 2000.

12.2 Summary of Public's Rights

A written summary of the public's rights to attend meetings and to inspect and copy documents will be kept at, and available to the public, at the County Buildings, Stafford (the designated office) and posted on the Host Authority's website

12.3 Right to attend

Members of the public may attend all meetings subject only to the exceptions in these rules.

12.4 Questions from the Public

The Agenda for Ordinary meetings of the Panel shall include the opportunity for members of the public to ask questions of the Panel members on issues under the purview of the Panel.

Anyone living or working within the area of the constituent authorities will be entitled to ask questions

A questioner can submit up to 2 questions per Panel either in their own right or on behalf of one organisation.

Notice of questions must be received by the Host Authority no later than 15 clear working days before the Ordinary Panel meeting is held.

Questions may not:

- Require the disclosure of exempt or confidential information
- Repeat a question asked at a Panel meeting in the previous 6 months
- Be defamatory, frivolous or offensive

In circumstances where a questioner is unable to attend personally or be represented at the Panel meeting at which his/her question is to be considered, the answer will be presented to the Panel and forwarded in writing to the questioner.

12.5 Availability of Information

The Host Authority will make copies of the agenda and reports open to the public available for inspection at the County Buildings, Stafford (the designated office) and on the websites of the constituent authorities at least five clear working days before the meeting. If an item is added to the agenda later, the revised agenda will be open to inspection from the time the item was added. Any reports completed after the agenda has been dispatched will be made available to the public as soon as it is supplied to members.

12.6 Supply of copies

The Host Authority will supply copies of:

- Any agenda and reports which are open to public inspection.
- Any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- If the Secretary thinks fit, copies of any other documents supplied to members in connection with an item

to any person on payment of a charge for postage and any other reasonable costs.

12.7 Access to Agendas and Minutes

The Panel will, for six years after a meeting, make available copies of the following:-

- The minutes of the meeting (or records of decisions taken, together with reasons) except those minutes of proceedings which were not open to the public or which disclose exempt or confidential information;
- A summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
- The agenda for the meeting; and
- The reports relating to items when the meeting was open to the public.

12.8 Background papers

Every report shall include a list of those documents (called background papers) relating to the subject matter of the report which:

- Disclose any facts or matters on which the report or an important part of the report is based; and
- Which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information (as defined in paragraph xx below)

The Panel will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

12.9 Exclusion of Access by the Public to Meetings

12.9.1 Confidential information – requirement to exclude public

The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

Meaning of confidential information

- a) information furnished to the Panel by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public; and

- b) information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court.

12.9.2 Exempt information – discretion to exclude public

The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information (as defined by Section 100I (1) of the Local Government Act 1972, and by Schedule 12A to that Act. (as amended)) would be disclosed.

Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

12.10 Exclusion of Access by the Public to Reports

If the Secretary thinks fit, the Panel may exclude access by the public to reports which in his or her opinion relate to items during which, in accordance with the section above, the meeting is likely not to be open to the public. Such reports will be marked "Not for publication" together with the category of information likely to be disclosed.

12.11 Record of Decisions

After any formally convened meetings of the Panel, Sub-Committees or Task Groups whether held in public or private, the Secretary will produce a record of every decision taken at that meeting as soon as practicable. The record will

- include a statement of the reasons for each decision and any alternative options considered and rejected at that meeting.
- and
- be publically available.

FINAL DRAFT 19 APRIL 2012

STAFFORDSHIRE JOINT POLICE AND CRIME PANEL

LAY/CO-OPTED MEMBER

JOB DESCRIPTION AND SPECIFICATION

STATEMENT OF PURPOSE

As a member of the Panel to hold to account the Police and Crime Commissioner for Staffordshire and to contribute to the development of the Police and Crime Plan service provision plans (taking account of the needs and interests of all sectors of the community) with the aim of ensuring the provision of quality, efficient and effective policing throughout the County.

Main Duties and Responsibilities

As a Lay/Co-opted Member you will be expected:

- To commit to undertake the role for a minimum of 4 years
- To attend and participate constructively in meetings of the Panel (a minimum of 4 meetings per annum) and any Committees/Sub-Committees or Task Groups to which you are appointed
- To undertake training and development appropriate to your role.
- To portray the Panel in a positive manner in dealings with the public and press
- On request, to engage in dialogue with member Authorities
- To approach matters before the Panel with an open and independent mind avoiding any pre-determination or bias
- To maintain an up-to-date knowledge and awareness of national, regional and local policing and community safety issues and development.
- To enhance public awareness, involvement and knowledge in the work of the Police and Crime Panel and its priorities.
- To contribute to the setting of the strategic direction and priorities for the Staffordshire Police Force, including community safety commissioning.
- To operate within the Terms of Reference of the Panel
- When acting in the capacity of Lay/Co-opted member to comply with the relevant Code of Conduct and to have particular regard to the General Principles of Public Life

Staffordshire Joint Police and Crime Panel
Police and Crime Panel Lay/Co-opted Member

PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
Qualification			
To be resident in the County of Staffordshire	√		A
To be independent of any political party	√		A
Qualities			
To have an active involvement in a sector of the local community (eg. Voluntary, Business)	√		A
Independently minded	√		I
Ability to provide constructive challenge			I
A wish to serve the community			I
Willingness to engage with the community	√		I
Good judgement	√		I
Openness to change	√		I
Knowledge			
Knowledge of a particular group or sector of the community	√		I
Knowledge/experience of community safety issues (eg Involvement in Victim Support)	√		A
Skills			
Strategic thinking	√		I
Analytical ability	√		I
Excellent listening and questioning skills Good communication skills			I
Computer literate	√		I
Effective time management	√		I

<p>Others</p> <p>A personal commitment to high standards of probity, propriety and governance in line with the General Principles of Public Life</p> <p>Willingness to train</p>	<p>√</p> <p>√</p> <p>√</p>		<p>A I</p> <p>A</p>
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A = Application
I = Interview

STAFFORDSHIRE POLICE AND CRIME PANEL

APPOINTMENT OF LAY CO-OPTED MEMBERS

Would you like the opportunity to have an input into decisions about the delivery of policing services in Staffordshire?

We are looking for 2 members of the public to serve as Lay Co-opted members of the Staffordshire Police and Crime Panel.

From November 2012 the Staffordshire Police Force will be run by an elected Police and Crime Commissioner.

The main role of the Panel will be to scrutinise the Police and Crime Commissioner, to promote openness in the delivery of policing services and to support the Commissioner in providing quality, efficient and effective policing throughout the County.

Applicants be resident in the County of Staffordshire and must have...

- An active involvement in a sector of the community (eg Business, voluntary sectors)
- The ability to represent the cross section of views and concerns of the public
- Knowledge/expertise of community safety issues

Applicants must not

- Be a member of staff of the Police and Crime Commissioner for the Staffordshire Police area
- Be a member of the civilian staff of the Police Force for the Staffordshire Police area
- Be a Member of Parliament
- Be a Member of the National Assembly for Wales
- Be a Member of the Scottish Parliament
- Be a Member of the European Parliament
- Be a Member of Staffordshire County Council, Stoke-on-Trent City Council or any Borough or District Council in Staffordshire
- Be politically active and must be independent of any political party
- Have been adjudged bankrupt
- Have been convicted of an imprisonable offence.

Appointments will be for a xxxx year period, expiring on xxxx. An annual honorarium payment of £xxx will be paid together with travel costs and expenses.

If you interested in applying please contact Julie Plant, Telephone (01785 276135). e mail: julie.plant@staffordshire.gov.uk.

Closing Date - xxxxxxxxx