



Norfolk Police and Crime Panel

Minutes of the Meeting held on 20 June 2017 at 10am in the Edwards Room, County Hall, Norwich

Main Panel Members Present:

Mrs Sarah Butikofer	Norfolk County Council
Dr Christopher Kemp	South Norfolk Council
Mr Paul Kendrick	Norwich City Council
Mr Colin Manning	Borough Council of King's Lynn and West Norfolk
Mr William Richmond	Norfolk County Council
Mr Frank Sharpe	Breckland District Council
Mr Richard Shepherd	North Norfolk District Council
Mr Philip Duigan	Norfolk County Council
Mr Trevor Wainwright	Great Yarmouth Borough Council
Mr Fran Whymark	Broadland District Council
Air Commodore Kevin Pellatt	Co-opted Independent Member

Officers Present:

Mr Greg Insull	Assistant Head of Democratic Services
Mrs Jo Martin	Democratic Services and Scrutiny Support Manager

Others Present

Mr Simon Bailey	Chief Constable, Norfolk Constabulary
Mr Martin Barsby	Director of Communication and Engagement, Office of the Police and Crime Commissioner for Norfolk (OPCCN)
Mr Lorne Green	Police and Crime Commissioner for Norfolk
Ms Sharon Lister	Director of Performance and Scrutiny, OPCCN
Mr Mark Stokes	Chief Executive, OPCCN
Dr Gavin Thompson	Director of Policy and Commissioning, OPCCN

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

- 1.1 Apologies were received from Mr M Storey (Mr P Duigan substituting),

2. Election of Chairman

- 2.1.1 Mr W Richmond was nominated by Mr P Duigan, seconded by Mr F Sharpe.

- 2.1.2 Mr William Richmond was **DULY ELECTED** as Chairman of the Police and Crime Panel for the ensuing year.

- 2.2 Mr W Richmond In the Chair.

3. Election of Vice-Chairman

- 3.1 The Chairman welcomed Members, and staff from the OPCCN to the meeting.
- 3.2.1 Dr C Kemp was nominated by Mr F Whymark, seconded by Mr F Sharpe.
- 3.2.2 Dr Christopher Kemp was **DULY ELECTED** as Vice-Chairman of the Police and Crime Panel for the ensuing year.

4. Members to Declare any Interests

- 4.1 There were no declarations of interest.

5. Urgent Business

- 5.1 There were no matters of urgent business.

6. Minutes of the meeting held on the 04 April 2017

- 6.1 The minutes of the meeting held on the 04 April 2017 were agreed as an accurate record and signed by the Chairman.

7. Public Questions

- 7.1 One public question was received; see Appendix A.

8. Order of Business

- 8.1 The Panel agreed to take agenda items in the following order:
 - **11** (Police and Crime Plan for Norfolk 2016-2020 – performance Monitoring);
 - **12** (Office of the Police and Crime Commissioner for Norfolk - Commissioned Services);
 - **13** (PCC Complaints Monitoring Report);
 - **14** (Information bulletin – questions arising to the PCC);
 - **15** (Norfolk Police and Crime Panel Funding);
 - And then return to the running order set out on the agenda.

9. Police and Crime Plan for Norfolk 2016-20 – performance monitoring

- 9.1 The Panel received the report outlining progress made against actions set within the Police and Crime Plan priorities “Increase visible policing” and “prevent offending” since its publication in March 2017.
- 9.2.1 The Police and Crime Commissioner welcomed Members to the meeting and congratulated the new Chairman on his position. He acknowledged the work of Norfolk Constabulary during the aftermath of the recent terror attacks in London to reassure the public of Norfolk police’s ability to keep people safe; he noted the positive engagement of armed police with the public. In light of unease felt in some

communities the Commissioner gave reassurance that he engaged with the Chief Constable daily, and made efforts to give assurances to many faith groups including the Jewish and Muslim communities.

- 9.2.2 Police Accountability Forum meetings were held on a bi-monthly basis, in public, each focussing on 2 Police and Crime Plan priorities. The next meeting would be held in Aylsham in September 2017. The Commissioner reported that around 20,000 young people had been reached through the Constabulary's use of social media, and that young people would be engaged with to ensure policing addressed their concerns.
- 9.2.3 The success of the WONDER (Women Offenders of Norfolk Diversion, Engagement and Rehabilitation Project) pilot in supporting women at risk of offending to develop resilience and prevent them entering the criminal justice system was highlighted. Due to its success more funding had been given by the Home Office to continue with the programme.
- 9.3.1 Engagement with minority communities, such as Islamic communities, who were fearful of abuse since the recent terrorist attacks was queried. The Commissioner gave detail on the ways he engaged with communities across Norfolk to develop links and provide reassurance.
- 9.3.2 The Chief Constable reported that while hate crime was lower than at the time of the EU referendum, an increase had been seen since the recent attacks. Beat managers across Norfolk were building links and engaging with communities.
- 9.3.3 The impact of the hot weather on calls to police was highlighted, with the previous day having seen an increase to 1400 calls.
- 9.3.4 The Commissioner invited the Panel, particularly new members, to visit the PIC (Police Investigation Centre) in Wymondham. The Chief Constable reported that the Commissioner's investment in mental health was market leading and significant positive results in arrests under the mental health act had been seen. The Chief Constable **agreed** to look into a specific case raised by Mrs Butikofer.
- 9.3.5 Use of volunteers to bridge the gap around the PCC's commitment to increasing visible policing was queried. 18 further volunteer police were waiting to be trained, and increases had been made in the numbers of community speed watch schemes, neighbourhood schemes, cadet force and special constables. There were 200 special constables with a target of 350 by 2020 and improvements in coordination of volunteer activity across Norfolk. The Commissioner had spoken to the Home Secretary about reducing budgets and the need for more funding for more visible policing.
- 9.3.6 The number of Special Constables had decreased as some had become Police Constables.
- 9.3.7 Engagement of agencies at SNAP (Safer Neighbourhood Action Panel) meetings was queried; the Commissioner highlighted that the IAG (Independent Advisory Group) had representation from a range of communities and it may be beneficial to invite representatives to SNAP meetings.
- 9.3.8 Clarification was requested on the large area covered by inspectors on duty at night and senior staffing levels at this time; the Chief Constable clarified that there would also be an inspector available by phone, off duty inspectors available on call, senior investigating officers, detectives and other senior staff available to support.

- 9.3.9 The Chief Constable clarified that the College of Policing was reviewing entry levels for Police Constables. Standard entry level for police Constables was NVQ level 3, and any joining without a degree would study a degree in policing after joining.
- 9.3.10 The Commissioner informed the panel of his decision to extend the Chief Constable's contract by an extra 2 years. The Vice Chairman voiced on behalf of the panel their formal support of the Commissioner's decision.
- 9.4 The Panel **NOTED** the update about progress with delivering the Police and Crime Plan for Norfolk 2016-2020.
- 9.5 The Chief Constable left the meeting at 11:02

10. Office of the Police and Crime Commissioner for Norfolk (OPCCN) – Commissioned Services

- 10.1 The Panel received the report providing an update from the OPCCN about the performance of commissioned services, specifically victim's services, commissioned during 2016-17.
- 10.2.1 The homelessness summit outlined in the report was discussed. The Director of Policy and Commissioning, OPCCN, confirmed that district councils would be involved in homelessness work with Norfolk Constabulary due to their housing strategy and regulatory roles. Norfolk County Council were reviewing the Norfolk Housing Strategy and OPCCN would not therefore be hosting a summit. However, it would be working with the County Council to ensure the police strategy around those vulnerable to offending aligned with this.
- 10.2.2 Waiting times for the Sue Lambert Trust were raised as a concern. The Director of Policy and Commissioning reported that funding would be expanded to address waiting times and work would be carried out to understand level of need.
- 10.2.3 The Vice-Chairman thanked OPCCN staff who had drawn up the report and noted all acronyms were explained, making the report clear.
- 10.3 The Panel **NOTED** the update from the Office of the Police and Crime Commissioner for Norfolk (OPCCN) about its Commissioned Services.

11. PCC Complaints Monitoring Report

- 11.1 The Panel received the monitoring report setting out the number and themes of complaints handled since the last monitoring report to the Police and Crime Panel.
- 11.2 The Panel **NOTED** the report

12. Information bulletin – questions arising to the PCC

- 12.1 The Panel received the report summarising decisions taken by the Commissioner and the range of his activity since the last Police and Crime Panel meeting.
- 12.2.1 The recent Police Accountability Forum meeting at the University of East Anglia was discussed, in respect of the PCC's commitment to engaging the public. The

Commissioner reflected that being held during exam period had affected turnout. The Director of Communication and Engagement, OPCCN, explained the OPCCN's multi-platform approach to publicity through use of a range of media including newspapers, social media local magazines, newsletters and mailing lists.

- 12.2.2 Body worn cameras were being rolled out across the County, enabling there to be more officers on the streets due to reduced court appearances and incidents, however, it was too early for a definitive report on the outcomes.
- 12.2.3 The Commissioner reported that police drones had been purchased and would be in operation as part of a pilot scheme.
- 12.2.4 Holding Norfolk Police and Crime Panel meetings at different locations in Norfolk was discussed. Some members were content to travel to different venues. The Vice-Chairman suggested meetings could be held in different locations when there was a reason to do so. He proposed that Officers look into alternative venues, discuss with himself and the Chairman, and their consideration of this may be reported to the Panel at the next meeting. This was seconded by Mr Duigan and **AGREED** by the Panel.
- 12.2.5 The Panel **NOTED** the report.

13. Norfolk Police and Crime Panel Funding

- 13.1 The Panel received the report providing information on the 2016-17 Home Office Grant and proposed 2017-18 Home Office Grant allocation for consideration.
- 13.2.1 The Democratic Services and Scrutiny Support Manager explained that the Home Office grant was the same this year as in 2016-17. She explained that the Panel had not claimed the full amount in 2016-17, with a variance of £7,000, and this was important to take into account when considering different meeting venues, or whether to purchase external advice.
- 13.2.2 The Director of Communication and Engagement, OPCCN, the Director of Policy and Commissioning, OPCCN, the Director of Performance and Scrutiny, OPCCN and the Chief Executive, OPCCN, left the meeting at 11:37.
- 13.2.3 The Vice-Chairman highlighted the support given by the Frontline Consulting for the Eastern Region PCP Network and proposed continuing with the subscription.
- 13.2.4 It was suggested that if the Panel did not claim the full grant during the coming year, it might then consider reviewing arrangements around public engagement, such as alternative venues and communications.
- 13.3 The Panel:
 - 1. **NOTED** the 2016-17 expenditure;
 - 2. **NOTED** the 2017-18 grant allocation;
 - 3. **ENDORSED** the previously agreed process for approving Panel Member attendance at external training events and conferences.
 - 4. **AGREED** to renew its subscription to Frontline Consulting for the Eastern Region PCP Network.

14. Recruitment of Co-opted Independent Member

- 14.1 The Panel received the report outlining the principles of the recruitment process, the draft advertisement and application pack, suggested timetable for recruitment and asking them to appoint a selection panel (a sub-committee).
- 14.2.1 As a co-opted Panel Member, Mr K Pellatt had met with the Democratic Services and Scrutiny Support Manager to give his views on his experience of the recruitment process. He noted the limited diversity of the Police and Crime Panel; he felt it important to encourage applications that would increase this. The Democratic Services and Scrutiny Support Manager assured the Panel that Communications experts would use established networks in order to reach across Norfolk's communities.
- 14.2.2 The Commissioner pointed out the diverse representation on OPCCN's Independent Advisory Group and that he would be pleased to raise awareness of the vacancy through its members. The Democratic Services and Scrutiny Support Manager confirmed that local papers would be used for advertising.
- 14.2.4 The Vice-Chairman noted that experience in dealing with complaints would be an important skill for applicants to demonstrate.
- 14.2.5 The Democratic Services and Scrutiny Support Manager planned to contact Mr Sommerville.
- 14.3 The Panel:
- a) **NOTED** the principles of the recruitment process, as set out in the Panel Arrangements;
 - b) **AGREED** the draft advertisement and application pack, and suggested timetable for recruitment;
 - c) **AGREED** a selection panel (a sub-committee) to; shortlist, interview and agree a candidate to recommend to the Panel when it meets on 26 September 2017: Mr Kevin Pellatt; Mrs Sarah Butikofer; and Chairman of the Police and Crime Panel.

15. Balanced Appointment Objective

- 15.1 The Panel received the report outlining the Panel's balanced appointment objective and considered whether it was being met according to Schedule 6, paragraphs 31 and 32, of the Police Reform and Social Responsibility Act 2011 ("the Act").
- 15.2 The Panel **AGREED** that the balanced appointment objective was being met.

16. Panel Arrangements and Rules of Procedure - Review

- 16.1 The Panel received the report outlining the Police and Crime Panel's Arrangements and Rules of Procedure for members to review.
- 16.2.1 The appointment of Panel Members to be involved in the process of handling complaints about the conduct of the Commissioner was discussed. It was noted that it was previously agreed that one Conservative and one non Conservative member would be appointed. The Vice-Chairman noted that the 'Complaints Policy Sub Panel' did not deal with reviewing individuals' PCC conduct complaints.

16.2.2 The Democratic Services and Scrutiny Support Manager confirmed the pool of Members nominated to deal with complaints could be increased from three.

16.3.4 The Panel:

- 1) **ENDORSED** the existing Panel Arrangements;
- 2) **ENDORSED** the existing Rules of Procedure including the scheme for public questions;
- 3) **ENDORSED** the detailed guidance for handling complaints about the conduct of the Commissioner (at **Annex 3** of the report), and **APPOINTED 4** Panel Members to be involved in the process – to be reviewed once the independent member vacancy had been filled:
 - Mr T Wainwright (Labour);
 - Mr C Kemp (Conservative);
 - Mrs S Butikofer (Liberal Democrats);
 - Mr Kevin Pellatt.
- 4) **APPOINTED 4** Panel Members to the Complaints Policy Sub Panel previously called the 'Complaints Handling Sub Panel':
 - Mr T Wainwright (Labour);
 - Mr C Kemp (Conservative);
 - Mrs S Butikofer (Liberal Democrats);
 - Mr Kevin Pellatt.

17. Work Programme

17.1 The Panel reviewed the Forward Work Programme for September 2017-April 2018.

17.2.1 It was noted that “28 November/December” should read “28 November”.

17.2.2 A tour of the Constabulary offices in Wymondham for new members was discussed and the potential date for this. The Democratic Services and Scrutiny Support Manager agreed to liaise with the Commissioner’s office and the Commissioner agreed to offer dates for consideration.

17.2.3 A national conference and other national events were due to be held in the upcoming months, which may be attended by members of the panel. The Democratic Services and Scrutiny Support Manager **agreed** to circulate information on these events to Panel Members.

17.2.4 It was **agreed** to hold the September 2017 meeting at County Hall as planned so that a report with information on alternate meeting locations could be considered.

17.3 The forward work programme was **AGREED**.

The meeting ended at: 12:04

Mr William Richmond
CHAIRMAN

PUBLIC QUESTIONS TO NORFOLK POLICE AND CRIME PANEL: TUESDAY 20 JUNE 2017

7. PUBLIC QUESTIONS

7.1 Question from Mr Neil Sykes

For what democratic reason do elected councillors and members of the Norfolk Police and Crime Panel attend pre-meetings of scheduled Police and Crime Panel meetings that are not minuted?

Response from Chairman:

Pre-meetings are an opportunity for the Panel to discuss the forthcoming agenda and lines of questioning to the Commissioner, to ensure it is effective in holding him to account. It is not a decision making meeting, therefore no minutes are taken.