



Norfolk Police and Crime Panel
Minutes of the Meeting Held on Friday 4 July 2014 at 10.00 a.m
Gymnasium, Office of the Police and Crime Commissioner for Norfolk, Falconers
Chase, Wymondham, Norfolk, NR18 0WW

Main Panel Members Present:

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| Mr Stephen Agnew | Norfolk County Council |
| Ms Sharon Brooks | Co-opted Independent Member |
| Mr Alec Byrne | Norfolk County Council |
| Mr Keith Driver | Norwich City Council |
| Mr Ian Graham | Broadland District Council |
| Dr Christopher Kemp | South Norfolk District Council |
| Mr Brian Long | Borough Council of King's Lynn & West Norfolk |
| Mr William Richmond | Breckland District Council |
| Mr Richard Shepherd | North Norfolk District Council |
| Mr Alexander Sommerville | Co-opted Independent Member |

Officers Present

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| Mr Greg Insull | Assistant Head of Democratic Services |
| Mr David Johnson | NPLaw |
| Mrs Jo Martin | Democratic Services & Scrutiny Support Officer |
| Mrs Julie Mortimer | Committee Officer |

Others Present

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| Mr Simon Bailey | Chief Constable for Norfolk |
| Mr Charlie Hall | Deputy Chief Constable for Norfolk |
| Mr John Hummersone | Commissioner's Chief Finance Officer |
| Ms Jenny McKibben | Deputy Police & Crime Commissioner for Norfolk |
| Mr Mark Stokes | Police & Crime Commissioner for Norfolk's Chief Executive |

1. To receive apologies and details of any substitute members attending

- 1.1 Apologies were received from Mr Trevor Wainwright, Great Yarmouth Borough Council, Mr David Harrison and Mr Tim East, Norfolk County Council.

2. Election of Chairman

Mr Alec Byrne was elected Chairman of the Norfolk Police & Crime Panel for the ensuing year.

Mr Byrne in the Chair.

3. Election of Vice-Chairman

Dr Christopher Kemp was elected Vice-Chairman of the Norfolk Police & Crime Panel for the ensuing year.

4 Members to Declare any Interests

4.1 None.

5 To receive any items of business which the Chairman decides should be considered as a matter of urgency

5.1 The Chairman advised that there were no urgent items of business to consider.

6 Minutes of the meeting held on 4 April 2014

6.1 The minutes of the meeting held on 4 April 2014 were confirmed as a correct record and signed by the Chairman.

7. Balanced Appointment Objective

7.1 The Panel received the report by the Scrutiny Support Manager asking the Panel to consider whether it had met the balanced appointment objective as set out in Schedule 6, paragraphs 31 and 32 of the Police Reform and Social Responsibility Act 2011.

7.2 The Panel **AGREED** that the balanced appointment objective was being met.

8 Police and Crime Commissioner for Norfolk's temporary leave of absence.

8.1 The Panel received the report by the Scrutiny Support Manager setting out the advice of the QC relating to the legal issues connected with the Police & Crime Commissioner's decision to take a temporary leave of absence while an investigation into an allegation relating to the PCCs expenses was conducted by the Independent Police Complaints Commission.

8.2 Mr Mark Stokes, Police & Crime Commissioner's Chief Executive read out the following statement to the Panel on behalf of Mr Stephen Bett, Police and Crime Commissioner for Norfolk:

"When I heard about the Independent Police Complaints Commission investigation I took what I believe was the right decision and temporarily stepped aside from my post with immediate effect. I took this decision knowing that I had the safest pair of hands possible in my deputy in Jenny McKibben. It was my decision and my decision alone.

I have read the report and legal advice to the Panel and considered it extremely carefully. It is obvious to me that there is a grey area within the legislation when it comes to a PCC stepping aside or taking a leave of absence and legal opinion seems to differ.

It is abundantly clear to me that unless I return to full duties there is a significant

likelihood of a protracted and expensive legal wrangle and I am not prepared to burden the Norfolk taxpayer with substantial legal bill.

Taking all this into consideration I have decided that the best course of action is for me to return to full duties on Monday 7 July. This is not a decision I wanted to have to make but I recognise I have to reach a legal position which satisfies the Panel in order for us to move forward”.

8.3 The Panel suggested that the Chairman should write to the Home Secretary, on behalf of the Panel, requesting that legislation be updated to provide clear guidance for similar incidents in the future.

8.4 **RESOLVED** that the Panel note the statement of intent by the Police & Crime Commissioner for Norfolk to return to full duties on 7 July 2014.

9. **Panel Arrangements and Rules of Procedure – Review.**

9.1 The Panel received the suggested approach from the Scrutiny Support Manager asking the Panel to review its Panel Arrangements and Rules of Procedure.

9.2 The Joint Independent Remuneration Panel would consist of non-councillor members from each of the district council areas. Once the Remuneration Panel had been established it would determine how it would proceed. Members noted that the Panel was unable to prescribe how the Independent Panel carried out its work, although a request was made for Members of the PCP to be consulted before the Independent Panel commenced its work.

9.3 The Panel noted that it was unable to change the wording contained within the Legislation rules, therefore the word “veto” would remain.

9.4 Public Questions. The Panel **AGREED** that its preferred model was for questions to the Chairman of the Panel only, and that the procedure for dealing with public questions should include the following elements:

- One question per person, in writing, to be received 10 working days in advance of the meeting.
- Questions to contain a maximum of 100 words.
- The Chairman and Vice-Chairman would review each question before it was answered by officers to ensure that it fell under the remit of the work of the Panel. Questions that were not within the remit of the Panel should be disallowed, but forwarded to the relevant body for a response to be provided to the questioner.
- The questioner should be required to attend the meeting to ask their question and to hear the response. A supplementary question could be asked if desired.
- 30 minutes should be allocated on the agenda to deal with public questions.

9.5 **RESOLVED** to:

- a) Endorse the existing Panel arrangements set out in Annex 1 of the report.

- b) Note that a Joint Independent Remuneration Panel would be set up to consider whether a Special Responsibility Allowance should be paid to the Chairman.
- c) Agree a scheme for public questions as set out at paragraph 9.4 above and that consequential changes to the Rules of Procedure should be considered at the next meeting.
- d) Endorse the detailed guidance for handling complaints, as set out in Annex 3 of the report, with the minor amendment that complaints should be sent by post to the Commissioner's Chief Executive, Office of the Police & Crime Commissioner for Norfolk, Jubilee House, Falconers Chase, Wymondham, NR18 0WW.
- e) Appointed Dr Kemp, Mr Somerville and Mrs Brooks as Panel members to be involved with the handling of complaints about the Commissioner or his Deputy.

10. Norfolk Constabulary Savings Plan for years 14/15 to 18/19.

- 10.1 The Panel received a report by the Norfolk Chief Constable, setting out how Norfolk Constabulary would make the required savings (it had to save £20.3m by 2018) whilst continuing to preserve frontline policing services.
- 10.2 The Chief Constable gave a verbal presentation to the Panel, explaining the planned changes and savings profiles for Norfolk over the next four years. A copy of the presentation is attached at Appendix A to these minutes.
- 10.3 The following points were noted in response to questions from the Panel:
 - The Panel was reassured that where resources could be shared this was happening and cross-border activity and liaison between Norfolk, Suffolk, Lincolnshire, Cambridgeshire and Essex Police Authorities took place regularly.
 - Regular meetings took place between the Norfolk Police and Crime Commissioner and Deputy Police & Crime Commissioner and the Suffolk PCCs to explore all possible collaborative opportunities. They were committed to existing collaboration work.
 - Consideration would be given to any opportunities to part-fund PCSOs in towns and villages if communities expressed an interest in buying into the service as the value of PCSOs patrolling these areas was well known.
 - The Chief Constable reassured the Committee that he would not present a savings plan that was not capable of being delivered, although it had to be recognised that the face of crime was continually changing. The Deputy PCC reaffirmed that the PCC and D/PCC would continue to monitor the situation closely.
- 10.4 **RESOLVED** to note the report.

11. Office of the Police and Crime Commissioner for Norfolk's Organisational Review.

11.1 The Panel received the report by the Scrutiny Support Manager and the OPCCN's Chief Executive, setting out the background, context and strategic objectives for the Organisational Review and providing details of the new structure, roles and responsibilities.

11.2 During the discussion, the following points were noted:

- The budget had been set by the Police Authority and had therefore been inherited by the OPCC.
- Recruitment was currently taking place for the newly established role of Senior Policy & Commissioning Officer.
- It was expected that the roles of Performance and Compliance Officer and Senior Policy & Commissioning Officer would work closely together.
- 50% of the office budget saving had been realised from employee costs, the remainder were from associated overheads and ensuring all costs were aligned with the PCC's priorities.
- The Deputy PCC advised that the review had led to much better commissioning and compliance arrangements, with the skills now available within the team to be able to take advantage of applying for any additional funding grants which became available. This would ensure applications were completed quickly and appropriately to ensure the maximum amount of funding could be applied for.
- The DPCC also advised that an announcement would shortly be made about how some of the savings from the organisational review would be diverted to commissioning and reducing the impact of budget cuts on the Constabulary.

11.3 **RESOLVED** to note the report.

12. Commissioning Strategy and Plans

12.1 The Panel received the report by the Scrutiny Support Manager recommending the Panel consider and comment on the Police and Crime Commissioner for Norfolk's Commissioning Strategy and Plan.

12.2 The following points were noted in response to questions from the Panel:

- The Commissioning Strategy and Plan would be published on the PCC website. The Panel were invited to visit the website and provide feedback on the Plan.
- In an attempt to ensure joined up working with charities, work was taking place to co-ordinate this work and a meeting of the data-sharing guardians would be held on 11 July to try to identify the different approaches and to

try to agree a way forward.

- Additional funding had been secured this week, to support the commissioning intentions of reducing demand for services and supporting victims. Compared nationally, OPCCN's team had been one of the highest performing in terms of securing additional funding.

12.3 **RESOLVED** to note the report.

13. Information bulletin

13.1 The Panel received the information bulletin summarising the decisions taken by the Commissioner and the range of his activities since the last Panel meeting.

13.2 During the discussion, the Panel asked that the re-named Commissioner-Chief Constable Bi-lateral meetings (Police Accountability Panel) be amended. The PCC Chief Executive agreed to look into this possibility in consultation with the Chairman and Vice-Chairman.

13.3 **RESOLVED** to note the report.

14. Norfolk Police and Crime Panel Funding.

14.1 The Panel received the report asking the Panel to endorse the 2013-14 expenditure and to consider the 2014-15 grant allocation, including the suggested process for approving member attendance at external training events.

During the presentation of the report it was noted that there had been a £16,000 underspend in 2013-14, which would be returned to the Home Office. The majority of the underspend was due to the fact that Panel Members had not needed to use the full amount allocated to them for expenses (up to £920 per member).

14.2 Members felt that if it was likely that there would be an underspend in the next financial year that money should be used for publicity or training purposes, or funding external advice if necessary.

14.3 The Panel asked the Scrutiny Support Manager to ask Communications colleagues to draft a costed programme to help raise the profile of the Panel.

14.4 **RESOLVED** to note the report.

15 Work Programme

15.1 The Panel received the Forward Work Programme 2014-15.

15.2 **RESOLVED** that:-

- The forward work programme be agreed.

The meeting closed at 12.15pm, after which the Panel were invited to attend a tour of the Police Headquarters.

CHAIRMAN



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