

Surrey Police & Crime Panel
Panel Arrangements

1. Membership

- 1.1. The Panel will be made up of 12 appointed members, one from each local authority in Surrey, and two independent members. All members of the Police & Crime Panel may vote in proceedings of the Panel.
- 1.2. All county, district and borough councillors are eligible to be members of the Police & Crime Panel. Appointments will be made at the relevant council's annual meeting, with the term of office agreed by that council.
- 1.3. The appointed panel membership shall, as far as possible, be politically balanced.
- 1.4. A vacancy on a Police and Crime Panel arises when an appointed or independent member reaches the end of their term of office, resigns or is removed from the membership of the panel.
- 1.5. Each council will fill vacancies for elected members in accordance with the arrangements in their constitution. Vacancies for independent members will be filled in accordance with the selection process outlined in section 3.
- 1.6. Panel Members, both appointed and co-opted, may be re-appointed and may serve a maximum of 8 years on the Panel.

2. Functions of the Panel

- 2.1. To review the draft police and crime plan, or draft variation, given to the Panel by the Police & Crime Commissioner (PCC) and make a report and recommendations the PCC, who must have regard to them.
- 2.2. To review the PCC's annual report and ask questions, make reports and recommendations at a public meeting, which the PCC must attend.
- 2.3. To review or scrutinise decisions made, or other action taken, by the PCC in connection with the discharge of the PCC's functions.
- 2.4. To publish any reports or recommendations made to the PCC.
- 2.5. To require the PCC and members of their staff to attend the Police & Crime Panel to answer questions.

- 2.6. To hold a confirmation hearing to review, make a report and recommendation in respect of certain senior appointments made by the PCC.
- 2.7. To hold a confirmation hearing to review and make a report on the proposed appointment of the Chief Constable, with the power to veto the appointment by a $\frac{2}{3}$ majority.
- 2.8. To hold a scrutiny hearing to review and report on the PCC's proposals to remove a Chief Constable.
- 2.9. To review the PCC's level of precept, with the power to veto the precept by a $\frac{2}{3}$ majority
- 2.10. To suspend the PCC on their being charged with certain criminal offences.
- 2.11. To appoint an acting PCC where the elected PCC is incapacitated, resigns or is disqualified.
- 2.12. To handle complaints about the conduct of the PCC and/or Deputy PCC and engage in informal resolution of such complaints, passing serious complaints to the Independent Police Complaints Commission (IPCC) as appropriate.
- 2.13. The Police and Crime Panel may not exercise any functions other than those conferred by the Police Reform and Social Responsibility Act 2011 (as outlined in paragraphs 2.1-2.12 above.)

3. Selection of Independent Members

- 3.1. The Police & Crime Panel shall co-opt two independent members onto the Panel for a term of four years.
- 3.2. The recruitment process will include a public advertisement, via Surrey's shared job website, for a period of at least 2 weeks. Information packs will be prepared and made available to interested parties, including the person specification for a panel member outlining the skills, knowledge and experience required.
- 3.3. The applications will be considered against an agreed eligibility criteria and then a nominated sub-group of the appointed panel members will be invited to meet to consider applications and interview candidates.
- 3.4. Following the interviews, the sub-group will make recommendations to the Panel about membership.

4. Removal of, or resignation of, appointed and co-opted Members

- 4.1. Any member wishing to resign from the Panel should inform the Chairman of the Panel in writing. If the member wishing to resign is the Chairman, then they should inform the Vice-Chairman.
- 4.2. An appointed member can be removed from the Panel, and replaced by another councillor, by a formal council decision. Co-opted members can be removed from the Panel by a $\frac{2}{3}$ majority vote of the Panel.
- 4.3. If any panel member, either appointed or co-opted, is absent from Panel meetings for a period of 6 months, a motion for removal from the Panel can be moved by another member of the Panel. If carried by a $\frac{2}{3}$ majority vote, the panel member will be removed and the vacancy filled by the appropriate process, depending on whether it is for an appointed or co-opted member.

5. Allowances

- 5.1. A special responsibility allowance could be paid to Panel Members, the Chairman and Vice-Chairman of the Panel. A further report on this, including the suggested levels and how it would be funded, will be made to all authorities as necessary in the autumn.

6. Promotion of, and support for, the Panel

- 6.1. The role of the Police & Crime Panel will be promoted, with information provided on all 12 local authority websites and opportunities identified to promote with the public through existing resident newsletters and events as appropriate.
- 6.2. Surrey County Council shall act as the host authority and provide the necessary officer support using the government funding available.
- 6.3. Once the Panel has been fully established, the support needs will be reviewed in consultation with the Panel and local authorities and a further report on the recommended support arrangements made to authorities as necessary.
- 6.4. The appointed members of the Panel will act as the main conduit between the Panel and their local authority. They will report back to the local authority on the work of the Panel as appropriate and provide support and guidance to members and officers of the relevant local authority on the functions of the Police and Crime Panel, signposting to officers or other organisations as necessary.

Person Specification for Police & Crime Panel Member

Competencies

- *Strategic thinking*: the ability to rise above detail and see problems from a wider, forward-looking perspective.
- *Scrutiny and challenge*: the ability to rigorously scrutinise and challenge constructively, using appropriate data and evidence.
- *Openness to change*: challenging accepted views in a constructive way
- *Analytical ability*: interpreting and questioning complex material including financial, statistical and performance information.
- *Communication*: explaining situations clearly, together with a willingness to listen to and represent the views of all sections of the community on policing issues.
- *Effective time management*: identifying priorities and making the most productive use of one's own and others' time.

Personal Skills & Qualities

- *Respect for others*: capacity to treat all people fairly, with respect and valuing diversity.
- *Integrity*: embracing high standards of conduct and ethics.
- *Enthusiasm and drive*: willingness to learn and develop to enhance one's knowledge and understanding.
- *Team Working*: playing an effective role through listening, persuading and showing respect for the views of others.
- *Self confidence*: seek out and listen to the views of others and play an active part in discussions and debates.

All Panel Members, both appointed and co-opted, are expected to carry out their responsibilities in accordance with the Nolan Principles of standards of conduct in public life.

Panel Members will be expected to attend all meetings of the Panel (approx. 4-6 a year) and any sub-committees or groups to which they are appointed, as well as any relevant learning and development activities.