



East  
Northamptonshire  
Council

## Policy and Resources Committee – 11 June 2012

### Establishing a Northamptonshire Police & Crime Panel

#### Purpose of report

This report seeks member endorsement of the proposed arrangements for the Northamptonshire Police and Crime Panel, as required by the Police Reform and Social Responsibility Act 2011.

#### Attachment(s)

Appendix 1: Report of the Director of Customers, Communities and Learning – Northamptonshire County Council – Establishment of a Northamptonshire Police & Crime Panel

Appendix 2: Northamptonshire Police & Crime Panel – Draft Panel Arrangements

#### 1.0 Background

- 1.1 The Police Reform and Social Responsibility Act 2011 introduces new provisions for national policing, strategic police decision-making, neighbourhood policing and police accountability. The Act specifically requires local authorities within a police force area to establish a Police and Crime Panel to be responsible for scrutinising the Police and Crime Commissioners that are to be elected for each force area in November 2012. This paper sets out the formal functions of the panel and the proposed arrangements for Northamptonshire.
- 1.2 Councillor Brian Northall was appointed as this council's representative on the Northamptonshire Police and Crime Panel at the annual meeting held on 16 May 2012. Councillor Gill Mercer was appointed as a substitute member at the annual meeting of the Council.
- 1.3 This report is submitted in order for members to endorse the panel arrangements prior to the start of July 2012, as directed by the Secretary of State.

#### 2.0 Equality and Diversity Implications

- 2.1 The establishment of arrangements for the Northamptonshire Police and Crime Panel, as required by the Police Reform and Social Responsibility Act 2011, does not create any specific equality and diversity implications for this council. The Home Office has prepared a statutory equalities impact assessment for the wider proposals within the legislation which identifies that Police and Crime Panel arrangements will, as far as is reasonably practicable, represent all parts of the relevant police area.
- 2.2 It will be the role of the Police and Crime Panel to hold the Police and Crime Commissioner to account and require detail of the equalities implications associated with any structural changes and efficiency measures at force level. Members of the panel will need to consider potential adverse impacts on BME, women, disabled and older police staff and police officers, as well as impacts to services provided to diverse groups.

#### 3.0 Legal Implications

- 3.1 There are no alternative options available to local authorities in relation to the

requirement to determine arrangements for Police and Crime Panels. If local authorities within a police area do not establish such panels or do not appoint panel members, the Act provides the Secretary of State with reserve powers to establish a Police and Crime panel for that area and to appoint members to it as the Secretary of State considers necessary.

#### 4.0 Risk Management

4.1 The risks associated with the proposed arrangements are detailed within the appended report from Northamptonshire County Council.

#### 5.0 Financial Implications

5.1 These are detailed within the appended report from Northamptonshire County Council.

#### 6.0 Corporate Outcomes

6.1 The proposal contributes to the delivery of the following Corporate Outcomes:

- Effective Partnership Working
- Strong Community Leadership

#### 7.0 Recommendation

7.1 The Committee is recommended to endorse the proposed Panel Arrangements for the Northamptonshire Police & Crime Panel.

(Reason - To accord with the direction of the Secretary of State to have agreed arrangements for police and crime panels by 1 July 2012.)

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<b>Legal</b>	Power: Police Reform and Social Responsibility Act 2011				
	Other considerations: None				
<b>Background Papers:</b> None					
<b>Person Originating Report:</b> James McLaughlin (Democratic & Electoral Services Manager) Tel. 01832 742113 E-mail – jmclaughlin@east-northamptonshire.gov.uk					
<b>Date:</b> 24 May 2012					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	

## EAST NORTHAMPTONSHIRE COUNCIL

11 JUNE 2012

REPORT BY THE DIRECTOR OF CUSTOMERS, COMMUNITIES & LEARNING,  
NORTHAMPTONSHIRE COUNTY COUNCIL

Subject:	Establishment of a Northamptonshire Police & Crime Panel.
Recommendations:	That the Policy and Resources Committee agrees the proposed Panel Arrangements for the Northamptonshire Police & Crime Panel.

**1. Purpose of Report**

1.1 The report is intended to enable the Council to consider and agree arrangements for the establishment and maintenance of a Northamptonshire Police & Crime Panel in accordance with requirements under the Police Reform & Social Responsibility Act 2011. Council is also asked to appoint a councillor as the Council's member of the Police & Crime Panel. A similar report is being presented to each of the local authorities in Northamptonshire during May and June 2012.

**2. Background**

2.1 The Police Reform & Social Responsibility Act 2011 (PRSR Act 2011) introduces new structural arrangements for national policing, strategic police decision-making, neighbourhood policing and policing accountability. A principle element of these changes is the replacement of police authorities with a directly-elected Police & Crime Commissioner (PCC) for each police area. The PCC will be responsible for securing an efficient and effective police force for their area; recruiting and holding to account the Chief Constable; setting police and crime objectives for their area and reporting progress against these objectives; setting the force budget and police precept; and other related functions. PCC elections will take place on 15 November 2012.

2.2 The PRSR Act 2011 also requires the local authorities in each police area outside London to establish a Police & Crime Panel (PCP) to be responsible for scrutinising the PCC for the police area, to promote openness in the transaction of police business and to support the PCC in the effective exercise of their functions.

2.3 PCPs will have the following formal functions:

- Reviewing and responding to the PCC's:
  - Draft Police & Crime Plan
  - Proposed Precept
  - Annual Report
- Reviewing and responding to proposed senior appointments;
- Reviewing the proposed removal by the PCC of the Chief Constable;
- Power to suspend the PCC if charged with a serious criminal offence;

- Scrutinising decisions and actions taken by the PCC in discharging their functions.

2.4 The requirements of the PRSR Act 2011 mean that the PCP for Northamptonshire will have the following characteristics:

- It will formally be a joint committee of the 8 local authorities in the Northamptonshire Police area.
- It will have 10 councillor members: 1 member from each of the 8 local authorities and 2 'extra' members. How these extra members are allocated between the 8 local authorities should be determined locally.
- Its membership must also include 2 independent lay co-opted members
- Its membership must support the Balanced Appointment Objective: that it represents all parts of the police area, represents the political make-up of the local authorities in the police area, and provides the skills, knowledge and expertise to enable the PCP to operate effectively.
- PCP "Panel Arrangements" (how the PCP is established) and "Rules of Procedure" (how it operates) will be determined locally. Panel Arrangements should be agreed by the local authorities in the force area; Rules of Procedure should be agreed subsequently by the PCP itself. The PRSR Act 2011 specifies that Panel Arrangements must make provision for the following matters:
  - provision around co-option and arrangements for the appointment of co-optees
  - how the relevant authorities will make provision for resourcing the PCP
  - terms of office, appointment, resignation and removal of members of the PCP
  - any payment of allowances for PCP members
  - the promotion of the role of the PCP

2.5 The government expects that PCPs will be in place from October 2012 to enable them to be ready to begin their role of scrutinising the PCC from November 2012. The Home Secretary has set an additional deadline that the local authorities in each police area must agree their PCP membership and Panel Arrangements, and agree a host authority for their PCP, in time to notify the Home Office of this at the start of July 2012.

### **3. Consultation and Scrutiny- Development of Draft Panel Arrangements**

3.1 The Northamptonshire Leadership Group meeting on 1 February 2012 considered an overview of key issues involved in developing a Northamptonshire PCP (NPCP). This led to Northamptonshire County Council taking on the role of leading on the development process and acting as the host authority for the NPCP.

3.2 Development work since then has been led by the County Council's Overview & Scrutiny Manager, who is based in the Leadership Support & Democracy division. Consultation has focussed on council leaders, and has consisted of the following main activities:

- Individual meetings with council leaders to take initial views about key questions concerning the organisation of the NPCP.
- A combined meeting with council leaders to present options arising from individual meetings with a view to obtaining consensus on a preferred approach for the NPCP Panel Arrangements.

- A further combined meeting to present draft Panel Arrangements.

3.3 The approach taken has aimed to strike a balance between the need to engage all local authorities in the development process and the limited time available for engagement resulting from the need to confirm the arrangements for the NPCP to the Home Office by July 2012.

3.4 The development process has been informed by input from the Northamptonshire Police Governance Transition Board, which is a body made up of representatives from relevant partners that has a role in co-ordinating actions to respond to the requirements of the PRSR Act 2011.

3.5 The development process has also taken account of national guidance and work being carried out in other police areas.

#### **4. Draft Panel Arrangements**

4.1 The draft Panel Arrangements for the NPCP that have resulted from the development process outlined in section 4 above are included with this report (at Appendix 2). Key elements of the Panel Arrangements, and the rationale for them, are as follows:

##### **Functions**

4.2 This section sets out the specific functions that PCPs are required to carry out under the PRSR Act 2011.

##### **Membership: Local Authority Members**

4.3 The proposed allocation of the 10 councillor members of the NPCP between the 8 local authorities in the police area is considered to support the Balanced Appointment Objective in the following respects:

- Each geographical area of the county will be represented.
- The allocation of the two extra seats to Northamptonshire County Council and Northampton Borough Council can be justified objectively on the grounds that they are respectively the strategic authority for the county as a whole, and the district / borough council with the largest population.
- Appointments to the two extra seats should be made so that the local authority membership of the NPCP reflects the proportion of councillors from each political party across the force area.
- Local authorities will have maximum flexibility to appoint to the NPCP councillors with the skills, knowledge and expertise to enable it to operate effectively, by not ruling-in or ruling-out any types of councillors from consideration on a countywide basis.

##### **Membership: Co-opted Members**

4.4 This section is intended to set out an approach to the appointment of co-opted members that is both practical and fair; that gives the maximum scope to attract candidates whilst ensuring that those recruited have the skills, knowledge and experience to support the effective operation of the NPCP.

##### **Host Authority**

4.5 This section formalises the intention that the County Council will host the NPCP.

### **Budget and Costs**

4.6 The importance of ensuring that the NPCP is a cost-effective body and that the financial implications of operating it take account of current pressures on public sector resources was a key theme arising from consultation during the development process. This section is intended to reflect this by specifying that the support provided to the NPCP should be within financial resources to be provided by the Home Office for this purpose.

### **Allowances and Expenses**

4.7 The approach proposed in this section reflects the same principles as set out in paragraph 4.6 above. Similarly, it provides for further consideration to be given to the need for additional, locally-provided resources if the experience of operating the NPCP suggests there may be a case for this.

### **Promotion of the Panel**

4.8 This section is intended to provide for the NPCP to be promoted and supported on a similar basis to other local authority committees, reflecting its formal status. This is intended to represent a pragmatic approach, ahead of the experience that will be gained from actually operating the NPCP.

### **Rules of Procedure**

4.9 This section specifies that the Rules of Procedure dealing with particular aspects of the NPCP's operation will be set by the NPCP, in accordance with the requirements of the PRSR Act 2011.

## **5. Alternative Options Considered**

5.1 The aim of the development process outlined in section 4 above was to consider alternative ways of responding to the key issues involved in the establishment of the NPCP with a view to obtaining consensus on a preferred approach.

5.2 There are no alternative options available to local authorities in relation to the requirement to determine Panel Arrangements and the timescale for doing so. If local authorities in a police area do not establish a PCP, or do not appoint PCP members, the PRSR Act 2011 gives the Home Secretary reserve powers to establish the PCP for that area and to appoint members to it as the Home Secretary considers necessary.

5.3 Similarly, the Home Secretary's expectation that local authorities will advise the Home Office of locally-agreed Panel Arrangements at the start of July 2012 has been communicated directly to authorities. Associated national guidance sees the agreement of Panel Arrangements at a task that can be done at Annual Council meetings. The July 2012 deadline is also not affected by the fact that further regulations and Home Office guidance on particular aspects of the PRSR Act 2011 is still awaited.

## **6. Financial Implications**

6.1 The establishment of the NPCP will have financial implications through the need to provide officer support to service the NPCP and its meetings. However, the draft Panel

Arrangements included with this report propose that this should be delivered within additional resources to be provided by the government.

- 6.2 The Home Office has advised local authorities that it will provide funding of £53,300 per year from 1 October 2012 to support the costs of administering PCPs. This funding will be provided to PCP host authorities, with the expectation that they will service the PCP in a similar way to their other formal committees. Local authorities will have discretion to develop local solutions as to how this funding is used to provide officer support to PCPs. The identification of the best approach to provide support to the NPCP will form part of further work from May-September 2012 to enable it to come into full operation from October 2012.
- 6.3 The Home Office has also advised that it will provide local authorities with additional funding of up to £920 per year per PCP member to enable PCP members to be reimbursed for expenses incurred through activities connected with their role. This funding is not intended to provide additional allowances for PCP members- for example, special responsibility allowances for roles such as the PCP chair- which the government see as a matter for local authorities.
- 6.4 Funding for 2012/13 will be pro rata for the 6 months of the year when PCPs are formally in operation (October 2012 - March 2013).
- 6.5 It is currently understood that the government has committed to provide funding to 2014/15, which is the period covered by the Comprehensive Spending Review. By the end of this period, or earlier if the position changes, the local authorities in Northamptonshire will need to consider the financial requirements of operating the NPCP and options for meeting these from local resources if government funding is no longer to be provided.

## 7. Risk and Business Continuity Management

7.1 The risks associated with the proposals in this report are as follows:

Risk	Mitigation	Residual Risk
<p>The degree of consultation and engagement in the development of the proposed Panel Arrangements has been limited by the need to meet the deadline for notification set by the government.</p>	<p>The government has not prescribed in detail the way in which PCPs should operate but is encouraging local authorities to develop solutions suited to their local situation.</p> <p>The Panel Arrangements do not determine every aspect of its operation: the Rules of Procedure will be agreed subsequently by the NPCP.</p> <p>The Panel Arrangements include provision to learn from future experience of operating the NPCP.</p>	<p>Green</p>

7.2 The risks associated with not undertaking the proposals in the report are as follows:

Risk	Risk Rating
Northamptonshire is not in a position to meet the July 2012 deadline to notify the Home Office of Panel Arrangements. This could affect the reputation of the county, as well as leading to the prospect of the Home Secretary using statutory powers to establish a PCP for the Northamptonshire Police area and/or appoint members to it, in place of locally-agreed arrangements.	Amber

## 8. List of Appendices

### Appendix 2: Northamptonshire Police & Crime Panel - Draft Panel Arrangements

Author:	Name: James Edmunds Team: Leadership Support & Democracy
Contact details:	Tel: 01604 366053 Fax: 01604 366223 Email: <a href="mailto:jedmunds@northamptonshire.gov.uk">jedmunds@northamptonshire.gov.uk</a>
Background Papers:	Police Reform & Social Responsibility Act 2011 Invitation to local authorities to agree PCP Panel Arrangements- Letter from the Home Secretary to local authority leaders (23 January 2012). <i>Police &amp; Crime Commissioners - A Guide for Councils</i> Local Government Group <i>Police &amp; Crime Panels - Guidance on Role and Composition</i> Local Government Association / Centre for Public Scrutiny
Are there any community safety implications?	YES The Northamptonshire PCP will be responsible for scrutinising the delivery by the Police & Crime Commissioner of objectives that support community safety in the county.
Are there any environmental implications:	NO
Are there any Health & Safety Implications:	NO
Are there any Human Resources Implications:	YES As the host authority for the Northamptonshire PCP the County Council will need to put in place arrangements to provide such administrative and other support as is reasonably required to enable the Panel to undertake its functions, within resources provided for this purpose by the Home Office.
Are there any human rights implications:	NO



**Northamptonshire Police & Crime Panel**

**Draft Panel Arrangements**

**1. Background**

- 1.1 The Police Reform & Social Responsibility Act 2011 ('the Act') introduces new structural arrangements for national policing, strategic police decision-making, neighbourhood policing and police accountability.
- 1.2 The Act provides for the election of a Police & Crime Commissioner ('PCC') for a police area to be responsible for securing an efficient and effective police force for their area; producing a Police & Crime Plan; recruiting the Chief Constable for an area and holding them to account; publishing certain information including an annual report; setting the force budget and police precept; and requiring the Chief Constable to prepare reports on police matters. The PCC must co-operate with local community safety partners and criminal justice bodies.
- 1.3 The Act requires the local authorities in a police area to establish and maintain a Police & Crime Panel ('the Panel') to carry out functions specified in the Act.
- 1.4 It is the responsibility of the local authorities for the police area to make arrangements for the establishment and maintenance of the Panel ('Panel Arrangements'). All of the local authorities must agree to the making and modification of the Panel Arrangements. If the authorities are not able to agree the Panel Arrangements the Secretary of State is able to establish a Police & Crime Panel for the police area.
- 1.5 Each local authority and each member of the Panel must comply with the Panel Arrangements.
- 1.6 The functions of the Panel must be exercised with a view to supporting the effective exercise of the functions of the PCC for that police area.
- 1.7 The Panel must have regard to the Policing Protocol issued by the Secretary of State, which sets out the ways in which the Secretary of State, the PCC, the Chief Constable, and the Panel should exercise, or refrain from exercising, functions so as to encourage, maintain or improve working relationships and to limit or prevent the overlapping or conflicting exercise of functions.
- 1.8 The Panel for the Northamptonshire Police area is to be known as the Northamptonshire Police & Crime Panel. It is a joint committee of the following local authorities:

- Corby Borough Council
- Daventry District Council
- East Northamptonshire Council
- Kettering Borough Council
- Northampton Borough Council
- Northamptonshire County Council
- South Northamptonshire Council
- Borough Council of Wellingborough

1.9 The local authorities specified at paragraph 1.8 above agree the Panel Arrangements.

## **2. Functions**

2.1 The Panel will carry out the functions set out in the Act.

2.2 The functions of the Panel set out at paragraphs 2.3-2.8 below represent the special functions of the Panel in accordance with Schedule 6 of the Act and may not be discharged by a committee or sub committee of the Panel.

2.3 The Panel is a statutory consultee on the development of the PCC's Police & Crime Plan and must:

- a) review the draft Police and Crime Plan (and a variation to it) given to it under Section 5 of the Act; and,
- b) report or make recommendations on the draft Plan which the PCC must take into account.

2.4 The Panel must comment upon the Annual Report of the PCC and for that purpose must:

- a) arrange for a public meeting of the Panel to be held as soon as practicable after the Panel is sent an Annual Report under Section 12 of the Act;
- b) ask the PCC at that meeting such questions about the Annual Report as the members of the Panel think appropriate;
- c) review the Annual Report; and,
- d) make a report or recommendations on the Annual Report to the PCC.

2.5 The Panel must undertake a review of a precept proposed by the PCC in accordance with the requirements set out in Schedule 5 of the Act and will have a right of veto in respect of the precept in accordance with the Act and Regulations made under the Act.

- 2.6 The Panel must review, make a report to and make recommendations to the PCC in relation to the appointment of a Chief Constable by the PCC in accordance with the requirements set out in Schedule 8 of the Act and will have a right of veto in respect of the appointment in accordance with the Act and Regulations made under the Act.
- 2.7 The right of veto in paragraphs 2.5 and 2.6 will require that at least two-thirds of the persons who are members of the Panel at the time when the decision is made vote in favour of making that decision.
- 2.8 The Panel must review, make a report to and make recommendations to the PCC in relation to the appointment of the PCC's Chief Executive, Chief Finance Officer and Deputy PCC in accordance with the requirements set out in Schedule 1 of the Act.
- 2.9 The Panel shall receive notification from the PCC of any suspension of the Chief Constable, or any proposal to call upon a Chief Constable to retire or resign, and in the case of the latter must make a recommendation to the PCC as to whether or not the PCC should call for their retirement or resignation in accordance with the procedures set out in Schedule 8 of the Act.
- 2.10 The Panel may suspend the PCC if it appears to the Panel that the PCC has been charged with an offence carrying a maximum term of imprisonment exceeding two years, in accordance with Section 30 of the Act.
- 2.11 The Panel may appoint a person to act as the PCC for the police area if necessary under Section 62 of the Act.
- 2.12 The Panel must review or scrutinise decisions made, or other actions taken, by the PCC in connection with the discharge of the PCC's functions and make reports or recommendations to the PCC with respect to the discharge of the PCC's functions.
- 2.13 The Panel will have any other powers and duties set out in the Act or in Regulations made under the Act.

### **3. Membership**

#### **Local authority members**

- 3.1 The Panel shall consist of 10 councillor members to be appointed by the local authorities in the police area as follows:

One councillor member and one substitute member shall be appointed by each of:

- Corby Borough Council
- Daventry District Council
- East Northamptonshire Council

- Kettering Borough Council
- South Northamptonshire Council
- Borough Council of Wellingborough

Two councillor members and two substitute members shall be appointed by each of:

- Northampton Borough Council
- Northamptonshire County Council

3.2 Both executive and non-executive councillors at the local authorities in the police area shall be eligible to be considered for appointment to the Panel as a councillor member or substitute councillor member by their respective authority.

3.3 In making appointments to the Panel the local authorities in the police area shall have regard to the requirement in the Act that appointments shall be made with a view to meeting the Balanced Appointment Objective as far as is reasonably practicable. The Balanced Appointment Objective is the objective that the local authority members of a Panel, when taken together:

- (a) represent all parts of the relevant police force area;
- (b) represent the political make-up of:
  - (i) the relevant local authority, or
  - (ii) the relevant local authorities (when taken together);
- (c) have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

3.4 When appointing their second councillor members (and second substitute members) Northampton Borough Council and Northamptonshire County Council shall have particular regard to the objective that the local authority membership of the Panel should reflect the political make-up of the local authorities in the police area. The political make-up shall be defined as the proportion of councillors from each political party across the force area.

3.5 Appointments to the Panel shall normally be made annually by local authorities at their Annual Meetings according to their standard procedures for making appointments to committees.

3.6 A local authority may decide in accordance with their standard procedures to change their councillor member(s) of the Panel at any point and on doing so shall give written notice to the host authority of the change.

3.7 An appointed councillor member of the Panel may resign from membership by giving written notice to the host authority and to the appointing local authority.

- 3.8 In the event that an appointed councillor member resigns or is removed from the Panel, the appointing local authority shall take steps to appoint a new councillor member to the Panel as soon as is practical.
- 3.9 In the event that a local authority does not appoint a councillor member or members to the Panel in accordance with these requirements, the Secretary of State shall appoint a councillor member from that local authority to the Panel in accordance with the provisions in the Act.

### **Co-opted members**

- 3.10 The Panel membership must also include 2 independent members co-opted by the Panel.
- 3.11 A person may not be a co-opted member of the Panel if they are:
- (a) the PCC for the Police Area
  - (b) a member of staff of the PCC 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
- 3.12 Independent members shall be co-opted to the Panel to serve for a term of 4 years.
- 3.13 The Panel shall put in place arrangements to ensure that appointments of co-opted members are undertaken following public advertisement in accordance with the following principles:
- (a) Appointments will be made on merit of candidates whose competencies, skills, knowledge and experience are considered the best match to a role profile intended to support the Panel in discharging its functions effectively;
  - (b) The appointment process must be fair, objective, impartial and consistently applied to all candidates who will be assessed against the same pre-determined criteria; and,
  - (c) The appointment process will be conducted transparently with information about the requirements for the appointment and the process being publicly advertised and made available with a view to attracting a strong field of candidates.
- 3.14 A co-opted member of the Panel may resign from the Panel by giving written notice to the host authority.
- 3.15 The Panel may decide to terminate the appointment of a co-opted member if at least two-thirds of the persons who are members of the Panel at the time when the decision is made vote in favour of making

that decision at any time for the reasons set out below, and on doing so shall give written notice to the co-opted member:

- (a) The individual has within 5 years before the date of appointment or since appointment as a co-opted member been convicted of an offence, and has had passed on them a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months.
- (b) If the co-opted member is deemed to be incapacitated by illness or is otherwise unable or unfit to discharge their functions as a co-opted member of the Panel.
- (c) If the co-opted member's membership of the Panel is no longer considered to support the meeting of the Balanced Appointment Objective.

3.16 In the event that a co-opted member resigns from the Panel or their appointment is terminated by a decision of the Panel, the Panel shall ensure that at least two independent co-opted members remain appointed to the Panel, and in the absence of two such members shall make arrangements to ensure that two co-opted members are appointed in accordance with the principles set out at paragraph 3.13 above.

3.17 Co-opted members who have been appointed to the Panel may seek re-appointment for a second term of 4 years.

3.18 The Panel may make a resolution specifying the number of co-opted members that it is to have, but no such resolution may be passed unless:

- (a) That number of co-opted members is greater than two;
- (b) The Secretary of State agrees that the panel should have that number of co-opted members;
- (c) The total membership of the panel, including that number of co-opted members, would not exceed 20.

3.19 An elected member of any of the local authorities in the police area may not be a co-opted member of the Panel where the number of co-opted members is two. If the Panel has three or more co-opted members an elected member of any of the local authorities may be a co-opted member of the Panel provided that at least two of the other co-opted members are not elected members of any of the local authorities.

3.20 The co-option of elected members of any of the local authorities in the police area must support the Balanced Appointment Objective as far as is reasonably practical.

3.21 The Panel must from time to time decide whether the Panel should exercise its power to change the number of co-opted members of the Panel to enable the balanced appointment objective to be met, or be more effectively met, and if so, it must exercise that power accordingly.

#### **4. Host authority**

- 4.1 Northamptonshire County Council shall be the host authority for the Panel and shall provide such administrative and other support as is reasonably required to enable the Panel to undertake its functions.

#### **5. Budget and Costs**

- 5.1 The host authority shall provide a level of service to the Panel within financial resources provided by the Home Office for this purpose.
- 5.2 If the Panel identifies the need for additional financial resources above those provided by the Home Office to support its operation it may resolve to make a request to all of the local authorities in the police area that consideration be given to the provision of such resources.

#### **6. Allowances and Expenses**

- 6.1 Panel members will be able to claim expenses for activities arising from Panel membership within financial resources provided by the Home Office for this purpose. A scheme for paying expenses will be developed and administered by the host authority.
- 6.2 No special responsibility allowance will be paid by the Panel to councillor members.
- 6.3 If the Panel identifies a need for additional financial resources above those provided by the Home Office to fund allowances or expenses to support its operation it may resolve to make a request to all of the local authorities in the police area that consideration be given to the provision of such resources.

#### **7. Promotion of the Panel**

- 7.1 The Panel shall be promoted and supported by the host authority through:
- (a) The publication of information about the work of the Panel on the host authority website.
  - (b) The publication of agendas and reports in accordance with statutory requirements.
  - (c) Committee management and Overview & Scrutiny support and guidance to enable the Panel to operate effectively and in accordance with statutory requirements.
- 7.2 The Panel shall be promoted and supported by each local authority in the police area through:
- (a) The publication of information on their respective websites about the work of the Panel and links to web-pages on the host authority's website.

- (b) Sharing of information about the work of their designated statutory crime and disorder committee to assist in ensuring that the Panel's work and local scrutiny work are complementary.

## **8. Rules of Procedure**

- 8.1 The Panel shall determine its Rules of Procedure in accordance with statutory requirements and regulations.
- 8.2 The Rules of Procedure shall include arrangements in relation to:
  - a) the appointment, resignation and removal of the Chair and Deputy Chair of the Panel;
  - b) the appointment of sub-committees;
  - c) the appointment of task-and-finish groups;
  - d) the method of making decisions
  - e) the circulation of information
  - f) the frequency, timing and location of meetings;
  - g) public participation;
  - h) minority reporting

## **9. Validity of Proceedings**

- 9.1 The validity of the proceedings of the Panel shall not be affected by a vacancy in the membership of the Panel or a defect in appointment.
- 9.2 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Act and any Regulations made in accordance with that Act. In the event of any conflict between the Act or Regulations and these arrangements the requirements of legislation will prevail.