

Norfolk Police and Crime Panel



Date: **15 April 2015**

Time: **10am**

Venue: **Edwards Room, County Hall, Norwich**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Main Member	Substitute Member	Representing
Mr William Richmond	Mr Mark Robinson	Breckland District Council
Mr Ian Graham	Mr Roger Foulger	Broadland District Council
Mr Trevor Wainwright	Mr Brian Walker	Great Yarmouth Borough Council
Mr Brian Long	Mrs Elizabeth Nockolds	King's Lynn and West Norfolk Council
Mr Alec Byrne	Michael Chenery of Horsburgh	Norfolk County Council
Mr David Harrison	Mr James Joyce	Norfolk County Council
Mr Fred Agnew	Mr Colin Aldred	Norfolk County Council
Mr Richard Shepherd	Mr Roy Reynolds	North Norfolk District Council
Mr Keith Driver	Mr Alan Waters	Norwich City Council
Dr Christopher Kemp	Ms Lisa Neal	South Norfolk Council
Ms Sharon Brooks	(no substitute member)	Co-opted Independent Member
Mr Alexander D Sommerville, CPM	(no substitute member)	Co-opted Independent Member

**For further details and general enquiries about this agenda
please contact the Committee Officer:**
Anne Pickering on 01603 223230
or email committees@norfolk.gov.uk

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A g e n d a

- 1. To receive apologies and details of any substitute members attending**
- 2. Declarations of Interest**

Norfolk County Council and Independent Co-opted Members

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter. It is recommended that you declare that interest but it is not a legal requirement.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a **Disclosable Pecuniary Interest** you may nevertheless have an **Other Interest** in a matter to be discussed if it affects:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

District Council representatives will be bound by their own District Council Code of Conduct.

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

4. Minutes

To confirm the minutes of the meetings held on:

- 3 February 2015

- 12 March 2015

Page **5**
(To follow)

5. Public questions

No questions were submitted for a response at this meeting.

6. Appointment of co-opted independent member

Page **22**

To consider the recruitment process and timetable.

7. Procedure for public questions

Page **53**

To review the procedure.

8. Information bulletin – questions arising to the Commissioner

Page **59**

To hold the Commissioner to account for the full extent of his activities and decisions since the last Panel meeting.

9. Work Programme

Page **81**

To consider the proposed work programme.

Date Agenda Published: Tuesday 7 April 2015

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Norfolk Police and Crime Panel
Minutes of the Meeting Held on Tuesday 3 February 2015 at 10.00 a.m.
Edwards Room, County Hall, Norwich

Main Panel Members Present:

Mr Fred Agnew	Norfolk County Council
Mr Alec Byrne (Chairman)	Norfolk County Council
Mr Keith Driver	Norwich City Council
Mr Roger Foulger	Broadland District Council
Mr James Joyce	Norfolk County Council
Dr Christopher Kemp (Vice-Chairman)	South Norfolk Council
Mr Brian Long	King's Lynn and West Norfolk Council
Mr William Richmond	Breckland Council
Mr Richard Shepherd	North Norfolk District Council
Ms Sharon Brooks	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 for Norfolk
Mr Stephen Bett	Police and Crime Commissioner for Norfolk
Mr Charlie Hall	Deputy Chief Constable for Norfolk
Mr John Hummersone	Chief Finance Officer, Office of the Police and Crime Commissioner for Norfolk (OPCCN)
Mrs Sharon Lister	Performance and Compliance Officer
Mr Mark Stokes	Chief Executive, OPCCN

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

- 1.1 Apologies received from Mr I Graham (substituted by Mr R Foulger), Mr D Harrison (substituted by Mr J Joyce), Mr A Sommerville and Mr T Wainwright.

2. Members to Declare any Interests

- 2.1 No declarations of interest were made.
- 3. To receive any items of business which the Chairman decides should be considered as a matter of urgency**
- 3.1 None
- 4. Minutes of the meeting held on 16 December 2015**
- 4.1 The minutes of the meeting held on 16 December 2015 were confirmed by the Panel as a correct record and signed by the Chairman, subject to the following amendment:
- paragraph 6.3, 7th bullet point; 80p to read 8p a week.
- 5. Public questions**
- 5.1 There were no public questions received.
- 6. Police and Crime Commissioner for Norfolk's proposed precept for 2015-16**
- 6.1 The Panel received the Police and Crime Commissioner for Norfolk's proposed Revenue Budget and Capital Programme for 2015/16, Medium-Term Financial Strategy 2015/16 to 2019/20, and the funding and financial strategies.
- 6.2 The Police Commissioner gave an introduction to his proposed precept for 2015-15 which outlined the following:-
- The Home Office grant has been cut by 5% and predicted further cuts for the next four years.
 - The Commissioner's medium term financial strategy had included a council tax rise each year (of 2%) it had also included the use of the Budget Support Reserve year by year to enable savings to be planned and implemented in a measured way.
 - The strategy sought to protect the front line for as long as possible, but without an increased precept disruption to the front line would happen sooner.
 - The lion's share of the budget reductions would fall on the Constabulary, but the Commissioner had made cuts to his own office. As a result some £350k per annum had been passed to the Chief Constable to protect 10 PCSO posts in schools. In addition, the savings this year, £350k, would be used next year by the Chief Constable to recruit additional temporary staff in the Safeguarding and Investigations Command.
 - To freeze the council tax each year would increase the budget gap by £5.4m, from £9.3m to £14.7m at the end of March 2020.
 - The increase was £4.05 per annum at Band D but 75% of houses in Norfolk were below Band D.

- 6.3 The Panel received a presentation from the Chief Constable Simon Bailey, **Appendix A.**
- 6.4 The following points were made during the presentation:-
- Austerity was going to be with us until 2020 and plans must be put in place to manage this.
 - Norfolk had some of the lowest crime rates in the country, our anti-social behaviour numbers fall year on year and Her Majesty's Inspectorate of Constabulary (the HMIC) had recognised Norfolk as being one of the top five performers in this area.
 - Joint working with Suffolk Constabulary was very important in moving forward.
 - To meet the challenges that faced the Constabulary the focus needed to be on three key areas.
 - 1) Community Policing
 - 2) Tackling vulnerability and cyber threat.
 - 3) Building efficient partnerships.
 - Although many things could change between now and 2020 the funding received from central Government would not be increased.
 - The proposed budget had been through a rigorous process and had been examined thoroughly both internally and externally.
- 6.5 The Commissioner's Chief Finance Officer highlighted key elements of the report that had been prepared for the Panel, and his Chief Executive outlined the feedback from the public consultation on council tax, as attached to these minutes at **Appendix B**
- 6.6 The following points were discussed in regards to the consultation:-
- The consultation had been promoted and made available in a wide variety of formats and media coverage had been good.
 - Overall there were 1120 respondents and from these 64% supported the council tax increase and 35% supported a freeze.
 - The Panel pointed out that the turnout at both the Kings Lynn and Norwich consultation meetings was very low, with only 5 attending in Kings Lynn and 17 in Norwich.
- 6.7 The following points were discussed in response to the Panel's questions to the Commissioner:-
- New specialist training would be required for officers to deal with the high risk crimes involving vulnerable people and most of the training would be done via e-learning but there would be additional cost involved. It was not

possible to correlate cost with the number of incidents, but the Constabulary worked on the basis of societal costs of crime types as published by the Home Office.

- The Budget Support Reserve would be fully used by 2018/19 and the need to look at other reserves may be necessary.
- The reserves would need to be reviewed every year.
- Supporting Option 2 would not prevent job losses or the size of the Constabulary being reduced in the future; critical roles would not go but the general presence of police would need to be reduced. There would be a functioning police force in Norfolk but by 2020 it may look very different.
- As part of the Medium Term Financial Plan the Police Commissioner would expect to ask for support for a circa 2% increase every year between now and 2020.
- The Job Evaluation budget pressure mentioned in point 8.3 of the report referred to an ongoing project regarding equal pay claims, the amount shown was an estimate of future costs.
- The Commissioner stated that in terms of managing public expectations around the resources needed to deliver his Plan, he had made several media appearances where the situation had been made clear.
- The Commissioner outlined what he felt were the key areas to overcome the issues facing the police over the coming years.
 - 1) That public bodies needed to work more closely together to tackle crime and disorder.
 - 2) That the police forces across the country would need to federate or merge. Fewer, larger forces would enable further savings to be made. Although he had been criticised for this view, after the general election the Government would need to decide its short- to long-term policing policy.

A combination of these two factors would enable the police forces to continue and reduce the likelihood of further reductions to the front line.

- The Commissioner described how he saw his role as being able to break down barriers and broker deals between the different public bodies and the voluntary sector to ensure effective use of resources and that this would alleviate budget pressures enormously.
- It was recognised that with the dualling of the A11 there had already been substantial expansions in housing in areas such as Thetford, Attleborough and Wymondham. There needed to be a police force to match a rapidly growing county.

6.8 Mr K Driver proposed and was seconded by Mr B Long that the Panel support the Police and Crime Commissioner for Norfolk's proposed precept for 2015/16.

The motion was **carried** with 9 votes For and 1 Against.

6.9 The Panel **RESOLVED** to:-

1) Note the Police and Crime Commissioner for Norfolk's proposed Revenue Budget and Capital Programme for 2015/16, Medium-Term Financial Strategy 2015/16 to 2019/20, and the funding and financial strategies.

2) Support the Police and Crime Commissioner for Norfolk's proposed precept for 2015/16 and formally report this to the Commissioner.

7. Complaints Monitoring Report

7.1 The Panel received the regular monitoring information from the Commissioner's Chief Executive and Norfolk County Council's Head of Democratic Services.

7.2 The Panel were informed, that in regards to the IPCC complaint update, the outcome of the investigation had been published on the 23rd December and the Commissioner cleared of any criminal wrongdoing. The full report was still to be released.

7.3 It was discussed by the Panel that the delay from the IPCC was not acceptable and that once the report had been received, feedback should be made to the Home Office to express the concerns over the delay and that the Panel had found this unacceptable.

7.4 The Panel **noted** the report.

8. Information bulletin – questions arising to the Commissioner

8.1 The Panel received the report that summarised for the Panel both the decisions taken by the Commissioner and the range of his activity since the last Panel meeting.

8.2 The Commissioner informed the Panel that he had been chosen to support the Home Office to administer nearly £5m of national funding to support victims of sexual abuse.

The Commissioner will oversee two new funds established by the Home Office to support victims of child and adult sexual abuse across the England and Wales.

- The Child Abuse Inquiry Support Fund
- The Child and Adult Victims of Sexual Abuse Support Fund

8.3 The Commissioner assured the Panel that this additional role would not affect what was done in Norfolk; it would provide insights into these areas, and no Norfolk resources would be required.

8.4 The Commissioner would be selecting a panel of experts which would consider the bids and the Home Office would provide guidance.

8.5 The Panel requested that the Commissioner report back to them with updates on the progress of this project.

9. Work Programme

9.1 The Panel received the report outlining the proposed work programme for 2015-2016.

9.2 The Panel considered and **agreed** the proposed work programme for 2015-16.

The meeting closed 11:30am.

CHAIRMAN



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DELIVERING THE POLICE AND CRIME PLAN AND MEETING THE CHALLENGE

Presentation to Norfolk Police and Crime Panel – 3 February 2015
By Chief Constable Simon Bailey



- Norfolk Constabulary is an exceptionally high performing force
- We are recognised by HMIC as the best performing force in England and Wales
- We have the most advanced collaboration in England and Wales
- Norfolk is at the forefront of innovation and evidence based policing



The Financial Headlines

To date we have:

- Saved £14 million
- Planned savings of £17 million
- To find £9-10 million



INCOMING DEMAND

County: Norfolk
Population: 870,100
Officer numbers: 1,569

Across Norfolk, there is approximately **one police officer** for every **554** members of the public.

On a typical day in Norfolk Constabulary



224
emergency 999
calls received



Approximately
559
incidents are
recorded



Approximately
51
arrests are made.
Approximately **2** of
these arrests will be
for sexual offences



Approximately
93
crimes are reported



Deal with
70
ASB incidents

Officers will deal with, amongst other crimes: approximately **4** dwelling burglaries, **32** thefts, **4** thefts from a motor vehicle, **2** thefts of a motor vehicle, **39** violent crimes, **1** robbery, **3** sexual assaults, including rape

Officers will carry out **31** Stop and Searches. Of these **19** are drugs related. Of the 31 Stop and Searches, **2** will result in an arrest, **6** in advice, **1** in a verbal warning

Officers will respond to approximately **29** incidents flagged as being associated with people with mental health issues

Officers will issue: **6** cautions, **1** penalty notice for disorder, **2** cannabis warnings



Respond to approximately
7 missing persons



Officers will attend
approximately **5**
collisions per day
reported to police
of which

ONE
results in death or
serious injury

M

Manage **1,221**
sexual and violent
offenders using
**Multi-Agency
Public Protection
Arrangements** in
partnership with
local bodies

S

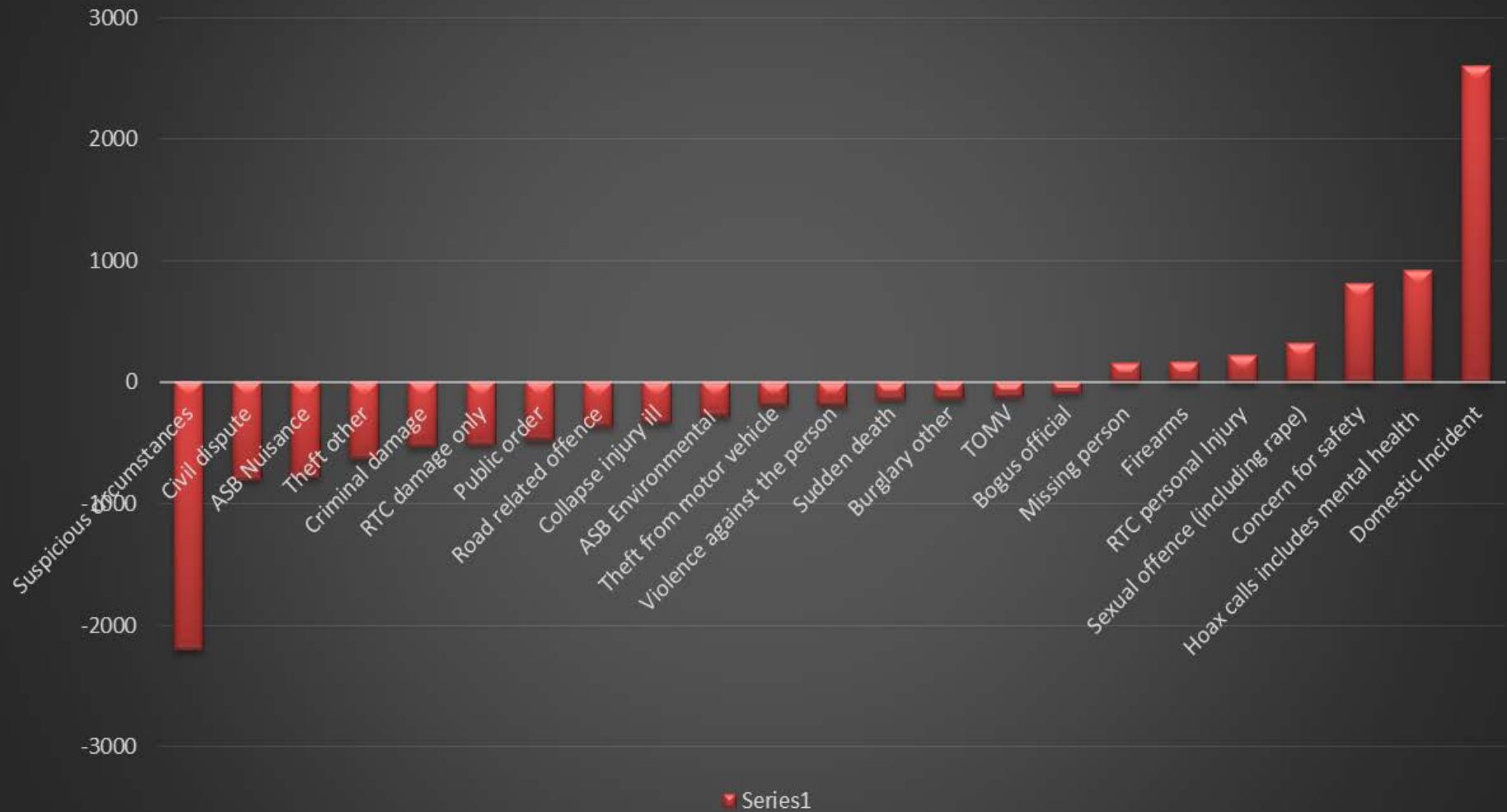
Supporting **1,519**
families enrolled in
the **Norfolk Family
Focus and Early Help
programme**

S

Supporting **1,087**
domestic abuse
victims being seen
at **Multi-Agency
Risk Assessment
Conferences**



Change in demand



The Changing Pattern of Demand around Vulnerability

Rape and Serious Sexual Offences

(Data for period 1st December – 30th November)

- Year 12/13 = 678 offences
- Year 13/14 = 944 offences
- **Increase of 266 offences which is a 39.2% growth**

Child Sexual Exploitation

(Data for period 1st April – 30th September. Data only available from 01/04/13 – 30/09/14)

- 2013 = 40 recorded referrals relating to 46 children
- 2014 = 145 recorded referrals relating to 150 children
- **Increase of 105 referrals, which is a rise of 263%.**

Adult Abuse

- (Data for period 1st December – 30th November)
- Year 2012/13 = 2062 referrals
- Year 2013/14 = 2221 referrals
- **Increase of 159 referrals, equal to 7.7%**

The Changing Pattern of Demand around Vulnerability

Child Abuse

- (Data for period 1st December – 30th November)
- Year 2012/13 = 2090 referrals
- Year 2013/14 = 2269 referrals
- **Increase of 179 referrals, equal to 8.6%**

Public Protection

- (Data for day of 30th November 2014)
- 834 at liberty
- 205 in custody
- 13 abroad
- **1052 total RSOs. Additional 90 since 30/11/13 - 9.4% increase.**

The Changing Pattern of Demand around Vulnerability

Domestic Abuse Incidents & Crimes (1st December – 30th November)

- Year 12/13 = 13788 incidents & crimes
- Year 13/14 = 16395 incidents & crimes
- **Increase of 2607 incidents & crimes which is a 18.9% growth**

Breakdown

Domestic Abuse Crimes (1st December – 30th November)

- Year 12/13 = 3421 offences
- Year 13/14 = 4717 offences
- **Increase of 1296 offences which is a 37.9% growth**

Domestic Abuse Incidents (1st December – 30th November)

- Year 12/13 = 10367 incidents
- Year 13/14 = 11678 incidents
- **Increase of 1311 incidents which is a 12.6% growth**

To meet the challenge we need to...

- Retain our Community Policing
- Tackle Vulnerability and the Cyber Threat
- Build efficient partnerships





OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

Council Tax Survey for 2015/16 – Breakdown of Responses

	Support for 2% increase	Support for Freeze	% FOR
Paper/Email Responses			
Paper forms	10	1	91%
Letters	0	2	0%
Email	1	1	50%
Total	11	4	73%
On-line responses			
Breckland	119	36	76%
KL & West	123	58	68%
Broadland	107	75	58%
North Norfolk	73	55	57%
South Norfolk	141	83	63%
Gt Yarmouth	59	26	69%
Norwich	60	57	50%
Total	682	390	63%
Do not pay			10*
Public Meetings:			
Kings Lynn/West Nfk public meeting	5	0	100%
Norwich public consultation	17	1	94%
Total	22	1	96%
TOTALS	715	395	(*+10) = 1,120

Result:

64% in favour of 2% rise and **35%** in favour of a freeze
(with **1%** not paying Council Tax)

Note:

During the process of monitoring and analysing the responses, two responses were found to have been duplicated, so were counted only once, and 16 were found to be exactly the same repeat response. Only one of these responses has been included and the rest do not appear in the final figures.

Consultation:

The consultation was carried out in line with the report “Office of the Police & Crime Commissioner Budget Consultation 2015/16” which was before the Panel on December 16.

The consultation ran from January 2 to January 30 2015.

The results of the public consultation and comments received will be published on the OPCCN website.

Do Not Pay Council Tax:

10 responses were received from members of the public who do not pay Council Tax. No narrative response was given which showed a preference for either a freeze or an increase.

Media:

Coverage for the consultation was secured in and on all the main media outlets including Radio Norfolk, EDP, Evening News, Lynn News, Anglia TV, KLFM, Heart, Radio Norwich, and North Norfolk Radio. Many covered the consultation more than once.

The Office of the Police and Crime Commissioner promoted the consultation with tweets throughout the month.

ENDS>

Appointment of co-opted independent member

Suggested approach from Jo Martin, Scrutiny Support Manager

The Panel is recommended to:

- a) Note the principles of the recruitment process, as set out in the Panel Arrangements.
- b) Consider the draft advertisement and application pack, and suggested timetable for recruitment.
- c) Agree to delegate to NCC's Head of Democratic Services, in consultation with the Panel's Chairman and Vice-Chairman, the authority to appoint a selection panel (a sub-committee) to; shortlist, interview and agree a candidate to recommend to the Panel when it meets on 28 July 2015.

1. Background

- 1.1 Schedule 6, paragraph 4, of the Police Reform and Social Responsibility Act 2011 ("the Act"), requires the Panel to appoint two co-opted independent members. The co-opted independent members must not be members of local authorities covered by the Norfolk police force area.
- 1.2 In co-opting the two independent members, the Act requires that the Panel must secure that (as far as reasonably practicable) the appointed and co-opted members of the Panel, when taken together, have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 1.3 When it met in August 2012, the Panel approved the recommendation of the nominated selection panel to appoint Ms Sharon Brooks and Mr Alexander D Sommerville CPM to the post of co-opted independent members. Ms Sharon Brooks (for the 4 year term to August 2016/17) and Mr Alexander D Sommerville CPM (for the 3 year term to August 2015/16). Staggering the appointments in this way was intended to help the Panel maintain some consistency of skills and experience.

2. Purpose of today's meeting

- 2.1 Mr Sommerville's term as the "3 year appointee" comes to an end in August this year, and will attend his last meeting as a co-opted independent member on 28 July 2015.
- 2.2 The Panel is asked to note the principles of the recruitment process, as set out in

the Panel Arrangements, consider the draft advertisement and application pack, the suggested timetable, and agree the process for appointing a selection panel (a sub-committee) to; shortlist, interview and agree candidates to recommend to the Panel when it meets on 28 July 2015.

3. Panel Arrangements

- 3.1 For ease of reference, an extract of the Panel Arrangements relating to the recruitment of co-opted independent members is set out below for the Panel to note:

6. Membership – Independent Members

- 6.1 The PCP shall co-opt two independent members onto the PCP. For the first two co-options, one shall be appointed for a term of four years and one for a term of three years. Thereafter the appointments will be for four-year terms. There shall be no restriction on the overall time period that an independent member may serve on the PCP. A member of any of the relevant local authorities may not be a co-opted member of the PCP where the number of co-opted members is two.
- 6.2 The following may not be co-opted Members of the PCP:
- a) the PCC for the Police Area.
 - b) a member of staff of the Police and Crime Commissioner for the area.
 - c) a member of the civilian staff of the Police Force for the area.
 - d) a Member of Parliament.
 - e) a Member of the National Assembly for Wales.
 - f) a Member of the Scottish Parliament.
 - g) a Member of the European Parliament.
- 6.3 The recruitment process for co-opting independent members should include a reasonable period of open and public advertising for the positions. The closing date for the receipt of applications should be at least two weeks from the date the advertisement is first placed. The PCP shall also invite relevant organisations, as it considers appropriate, to nominate candidates for consideration as part of the recruitment process.
- 6.4 The recruitment process will be carried out in accordance with the following principles:-
- (i) Appointments will be made on merit of candidates whose skills, experience and qualities are considered best to secure the effective functioning of the PCP
 - (ii) The selection process will be fair, objective and impartial and consistently applied to all candidates who will be assessed against the same pre-determined criteria
 - (iii) The selection process will be conducted transparently with information about the requirements for the appointments and the process being publicly advertised and made available

- 6.5 Information packs shall be prepared and sent to those requesting them. The PCP shall appoint a selection panel to consider applications and interview candidates.
- 6.6 Following the interviews, the selection panel will make recommendations to the PCP about the appointment of the independent members and the PCP will make a decision as to which candidates to co-opt. In order to be co-opted, each candidate shall require the support of a majority of the appointed members of the PCP present at the meeting at which the decision is made. Independent member co-options shall be subject to annual endorsement at the PCP's AGM. If a majority of appointed members present at the AGM vote against endorsing an independent member's co-option, the independent member's co-option shall be terminated.

4. **Draft advertisement and application pack**

- 4.1 A copy of the draft advertisement for the vacancy and the draft application pack are attached at **Annex 1** and **Annex 2** of this report for the Panel to consider.
- 4.2 The Panel will wish to note that the role profile contained in the application pack sets out the pre-determined criteria against which all candidates will be assessed. This was created as a reference both for local authorities and the selection panel in considering nominations to the Panel in 2012 and is clearly reflected in the application form. The elements are used each year by the Panel in considering whether its balanced appointment objective has been met.
- 4.3 The following timetable for recruitment is suggested:

- a) Mid May -The advertisement will be published on the County Council's website (around Monday 11 May 2015) and in local newspapers the following week. The closing date for applications will be early June (around 5 June 2015), at least two weeks from the date the advertisement was first placed.

In addition, a copy of the advertisement will be circulated to relevant local organisations via various local networks, through the Norfolk Public Sector Communications Group, Voluntary Norfolk, the Countywide Community Safety Partnership, the Norfolk Association of Local Councils, the Office of the Police and Crime Commissioner for Norfolk and Norfolk Constabulary.

- b) Early June -The selection panel to be appointed.

Owing to local elections, as a result of which both the composition and membership of the Panel may change, it is suggested that the Panel should agree to delegate to Norfolk County Council's Head of Democratic Services, in consultation with the Panel's Chairman and Vice-Chairman, the authority to appoint a selection panel.

The Panel may also wish to agree that the selection panel should be cross-party and comprise three members; perhaps the Chairman and two others.

- c) Mid to late June – The selection panel will meet to shortlist candidates.

- d) Late June - Interviews to take place.
 - e) 28 July 2015 – Panel will be asked to endorse the selection panel's recommended candidate.
 - f) 14 October 2015 – successful candidate to attend first Panel meeting.
- 4.4 Officer support will be made available for the selection panel for both the shortlisting exercise and interviews. This should assure both the Panel and candidates that recommendations for appointment will be made on the merit of candidates whose skills, experience and qualities are considered best to secure the effective functioning of the Panel.

5. Action

5.1 The Panel is recommended to:

- a) Note the principles of the recruitment process, as set out in the Panel Arrangements.
- b) Consider the draft advertisement and application pack, and suggested timetable for recruitment.
- c) Agree to delegate to NCC's Head of Democratic Services, in consultation with the Panel's Chairman and Vice-Chairman, the authority to appoint a selection panel (a sub-committee) to; shortlist, interview and agree a candidate to recommend to the Panel when it meets on 28 July 2015.



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Appointment of Independent Member of the Norfolk Police and Crime Panel

Serve your community - become an independent member of the Norfolk Police and Crime Panel



If you could take on a key role influencing local policing and community safety issues, and making a real difference to your community - you may be the right person to serve as an independent member of the Norfolk Police and Crime Panel.

The Panel is part of the accountability arrangements for policing in Norfolk and maintains a 'check and balance' on the performance of the directly elected Police and Crime Commissioner.

The Panel is looking for one person who has knowledge and skills in this area to serve as a Co-opted Independent Member from August 2015. The role will require, on average, 3 to 10 hours a month, with meetings held during the day at locations across Norfolk. The role is unpaid but travel and some expenses will be reimbursed.

This is an important and challenging role which offers you the chance to provide independent and constructive challenge to support the Commissioner.

We would particularly welcome applicants from the business, voluntary and community sector, organisations supporting black and minority ethnic groups or victims of crime, as well as representatives of the community safety or the criminal justice system.

For a copy of the application pack see www.norfolk.gov.uk/policeandcrimepanel or telephone HR Direct on 01603 222212

The closing date for applications is [Friday 5 June 2015] and interviews will be held in late June.

Serve your community

Become an independent member of the
Norfolk Police and Crime Panel



Making a difference

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If you could take on a key role influencing local policing and community safety issues, and making a real difference to your community – you may be the right person to serve as an independent member of the Norfolk Police and Crime Panel.

1. What is a Police and Crime Panel?

Police and Crime Panels (PCPs) have been introduced to maintain a 'check and balance' on the performance of the directly elected Police and Crime Commissioner (PCC). They will both scrutinise the actions and decisions of the PCC and support and challenge PCCs in the exercise of their functions.

2. What is an independent member?

PCPs have two types of member:

- Local councillors – chosen by local councils, and
- Independent members – local people who are not councillors, chosen through an open recruitment process.

3. How many members will Norfolk's Police and Crime Panel have?

The Norfolk PCP comprises 12 members. 10 are local councillors and 2 are independent members.

4. Why be an independent member?

As a member of the PCP you can play a key role in helping to keep local communities safe by supporting and scrutinising the work of the directly elected PCC. It is an important and challenging role which offers you the chance to review the key strategic actions and decisions taken by the PCC, including whether they have achieved the objectives set out in their Police and Crime Plan and Annual Report, considered the priorities of community safety partners and consulted appropriately with the public.

5. What do Police and Crime Panels do?

The main responsibilities of the PCP are to:

- ☐ Review the draft Police and Crime Plan or variations and make a report or recommendations to the PCC;
- ☐ Review the annual report and make a report or recommendations to the PCC;
- ☐ Review and scrutinise decisions made or actions taken by the PCC;
- ☐ Make reports or recommendations to the PCC in respect of them (Note: The PCC must respond to the PCPs reports but they will not be bound to accept them);
- ☐ Review and ability to veto the PCC's proposed precept levels and the PCC's proposed appointment of a Chief Constable.

6. How do Police and Crime Panels work?

PCPs will meet regularly to carry out their main responsibilities and question the PCC about all aspects of his or her activities. These meetings will usually be held in public.

7. What will I be expected to do?

You will be expected to attend and participate in all meetings of the PCP and any of its sub-committees that you may be assigned to. You will need to be prepared to read papers, reports and background information in advance of meetings and keep up-to-date with national and local crime and disorder issues and maintain a good working knowledge of PCC's role and responsibilities.

8. Are there any rules about conduct or standards?

At all times, PCP members must maintain the highest standards of conduct. You will be expected to abide by the same rules as local councillors and will be asked to sign-up to Norfolk County Council's Members' Code of Conduct (Norfolk County Council being the lead authority for the PCP).

See www.norfolk.gov.uk/view/council080512item10pdf for more information about Norfolk County Council's Members' Code of Conduct.

9. How much time is involved?

The PCP is likely to meet a minimum of four times each year. It may also decide to set up sub-committees, and if you are assigned to one of those you will be expected to attend those additional meetings.

The typical commitment required from a PCP member is expected to average 3 to 10 hours a month, including preparation time. Meetings will generally be held during normal office hours at varying locations throughout Norfolk.

All PCP members will receive induction and other appropriate training to support them in their role and you will be expected to participate in this.

10. Will I receive any payment?

Members of the PCP will not receive an allowance.

You will be able to claim for the costs of travel and other expenses involved in carrying out PCP work. If you have caring responsibilities, you will be able to claim for help towards the cost of paying someone (other than a family member) to look after the person you care for during the time that you spend on PCP business.

See www.norfolk.gov.uk/view/NCC006861 for more information about Norfolk County Council's Members' Allowances Scheme.

11. How long will I be a member?

The appointment will be for four-year terms. There will be no restriction on the overall time period that an independent member may serve on the PCP.

12. What qualities do I need?

As well as being of good character, you need to possess most, if not all, of the following competencies:

The ability to think strategically: Breadth of vision – the ability to rise above detail, and to see problems and issues from a wider, forward-looking perspective.

The ability to make good judgments: To take a balanced, open-minded and objective approach, for example, in evaluating the PCC's priorities, assessing candidates for top level appointments or considering complaints, and to develop an understanding of the environment and context in which the PCC must operate.

The ability to be open to change: The ability to challenge accepted views constructively without becoming confrontational, and to recognize and respond positively to the need for change, identifying ways in which the organisation in question could be developed.

The ability to scrutinise and challenge: To be able to rigorously scrutinise and challenge constructively, and exercise effective oversight of all aspects of the PCC's performance, using appropriate data, evidence and resources.

The ability to be analytical: The ability to interpret and question complex written material, including financial and statistical information and other data such as performance measures, and identify the salient points.

The ability to communicate effectively: To be able to explain issues clearly, often in public meetings, with the media present, and to engage in constructive dialogue with local communities, the police (including representatives of their staff associations) and other key partners and agencies.

The ability to manage time effectively: To be able to identify priorities and make the most productive use of own and others' time.

The following personal skills and qualities are also very important:

Team working: The ability to play an effective role in the PCP through listening, persuading and showing respect for the views of others and encouraging collaborative working across agencies.

Self confidence: The skill to challenge accepted views constructively without becoming confrontational.

Enthusiasm and drive: To be pro-active in seeking out learning and developmental opportunities to enhance knowledge and understanding, for example on financial matters and statutory requirements.

Respect for others: The capacity to treat all people fairly and with respect; value diversity and respond sensitively to difference.

Integrity: The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.

Leadership: The confidence to lead by example, establish clear goals and objectives and build support and commitment with the PCC, as well as the wider community and partner agencies.

Decisive: To show resilience, even in challenging circumstances, remaining calm and confident and able to make difficult decisions.

Please refer to the PCP Member Role Profile, which is included in the application pack.

13. Who can be an independent member?

Age - You must be at least 18 years old.

Other rules - There are some rules about who cannot be an independent member. The following may not be co-opted independent members of the PCP:

- a) the Police and Crime Commissioner for the Police Area.
- b) a member of staff of the Police and Crime Commissioner for the area.
- c) a member of the civilian staff of the Police Force for the area.
- d) a Member of Parliament.
- e) a Member of the National Assembly for Wales.
- f) a Member of the Scottish Parliament.
- g) a Member of the European Parliament.
- h) a Member of a Local Authority

If you have any questions or would like further information about NCC's equalities policy, please contact HRDirect@norfolk.gov.uk or telephone 01603 222212.

14. How do I apply?

Complete the application form explaining fully why you wish to become an independent co-opted member, what you would bring to the PCP and your relevant skills and experience. Please then either e-mail your completed application form to HRDirect@norfolk.gov.uk or post it to:

HR Shared Service
HR Direct
Charles House
County Hall
Martineau Lane
Norwich NR1 1DJ

Applications should be received by [5pm on Friday 5 June 2015].

15. What happens next?

The PCP will appoint a selection panel (sub-committee) to consider all applications. Its job will be to shortlist, interview and agree candidates to recommend to the PCP. The PCP will then be asked to approve the recommended candidates.

It is anticipated that the shortlisted candidates will be invited for interview during the end of June 2015 and that the formal appointment will be made when the Panel meets on 28 July 2015.

16. Can I get any feedback on my application?

If you would like feedback on your application please contact HRDirect@norfolk.gov.uk or telephone 01603 222212.

17. How can I find out more?

For an informal discussion about the role please call Greg Insull on 01603 223100 or Jo Martin on 01603 223814.

18. Other Useful information:

You can find out more information on the following websites:

Norfolk PCP webpage – for the latest information about the Panel

http://www.norfolk.gov.uk/Council_and_democracy/Council_business/Police_and_Crime_Panel/index.htm

Home Office webpages – for more information about role of PCCs

<https://www.gov.uk/government/collections/police-and-crime-commissioners-publications>

Office of the Police and Crime Commissioner for Norfolk - <http://www.norfolk-pcc.gov.uk/>

Norfolk Constabulary webpages – www.norfolk.police.uk/default.aspx

Safer Norfolk - for details of all 52 Safer Neighbourhood Teams within Norfolk and the work they are undertaking

www.norfolk.police.uk/safernorfolk.aspx

Crime Mapper - for information about crime and policing in your area www.norfolk.police.uk/safernorfolk.aspx

Police and Crime Panel Member

Role

- To ensure that the Police and Crime Commissioner (PCC) is setting the strategic direction and accountability for policing in the area by; being accountable to the electorate, setting strategic policing priorities, holding the force to account through the Chief Constable, and consulting and involving the public.
- To ensure that the PCC is working with partners to prevent and tackle crime in the area by; ensuring that the police respond effectively to public concerns and threats to public safety, promoting and enabling joined-up working on community safety, and increasing public confidence in how crime is cut and policing delivered.
- To ensure that the PCC is invoking the voice of the public, the vulnerable and victims in the area by; ensuring that public priorities are acted upon, that the most vulnerable individuals are not overlooked and that the general equality duty under the Equality Act 2010 is complied with.
- To ensure that the PCC is contributing to the resourcing of policing response to regional and national threats by; ensuring an effective policing contribution, alongside other partners, to national arrangements to protect the public from other cross-boundary threats in line with the Strategic Policing Requirement.
- To ensure that the PCC is ensuring value for money by; being responsible for the distribution of policing grants from central government, setting the police precept raised through Council Tax and commissioning services from partners that will contribute to cutting crime.
- To participate constructively in the good governance of the PCC and, where appropriate, of activities undertaken jointly with partners.

Responsibilities

- To carry out collectively all statutory and locally determined requirements of a Police and Crime Panel member (such as reviewing the PCCs draft police and crime plan or variations, scrutinising the PCCs annual report, reviewing and scrutinising decisions made by the PCC, reviewing with the ability to veto the PCCs proposed precept levels, holding confirmatory hearings to review the proposed appointment of a Chief Constable, fulfilling functions relating to complaints about conduct matters, appointing an acting PCC).
- To carry out collectively the functions of the PCP with a view to supporting the effective exercise of the function of the PCC for Norfolk.
- Appointed members - to ensure that they represent their entire district council or county area, not just their own ward or division.

- To participate actively and effectively as a member of the Police and Crime Panel, or sub-committee, to ensure that its main responsibilities are carried out; and, by regular attendance and thorough preparation, that meetings are focussed and productive.
- To strive to work together to ensure that reports and recommendations made to the PCC provide constructive challenge based on robust evidence. While recognising political allegiances, PCP members will attempt to achieve consensus.
- To ensure collectively that rigorous scrutiny is carried out through constructive enquiry, in a spirit of mutual respect and trust.
- To maintain an up-to-date knowledge and awareness of national and local policing and crime issues.
- To maintain good working relationships with the PCC, the PCC's staff and others partner organisations who the PCP may wish to call on for assistance.
- To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics, including the prevention and detection of fraud and corruption.
- To attend local, regional and/or national conferences/seminars/briefings, if nominated by the PCP.
- To attend and actively participate in training programmes relevant to the role of a PCP member.

Experience

Knowledge and experience of working in a scrutiny environment – candidates could have participated in a committee or board meeting that is part of an organisation's governance structure, or have given evidence to a local authority scrutiny committee.

Knowledge and experience of working in the community safety field - candidates could be an expert in their field or belong to a community organisation that delivers services relating to community safety matters.

Competencies, personal skills and qualities

This section sets out the competencies and personal skills and qualities which are particularly relevant to the work undertaken by PCP members.

There is no expectation that all PCP members will have all of these qualities, but the PCP will wish to assure itself that, between the totality of their membership, all these qualities are available to it. All PCP members can make a valuable contribution to the work of the PCP from the start, drawing on their background and expertise gained in their working life, their involvement in the community, voluntary work or other experiences, although members will not be expected to be fully effective

immediately. But they must be willing to extend their knowledge and skills in order to play a full part in the PCP.

Competencies

The ability to think strategically: Breadth of vision – the ability to rise above detail, and to see problems and issues from a wider, forward-looking perspective.

The ability to make good judgements: To take a balanced, open-minded and objective approach, for example, in evaluating the PCC's priorities, assessing candidates for top level appointments or considering complaints, and to develop an understanding of the environment and context in which the PCC must operate.

The ability to be open to change: The ability to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change, identifying ways in which the organisation in question could be developed.

The ability to scrutinise and challenge: To be able to rigorously scrutinise and challenge constructively, and exercise effective oversight of all aspects of the PCC's performance, using appropriate data, evidence and resources.

The ability to be analytical: The ability to interpret and question complex written material, including financial and statistical information and other data such as performance measures, and identify the salient points.

The ability to communicate effectively: To be able to explain issues clearly, often in public meetings, with the media present, and to engage in constructive dialogue with local communities, the police (including representatives of their staff associations) and other key partners and agencies.

The ability to manage time effectively: To be able to identify priorities and make the most productive use of own and others' time.

Personal skills and qualities

Team working: The ability to play an effective role in the PCP through listening, persuading and showing respect for the views of others.

Self confidence: The skill to challenge accepted views constructively without becoming confrontational.

Enthusiasm and drive: To be pro-active in seeking out learning and developmental opportunities to enhance knowledge and understanding, for example on financial matters and statutory requirements.

Respect for others: The capacity to treat all people fairly and with respect; value diversity and respond sensitively to difference.

Integrity: The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.

Leadership - The confidence to lead by example, establish clear goals and objectives and build support and commitment with the PCC, as well as the wider community and partner agencies.

Decisive: To show resilience, even in challenging circumstances, remaining calm and confident and able to make difficult decisions.

Norfolk Police and Crime Panel

Panel Arrangements to be inserted in the application pack here.

Norfolk Police and Crime Panel

Rules of Procedure to be inserted in the application pack here

If you would like this document in large print, audio, braille, alternative format or in a different language please ask.

Confidential

Application form to be a Co-opted Independent Member of the Norfolk Police and Crime Panel

It is intended that applications are to be made via NCC's electronic application system, but the required information will reflect those sections included in this document.

Instructions

- Please fill in all **sections 1 to 12** as well as the **Recruitment Monitoring Form**.
- Please complete the form electronically or write in **black ink** so the form can be photocopied.
- Put your **name** and the **job title** at the top of any additional sheets you use.
- **Sign and date** the declaration at the back of this form and the Recruitment Monitoring Form.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

1 Personal Details

Title Surname

First Names

Have you ever used any other names?

☐ Yes ☐ No

If yes please state

Permanent home address (in full)

Postcode

Please only give numbers/addresses on which you are willing to be contacted.

Telephone (home)

Mobile Telephone

Personal Fax No

Telephone (Work)

E-mail (personal or work – please specify)

How long have you lived at this address?

If less than five years at this address, please give details of your previous address(es)

Date of birth	<input type="text"/>	Place of birth	<input type="text"/>
---------------	----------------------	----------------	----------------------

Do you hold a valid driving licence for use in the UK? ☐ Yes ☐ No

Type - Provisional ☐ Full ☐ Other ☐ Please Specify

Do you have transport available if the duties of the post require you to travel? ☐ Yes ☐ No

Are you related to any Councillor or anyone already employed by the Council? ☐ Yes ☐ No

If yes, please give the name and employing department of the person.

2 Personal history

PCP Members will make a valuable contribution to the work of the PCP by drawing on their background and expertise gained in their working life, their involvement in community activities, voluntary work or other experience. Please therefore provide details of these areas in the sections below.

What is your current employment status and occupation, if any?

Brief description of duties

Please list details of part-time and full-time employment as well as any voluntary work, career breaks or any work you do or have done in the local community. If you do not live in Norfolk and/or have not done so during the past 12 months please include the main location of your work if this is different from your employer’s address.

Employers name and address	Dates from/to	Job Title	Weekly Hours	Reason for leaving

3 Voluntary or community activities

Please give details of any other voluntary or local community activities you are involved in not already mentioned above.

Dates from/to	Activity

4 Education and qualifications

Please list any academic, professional and/or vocational qualifications. If you are shortlisted for interview you may be asked to provide evidence of your qualifications.

Dates from/to	Educational establishment	Name of course/qualifications gained and grades

5 Membership of, or registration with, professional bodies

Name of professional body	Level/Type of membership	Reg. Number	Renewal date

6 Other relevant training e.g. short courses, personal development, special projects

Date	Organising body	Brief description of course content

7 Supporting information

It is important that you provide evidence in this section of how you meet the competencies, personal skills and qualifications set out in the PCP member role profile. There is no expectation that all PCP members will have all of these qualities but the PCP will wish to ensure that across the totality of its membership, all of these qualities are available to it. Please note it is only information contained in this application which will decide whether you are short listed for interview.

Tell us about things which you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the position.

Competencies	
1. The ability to think strategically: Breadth of vision – the ability to rise above detail, and to see problems and issues from a wider, forward-looking perspective.	
2. The ability to make good judgements: To take a balanced, open-minded and objective approach, for example, in evaluating the PCC's priorities, assessing candidates for top level appointments or considering complaints, and to develop an understanding of the environment and context in which the PCC must operate.	
3. The ability to be open to change: The ability to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change, identifying ways in which the organisation in question could be developed.	
4. The ability to scrutinise and challenge: To be able to rigorously scrutinise and challenge constructively, and exercise effective oversight of all aspects of the PCC's performance, using appropriate data, evidence and resources.	

5. The ability to be analytical: The ability to interpret and question complex written material, including financial and statistical information and other data such as performance measures, and identify the salient points.	
6. The ability to communicate effectively: To be able to explain issues clearly, often in public meetings, with the media present, and to engage in constructive dialogue with local communities, the police (including representatives of their staff associations) and other key partners and agencies.	
7. The ability to manage time effectively: To be able to identify priorities and make the most productive use of own and others' time.	
Personal skills and qualities	
1. Team working: The ability to play an effective role in the PCP through listening, persuading and showing respect for the views of others and encouraging collaborative working across agencies.	
2. Self confidence: The skill to challenge accepted views constructively without becoming confrontational.	
3. Enthusiasm and drive: To be pro-active in seeking out learning and developmental opportunities to enhance knowledge and understanding, for example on financial matters and statutory requirements.	
4. Respect for others: The capacity to treat all people fairly and with respect; value diversity and respond sensitively to difference.	
5. Integrity: The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.	
6. Leadership: The confidence to lead by example, establish clear goals and objectives and build support and commitment with the PCC,	

as well as the wider community and partner agencies.	
<p>7. Decisive: To show resilience, even in challenging circumstances, remaining calm and confident and able to make difficult decisions.</p> <p><i>Please continue on a separate sheet if necessary</i></p>	

8 Why do you want to be a co-opted independent member?

Please say why you are interested in becoming a co-opted independent member of the Norfolk Police and Crime Panel.

Please continue on a separate sheet if necessary.

9 Other information

If you are employed, is your employer willing to release you to carry out the duties of a co-opted independent member of Norfolk's Police and Crime Panel?

Do you hold, or have you recently held, any of the following positions?

- a) the PCC for the Police Area **Yes / No**
- b) a member of staff of the Police and Crime Commissioner for the area **Yes / No**
- c) a member of the civilian staff of the Police Force for the area **Yes / No**
- d) a Member of Parliament **Yes / No**
- e) a Member of the National Assembly for Wales **Yes / No**
- f) a Member of the Scottish Parliament **Yes / No**
- g) a Member of the European Parliament **Yes / No**

If yes, please give details.

Is there anything in your private or working life, now or in your past, or, to your knowledge, in that of any member of your family or close friends, which, if it became generally known, might bring you or the Norfolk Police and Crime Panel into disrepute, or call into question your integrity, authority or standing as a member of the Panel? If yes, please give details.

10 References

Please give the details of two people, not related to you, who have agreed to be contacted by us about your application. It would be helpful if one referee was familiar with your community activities.

Ref. 1

Title Name

Organisation

Occupation

Address (in full)

Postcode

Telephone

Fax No

Email Address

Can we contact before interview?

☐

Yes

☐

No

How do they know you?

Ref. 2

Title Name

Organisation

Occupation

Address (in full)

Postcode

Telephone

Fax No

Email Address

Can we contact before interview?

☐

Yes

☐

No

How do they know you?

11 Arrangements for people with disabilities

We will make reasonable adjustments to the recruitment and selection process (and to the role for successful candidates) if you let us know what your requirements are.

Do you have a disability?

☐

Yes

☐

No

(For definition of disability please see the Recruitment Monitoring Form)

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this role?

☐

Yes

☐

No

If 'yes', please give details:

12 Declaration

I declare that the information I have given is true and complete.

I agree that personal data relating to me which has been or is obtained by Norfolk County Council, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees of the Council and used by the Council for any purpose relating to my application and prospective position as co-opted independent member of the Norfolk Police and Crime Panel.

Signature

Date

Please return this completed application form and monitoring questionnaire by **5pm on Friday 5 June 2015** to HRDirect@norfolk.gov.uk or to:

HR Shared Service
HR Direct, Charles House
County Hall
Martineau Lane
Norwich NR1 1DJ

Recruitment Monitoring Form

The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.

The information you provide will be handled and stored in accordance with the Data Protection Act 1998.

Norfolk County Council welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that the Council's employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made.

Please fill in all sections in black ink

Post Title	<input type="text"/>		
Post Reference	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname	<input type="text"/>	Age I am	<input type="checkbox"/> Under 21
First Names	<input type="text"/>	<input type="checkbox"/> 21 – 30	<input type="checkbox"/> 51 - 60
Nationality	<input type="text"/>	<input type="checkbox"/> 31 - 40	<input type="checkbox"/> 60 - 64
		<input type="checkbox"/> 41 - 50	<input type="checkbox"/> 65 or over

Present situation, are you currently employed by Norfolk County Council? ☐ Yes ☐ No

Vacancy

I heard about this vacancy through:
Please give one answer only.

- ☐ www.norfolk.gov.uk/policeandcrimepanel
- ☐ Local Newspaper*
- ☐ Local community or voluntary organisation*
- ☐ Other*

*Please specify

Religion

If you feel the choices below do not provide a suitable option, please write how you would describe your religion.

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Sikh | <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Judaism | <input type="checkbox"/> None |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Other* |

*Please specify

Ethnic origin

The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin.

(a) White

- ☐ British
- ☐ Irish
- ☐ Any other white background

(b) Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

(c) Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

(d) Black or black British

- ☐ Caribbean
- ☐ African
- ☐ Any other black background

(e) Chinese or other ethnic group

- ☐ Chinese
- ☐ Any Other

If you have ticked one of the 'any other' boxes, please describe your ethnic origin below.

Disability

Do you have a disability?

☐ Yes

☐ No

Definition of Disability

The Disability Discrimination Act 1995 defines disability as follows:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

According to the Act, a disabled person is currently someone who:

- Has a physical or mental impairment
- The impairment has an adverse and substantial effect on his or her ability to carry out normal day to day activities
- The effect of the impairment is long term

Examples of conditions covered include:

- Physical impairments: diabetes; epilepsy; multiple sclerosis; cancer; cerebral palsy; heart disease
- Mental impairments: schizophrenia; dyslexia; bi-polar disorder; learning difficulties
- Progressive conditions: cancer; multiple sclerosis; muscular dystrophy; HIV infection

Sensory impairments, such as blindness, having partial sight or hearing loss are also included within 'physical and mental impairments'.

Signature

Date

For office use only

- ☐ Shortlisted ☐ Appointed

Procedure for public questions

Suggested approach from Jo Martin, Democratic Support and Scrutiny Team Manager

The Panel is asked to review its procedure for public questions and consider whether any amendments are required.

1. Background


- 1.1 When the Panel met on 3 October 2014, it confirmed its preferred model for public questions and agreed the consequential changes that needed to be made to the Panel's Rules of Procedure. It was also agreed that this procedure should be reviewed after a period of 6 months.

2. Suggested approach

- 2.1 The section from the Panel's Rules of Procedure that relates to public questions is set out at **Annex 1** of this report. In addition, attached at **Annex 2** is the guidance note on public questions that is available to view on the Panel's webpage.
- 2.2 In considering whether any amendments are required, the Panel will wish to note the following points:
- a) When it agreed its preferred model, the Panel was clear that public questions should be addressed to the Panel's Chairman on issues within the remit of the Panel only. It agreed that this should not be a platform for the public to put questions either to the Police and Crime Commissioner for Norfolk or the Chief Constable, both of whom have separate arrangements for dialogue with the public.
 - b) Media releases about forthcoming Panel meetings have been published at an earlier stage, so that they can include a reminder about the deadline for submitting public questions.
 - c) No public questions have been submitted to date. However, this is not dissimilar to the experience of other Panel's around the country. Those which invite questions for a response by the Panel's Chairman receive none or very few.
 - d) The Panel reviews its Rules of Procedure annually, at its AGM. Therefore the Panel will have a regular opportunity to consider how it handles public questions.

3.0 Action

- | | |
|-----|--|
| 3.1 | The Panel is recommended to review its procedure for public questions and agree whether any amendments are required. |
|-----|--|

 The logo for IN TRAN communication for all. It features the words 'IN' and 'TRAN' in a bold, sans-serif font. To the left of 'TRAN' is a stylized graphic of two triangles pointing towards each other. Below the main text, the phrase 'communication for all' is written in a smaller, lowercase font.	If you need this report in large print, audio, Braille, alternative format or in a different language please contact Jo Martin on 0344 800 8011 or 0344 800 8011 (Textphone) and we will do our best to help.
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Extract from the Norfolk Police and Crime Panel's Rules of Procedure

26. Questions from the Public

- 1) The Agenda for ordinary meetings of the Panel shall include the opportunity for members of the public to ask questions of the Panel's Chairman on issues within the remit of the Panel.
- 2) The Agenda item will ordinarily allow no more than 30 minutes for this item, although the Chairman of the Panel may reduce or extend this at his discretion.
- 3) Anyone living, working or studying within Norfolk will be entitled to ask questions.
- 4) A questioner can submit one question at each ordinary Panel meeting, limited to a maximum of 100 words.
- 5) Notice of questions must be received by the Lead Authority for the Panel at least 10 working days before the ordinary meeting of the Panel is held.
- 6) Questions must:
 - a) relate to the Panel's role and responsibilities, and not be questions that:
 - i. should more appropriately be addressed to another party or organisation,
 - ii. relate to a police operational matter
 - iii. relate to matters covered by legal or other proceedings,
 - iv. cover matters relating to the employees of the office of the Police and Crime Commissioner for Norfolk.
 - b) not be substantially the same as a question which has been put at a meeting in the past 6 months;
 - c) not be defamatory, frivolous, vexatious or offensive;
 - d) not require the disclosure of confidential or exempt information; and
 - e) not refer to any matter of a personal nature.
- 7) The Head of Democratic Services, in consultation with the Panel's Chairman and Vice-Chairman, will review each question to ensure that it meets the criteria for public questions set out in these Rules of Procedure. Questions that do not meet the criteria will be disallowed, but where appropriate, the questioner will be advised of the correct place to direct their question. Confirmation of receipt of the question and whether it has been allowed will be provided, together with advice about attending the meeting. The final decision as to whether a question will be allowed is for the Head of Democratic Services in consultation with the Chairman of the Panel.
- 8) Questioners must ordinarily attend the meeting to put their question and receive their answer. However, in circumstances where a questioner is unable to attend personally, either:

- a) with the prior consent of the Chairman, a representative of the questioner may attend the Panel meeting and put the question on behalf of the questioner, or
 - b) the answer will be forwarded in writing to the questioner.
- 9) Where the questioner or their representative attends the Panel meeting in person, the questioner (or representative) may ask a supplementary question to follow-up the same subject matter as their original question (subject to time constraints).
- 10) Every question (and supplementary) shall be put and answered without discussion.

Norfolk Police and Crime Panel

Public Question Time – Guidance Note

In July 2014 the Panel agreed that it wished to introduce a Public Question Time at each ordinary meeting, to enable the public to engage with the Panel and pose questions relating to its remit and functions.

It is not a platform for the public to put questions to the Police and Crime Commissioner for Norfolk or the Chief Constable, both of whom have separate arrangements for dialogue with the public.

Anyone wishing to put a question to the Panel is asked to adhere to the following criteria:

1. Any member of the public who lives, works or studies in Norfolk can submit one question at each ordinary Panel meeting, limited to a maximum of 100 words.
2. Notice of the question must be submitted in writing to Norfolk County Council's Head of Democratic Services at the following postal or email addresses, at least 10 working days before the meeting:

Norfolk County Council,
Democratic Services,
County Hall,
Martineau Lane,
Norwich, NR1 2DH

Email committees@norfolk.gov.uk

The questioner must provide their name, address and contact telephone number.

3. Questions must:
 - a) relate to the Panel's role and responsibilities, and not be questions that:
 - i. should more appropriately be addressed to another party or organisation,
 - ii. relate to a police operational matter
 - iii. relate to matters covered by legal or other proceedings,
 - iv. cover matters relating to the employees of the office of the Police and Crime Commissioner for Norfolk.
 - b) not be substantially the same as a question which has been put at a meeting in the past 6 months;
 - c) not be defamatory, frivolous, vexatious or offensive;
 - d) not require the disclosure of confidential or exempt information; and
 - e) not refer to any matter of a personal nature.
4. The Head of Democratic Services, in consultation with the Panel's Chairman and Vice-Chairman, will review each question to ensure that it meets the

criteria for public questions set out in the Rules of Procedure. Questions that do not meet the criteria will be disallowed, but where appropriate, the questioner will be advised of the correct place to direct their question. Confirmation of receipt of the question and whether it has been allowed will be provided, together with advice about attending the meeting. The final decision as to whether a question will be allowed is for the Head of Democratic Services in consultation with the Chairman of the Panel.

5. Questioners must ordinarily attend the meeting to put their question and receive their answer. However, in circumstances where a questioner is unable to attend personally, either:
 - a) with the prior consent of the Chairman, a representative of the questioner may attend the Panel meeting and put the question on behalf of the questioner, or
 - b) the answer will be forwarded in writing to the questioner.

At the meeting

The Agenda item will ordinarily allow no more than 30 minutes for this item, although the Chairman of the Panel may reduce or extend this at his discretion.

Where the questioner or their representative attends the Panel meeting in person, the questioner (or representative) may ask a supplementary question to follow-up the same subject matter as their original question (subject to time constraints).

Questions will normally be answered at the meeting, but in some cases this might not be practicable and a written answer will be provided within 14 days of the meeting.

Every question (and supplementary) shall be put and answered without discussion.

Role and functions of the Norfolk Police and Crime Panel

The Panel has been established to maintain a 'check and balance' on the performance of the Police and Crime Commissioner for Norfolk ("the Commissioner"), who was elected on 15 November 2012.

The Panel must support and challenge the Commissioner in the exercise of his functions. Its main responsibilities are to:

- review the Commissioner's Police and Crime Plan, or any proposed variations;
- review the Commissioner's annual report;
- carry out confirmation hearings to review any senior staff appointments proposed by the Commissioner;
- carry out confirmation hearings to review any Chief Constable appointments proposed by the Commissioner;
- review the Commissioner's proposed precept (the amount he wants to raise from Council Tax) for the forthcoming financial year;
- deal with complaints relating to the conduct of the Commissioner or his Deputy; and
- review or scrutinise any decisions made, or other action taken, by the Commissioner.

Information bulletin – questions arising to the Commissioner

Suggested approach from Jo Martin, Democratic Support and Scrutiny Team Manager

This information bulletin summarises for the Panel both the decisions taken by the Commissioner and the range of his activity since the last Panel meeting.

1. Background

- 1.1 The Police Reform and Social Responsibility Act describes the Police and Crime Panel's role as including to "review or scrutinise decisions made, or other action taken, by the PCC". This is an opportunity for the Panel to publicly hold the Police and Crime Commissioner for Norfolk ("the Commissioner") to account for the full extent of his activities and decisions since the last Panel meeting.

2. Summary of the Commissioner's decisions and activity since the last Panel meeting

- 2.1 A summary of both the decisions taken by the Commissioner and the range of his activity since the last Panel meeting are set out below.

a) Decisions taken

All decisions made by the Commissioner, except those containing confidential information, are recorded and published on the Commissioner's website. Decisions made since the last Panel meeting, up until the 2 April 2015, are listed at **Annex A** of this report.

b) Items of news

Items of news, covering the Commissioner's activity and including the key statements he has made, are recorded and published on his website. A summary of those items published since the last Panel meeting, up until the 2 April 2015, are listed at **Annex B** of this report.

c) Police Accountability Forum meetings

Agendas for these meetings are published on the Commissioner's website. Items discussed at the most recent meeting are set out at **Annex C** of this report.

d) Norfolk and Suffolk Collaboration Panel meetings

Agendas for these meetings are published on the Commissioner's website. Items discussed at the most recent Collaboration Panel meeting are set out at **Annex D** of this report.

e) Other out-of-county activity

Commissioner:

Deputy Commissioner:

f) Audit Committee


The Audit Committee is independent of the Police and Crime Commissioner (PCC) and Norfolk Constabulary. The Committee considers the internal and external audit reports of both the PCC and the Chief Constable and provides advice on good governance principles and appropriate risk management arrangements. The Committee members will begin to hold their meetings in public later this year. Items discussed will be included in future reports.

3. Suggested approach

- 3.1 The Commissioner and Deputy Commissioner have been invited to attend the meeting to respond to your questions, and will be supported by members of staff and the Chief Constable.

4.0 Action

- 4.1 The Panel is recommended to put questions to the Commissioner, covering the areas at paragraph 2.1 of this report, to publicly hold him to account for the full extent of his activities and decisions since the last Panel meeting.

 The logo for 'IN TRAN' features the words 'IN' and 'TRAN' in a bold, sans-serif font. To the right of 'IN' is a stylized triangle pointing upwards, and to the left of 'TRAN' is a stylized triangle pointing downwards. Below the main text, the phrase 'communication for all' is written in a smaller, lowercase font.	<p>If you need this report in large print, audio, Braille, alternative format or in a different language please contact Jo Martin on 0344 800 8011 or 0344 800 8011 (Textphone) and we will do our best to help.</p>
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Commissioner's Decisions

(Decisions 2015-2 and 2015-3 not published)

Victims Referral and Assessment Service

Decision 2015-04

Stephen authorised the Chief Executive to execute the contractual and other associated documentation to progress the introduction of a victim's referral and assessment service as outlined in this paper with effect from 1 April 2015.

Sexual Abuse Victims Support Fund - Grant Awards for 2014-15 and 2015-16

Decision 2015-05

The Commissioner has agreed the allocation of funds.

The full decision notice is attached at the end of this report.

Children and Young People grant Awards

Decision 2015-06

Stephen endorses the allocation of funds of £334,303 to 13 organisations, as recommended by the Children and Young People Panel.

Further detail about each decision can be viewed on the Commissioner's website at the following address:

<http://www.norfolk-pcc.gov.uk/transparency/decisions>

Alternatively, Panel Members can request this information in hard copy by contacting the Committee Officer.

Summary of the Commissioner's activity

Final days to make your views count

26 January 2015

As Stephen gears up to present his police budget proposals, join the 1000+ people who have already had their say on whether to increase or freeze the police part of the Council Tax

Norfolk PCC to distribute £5m of national funding for victims of sexual abuse

2 February 2015

Stephen Bett will oversee two new funds established by the Home Office to support victims of child and adult sexual abuse across the England and Wales.

Panel support for precept proposal

3 February 2015

PCC Stephen Bett took his proposal for a 2% increase in the policing element of the Council Tax (precept) to the Norfolk Police and Crime Panel this morning.

Norfolk Police mark LGBT History Month

11 February 2015

After being named the top-performing police service in the UK by Stonewall, Norfolk Constabulary is supporting a month-long LGBT awareness campaign.

'Bold' new service puts victims first

23 February 2015

A 'new and bold' service is being launched to give victims of crime in Norfolk and Suffolk the chance to meet and question those responsible.

Behind the scenes on 'Derby Day'

4 March 2015

Deputy PCC Jenny McKibben was behind the scenes on East Anglian Derby Day with some of the hundreds of people who made sure the match passed with as little incident as possible.

PCC and Constabulary: 'We stand together'

6 March 2015

Norfolk Police and Crime Commissioner is supporting a national campaign aimed at promoting trust, integration and cohesion within communities #WeStandTogether

New look for Police and Crime Plan

17 March 2015

The PCC's plan for keeping Norfolk safe got a fresh look earlier in the year and now it's been turned into an Easy-Read summary, with simple, jargon-free text and pictures.

The more you know, the more you see – #CSEDay15

18 March 2015

Spotting the signs of child sex exploitation is everyone's business – that's the message from a new multi-agency awareness campaign to crack down on child abuse in Norfolk.

Mental Health – progress made, much more to do

20 March 2015

One year since Norfolk pledged to improve support for those with mental health issues there has been progress, but there is still much more to do.

Claire sets serious cycle challenge to help change lives across the world

23 March 2015

The OPCCN's own Claire Buckley is to tackle a tough cycling challenge in India to improve the health of women and babies across the globe.

Your Own Place to prevent homelessness

24 March 2015

A tenancy training project funded by the PCC's Safer Norfolk Fund has produced a video to show how it's helping promote independent living skills and prevent homelessness.

Norfolk PCC's Office first in UK to host Assistant Governor

25 March 2015

Assistant governor Vicky Day has become the first Assistant governor to work within a PCC's team as part of Norfolk's drive to reduce re-offending.

Stephen unveils defibrillator in Reepham

26 March 2015

Last week Stephen met with community members in Reepham to unveil a defibrillator for use by residents and visitors to the area.

£5m allocated to survivor support organisations

27 March 2015

Today Stephen Bett is announcing the successful bidders and the allocation of £4.85m to support survivors across the country.

Praise for the PCC from Lady Dannatt MBE

27 March 2015

The Office of the Police and Crime Commissioner has been praised for all of the hard work and support provided to the former High Sheriff of Norfolk, Lady Dannatt MBE.

Funding pot upped to help young people stay clear of crime

31 March 2015

The local organisations to benefit from the PCC's Children and Young People Fund have been announced. 40 applications were received from charities, voluntary and community groups across Norfolk.

Victim support service launched

1 April 2015

From today, Police and Crime Commissioners across the county take on responsibility for providing support services for victims of crime.

Leeway to provide advocacy support for domestic abuse victims

1 April 2015

A new contract providing Independent Domestic Violence Advocates in Norfolk begins today, seeing Stephen team up with local charity Leeway in support of victims of domestic violence.

Further details about each of the news items can be viewed on the Commissioner's website at the following address:

<http://www.norfolk-pcc.gov.uk/news/latest-news>

List of items discussed at the most recent Police Accountability Forum meeting

Date: 20 March 2015	
Subject	Summary
Public agenda	
Protective Services Command Update	<p>This report provides an update from Protective Services Command identifying key performance information and significant operational or organisational issues.</p> <p>Recommendation: It is recommended that the Police and Crime Commissioner notes the contents of this report.</p>
Strategic Performance Overview	<p>A summary of performance against the 2014/15 Policing Priorities.</p> <p>Recommendation: For discussion only.</p>
Equality and Diversity, Hate Crime and Stop Search	<p>This report provides updates on the Constabulary's progress and performance around Equality & Diversity, Hate Crime and Stop Search from July to December 2014.</p> <p>Recommendation: The PCC is asked to note the contents of this report.</p>
Human Resources Update	<p>This report provides an update on the following as at 31 December 2014:</p> <ul style="list-style-type: none"> • The Constabulary's sickness performance. • An overview of establishment, strength and recruitment profile. • A profile of Fairness at Work (FAW) activity. • Course attendance rates and e-learning compliance rates. • Diversity training and workforce profile update. • Performance Improvement Unit (PIU) update. <p>Recommendation: The PCC is asked to note the contents of this report and the updates provided within the appendices.</p>
IPCC Public Complaint Data - Published January 2015	<p>On 2 February 2015 the IPCC published complaints data for England and Wales comparing data for the year 12/13 and 13/14. The data shows a significant increase nationally and in Norfolk of public complaints for the year 13/14 compared with the previous year. An overview is provided in this report of Norfolk's position in respect of the recording and handling of public complaints. This document compares Norfolk's complaint data with the national</p>

	<p>picture and with its most similar forces. This report also highlights the recent reduction in complaint recording which has been experienced this financial year.</p> <p>Recommendation: No action is necessary, the report is for information.</p>
Budget Monitoring Report FY 2014/15 - as at end of January 2015	<p>1. The Commissioner approved a revenue budget and capital programme for 2014/15 in February 2014.</p> <p>2. This report presents the latest forecast of the outturn for the current year, based upon actual spending to the end January 2015 and known future commitments. Forecast information is provided on revenue spending, capital spending and movements in reserves.</p> <p>3. Some changes to the revenue and capital budgets are presented for approval.</p> <p>Recommendation: It is recommended that the Commissioner notes the report and approves:-</p> <p>a) The use of the Invest to Save Reserve to fund Evidence Based Problem Solving Fund initiatives, with effect from April 2015,</p> <p>b) The additions to the Capital Programme set out in section 2, giving an amended Programme totalling £7.487m for 2014/15.</p>
Private agenda	
Estates Strategy Update	Exempt report - not published.

Next meeting – Wednesday 13 May 2015, 10 am (Norfolk Constabulary Headquarters, Wymondham, Norfolk NR18 0WW)

The public reports can be viewed on the Commissioner's website at the following address, under "Transparency/Public Meetings":
<http://www.norfolk-pcc.gov.uk/transparency/public-meetings>

Alternatively, Panel Members can request hard copies by contacting the Committee Officer.

List of items discussed at the most recent Norfolk and Suffolk Collaboration Panel meeting

The Collaboration Panel meeting scheduled for 3 March 2015 was cancelled.

The next Collaboration Panel meeting is due to take place on 2 June 2015 (10.30am – Filby Room, Norfolk Constabulary).



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

ORIGINATOR: Chief Executive

DECISION NO. 2015/05

REASON FOR SUBMISSION: For Decision

SUBMITTED TO: Police and Crime Commissioner

SUBJECT:

Sexual Abuse Victims Support Fund – grant awards for 2014/15 and 2015/16

SUMMARY:

The Office of the Police and Crime Commissioner for Norfolk (OPCCN) is administering two funds, totalling £4.85m, in partnership with the Home Office, to support non statutory organisations supporting victims and survivors of child sexual abuse.

Following the application, scoring, moderation, quality assurance and allocation stages, the Police and Crime Commissioner (PCC) for Norfolk is now able to announce the successful applicants and the proposed awards, subject to written confirmation and acceptance of the terms and conditions of the grant agreement.

A small number of applications are still under consideration pending further governance checks and the total £4.85m funding has not yet been fully allocated.

In total, 77 organisations will receive funding and the successful applicants and the proposed awards are set out at Appendix 1.

RECOMMENDATION:

The PCC agrees the allocation of funds set out in Appendix 1.

OUTCOME/APPROVAL BY: PCC

The recommendation as outlined above is approved.

Signature 

Date: 27th March 2015

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION:

- 1.1 Over the last two years there has been a 58% increase in reporting of child sexual abuse and a 31% increase in reporting of rape in last twelve months.
- 1.2 The Child Abuse Victims Support Fund was established by the Home Secretary to enable non-statutory organisations to meet the resulting increase in demand to support both victims and survivors across the country.
- 1.3 The additional £7 million of funding from the Home Office and Ministry of Justice for services supporting victims and survivors of child sexual abuse and sexual abuse for 2014/15 and 2015/16 is broken down into three components...
 - £2.15m uplift across 84 Rape Support Centres across the country (of which many applied to the below two funds).
 - £2m fund (Fund 1) to non-statutory organisations who report an increase in demand as a direct result of the announcement of the Child Sexual Abuse Inquiry.
 - £2.85 million fund (Fund 2) for non-statutory organisations providing support across England and Wales to meet increased demand for services from victims and survivors of sexual abuse.
- 1.4 The OPCCN was chosen to support the Home Office by administering Funds 1 and 2 due to the position of the Chief Constable for Norfolk as the National Policing Lead for Child Protection and Abuse Investigation and the commitment of the Police and Crime Commissioner to supporting victims of sexual abuse as evidenced through his Police and Crime Plan.
- 1.5 For Funds 1 and 2, a robust application process was devised, including detailed criteria for each fund. Bidding for the Funds opened on 2 February 2015 and closed on the 2 March 2015 and a total of 299 applications were received.
- 1.6 All applications were subjected to a robust three stage scoring, moderation and quality assurance process undertaken by Home Office policy staff, including Policy Leads.
- 1.7 Following the scoring, moderation and quality assurance process, the final decisions on awards were made by a Senior Oversight Board, Chaired by the PCC for Norfolk. The role of the Board was as follows...
 - Scrutiny and quality assurance of the processes for the management and delivery of the two funds.
 - Scrutiny of the financial health of applicants and systems of control to manage funds awarded.
 - Ensuring the fair allocation of resources based on the quality of applications and needs of victims and survivors.

- 1.8 The Senior Oversight Board met on Tuesday 24 March 2015 and agreed as follows...
- To make full and partial awards to 77 organisations for 2014/15 and 2015/16.
 - To review further a small number of applications, which are still under consideration pending further governance checks.
- 1.9 A list of successful applicants and proposed awards for Funds 1 and 2 for 2014/15 and 2015/16 is set out at Appendix 1.
- 1.10 All awards will be confirmed in writing in April 2015 and subject to agreement of the terms and conditions set out in the grant agreement with the Office of the Police and Crime Commissioner for Norfolk.

2. FINANCIAL IMPLICATIONS:

- 2.1 The total cost of the Sexual Abuse Victims Support Fund will be met from a Home Office Grant of £4.85m.
- 2.2 The OPCCN's costs in connection with the Funds will be reimbursed by the Home Office.

3. OTHER IMPLICATIONS AND RISKS:

- 3.1 None.

PUBLIC ACCESS TO INFORMATION: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	No
Has the PCC's Chief Finance Officer been consulted?	Yes
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	Yes
Has communications advice been sought on areas of likely media interest and how they might be managed?	Yes
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to PCC and DPCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:



Date

27.3.2015

Appendix 1

FUND 1 CHILD ABUSE INQUIRY SUPPORT FUND		
Organisation	Bid Name / Details	Proposed Award Total
Women's Rape and Sexual Abuse Centre (Cornwall)	Supporting Survivors Project	£26,224
Southmead Project	Southmead Sexual Abuse Counselling Service (Bristol)	£46,994
Gloucester Rape and Sexual Abuse Centre (GRASAC)	Specialist Support Worker	£18,481
The National Association for People Abused in Childhood (NAPAC)	Supporting survivors everywhere	£177,441
Trust House Lancashire	First Point of Contact and Therapeutic Support for Adults	£51,171
Women and Girls Network	The Recovery Project	£29,375
Missing People Limited	National 24/7 Helpline, Reporting Line and Safety Net for Missing and Sexually Abused Children and Adults	£170,148
The Cyrenians Limited - Changing Lives	A Chance to Heal	£61,653
Birmingham Rape and Sexual Violence Project RSVP	Expansion of counselling and advocacy support for adult and child victims of child sexual abuse	£55,038
Lesbian, Gay & Bisexual Anti-Violence and Policing Group (Galop)	Specialist support for LGBT (Lesbian, Gay, Bisexual & Transgender) victims of sexual abuse	£30,415
Rape and Sexual Abuse Support Centre – Cheshire & Merseyside	Supporting Survivors of Child Sexual Abuse	£24,150
Reading and Berkshire Rape and Sexual Abuse Support Centre	Extension of Counselling Provision	£22,687

FUND 1
CHILD ABUSE INQUIRY SUPPORT FUND

Organisation	Bid Name / Details	Proposed Award Total
Somerset and Avon Rape and Sexual Abuse Support	Increasing access and recovery outcomes for survivors of childhood sexual abuse with complex needs	£21,843
Victim Support (Norfolk & Suffolk)	Supporting survivors together	£63,723
Solace Women's Aid	Solace Child Sexual Abuse Services	£53,280
Sandwell Women's Aid	Childhood Matters	£82,243
Twelves Company Limited	Specialist Support for Victims of Sexual Abuse and Childhood Sexual Abuse	£12,526
Coventry Rape and Sexual Abuse Centre (CRASAC)	Children and Young Persons Independent Sexual Violence Advisor (CYP ISVA) Support Project	£42,729
Rape Crisis South London (RASASC)	Expansion of Specialist Support Provision to Female Survivors of Childhood Sexual Abuse	£40,200
South Essex Rape and Incest Crisis Centre (SERICC)	Child Abuse Inquiry Support Fund	£40,000
Portsmouth Abuse and Rape Counselling Service	PARCS Specialist trauma focused counselling for adult survivors of CSA	£14,600
Devon Rape Crisis	Building organisational capacity/Improving outcomes	£17,400
Survivors in Transition	Moving costs and increased premises costs & support worker	£39,640
ROSA (Rape or Sexual Abuse Support)	ROSA Rape or Sexual Abuse Support	£40,783
Sheffield Rape and Sexual Abuse Centre	SRASAC – Supporting Survivors of Sexual Abuse in Sheffield	£25,983
Incest and Sexual Abuse Survivors (ISAS)	ISAS Counselling and Support	£40,279
The Survivors Trust Cymru	Support Line for Survivors in Wales	£15,625
Bradford Rape Crisis & Sexual Abuse Survivors Service	BRC&SASS Specialist Sexual Violence Support Services	£16,159

FUND 1
CHILD ABUSE INQUIRY SUPPORT FUND

Organisation	Bid Name / Details	Proposed Award Total
Safety Net Advice and Support Centre	Integrated ISVA Support Service	£51,000
Juvenile Justice International	Empowered Futures (Kent) Project	£46,378
Arch North East	Child Abuse Inquiry Support Fund	£37,522
Rape and Sexual Abuse Support Centre - North Wales	RASASC-NW Child and Adult Victims Support Fund	£20,047
Mid Wales Rape Support Centre	Support for Victims of Sexual Abuse across Mid Wales	£30,119
Community Counselling (North Yorkshire) Limited	Specialist Counselling Service	£11,293

FUND 2 CHILD AND ADULT VICTIMS OF SEXUAL ABUSE SUPPORT FUND		
Organisation	Bid Name / Details	Proposed Award Total
Bristol Missing Link Ltd	SAFE Link Project	£112,183
Doncaster Rape and Sexual Abuse Counselling Service - DRASACS	Additional Resource in the ISVA Service	£6,783
West Mercia Rape and Sexual Abuse Support Centre	Continued provision and extension of a specialist sexual violence counselling service to support women, men and children (aged 11+) who have experienced any form of sexual violence at any time during their lives and are resident within Herefordshire and Worcestershire	£87,267
Bradford Rape Crisis & Sexual Abuse Survivors Service	BRC&SASS Specialist Sexual Violence Support Services	£51,852
Devon Rape Crisis	Counselling service for 13 to 18 year old women and men	£49,000
Nottingham Rape Crisis Centre	Counselling Service Provision Expansion	£54,441
Torfaen Women's Aid	Gwent Sexual Abuse Counselling Service	£77,881
Women's Rape and Sexual Abuse Centre (Cornwall)	Working With Survivors With Complex Needs	£45,178
The Green House	Children and Young People's Counselling Service	£55,401
Stepping Stones	Stepping Stones North Wales	£65,420
Oxford Sexual Abuse & Rape Crisis Centre	Sexual Violence Counselling Service	£17,820
Oxford Sexual Abuse & Rape Crisis Centre	Sexual Violence Support Groups	£6,650
Victim Support	Historic Abuse Survivor Support Model and Hotspot Resource	£141,824
New Pathways	New Pathways Rape and Sexual Abuse Support Services	£178,254

FUND 2 CHILD AND ADULT VICTIMS OF SEXUAL ABUSE SUPPORT FUND		
Organisation	Bid Name / Details	Proposed Award Total
SAFE! Support for Young People Affected by Crime Ltd	SAFE! Support after sexual abuse	£31,086
Southmead Project	Southmead Sexual Abuse Counselling Service (Bristol)	£40,393
Donnington Doorstep	STEP OUT Child Sexual Exploitation - Support, Advocacy and Participation Project	£68,000
Cambridge Rape Crisis Centre	Sexual Violence Counselling Service	£68,900
Respond	Specialist counselling/therapy services for children with learning disabilities or autism who are victims of Sexual Abuse.	£56,797
Trust House Lancashire	Adult Criminal Justice Advocacy and Children & Young People's Therapeutic Support	£96,244
Safeline Warwick	Helping People reclaim power and control in their lives	£107,216
Voluntary Action Rotherham as lead member on behalf of the Children, Young People and Families Consortium	The Base Project	£262,338
Birmingham Rape and Sexual Violence Project RSVP	Expansion of counselling and telephone helpline support for adult victims of previous child sexual abuse and adult victims of sexual abuse	£100,039
Barnardos	Barnardos Turnaround - Young people's support service	£94,906
Safer London Foundation	Empower Young People's Advocates	£92,000
The Magdalene Group	ROSE - Reaching out on sexual exploitation	£69,206
The Cyrenians Limited - Changing Lives - Nottingham	Creating Safety and Empowerment	£66,800

FUND 2 CHILD AND ADULT VICTIMS OF SEXUAL ABUSE SUPPORT FUND		
Organisation	Bid Name / Details	Proposed Award Total
Survivors Manchester	Meeting Demand on Therapeutic Services	£61,993
NWG Network	Independent expert support to local child sexual exploitation services and national response	£47,324
Rape Crisis Tyneside and Northumberland	Practical and emotional support for women survivors of sexual violence.	£56,364
The Survivors Trust Cymru (ISVAS)	Stabilising the ISVA Service in North Wales	£53,900
Genesis - Leeds	Supporting 'Historic' Victims/Survivors of Child Sex Exploitation (CSE) in Leeds.	£52,401
Rape and Sexual Abuse (RASA) Merseyside	Fund 2: Child and Adult Victims of Sexual Abuse Support Fund	£50,081
Respond	Specialist counselling/therapy service for adults (18+) with learning disabilities or autism who are victims of historic and/or current sexual abuse in London.	£47,399
The NIA Project	Increasing Information & Support Line Provision	£43,721
Sheffield Rape and Sexual Abuse Centre	SRASAC – Supporting Survivors of Sexual Abuse in Sheffield	£43,360
Rape & Sexual Abuse Counselling Centre - Darlington & County Durham	Request for two part-time workers to provide urgently needed resilience to sexual violence counselling service in Darlington and County Durham.	£41,202
Rape and Sexual Abuse Support Centre - North Wales	RASASC-NW Child and Adult Victims Support Fund	£40,040
The Cyrenians Limited - Changing Lives - Newcastle	Here Not There	£38,470

FUND 2 CHILD AND ADULT VICTIMS OF SEXUAL ABUSE SUPPORT FUND		
Organisation	Bid Name / Details	Proposed Award Total
Birmingham and Solihull Women's Aid	Independent Sexual Violence Advisor to support women affected by sexual violence within domestic violence relationships.	£38,364
Peterborough Rape Crisis Care Group	Child and Adult Victims of Sexual Abuse - "More Voices To Be Heard"	£37,927
One in Four - Warrior Within	The Warrior within resource book for clients. A handbook to aid recovery from CSA and violence	£17,800
Sheffield Women's Counselling and Therapy Service	Increasing support to adult victims of sexual abuse	£12,642

Norfolk Police and Crime Panel
Forward Work Programme 2015-16

	Main items of business	Invited to attend
June 2015, County Hall (date/time to be confirmed)	Induction for new Panel Members	To be confirmed.
10am, Tuesday 28 July 2015, County Hall	<p>Appointment of Chairman and Vice-Chairman</p> <p>Review of the Panel's Rules of Procedure, including the process for dealing with complaints about the Conduct of the Police and Crime Commissioner for Norfolk</p> <p>Appointment of co-opted independent member</p> <p>Balanced Appointment Objective</p> <p>Review of the Commissioner's 2014-15 Annual Report</p> <p>Police and Crime Plan for Norfolk – implementation monitoring</p> <p>Complaints update</p> <p>Information bulletin – questions arising to the Commissioner</p> <p>Norfolk Police and Crime Panel funding (To note the 2014-15 expenditure and consider the 2015-16 grant allocation)</p>	Commissioner and Deputy Commissioner, supported by members of the Commissioner's staff and Chief Constable

10am, Wednesday 14 October 2015, County Hall	(To be agreed) Information bulletin – questions arising to the Commissioner	Commissioner and Deputy Commissioner, supported by members of the Commissioner's staff and Chief Constable
10am Tuesday 8 December 2015, County Hall	(To be agreed) Complaints update Information bulletin – questions arising to the Commissioner	Commissioner and Deputy Commissioner, supported by members of the Commissioner's staff and Chief Constable
January 2016, County Hall (date/time to be confirmed)	Review the Commissioner's proposed precept for 2016-17 (the Panel must review and report by 8 February 2016) Information bulletin – questions arising to the Commissioner Forward work programme for 2016-17	Commissioner and Deputy Commissioner, supported by members of the Commissioner's staff and Chief Constable
February 2016, County Hall (date/time to be confirmed)	Reserve date – to review a revised precept for 2016-17, if vetoed (the Panel must review and report by 22 February 2016)	Commissioner and Deputy Commissioner, supported by members of the Commissioner's staff and Chief Constable

The identified items are provisional only. The following meetings will be scheduled only if/when required:

- confirmation hearings

For information

Norfolk County Community Safety Partnership Scrutiny Sub Panel – This Sub Panel meets at least annually, and its next meeting is being provisionally arranged to take place in September 2015.

Scheduled Police Accountability Forum Meetings (formerly PCC/Chief Constable Bi-Lateral meetings) are due to take place on the following dates (agendas will be made available via the Commissioner's website):

- Wednesday 13 May 2015 at 10 am (Norfolk Constabulary Headquarters, Wymondham)
- Tuesday 14 July 2015 at 10 am (Norfolk Constabulary Headquarters, Wymondham)
- Wednesday 16 September 2015 at 10 am (Norfolk Constabulary Headquarters, Wymondham)
- Tuesday 17 November 2015 at 10 am (Norfolk Constabulary Headquarters, Wymondham)

Scheduled Norfolk and Suffolk Collaboration Panel meetings are due to take place as follows (agendas will be made available via the Commissioner's website):

- 2 June 2015 (10.30am – Filby Room, Norfolk Constabulary)
- 15 September 2015 (2pm – Strategic Coordination Centre, Suffolk Constabulary)
- 1 December 2015 (10.30am – Filby Room, Norfolk Constabulary)