

## Report to the Thames Valley Police & Crime Panel

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**Title:** Review of Panel Rules of Procedure, Panel Membership and Budget

**Date:** 22 June 2018

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### **Background**

1. The Panel operates in accordance with specifications outlined in Rules of Procedure and Panel Arrangements documents (link below). The Rules of Procedure were originally agreed by the Panel at its 19 July 2012 meeting and subsequently reviewed and agreed at the Panel's AGM on 11 July 2014 <http://www.southbucks.gov.uk/article/5240/Thames-Valley-Police-and-Crime-Panel>

### **Annual Review of the Panel Rules of Procedure**

2. The Panel Rules of Procedure stipulate that:

[1.3] *The Rules shall be reviewed annually at the Panel's Annual meeting ...*

[1.4] *The Rules shall not be amended unless written notification of the amendment/s required are received by the Panel Secretariat not less than fifteen working days prior to the Panel meeting ...*

3. No amendments have been received by the Panel Secretariat.

Areas that have been previously discussed and may want to be revisited are:-

- **Location of meetings and broadcasting of meetings** - Panel Members have previously agreed that they should continue to hold meetings in Aylesbury as a central point for the Thames Valley but the Panel may wish to discuss this further in light of comments regarding the possible broadcasting and filming of panel meetings, which has been discussed previously.

The Olympic Room, at Aylesbury Vale District Council does not have facilities to enable the broadcasting and filming of meetings. However, the Oculus meeting room at Aylesbury Vale does have broadcasting and filming availability. The costs for this service would be around £1,000, per meeting and would involve a set up cost of hosting broadcasting on the Panel's website, the cost of hiring a technician to record proceedings, together with the cost of hiring the Oculus.

Contact has been made with both Oxfordshire County Council and Reading Borough Council who have the capability of broadcasting meetings. Reading Borough Council have reported that the cost of webcasting the meeting and hiring the room, would be in the region of £400 .

For the Panel's information, a survey has been carried out by the support officer to the Bedfordshire Police and Crime Panel who contacted the 40 Police and Crime Panels to ascertain the level of broadcasting of Police and Crime Panels. From the findings, 24 Panels (60%) do not publish any audio or video recordings of their Panel meetings. 10 Panels regularly and 3 Panels occasionally (32.5%) in total video their meetings, and with the exception, simultaneously broadcast the video over the internet. The cost of this is around £1,000, per Panel meeting, and that video broadcasting is only used where that facility is already available at the local authority premises. The cost is sometimes borne by the Authority and broadcasting is carried out by a professional company using multiple cameras. One Panel records its meetings on a single video camera operated by the Officer present. This is not broadcast live but is uploaded to the internet after the meeting. Of the 3 Panels which video broadcast occasionally, this is due to the Panel meeting in various locations, not all of which have video broadcasting facilities.

3 Panels (7.5%) audio record their meetings and publish the recording on their website after the meeting. One of these Panels also broadcasts the audio during the meeting. Therefore, the use of audio or video recording appears to be determined exclusively by the facilities available to the Panel at the premises where the Panel meets.

This Panel has previously agreed, that to ensure the maximum attendance of the membership of the Panel, meetings of the Panel be held in Aylesbury, which is the best suited location in terms of accessibility for the 18 Members of the Thames Valley Region. In addition, there is free on site parking, a provision which many local authority venues do not have.

The Panel is asked to give consideration to the information provided and come to a decision about the location of future meetings and the feasibility of broadcasting proceedings of meetings.

- **Use of substitutes** - Members have previously agreed that the Panel should not have substitutes because of continuity of Membership and knowledge. Previously there have been informal approaches from Council officers about the use of deputies to ensure their Council has attendance at the Panel meeting. However, it was agreed that Deputies could be appointed from within the Panel Membership to attend the Sub-Committee's and Task and Finish Group.

One local authority has appointed an observer Member to observe proceedings of meetings. As Panel meetings are open to the public, the Member can be allowed to attend the meeting.

- **Preventing Child Sexual Exploitation Sub-Committee** – A number of CSPs are now looking at Child Exploitation in general rather than CSE specifically, bearing in mind recent headlines relating to County Lines. Members may wish to consider amending the terms of reference to reflect this.

#### **Consideration of Draft Panel Budget**

4. The Panel Arrangements document states:

[5.1] *An annual draft budget for the operation of the Panel shall be drawn up each year by the Host Authority and approved by the Panel.*

5. There has been no change to the Home Office Grant allocation for the Panel which is £64,340. The grant payment was consolidated into one single payment, with no ring-fencing for administration, expenses or translation costs to provide Panel's with increased flexibility over how to spend their grants. There is a transparency requirement that the Panel (via the Host Authority website) must publish as a minimum, details of all the expenditure including panel administration costs, translation costs and individual Panel Member claims for expenses. The Panel agreed that any allowances or expenses which may be made to elected Members arising out of the Panel Membership shall be determined and borne by the appointing Authorities for each Panel Member individually. Therefore, the only expenses that have been reimbursed are for the Co-opted Members. There have been no translation costs.
6. The grant returned to the Host Authority for 2018 should be **£64,340** for services as outlined below. The full grant was claimed from the Home Office.
7. The budget will be managed by the Host Authority, which was South Bucks District Council from November 2015 (the Host Authority will normally be the same Authority as the Member representative who is Chairman).
8. The Host Authority will need to decide how to allocate the budget accordingly covering the following costs:-
  - Scrutiny, policy, management, communications, legal and democratic services support for the Panel, its Sub-Committees and Task and Finish Groups
  - Administrative costs such as venue hire, catering and webcasting
  - General expenses for travel and subsistence and training

Description	Amount
Cost of Frontline Consulting, training, National Panel Conference	3,000.00
Hosting meetings	3,510.00
Panel Administration, support overheads and costs arising during the year e.g scrutiny officer salary costs and management time, expenses (includes Member expenses approximately £150) Monitoring Officer role for PCP, ICT costs, office accommodation etc)	57,830.00
<b>Total grant</b>	<b>64,340.00</b>

### **Changes in Membership**

9. The following changes in Membership have been reported:-

Cllr Robin Bradburn has replaced Cllr Emma Webster from West Berkshire District Council,  
 Cllr Sonia James has replaced Cllr Tony Page from Reading Borough Council  
 Cllr Andrew McHugh has replaced Cllr Barry Wood from Cherwell District Council  
 Cllr Alan Thompson has replaced Cllr Ian White from South Oxfordshire District Council  
 Cllr Eric Batts has replaced Cllr Chris McCarthy from Vale of White Horse District Council  
 Cllr Norman MacRae has replaced Cllr Carol Reynolds from West Oxfordshire District Council  
 Cllr David Carroll has replaced Cllr Julia Adey from Wycombe District Council

### **RECOMMENDATION**

It is recommended that the Panel:-

- i) Discuss and consider the options on the meeting venues for future Panel meetings and whether further investigations should take place on broadcasting and filming of Panel meetings, taking into consideration the preferred venue for Panel meetings.
- ii) Approve the budget set out above.
- iii) Fill the vacancies on the Preventing Child Sexual Exploitation Sub-Committee, Complaints Handling Sub Committee, Budget Task and Finish Group and Plan Task and Finish Group and to confirm the appointment of the Members detailed below.
- iv) That the following established Committees be agreed with no changes to their terms of reference for the following year (subject to any legislative changes) and agree their membership.

### **Membership for 2017**

#### **CSE Sub (7)**

Iain McCracken  
Kieron Mallon  
Julia Girling  
4 Vacancies

Deputies

Curtis James Marshall  
1 Vacancy

#### **Complaints Sub (7)**

Emily Culverhouse  
Curtis James Marshall  
Kieron Mallon  
4 Vacancies

#### **Budget Task and Finish (5)**

Iain McCracken  
4 vacancies

#### **Plan Task and Finish (5)** (if required)

Trevor Egleton  
Barrie Patman  
3 vacancies