

Avon and Somerset Police and Crime Panel

28th June 2022

Title: Work Programme Report

1. Purpose of Report

The Panel is invited to:-

- Consider and approve the Work Programme for 2022/23 (attached as Appendix 1 to this report)
- Approve the associated meeting dates set out in the Work Programme (notified to members as provisional appointments in March 2022).

2. Summary

This Work Programme is expected to take into account:-

- the Panel's statutory functions and responsibilities
- the Commissioner's priorities as defined in his Police and Crime Plan
- the views of Panel Members

It is essential that the work programme is proportionate to the resources available to support the Panel in its activities.

The duties and responsibilities of the Panel are set out in the Panel Operating Arrangements document

<http://www.avonandsomersetpoliceandcrimepanel.org.uk/wp-content/uploads/2021/10/Panel-Operating-Arrangements-31.03.21.docx>

There are some responsibilities which the Work Programme must accommodate at a specific time:-

- **Consideration of the Commissioner's Annual Report** - as soon as practicable following the conclusion of the relevant financial year that it covers – 28th June 2022.
- **Consideration of the Commissioner's Precept proposal** – 1st February 2022.

The Panel is required to scrutinise the Commissioner's proposed Council Tax Precept (the money collected from council tax specifically for Policing). As part of this, the Panel has oversight of the overall draft Policing budget and its proposed allocation.

Schedule 5 of the Police Reform and Social Responsibility Act sets out the process for issuing a Precept, the Panel's role in reviewing the proposal, your ability to veto the Precept and the steps to be taken if you do. The Panel is entitled to see evidence that backs up the proposed Precept and this requires the Commissioner to consult with the Panel at stages before the formal scrutiny meeting and provide transparent reasoning for the proposal, minimising the risk that a veto will be used.

To ensure that Members make a tangible, practical contribution to the budget and precept-setting process, consultation on the Budget starts each year with a briefing at Police and Fire Headquarters. This year it will take place on **8th November 2022 at 12.30pm and all Members are required to attend this meeting.**

- **Consideration of any variations to the Police and Crime Plan 21/25** – reviewed by the Panel during 2021/22.
- **Scrutiny and review of the Commissioner's decisions/actions**

Under Section 28(6) of the Police Reform and Social Responsibility Act 2011, the Panel is obliged to review or scrutinise decisions made, or other action taken by the Commissioner in connection with the discharge of his functions and, where necessary make reports or recommendations to the Commissioner with respect to the discharge of those functions. The Commissioner is under a statutory obligation to publish details of decisions of significant public interest. In more general terms, the Commissioner is obliged to ensure that the Panel is provided with any information that it might reasonably require.

The Panel has requested the OPCC to keep the Panel sighted across the year on key decisions and pieces of work the Commissioner will be addressing on which it may be appropriate for the Panel to receive a report, be consulted or hold a pre-decision scrutiny review.

- **Arrangements for dealing with complaints against the Commissioner**

The Panel is required to consider and resolve complaints concerning the personal conduct of the Commissioner. In 2012, the Panel delegated the initial complaints handling function to the Chief Executive Officer in the OPCC and this delegation remains in place. The final arbiter however is the Panel, and

complainants are made aware that complaints can be escalated to the Panel if they are not satisfied with the initial attempt at resolution. There is day to day communication between the Panel's Lead Officer and the OPCC, the Panel receives a standing summary report on complaints to each meeting and the Panel's Complaints Sub-Committee has authority to consider individual complaints when they are escalated.

An individual Panel Member also leads and maintain an overview on complaints that are escalated to the Panel with advice, guidance and support provided by the Lead Officer. This provides a filter for the less serious complaints and ensures that meetings of the sub-committee are only held when necessary. The complaints handling process and information supplied by the OPCC has been aligned for this purpose. Gary Davies will continue to undertake the lead member role for complaints on the basis of his skills and experience in this area.

- **Other Panel responsibilities** relate to senior appointments (confirmation hearings) These responsibilities are usually ad-hoc in nature, occur as circumstances dictate and may necessitate the calling of extraordinary meetings of the Panel.

3. Proactive Scrutiny/In-depth Scrutiny Topics

This work tends to take place outside of the core meeting cycle, provides opportunity for greater insight and can inform the broader role of a Panel Member. It can also enable Members to draw on their knowledge and expertise and contribute to the work of the Commissioner in key areas of business.

Last year, the Panel chose Integrated Offender Management (IOM) and Serious Violence (in the context of Domestic Abuse and rape and serious sexual assault). This year following consultation with Panel representatives and the OPCC, the proposal is to focus on the OPCC role in commissioning and partnerships. The detail can be found in Appendix 1 to this report.

An update on IOM has scheduled in for 29th March 2023 as agreed on 17th March 2022.

4. Chief Constable Presentation

The Chief Constable has operational independence and reports to the Panel once a year. In previous years, this has taken place in December when the Panel considers the draft budget or alternatively in February when the Panel considers the Precept proposal. The year's presentation is scheduled for 1st February 2023.

The Home Office protocol states that, 'if the Panel seeks to scrutinise the PCC on an operational matter, the Chief Constable or other officers may need to attend alongside the PCC to offer factual accounts and clarity if needed for the actions and decisions of their officers and staff. The accountability of the Chief Constable remains firmly to the PCC and not to the Police and Crime Panel'

5. Work Programme 2022/23

Based on the above, a draft work programme has been drawn up which is attached at Appendix A to this report. This is a fluid document based on work planning meetings which took place with the OPCC following the PCC election.

Meetings will take place on the following dates and members have been sent corresponding meeting invitations:-

- 28th June 2022 (AGM)
- 28th September 2022
- 8th November 2022 (private budget briefing/complaints overview)
- 8th December 2022
- 1st February 2023
- 15th February (Reserve Precept date)
- 29th March 2023

The Committee on Standards in Public Life report "Tone from the Top", published in 2015, makes a recommendation in relation to Panel's work programmes that they should be both forward looking and clear about the information the Panel requires from the Commissioner to conduct its business and meet its statutory responsibilities. In this respect, it is proposed that the agreed work programme be a live document containing relevant notes and commitments alongside an indication of the information that will be required in support of the items. It will be refreshed as appropriate following meetings and submitted to all agenda briefings to assist both the Panel and OPCC. A work planning meeting will take place at the end of the year for the purposes of next year's work programme.

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Date PCP Meeting	Business (does not include standing items, see end of document)	Notes
<p><u>Annual General Meeting</u></p> <p>28th June Deane House</p>	<p>PCC Annual Report Panel Annual Report Host Authority/Membership Report Work Programme Report – for Panel consideration/approval Identifying Disproportionality - Desmond Brown Presentation Shared Protocols – Communications, Mid Term Vacancy, Complaints</p>	
<p>28th September 2022</p>	<p>Green Strategy Presentation Rural Crime Local Plans – Panel Member report</p>	
<p>8th November at 12.30pm (Private briefings Police Headquarters)</p>	<ol style="list-style-type: none"> 1. First consultation on the Budget led by the OPCC Chief Finance Officer Paul Butler in the form of a presentation followed by member questions. 2. Complaints Process Briefing for all Members 	<p>The Budget briefing must be attended by all Panel Members. It provides opportunity for the Panel to consider the OPCC's planning assumptions and forecasts ahead of the draft Medium-Term Financial Plan which will be presented to the Panel on 8th December. Final report/Precept Proposal 1st February.</p>

8 th December Venue needed	Scrutiny of the Budget/Draft Medium Term Financial Plan OPCC Team Review Report (CoS)	
1 st February Deane House	Formal Review of the Budget and Precept Proposal Chief Constable Presentation	
15 th February (back-up Precept date) Deane House		If there is a veto, the Commissioner must respond to the Panel and publish his response, including the revised precept, by 15th February.
29 th March Deane House	Integrated Offender Management - Update	
March/April TBC	<p>Panel Inquiry Day – proposal to focus on OPCC role in commissioning and partnerships:</p> <ul style="list-style-type: none"> • What is commissioning • PCC role/responsibilities in commissioning • OPCC commissioning roles/functions to support commissioning 	

	<ul style="list-style-type: none"> • OPCC Commissioning process inc. needs assessment / service mapping / procurement / quality assurance / contract management • What are the known gaps / challenges • Strategic partnership engagement – inc to support/enable commissioning process / fill gaps / avoid duplication • Developments and opportunities following PCC Review Part 2 • How Panel Members can support and enable OPCC commissioning and partnership working 	
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Standing reports to each meeting:-

- Commissioner’s Update Report – report on PCC activities/key decisions. Standing updates on Fire Governance, Estates and Recruitment/Retention
- Work Programme – fluid and presented for noting or approval following amendment
- Performance Monitoring Reports - the Specified Information Order places a duty on PCCs to publish certain information within specified timeframes, to ensure the public have the information they need to hold their Commissioner to account at the ballot box. The Home Office has amended the Specified Information Order to require PCCs to provide a narrative on force performance against the Government’s crime measures and HMICFRS force performance reports. The Panel has been receiving reports since December 2021.
- Complaints Report – Monitoring arrangements for dealing with complaints against the Commissioner
- Assurance reports – will continue for information