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HEAD OF PAID SERVICE'S OFFICE
HEAD OF PAID SERVICE
Richard Holmes

21 November 2018

Dear Councillor

You are summoned to attend the meeting of the;

**OVERVIEW AND SCRUTINY COMMITTEE (MEETING AS THE CRIME AND
DISORDER COMMITTEE)**

on **THURSDAY 29 NOVEMBER 2018 at 7.30 pm.**

in the Council Chamber - Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully



Head of Paid Service

COMMITTEE MEMBERSHIP

CHAIRMAN

Councillor M W Helm

VICE-CHAIRMAN

Councillor R P F Dewick

COUNCILLORS

I E Dobson
P G L Elliott
M S Heard
N R Pudney
S J Savage
Miss S White

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**AGENDA
OVERVIEW AND SCRUTINY COMMITTEE (MEETING AS THE CRIME AND
DISORDER COMMITTEE)**

THURSDAY 29 NOVEMBER 2018

1. **Chairman's notices (please see overleaf and below)**

Public Participation:

To receive the views of members of the public on items of business to be considered by the Committee (please see below):

1. A period of ten minutes will be set aside.
2. An individual may speak for no more than two minutes on a specific agenda item, the time slots to be allocated on a "first come first served" basis.
3. Participation may take the form of a statement, or alternatively a question to be addressed to the Chairman. There will be no discussion on questions put unless it is formally moved. In line with the current scheme applied to other Committees, the questions must:
 - Not be defamatory, frivolous, vexatious or offensive;
 - Not be the same or substantially the same as another question to the same meeting or anything so put in the last six months;
 - Not involve the disclosure of confidential or exempt information.
4. Anyone wishing to speak must notify the Committee Clerk between 7:00pm and 7:20pm prior to the start of the meeting.

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 10)

To confirm the Minutes of the meeting of the Committee held on 14 March 2018 (copy enclosed).

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **Maldon District Community Safety Partnership Update** (Pages 11 - 20)

To consider the report of the Director of Service Delivery (copy enclosed).

6. **Update on Police Performance**

To receive a verbal update from Chief Inspector Gerry Parker.

7. **Changes to the Constitution of the Police, Fire and Crime Panel for Essex** (Pages 21 - 40)

To consider the report of the Director of Service Delivery (copy enclosed).

8. **Any other items of business that the Chairman of the Committee decides are urgent**

NOTICES

Sound Recording of Meeting

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Fire

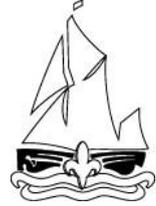
In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

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Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.



**MINUTES of
OVERVIEW AND SCRUTINY COMMITTEE (MEETING AS THE CRIME AND
DISORDER COMMITTEE)
14 MARCH 2018**

PRESENT

Chairman	Councillor M W Helm
Councillors	P G L Elliott, N R Pudney, S J Savage and Mrs M E Thompson
Substitute Member	Councillor R G Boyce MBE

898. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

899. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 8 November 2017 be received.

Minute No. 571 – Chief Inspectors Performance Report

It was clarified that third bullet relating to ‘Solved Rates’ contained a typographical error and should state “...it was well *above* the national average”.

RESOLVED

- (ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 8 November 2017 be confirmed.

900. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Apologies for absence were received from Councillors Mrs P A Channer, CC and R P F Dewick. In accordance with notice duly given, it was noted that Councillor R G Boyce was attending as a substitute for Councillor Mrs Channer.

901. DISCLOSURE OF INTEREST

There were none.

902. PUBLIC PARTICIPATION

There was none.

903. CHIEF INSPECTOR'S PERFORMANCE REPORT

Chief Inspector (CI) Ronnie Egan, District Commander addressed the Committee and provided Members with a detailed update and highlighted the following areas reporting on the close work between the Police and its partners:

- Current crime – It was noted although there had been an increase in recordable crime for the District it was still one of the lowest levels in Essex.
- Sexual Offences – The change in figures reflected the national rise in this area and CI Egan outlined the main areas which had seen increases and commented on the number of historical incidents reported and their link to an increase in media report.
- Racially aggravated incidents had again seen an increase and CI Egan commented on the perceived increase in confidence to report incidents.
- Solved rates had decreased by 2% and Members were informed of the ongoing work to identify the reasons for this change, although it was noted that some related to an increase in the number of crimes being recorded. CI Egan informed the Committee that for the Maldon District over 25% of crimes were desk related and she explained how the investigation of these impacted on solve rates. This was an area for improvement for the Police.
- Anti-Social Behaviour – The Police were working with Community Protection Officers on number of schemes across the District to address anti-social behaviour issues. CI Egan provided a brief outline of these.
- Urban Street Gangs / Organised Crime Groups – Members were informed of the work undertaken as part of Operations Raptor (focusing on tackling key gangs and areas of concern), Scorpion (focussing on organised crime groups) and Swift (tackling the supply of drugs in and around Promenade Park). It was noted that information from residents was key to identify and map activity. Members were also informed about 4pPlans which worked with partners to tackle organised crime.
- Vulnerability – It was noted that a Hidden Harms Team had been established for the north of the county to support a number of issues and how work to engage with victims was ongoing. CI Egan reported that the Police had a dedicated officer dealing with child sexual exploitation cases. In a recent change Standard and medium risk hate crime were now being investigated by Community Policing Teams.
- Community Policing – CI Egan reported on the ongoing tasking of work to ensure focussed action against existing and emerging threats.

The results from a recent Public participation survey would form a key area to developing engagement work. CI Egan provided should of the results of the survey and advised that she was happy to share these with Members. Work was ongoing across all levels to better engage and provide confidence to the public.

Support from the Special Constabulary had increased across the District and Members were advised of the benefits of this including the number of hours completed in January 2018. A Parish Special scheme was being promoted alongside rural community builder workshops. It was noted that that volunteer section was a valued and key element to Police work.

In response to a number of questions raised by Members they were provided with the following additional information:

- CI Egan agreed to provide details of the percentage of racially / sexually aggravated incidents not progressed following initial investigation. Members were advised that this was an area where the Police were looking to improve the services to victims. It was reiterated that incidents report were taken very seriously.
- Gun crime – Members were advised that there were no such incidents in Essex relating to gun crime in schools.
- Knife crime – CI Egan reported on the work being done with schools and the regular campaigns (Operation Sceptre) to raise awareness of the danger of carrying knives. The Committee were informed of the continuing education, awareness and enforcement (including the Crime Prosecution Service) work including partnership working with Trading Standards, retail outlets and charities.
- In response to a suggestion regarding using flyers / leaflets to promote Police work, CI Egan outlined some media campaigns by the Police to inform the public. They were happy to work with the Council to identify ways to further increase public awareness.

In response to a question regarding including a leaflet with annual Council Tax bills, Director of Customers and Community advised that unfortunately the billing had been completed.

The Chairman thanked CI Egan for attending the meeting.

Councillor H M Bass joined the meeting during this item of business.

904. MALDON DISTRICT COMMUNITY SAFETY PARTNERSHIP UPDATE

The Committee received the report of the Director of Customers and Community detailing progress of activities undertaken by the Maldon Community Safety Partnership since the last meeting of this Committee and highlighting the strategic priorities being proposed for 2018 / 19.

It was noted that five key priorities had been identified and were set out in the report. Members' particular attention was drawn to the priority 'tackling rural crime and strengthening communities' which was applicable to the Maldon District in light of the crime trends seen in the past few years.

The most recent Essex Police performance summary (to January 2018) was attached as Appendix 1 to the report.

The Community Safety Partnership Manager presented the report and provided Members with update on a number of areas relating to the Partnership set out in the report. In addition to the report the following information was provided:

- Council Tax - The Policing precept for Council Tax in 2018 / 19 had increased. Members were informed that this was explained in a leaflet included with the annual bill sent out by the Council. It was advised that an element of this will go towards community policing and a report on this matter would be brought to a future meeting of the Community Services Committee.
- Working with youths - It was noted that Essex Police were continuing to work closely with schools, and continue to measure the impact of early interaction with young people. Members were informed of ongoing work with St Giles Trust to highlight the risk of involvement with gangs or organised crime groups. Educational work to raise awareness had been well received and had also been carried out with teachers, professionals, and parents.
- CCTV - CCTV systems at Maldon High Street, Maldon Promenade, Burnham-on-Crouch and community centres at Brickhouse Farm and West Maldon were being renewed this summer and a pilot for these cameras to be remotely monitored in Chelmsford had been funded by the Community Safety Partnership.
- Street Pastors - Members were informed that Essex Police had started working with Maldon Churches. At present there were six churches interested in providing street pastors, focusing on working with young people around the High Street and the Prom. It was noted that the possibility of School Pastors was also being considered.

In response to a number of questions raised by Members they were provided with the following additional information:

- Officers outlined ongoing Police work and its links with Churches within the Maldon District and advised that if any churches were interested in working with them they would welcome this. This also applied in respect of schools.
- CCTV - The Director of Customers and Community advised that CCTV systems initially put in were for Maldon District Council sites and to monitor antisocial behaviour within the town. In response to a question regarding CCTV in Burnham-on-Crouch replicating a similar system to that in Maldon, Officers advised that would continue to work with local Partners to identify future needs and action these accordingly.

905. ESSEX POLICE RURAL CRIME STRATEGY

The Chairman introduced Chief Inspector (CI) Ian Gennery of the Gypsy, Traveller and Rural Engagement Team (GTRET). CI Gennery gave an overview of the Essex Police Rural Crime Strategy and drew a number of key areas to Members' attention, including:

- Definition of Rural Crime - Members were advised that there was no national definition of rural crime, however in Essex this was defined as any crime which occurs within a rural location.

- Rural Affairs National Strategy 2018 - 2021 - It was noted that the National Police Chief had finalised the development of a national strategy for providing a safer rural community. This is expected to be launched in July 2018.
- Essex Police Rural Crime Strategy – As part of the 2017 refresh of this document work had been undertaken with key partners to inform the way in which the Police tackled crime and Anti-social behaviour in the rural environment. A copy of the Strategy was circulated to all present at the meeting. It included an updated vision and aims for improved policing within rural areas.
- Working strategies – Mention was made at this point to ongoing operations including hare coursing and caravan thefts. In respect of caravan thefts the Committee noted the success of a text alert system by the public to identify crime. By way of an example of ongoing operations, Members were advised of Operation Buzzard which brought together traditional police work and the use of technology such as drones to combat crime.
- Key Areas – Particular attention was drawn to the Community Safety Accreditation Scheme to which Maldon District Council was a key partner and had been accredited for 10 years.

A copy of the information provided is attached at **APPENDIX 1** to these Minutes. CI Gennery welcomed Members' comments on the Strategy and how the Police and the Council could work together to continue improving the rural crime within the District.

In response to a question, CI Gennery commented on the recent Automated Number Plate Recognition (ANPR) installations in the District and provided Members with examples of successful operations involving these cameras. Members were reminded to report any suspicious activity to the Police.

It was noted that the Police actively campaigned in respect of rural crime and CI Gennery made specific reference to the strong farmer's network in the District.

The Director of Customers and Community advised that Council had been asked to comment Police expenditure and additional resources. The Council had responded in support of the Rural Crime Team and commented that there should be an increase in the availability of ANPR cameras in Police vehicles.

The Chairman informed the Committee that CI Egan would shortly be moving into a new position within the Police and CI Gerry Parker would be taking over. On behalf of the Committee, the Chairman thanked CI Egan for all her work and assistance and wished her every success for the future.

There being no further items of business the Chairman closed the meeting at 8.50 pm.

M W HELM
CHAIRMAN

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REPORT of DIRECTOR OF SERVICE DELIVERY

**to
OVERVIEW AND SCRUTINY COMMITTEE (MEETING AS THE CRIME AND
DISORDER COMMITTEE)
29 NOVEMBER 2018**

MALDON DISTRICT COMMUNITY SAFETY PARTNERSHIP UPDATE

1. PURPOSE OF THE REPORT

- 1.1 Members are asked to note the progress of activities undertaken by the Maldon Community Safety Partnership (CSP) since the last meeting held on 14 March 2018 and be aware of the strategic priorities which are being proposed by the partnership for 2018 / 19.

2. RECOMMENDATION

That Members review and comment on the new current progress and the success of the initiatives undertaken by the partnership to date.

3. SUMMARY OF KEY ISSUES

3.1 Statutory Duties

- 3.1.1 The current key priorities are listed below and following the completion of the strategic assessment and subsequent endorsement by the Responsible Authorities Group (RAG) on 13 April 2018. Officers have been supported by an analyst from Essex Police for this strategic assessment and partners have been involved in the process to determine the new priorities by using a crime risk matrix, crime severity scores and public perception. These priorities have been confirmed to Essex Police and the Office of Police and Crime Commissioner, and reflect priorities already identified in the current Police and Crime Plan and Essex Police Crime Prevention Strategy. It should be noted that reducing reoffending remains a statutory function for all community safety partnerships and is embedded in the priorities listed below. Work on the new strategic assessment has commenced (using data from 1 November 2017 – 31 October 2018) which will be presented to the Responsible Authority Group on 6 March 2019.

- Tackling violent crime;
- Driving down antisocial behaviour in public places;
- Identifying and supporting vulnerable people;
- Ensuring the implementation and delivery of the Essex Police rural crime strategy;

- Promoting road safety and challenging irresponsible driving.
- 3.1.2 These priorities contribute to the Council’s Corporate Goal of “Helping communities to be safe, active and healthy” and are highlighted as activities in the business plan for the directorate for 2018/19. Each activity has a clear timescale and milestone to enable performance monitoring of each project associated to the activity. Activities are reported quarterly on the TEN performance management system and monthly through the community safety partnership hub tasking meetings.
- 3.1.3 The current Essex Police performance figures for the rolling year to 31 October 2018 (compared to the same period last year) showed an increase in all crime by **18.1%** (448 more offences) and a decrease in anti-social behaviour by **9.1%** (90 less incidents). It should be noted that there has been an increase in all crime in Essex by **12.5%**. A summary of the crime profile for Maldon will be presented at the meeting by Chief Inspector Gerry Parker. A copy of the Essex Police force performance summary for Maldon and the Essex comparison are attached as **APPENDICES 1 and 2**.
- 3.1.4 Works continue around the Prevent agenda to support the current local action plan and statutory responsibilities. A SET (Southend, Essex and Thurrock) policy, guidance and an Essex Prevent Action Plan have been completed and are monitored on a quarterly basis at the Prevent Multi-Agency Group with the next meeting being held on 15 October 2018. Officers attended a Prevent Development Day in June 2018 which involved an excellent range of speakers who focused on radicalisation from a number of different perspectives. Officers continue to engage with communities through the recently refreshed Independent Advisory Group which meets every two months with the last meeting being held on 17 September 2018. This acts as a good forum to discuss community tensions, hate crime and policing interventions such as stop and search, and gives a voice to underrepresented communities. The next meeting on 26 November 2018 will include a Prevent presentation to community members.
- 3.1.5 Members will recall that the partnership that two domestic homicides had occurred and both of these incidents met the criteria of a Domestic Homicide Review (DHR) under Section 9 of the Domestic Violence, Crime and Victims Act 2004. These reviews are now concluded with final reports being sent to the Home Office quality assurance panel which met in July 2018. Feedback for one of these reviews has been received from the panel requesting a few minor amendments but approving the report for publication. This was subsequently published on the Southend, Essex and Thurrock Domestic Abuse Board (SETDAB) website in October 2018. The second review was returned from the Home Office requiring further works with a resubmission date set for 31 December 2018. The more recent DHR (third) from April 2017 is being managed under the new centralised process with Essex County Council (ECC) and was presented to the Home Office panel in June 2018 under a new format. This new centralised process is working very well and has enabled staff to dedicate more time to ensuring that the partnership addresses local issues which impact on the district.

3.2 Police, Fire and Crime Commissioner (PFCC) Update

- 3.2.1 Officers to continue to work in partnership with the Office of the Police, Fire and Crime Commissioner (OPFCC) on several current initiatives such as violence and vulnerability, integrated offender management, community safety hubs and rural crime. The OPFCC recently circulated a violence and vulnerability framework on behalf of Safer Essex which was subsequently approved and the future delivery of the framework was discussed at the Safer Essex meeting held on 26 September 2018. The OPFCC facilitated the launch of the Essex Police Crime Prevention Strategy on 12 November 2018. In addition to this, a rural crime advice day was held on 14 November 2018 at Slamsey's Farm in Braintree District. Members should note that the next Maldon PFCC public meeting will be held on 8 January 2019.
- 3.2.2 The OPFCC confirmed that core funding for 2018 /19 will be **£12,527** with the sum of **£1,708** being top sliced for the centralised DHR process (**£14,235** in total). Members should note that the commissioner opted to increase the policing precept for Council Tax in 2018 / 19 following extensive consultation with a large element of this funding will go towards community policing (150 officers across the force). This equates to twelve additional officers for the district policing area of which six officers are being deployed to Maldon District specifically for local response. Further consultation with members of the public is currently being undertaken to establish whether there is support for a further increase in the precept for 2019 / 20. This survey closes at midnight on 27 November 2018 and can be accessed via this link: <http://www.essex.pfcc.police.uk/policing-precept-survey-2018/>. Consultation has also commenced on the Fire and Rescue Plan and members of the public have been encouraged to participate in an on-line survey to determine what priorities should be considered in this plan for 2019 – 2024. The survey will close at midnight on 15 January 2019 and can be accessed via this link: <http://www.essex.pfcc.police.uk/fire-rescue-plan-2019-2024-public-survey>.
- 3.2.3 The OPFCC community safety development fund is open for bids at present and officers have supported several voluntary groups to make a bid for funding. The OFPCC has made a bid on behalf of Essex to the Home Office early intervention youth fund which closed in September 2018. An announcement was made earlier this month to confirm that the bid was successful and £664,000 has been allocated to Essex over the next eighteen months to address youth violence. This will see a central Violence and Vulnerability unit set up at the PFCC headquarters in Kelvedon.

3.3 Community Safety Hubs

- 3.3.1 The community safety hub for Maldon and Chelmsford meets on the first Tuesday of each month and has a tasking process which links to the current priorities of the community safety partnership. This group now has a much wider partnership focus with new members attending from social care, youth offending, probation services and the children's health and wellbeing service. Maldon representative at these meetings is from community safety and protection officers, and the chair of Maldon Neighbourhood Watch (NHW). Sub groups of the partnership continue to meet on a regular basis and work streams for each individual group are effectively impacting on various areas of community safety. The community policing team will be moving to offices at Chelmsford City Council in March 2019 which will ensure better partnership working and improved performance with Maldon officers "hot desking"

within the new hub when appropriate. The partnership has had a clear focus on organised crime and the impact which it has on the district. Operation Overwatch was deployed in July and October 2018 which resulted several arrests through intelligence led enforcement and effective use of stop and search powers. Approval for another Operation Overwatch has been given for February 2019. Regarding antisocial behaviour, current “hot spots” for the district include Promenade Park, Mayland and Tollesbury, and effective partnership action is being taken to address the youth nuisance and low level antisocial behaviour such as issuing eight community protection warning notices to individuals with strict conditions about their future behaviour. Officers continue to support the work of the Gypsy, Traveller and Rural Engagement Team (GTRET) to address rural crime and a day of action was held on 8 November 2018 focussing predominantly on the Dengie peninsular.

- 3.3.2 Officers continue to facilitate a group which has been set up to support schools in tackling anti-social behaviour and vulnerability with pupils displaying risky behaviours. This is working well and data sharing and intelligence is much more effective. This acts as a valuable early intervention tool and hopefully will correct bad behaviour before escalation. Maldon CSP will be working much closer with ECC Youth Offending Services and will be using a new framework deal with young people at risk of exploitation during the coming year. Officers are also attending groups with registered social landlords and mental health practitioners to tackle anti-social behaviour. We continue to host the Maldon and Burnham action groups, and facilitate the Maldon NHW meetings every two months which get good attendance.

3.4 **Progress on Action Plans**

- 3.4.1 The partnership has delivered education and interventions for a wide range of areas for this current year which has included the following work.
- Crucial Crew for Year 6 students (543 students);
 - Violence and Vulnerability Training by St Giles Trust (1500 students);
 - Young Driver Safety Event with EFRS (Essex Fire and Rescue Service) and SERP (Safer Essex Roads Partnership);
 - TRU Cam delivered throughout Maldon District;
 - 3PR School Safety Initiative adopted by primary schools;
 - Working with Safer Essex Road Partnership (SERP) to address speeding concerns adjacent a school;
 - Social Landlord Anti-Social Behaviour (ASB) Training – Tools & Powers;
 - Fire Break with EFRS (to be delivered in February 2019);
 - Door Step Sports Club;
 - Street Art Project at Burnham Skate Ramps;
 - J9 Domestic Abuse Training (staff and partnership staff, further sessions to be delivered in January 2019);
 - Secondary School Education on alcohol, drugs and psychoactive substances for Year 7 (300 students);
 - Get Ready for Summer;

- Just Play Football Initiative (Maldon and now extended to Burnham);
 - Stay Safe this Summer;
 - Collaborative Enquiry by Mid Essex Children’s Partnership Board at a secondary and primary school in Maldon District;
 - Design Council Public Sector Programme (focus on public health);
 - ACT (Action Counters Terrorism) Training by Essex Police.
- 3.4.2 The partnership has recently commissioned St Giles Trust (www.stgilestrust.org.uk) to undertake education, awareness and mentoring within secondary schools to highlight the risk of young people becoming criminally or sexually exploited by gangs or organised crime groups. This work, the Southend-on-Sea (SOS) project, was delivered to the Plume School in April 2018 and will be delivered to Ormiston Rivers Academy in October 2018 and includes education sessions for parents, students and teachers. Officers continue to carry out educational events. This included the delivery of Stay Safe this Summer to 300 Year 7 students in July 2018 focussing on alcohol and drug awareness (including psychoactive substances). Get Ready for Summer was held at the Promenade Park on 26 July 2018 and included a wide range of both statutory and voluntary partners. Crucial Crew was delivered to 553 Year 6 students between 17 - 20 September 2018 and included workshops on fire safety, road safety, internet safety, park safety, first aid and alcohol awareness.
- 3.4.3 Officers attend the MACE (Missing and Child Exploitation) 1 and MACE 2 meetings to ensure that the needs of vulnerable children for the district are addressed and that processes are in place to tackle the criminal and sexual exploitation of young people. The most recent meetings were held on 12 November 2018. A SET Child Sexual Exploitation (CSE) Toolbox has now been approved and a schools resource pack has now been developed and is available to primary and secondary schools. Officers also attend Mid-Essex Stay Safe, Mid-Essex Children’s Partnership Board and the County Safeguarding Leads meeting. Ali Burlington, Community Safety Development Officer, has recently been accredited as the Child Exploitation Champion for Maldon District Council. Maldon will be delivering a See It Stop It campaign to address exploitation during 2018 / 19 which will upskill businesses and organisations to spot the signs of exploitation.
- 3.4.4 The Burnham-on-Crouch Skate Park Project was completed in August 2018. A professional graffiti art company, Brave Arts, were commissioned to work with local people to design and paint the skate park. Over 20 young people helped deliver this project over the two days.
- 3.4.5 The partnership continues to address community engagement and members of the community policing team regularly hold “coffee with a cop” sessions throughout the district. Officers continue to engage with the public to ensure that we are aware of perceptions of crime in certain areas and have used events such as Get Ready for Summer, Blackwater Country Show, Burnham-on-Crouch Carnival. This will complement the on-line surveys which we complete each year.
- 3.4.6 Officers continue to focus on road safety and an event was held in May 2018 to educate and change behaviour of young drivers. This was held at Maldon Fire Station and involved a variety of partners. The community protection officers continue to

deliver the successful TRU-CAM speed enforcement initiative at various approved sites within the district. The effective use of Automatic Number Plate Recognition (ANPR) also contributes to the safety of the roads in the district and the various operations undertaken by the Safer Essex Roads Partnership.

4. CONCLUSION

- 4.1 That Members note the priorities for 2018 / 19 and progress on the action plan. The shared working arrangements between Maldon and Chelmsford continue to support local priorities, high level policing priorities and the priorities of the current PFCC plan and this will strengthen with the co-location of the community policing team in March 2019 and additional policing resources coming in at the end of this year. Maldon CSP remains efficient and responsive to emerging issues and more importantly positions itself strongly for future funding arrangements with the Essex Police, Fire and Crime Commissioner, statutory partners and local/national initiatives.

5. IMPACT ON CORPORATE GOALS

- 5.1 These priorities contribute to the Council's Corporate Goal of "Helping communities to be safe, active and healthy" and are highlighted as activities in the business plan for the directorate for 2018 / 19.

6. IMPLICATIONS

- (i) **Impact on Customers** – Helping communities to be safe, active and healthy.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – Members should note that sustainable funding of posts to cover statutory duties will remain a challenge but remain manageable whilst we receive an annual OPFCC grant.
- (v) **Impact on Resources (human)** – As above.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Spencer Clarke, Community Safety Manager, (Tel: 01621 875814).

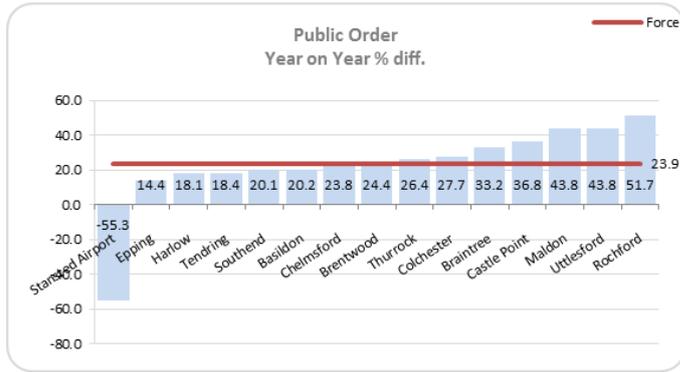
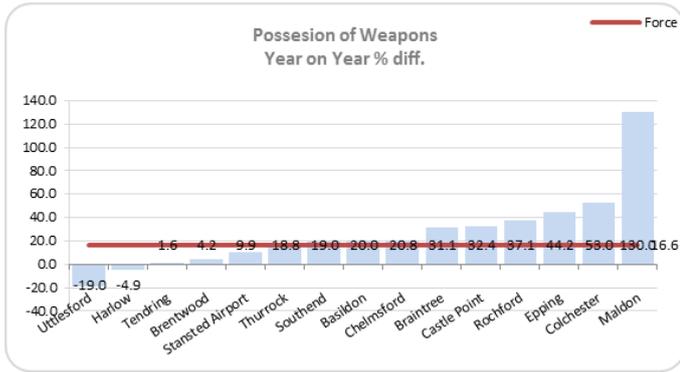
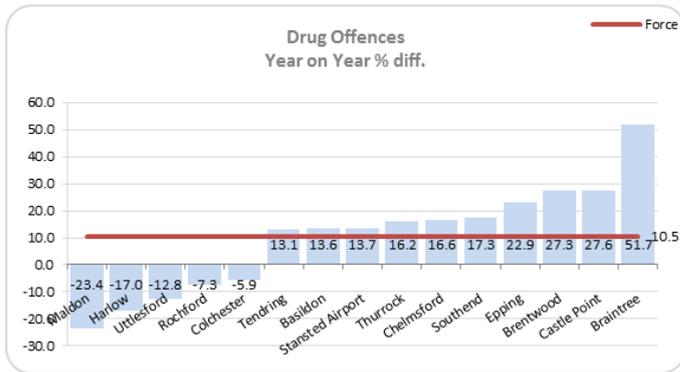
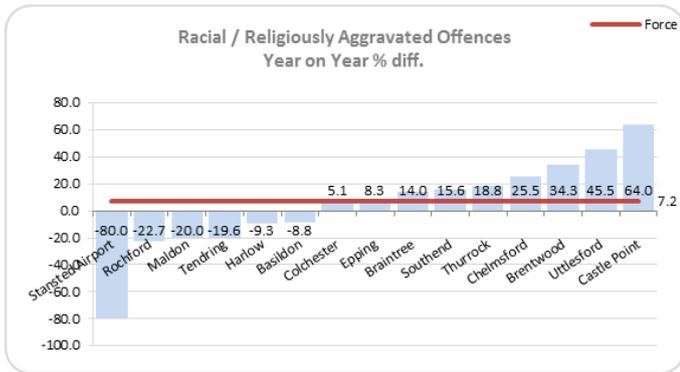
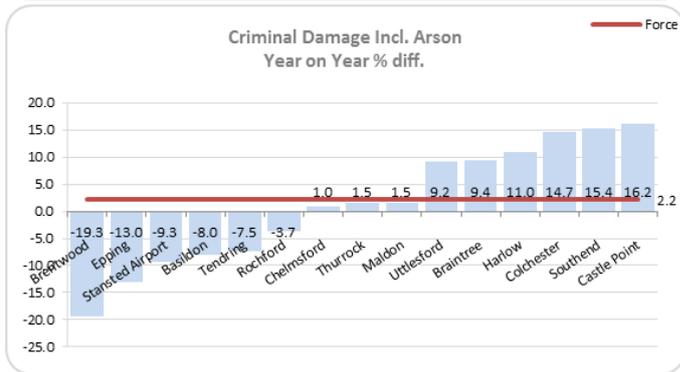
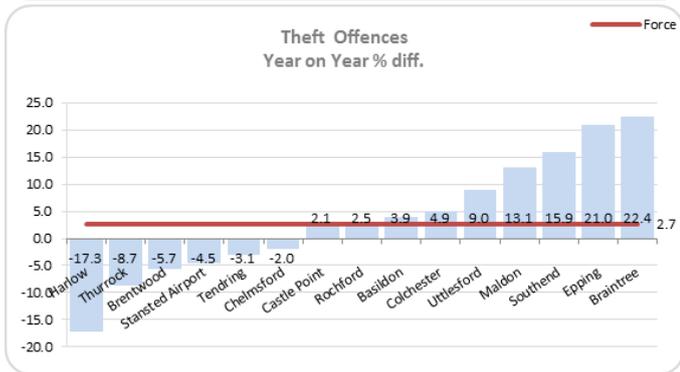
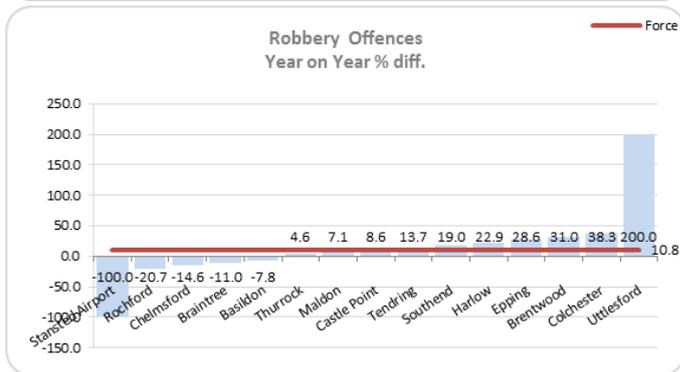
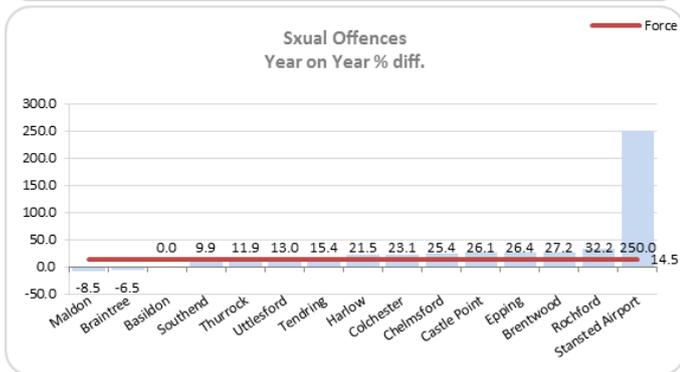
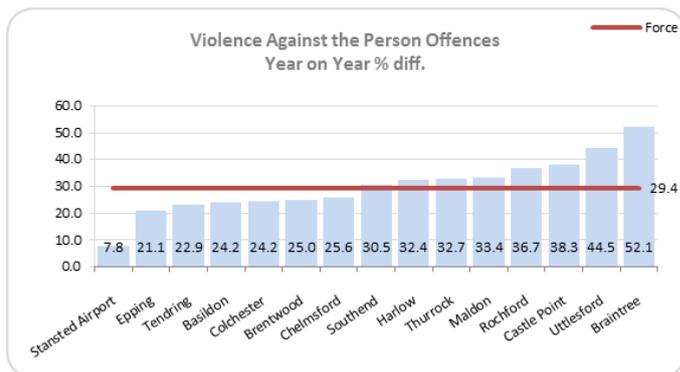
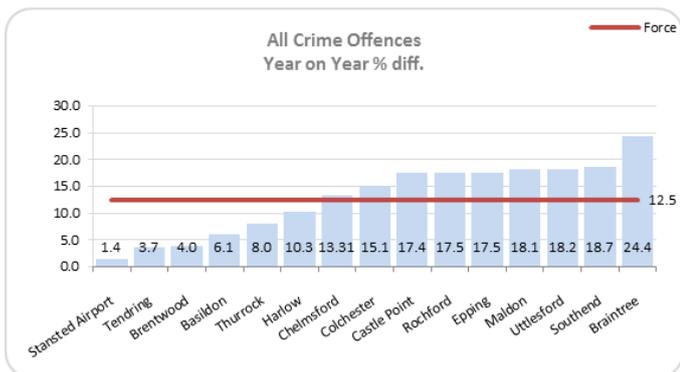
Maldon

Rolling 12 Months to October

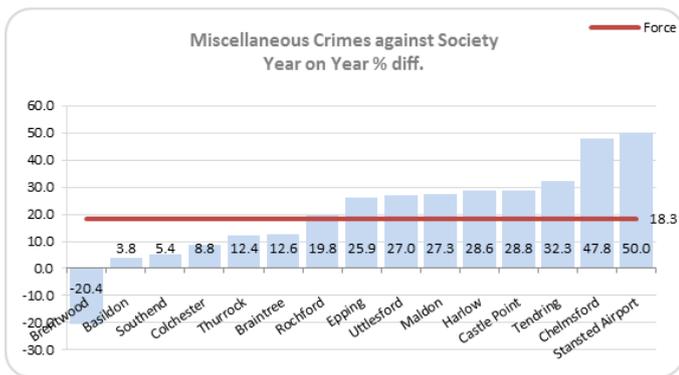
Top Level		Offences				Outcomes				Solved Rates %		
Crime Type	% DA 2018	2017	2018	# diff.	% diff.	2017	2018	# diff.	% diff.	2017	2018	% pt. diff.
Anti-Social Behaviour (incidents)	-	991	901	-90	-9.1	-	-	-	-	-	-	-
All Crime (excl. Action (NFIB) Fraud)	18.9	2471	2919	448	18.1	407	307	-100	-24.6	16.5	10.5	-6.0
- State Based Crime	8.1	298	385	87	29.2	114	83	-31	-27.2	38.3	21.6	-16.7
- Victim Based Crime	20.6	2173	2534	361	16.6	293	224	-69	-23.5	13.5	8.8	-4.6
Victim Based Crime		Offences				Outcomes				Solved Rates %		
Crime Type	% DA 2018	2017	2018	# diff.	% diff.	2017	2018	# diff.	% diff.	2017	2018	% pt. diff.
Violence Against the Person	38.3	863	1151	288	33.4	173	136	-37	-21.4	20.0	11.8	-8.2
- Homicide	-	1	0	-1	-100.0	1	0	-1	-100.0	100.0	-	-
- Violence with Injury	34.6	305	335	30	9.8	80	60	-20	-25.0	26.2	17.9	-8.3
- Death or Serious Injury caused by unlawful driving	-	0	0	0	-	1	0	-1	-100.0	-	-	-
- Violence without Injury	45.1	322	395	73	22.7	58	53	-5	-8.6	18.0	13.4	-4.6
- Stalking and Harassment	34.9	235	421	186	79.1	33	23	-10	-30.3	14.0	5.5	-8.6
- Violence with Injury (pre-Nov 17 definition)	34.6	305	335	30	9.8	81	60	-21	-25.9	26.6	17.9	-8.6
- Violence without Injury (pre-Nov 17 definition)	39.8	557	816	259	46.5	91	76	-15	-16.5	16.3	9.3	-7.0
Sexual Offences	20.0	71	65	-6	-8.5	12	5	-7	-58.3	16.9	7.7	-9.2
- Rape	42.9	27	14	-13	-48.1	4	1	-3	-75.0	14.8	7.1	-7.7
- Rape - Under 16 yrs	0.0	8	4	-4	-50.0	4	1	-3	-75.0	50.0	25.0	-25.0
- Rape - Over 16 yrs	60.0	19	10	-9	-47.4	0	0	0	-	0.0	0.0	0.0
- Other Sexual Offences	13.7	44	51	7	15.9	8	4	-4	-50.0	18.2	7.8	-10.3
Robbery	6.7	14	15	1	7.1	5	2	-3	-60.0	35.7	13.3	-22.4
- Robbery of business property	0.0	4	4	0	0.0	2	0	-2	-100.0	50.0	0.0	-50.0
- Robbery of Personal Property	9.1	10	11	1	10.0	3	2	-1	-33.3	30.0	18.2	-11.8
Theft Offences	2.3	900	973	73	8.1	76	43	-33	-43.4	8.4	4.4	-4.0
- Burglary	1.1	306	279	-27	-8.8	35	12	-23	-65.7	11.4	4.3	-7.1
- Burglary Residential	1.8	-	167	-	-	-	8	-	-	-	4.8	-
- Burglary Business & Community	0.0	-	112	-	-	-	4	-	-	-	3.6	-
- Burglary Dwelling (pre-Apr 17 definition)	2.8	168	109	-59	-35.1	26	8	-18	-69.2	15.5	7.3	-8.1
- Burglary Other (pre-Apr 17 definition)	0.0	138	170	32	23.2	9	4	-5	-55.6	6.5	2.4	-4.2
- Vehicle Offences (incl. Interference)	0.9	182	228	46	25.3	7	4	-3	-42.9	3.8	1.8	-2.1
- Theft from a Vehicle	0.0	93	109	16	17.2	0	0	0	-	0.0	0.0	0.0
- Theft of a Vehicle	2.3	78	88	10	12.8	7	4	-3	-42.9	9.0	4.5	-4.4
- Vehicle Interference	0.0	11	31	20	181.8	0	0	0	-	0.0	0.0	0.0
- Theft	3.6	412	466	54	13.1	34	27	-7	-20.6	8.3	5.8	-2.5
- Theft from the Person	4.3	27	23	-4	-14.8	0	0	0	-	0.0	0.0	0.0
- Theft of Pedal Cycle	0.0	25	22	-3	-12.0	0	0	0	-	0.0	0.0	0.0
- Shoplifting	0.0	60	71	11	18.3	14	14	0	0.0	23.3	19.7	-3.6
- Other Theft	4.6	300	350	50	16.7	20	13	-7	-35.0	6.7	3.7	-3.0
Criminal Damage inc. Arson	13.3	325	330	5	1.5	27	38	11	40.7	8.3	11.5	3.2
- Criminal Damage	13.4	315	321	6	1.9	26	38	12	46.2	8.3	11.8	3.6
- Arson	11.1	10	9	-1	-10.0	1	0	-1	-100.0	10.0	0.0	-10.0
Racial/Religiously Aggravated Offences	0.0	15	12	-3	-20.0	2	1	-1	-50.0	13.3	8.3	-5.0
Hate Crime HO Definition	3.1	29	32	3	10.3	4	3	-1	-25.0	13.8	9.4	-4.4
State Based Crime		Offences				Outcomes				Solved Rates %		
Crime Type	% DA 2018	2017	2018	# diff.	% diff.	2017	2018	# diff.	% diff.	2017	2018	% pt. diff.
Drug Offences	0.0	64	49	-15	-23.4	68	41	-27	-39.7	106.3	83.7	-22.6
- Trafficking of Drugs	0.0	9	9	0	0.0	14	5	-9	-64.3	155.6	55.6	-100.0
- Possession of Drugs	0.0	55	40	-15	-27.3	54	36	-18	-33.3	98.2	90.0	-8.2
Possession of Weapons	0.0	10	23	13	130.0	6	10	4	66.7	60.0	43.5	-16.5
Public Order	8.6	169	243	74	43.8	29	25	-4	-13.8	17.2	10.3	-6.9
Miscellaneous Crimes against Society	14.3	55	70	15	27.3	11	7	-4	-36.4	20.0	10.0	-10.0

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Offences Year on Year Differences Ranked by District
12m to October 2018



Offences Year on Year Differences Ranked by District
12m to October 2018





REPORT of DIRECTOR OF SERVICE DELIVERY

**to
OVERVIEW AND SCRUTINY COMMITTEE (MEETING AS THE CRIME AND
DISORDER COMMITTEE)
29 NOVEMBER 2018**

CHANGES TO THE CONSTITUTION OF THE POLICE, FIRE AND CRIME PANEL FOR ESSEX

1. PURPOSE OF THE REPORT

1.1 The Police and Crime Panel was established in 2012 to hold the Police and Crime Commissioner to account. In October 2017, the Police and Crime Commissioner assumed responsibility for the fire service and the name of the role changed to the Police, Fire and Crime Commissioner. At the same time, the Police and Crime Panel became the Police, Fire and Crime Panel. As a result, the functions of the panel have also changed. It is necessary to update the 'panel arrangements'. These need to be agreed by all 15 local authorities in the Essex police area. The panel arrangements have also been updated to reflect the experience of operating the panel over the first six years of its existence. This report asks the committee to agree the revised panel arrangements on behalf of Maldon District Council. A similar report is being considered by the other 14 authorities.

2. RECOMMENDATIONS

- (i) that the Arrangements for the Police and Crime Panel (**APPENDIX 1**) be agreed, with effect from 1 February 2019;
- (ii) that Members note the rules of procedure at **APPENDIX 1** will be adopted by the Panel and do not form part of the Panel Arrangements.

3. SUMMARY OF KEY ISSUES

- 3.1 The fifteen Essex councils each appoint one member to the Police, Fire and Crime Panel. They are also required by law to approve the statutory panel arrangements which govern operation of the Panel. The Panel is required by law to adopt its own rules of procedure.
- 3.2 The current panel arrangements need to be revised as the Panel's functions changed when the Commissioner became the Police, Fire and Crime Commissioner.
- 3.3 The Panel have now also acquired six years' experience of operation and several changes to the rules of procedure are also proposed. For example, the current

constitution does not allow the panel to have standing committees whereas the Panel wishes to work in this way for some issues such as dealing with formal complaint.

- 3.4 One significant change proposed in the draft Panel Arrangements is that, early in 2018, the Panel decided that it wished to introduce the facility to pay allowances to Members of the Panel. This is permitted by law but only if expressly allowed by the Panel Arrangements. The current arrangements do not allow allowances to be paid. The draft arrangements introduce a new rule which permits the Panel to adopt a scheme of allowances. This would allow payment of allowances to local authority panel members and to the co-opted panel members. The cost of those allowances, if introduced, would be met by a Home Office grant so there would be no cost to Maldon District Council or the other authorities. It should be emphasised that the revised draft panel arrangements do not themselves introduce allowances, they would just allow the panel to do so if it thought it appropriate. Members of the Panel would not be required to receive an allowance unless they wanted to.
- 3.5 The draft at appendix three is divided into different sections:
1. Introduction – explains the background to the panel and its functions
 2. Functions – describes the panel’s statutory powers
 3. Functions of the panel – this describes the Panel’s statutory powers.
 4. Constitution Part I – the statutory Panel Arrangements
 5. Constitution part II – rules of procedure made by the Panel
 6. Appendix – rules of procedure made by the Panel
- 3.6 The functions and part 1 of the Constitution (numbers 1 - 4 above) are to be approved by the local authorities. The rules of procedure are to be approved by the Panel.
- 3.7 The Panel and all fifteen local authorities have been consulted on the draft. Essex County Council received no opposition to the proposals but some suggestions for improving the wording were incorporated in their response.
- 3.8 The Panel will consider part II of the constitution and the appendix which are the rules of procedure adopted by the Panel.

4. CONCLUSION AND NEXT STEPS

- 4.1 All 15 local authorities have been asked to approve this no later than 1 February 2019 when the arrangements will come into force if they have been approved by all authorities.

5. IMPACT ON CORPORATE GOALS

- 5.1 The work of the Office of the Police, Fire and Crime Commissioner (OPFCC) and the subsequent panel arrangements contribute to the Council’s Corporate Goal of “Helping communities to be safe, active and healthy” and are highlighted as activities in the business plan for the directorate for 2018 / 19.

6. IMPLICATIONS

- (i) **Impact on Customers** – Helping communities to be safe, active and healthy.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – Members should note that this decision has no financial implications. The cost of operating the panel is met by a Home Office grant.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers:

APPENDIX 1 – Consultation with other local authorities and with the Police, Fire and Crime Panel.

Enquiries to: Spencer Clarke, Community Safety Manager, (Tel: 01621 875814).

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THE ESSEX POLICE, FIRE AND CRIME PANEL

FUNCTIONS OF THE PANEL

PART 1 – INTRODUCTION

- 1.1 The Police Reform and Social Responsibility Act 2011 ('the 2011 Act'), requires local authorities to create a Police and Crime Panel). The Panel is responsible for scrutinising and supporting the work of the Police and Crime Commissioner.
- 1.2 The Policing and Crime Act 2017 ('the 2017 Act') introduced new powers for a Police and Crime Commissioner to make a local business case following which the Secretary of State may make an order to make the Commissioner the fire authority for their area.
- 1.3 Under the Police, Fire and Crime Commissioner for Essex (Fire and Rescue Authority) Order 2017 (the Order), which came into effect on 1 October 2017, the Police Crime and Fire Commissioner for Essex was created as the fire and rescue authority for the administrative counties of Essex, Thurrock and Southend under section 4A of the Fire and Rescue Services Act 2004.
- 1.4 The Order provides that the individual elected as the Police and Crime Commissioner for Essex to be the Fire and Rescue Authority, and that they are to be known as the Police, Fire and Crime Commissioner (PFCC).
- 1.5 The 2017 Act amends section 28 (*Powers of Police and Crime Panels*) and Schedule 6 (*Police and Crime Panels*) of the 2011 Act to include the responsibilities of the Police Fire and Crime Commissioner when acting as the fire and rescue authority.
- 1.6 Following the Order, the Commissioner is now known as the Police, Fire and Crime Commissioner and the panel is now known as the Police, Fire and Crime Panel (the Panel).

PART 2 - FUNCTIONS OF THE PANEL

2. Key Functions

- 2.1 The functions of the Panel are to:
 - a) review the draft Police and Crime Plan and the Fire and Rescue Plan and any proposed changes to them
 - b) review the Annual Report and the Fire and Rescue Statement.
 - c) review of the proposed senior appointments of;
 - i) the Deputy PFCC,
 - ii) the PFCC's Chief Executive,
 - iii) the PFCC's Chief Finance Officers;

- iv) the Chief Constable; and
 - v) the Chief Fire Officer.
- d) suspend the PFCC in specific circumstances,
 - e) appoint an acting PFCC in specific circumstances,
 - f) review the precept which the PFCC is proposing to issue for both the Police and the Fire and Rescue, for each financial year with the power to veto the precept.
 - g) To deal with certain complaints against the PFCC or Deputy PFCC.
- 2.2 The Panel must also review or scrutinise decisions made, or other actions taken by the PFCC in connection with the discharge of the PFCC's functions, and must make reports or recommendation to the PFCC in respect to the discharge of their functions.
- 3. Review of the Police and Crime Plan and the Fire and Rescue Plan**
- 3.1 The Panel is a statutory consultee on the development or variation of the Police and Crime Plan and Fire and Rescue Plan ('the Plans'). The Panel will receive a copy of the draft Plans, or any draft variations, from the PFCC.
- 3.2 The Panel must:
- (a) Hold a meeting in public to review the draft Plans (or variations), and
 - (b) Report or make recommendations on the draft Plans which the PFCC must take into account when approving the final documents.
- 3.3 The PFCC is required to provide a response to any such report or recommendations issued by the Panel.
- 4. Review of the Annual Report and Fire and Rescue Statement**
- 4.1 The PFCC must produce an Annual Report and Fire and Rescue Statement for each financial year (the Reports).
- The Annual report must be about the exercise of the PFCC's functions in that financial year and set out progress in delivering on the priorities set out in the Plan.
 - The Fire and Rescue Statement must contains a statement of the way in which the Commissioner, acting as Fire and Rescue Authority has had regard, in the period covered by the document, to the Fire and Rescue National Framework and to any fire and rescue plan prepared by the authority for that period.

The Panel must review the Reports.

- 4.2 The Panel must:
- (a) Arrange for a meeting of the Panel to be held in public as soon as practicable after the Panel receives each Report;
 - (b) Require the PFCC to attend the meeting to present the Reports to the Panel, and answer such questions about the Reports as the Panel think appropriate; and
 - (c) Make a report or recommendations on the Annual Report and Fire and Rescue Statement to the PFCC.

4.3 The PFCC is required to respond to any report or recommendations issued by the Panel.

5. Senior Appointments

5.1 The Panel must be notified by the PFCC of each proposed appointment of the Chief Constable, Chief Fire Officer, Chief Executive of the Office of the PFCC, Chief Finance Officer (of the OPFCC or the Fire and Rescue Authority) and the Deputy PFCC.

5.2 The PFCC must also notify the Panel of the following information:

- a) The name of the person the PFCC is proposing to appoint (the Candidate)
- b) The criteria used to assess the suitability of the Candidate for the appointment,
- c) Why the Candidate satisfies those criteria, and
- d) The terms and conditions on which the Candidate is proposed to be appointed.

5.3 Within 3 weeks, beginning with the day on which the Panel received the notification from the PFCC of the proposed senior appointment, the Panel must:

- a) Review the proposed senior appointment;
- b) Make a report to the PFCC,
- c) The report must include a recommendation as to whether or not the Candidate should be appointed.

5.4 Before making a report under paragraph 5.3 (b), the Panel must hold a confirmation hearing. This is a meeting of the Panel, held in public at which the Candidate is requested to appear for the purpose of answering questions relating to the appointment.

5.5 The confirmation hearing will be held at the next available meeting of the Panel unless the appointment timescale requires an earlier hearing, in which case the Chairman will arrange an extraordinary meeting at the request of the Chairman.

5.6 The Candidate may appear before the Panel either in person, or by any means which enables the Candidate to participate in the confirmation hearing

through means which enable the person to hear, and be heard in, those proceedings as they happen.

- 5.7 The PFCC must notify the Panel of the decision whether or not the PFCC accepts or rejects any recommendation made by the Panel.
- 5.8 When the Panel is considering the proposed appointment of the Chief Constable or the Chief Fire Officer, the Panel may, having reviewed the proposal and having held the confirmation hearing, veto the appointment of the Candidate to this position.
- 5.9 The ability to veto the proposed appointment of the Chief Constable is only exercisable by the Panel during the 3 week period beginning on the day the Panel received notification from the PFCC.

6. Suspension and Removal of the Chief Constable or Chief Fire Officer

- 6.1 If the PFCC suspends the Chief Constable or Chief Fire Officer from duty they must notify the Panel of the suspension.
- 6.2 If the PFCC proposes to call upon the Chief Constable or the Chief Fire Officer to retire or resign they must give the Panel;
 - a) written notification that the PFCC of that fact;
 - b) a copy of the reasons given to the Officer concerned; and
 - c) a copy of any representations made by the Officer against those reasons.
- 6.3 The PFCC cannot call upon the Officer to retire or resign until the Panel has considered the documents and given the PFCC any recommendations as to whether or not the PFCC should call for retirement or resignation.
- 6.4 Before making any recommendation to the PFCC, the Panel;
 - a) may consult with the Chief Inspector of Constabulary; and
 - b) must hold a scrutiny hearing, within 6 weeks beginning on the day on which notification was given by the PFCC.
- 6.5 The scrutiny hearing is a meeting of the Panel held in private at which the PFCC and the Officer concerned are both entitled to attend for the purpose of making representations relating to the proposal.
- 6.6 The Panel must publish the recommendation it makes by sending copies to each of the local authorities who appoint members to the Panel, and by any other means the Panel considers appropriate.
- 6.7 The PFCC must consider the Panel's recommendation and may accept or reject it, notifying the Panel accordingly.

7. Power to Suspend the PFCC

- 7.1 A Panel may suspend the PFCC if it appears to the Panel that:
- a) The PFCC has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
 - b) The offence is one which carries a maximum term of imprisonment exceeding two years.
- 7.2 The suspension of the PFCC ceases to have effect upon the occurrence of the earliest of these events:
- a) The charge being dropped.
 - b) The PFCC being acquitted of the offence.
 - c) The PFCC being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction.
 - d) The termination of the suspension by the Panel.
- 7.3 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:
- a) An offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
 - b) An offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.

8. Appointment of an Acting Police, Fire and Crime Commissioner

- 8.1 The Panel must appoint a person to act as PFCC if:
- a) no person holds the office of PFCC,
 - b) the PFCC is incapacitated; or
 - c) the PFCC is suspended.
- 8.2 The Panel may appoint a person as acting PFCC only if the person is a member of the PFCC's staff at the time of the appointment.
- 8.3 In appointing a person as acting commissioner in a case where the PFCC is incapacitated, the Panel must have regard to any representations made by the PFCC in relation to the appointment.
- 8.4 The appointment of an acting PFCC ceases to have effect upon the occurrence of the earliest of these events:
- a) the election of a person as PFCC.
 - b) the termination by the Panel, or by the acting PFCC, of the appointment of the acting PFCC.
 - c) in a case where the acting PFCC is appointed because the PFCC is incapacitated, the PFCC ceasing to be incapacitated, or

d) in a case where the acting PFCC is appointed because the PFCC is suspended, the PFCC ceases to be suspended.

8.5 The rules about the election as PFCC are beyond the scope of this document but generally a by election is required if the PFCC ceases to hold office.

9. Proposed Precept

9.1 The PFCC will notify the Panel of the precepts which the PFCC proposes to issue for the financial year for (i) Policing and (ii) Fire and Rescue Services.

9.2 The Panel must review the proposed precepts and make a report to the PFCC which will include recommendations as to the precept that should be issued for the financial year.

9.3 Having considered the precept, the Panel must decide to either:

- a) support the precepts without qualification or comment;
- b) support the precepts and make recommendations, or
- c) veto the proposed precepts (by the required majority of at least two thirds of the persons who are members of the panel at the time when the decision is made).

9.4 If the Panel vetoes the proposed precepts, the report to the PFCC must include a statement that the Panel has vetoed the proposed precepts and give the reasons for that decision.

9.5 The PFCC must, having regard to the report issued by the Panel, provide a response to the report and any recommendations. Such a response shall be published by the Panel. The PFCC must then reconsider and issue a final precept.

10. Complaints about the PFCC or Deputy PFCC

10.1 The Panel can consider any complaint about the PFCC or Deputy PFCC relating to the conduct of the PFCC, other than one which is to be considered by the Independent Office of Police Conduct. Consideration of such a complaint is to be in accordance with a policy adopted by the Panel from time to time and may be delegated to the Monitoring Officer of the Lead Authority or by the Panels Complaints Sub-Committee.

CONSTITUTION OF THE ESSEX POLICE, FIRE AND CRIME PANEL

PART 1 – Composition of the Panel

1. Administration of the Panel

- 1.1 Essex County Council shall act as the Lead Authority in establishing the Police, Fire and Crime Panel and provide the necessary officer support. The Lead Authority will designate one of its officers to act as the Secretary to the Panel.
- 1.2 The Lead Authority will provide such administrative and other support as is necessary to enable the Panel to undertake its functions. Home Office funding is provided to support the administration of the Panel. If no funds are provided by the Home Office, or if those funds are insufficient to cover the costs of running the Panel, the Lead Authority will defray and recover from the other members the costs of administrative support with each authority bearing an equal share of the costs. The budget for the Panel will be agreed annually and the Panel will operate within the allocated budget.
- 1.3 In the event of the Panel being abolished, the Lead Authority will defray and recover from the other member authorities any associated costs exceeding the funding provided by the Home Office, with each authority bearing an equal share of the cost.
- 1.4 The Secretary and any dedicated staff employed to support the Panel will be employed by the Lead Authority, and their terms and conditions of employment will be those of the Lead Authority.

2. Membership

- 2.1 The Panel shall comprise of:
 - 15 councillors, one appointed by each of the fifteen councils in the Essex Police area ('the Councils');
 - two independent members appointed by the Panel; and
 - up to three additional members.
- 2.2 Any Councillor from the 15 appointing Councils is eligible for membership of the Panel. The appointment of elected members to the Panel shall be made by each of the appointing Councils in accordance with their own procedures, having regard to:
 - (1) The balanced appointment objective. The balanced appointment objective is that the local authority members of the Panel should:
 - a) Represent all parts of the police force and fire and rescue service area;
 - b) Represent the political make-up of the Councils taken together;and

- c) Have the skills, knowledge and experience necessary to enable the Panel to discharge its functions effectively.
 - (2) The fire and rescue expertise objective. This is the objective that that members of the panel (when taken together) have the skills, knowledge and experience necessary for the panel effectively to discharge its functions in relation to the fire and rescue authority.
- 2.3 Each Council may appoint one or more substitute member who can attend a meeting of the Panel in the absence of the principal member. Any substitution will apply to a particular meeting and takes effect if either the appointing authority or the substituted member gives notice in writing or by email to the Secretary before the start of the meeting concerned.
- 2.4 A Member of the Panel appointed by a Council remains a member of the Panel unless and until:
- (a) They cease to be a member of the Council which appointed them;
 - (b) They resign as a member of the Panel by giving notice to the Secretary; or
 - (c) The Council which appointed them removes them as a member of the panel or appoints another member in their place.
- 2.5 Two independent members may be co-opted onto the Panel by the Panel from time to time in accordance with section 4 of this document.
- 2.6 Up to three additional nominations will be invited to positions for co-opted members to seek to achieve the balanced appointment objective. The Panel will determine how this should be achieved subject to approval by the Secretary of State.
- 2.7 In co-opting members, the Panel:
- (a) must secure that (as far as is reasonably practicable) the appointed and co-opted members of the Panel (when taken together) have the skills, knowledge and experience necessary for the police and crime panel to discharge its functions effectively.
 - (b) must consider whether they could co-opt in a way which would enable the fire and rescue expertise objective to be met or to contribute to that objective being met and, if they consider that they could exercise that function to that end, must do so.

The "fire and rescue expertise objective" referred to in this paragraph is the objective that members of the panel (when taken together) have the skills, knowledge and experience necessary for the panel effectively to discharge its functions in relation to the fire and rescue authority.

3 Vacancies in Council appointed Members

- 3.1 A vacancy on the Panel arises when a member ceases to be a member of the panel for any reason.
- 3.2 If a Council does not have an appointed member on the Panel then it shall fill its vacancy as quickly as possible.
- 3.3 If a Council does not appoint a Member in accordance with these requirements, the Secretary will give notice to the Secretary of State must appoint a member to the Panel from the defaulting council in accordance with the provisions of the 2011 Act.
- 3.4 A substitute appointed under paragraph 2.3 may attend meetings in default of a Council appointing a substantive member.

4 Independent Members

- 4.1 The Panel shall appoint two independent members onto the Panel. Each appointment shall be for a term of four years or such other period as the panel may determine.
- 4.2 The selection process for co-opting independent members should include:
 - a) a reasonable period of advertising for the positions.
 - b) the closing date for the receipt of applications should be at least two weeks from the date the advert is first placed.
 - c) Information packs should be prepared and sent to those requesting application forms.
- 4.3 The applications will be considered against eligibility criteria agreed by the Panel. An Appointments Sub-Committee will be established by the Panel to consider applications and conduct the interviews of potential candidates.
- 4.4 The following individuals shall not be appointed as an Independent Member of the Panel:
 - a) A member of staff of the PFCC
 - b) A member of the civilian staff of the Essex police force
 - c) A Member of Parliament
 - d) A member of staff of the Essex Fire and Rescue Authority, or
 - e) A Councillor of one of the Councils
- 4.5 Following interviews of potential candidates, the Appointments Sub-Committee will make recommendations to the Panel about each Candidate's suitability for appointment as an Independent Member.
- 4.6 The Panel may decide to remove either Independent Member at any point and on doing so shall give notice to the Secretary to the Panel.

- 4.7 The term of office of an additional member co-opted to the Panel to reflect better the Political balance across the Police Force and Fire and Rescue Service area shall be for one year or such other period as the Panel may determine. The member may be co-opted for a further term provided that the balanced appointment objective is still met by their co-option.

5 Allowances

- 5.1 The Panel may from time to time decide to pay allowances to members of the Panel. Any allowance shall be in accordance with a scheme approved by the Panel.
- 5.2 No Member of the Panel may claim an allowance from two bodies with respect to their role as a member of the Panel.

6 Promotion of the Panel

- 6.1 The Panel shall be promoted and supported by the Lead Authority through:
- a) The issuing of regular press releases, after consulting the Chairman about the Panel and its work.
 - b) The inclusion of dedicated web pages on the work of the Panel, with the publication of Agendas and minutes. All reports and recommendations made, with responses from the PFCC will be published.

7 Validity of proceedings

- 8.1 The validity of the proceedings of the Panel is not affected by a vacancy in the membership or a defect in the appointment of a member.

8 Amendments to Terms of Reference, Panel Arrangements and Procedure Rules

- 8.1 Any proposed amendments to the Panel Arrangements should be submitted to the Councils for approval. In addition, the Panel will review this document annually and if any changes are necessary these will be submitted to the Councils for approval.

PART 2 - PROCEDURE RULES

9. Annual Meeting

- 9.1 The first ordinary meeting of the panel held after 1 April in any year shall be the annual meeting of the Panel.

10. Chairman and Vice-Chairman

- 10.1 The Chairman will be elected from amongst the members of the Panel.

- 10.2 The election of Chairman shall be the first business transacted at the Annual Meeting. The election shall be by show of hands unless, at a meeting before the annual meeting, the Panel has resolved to elect a chairman for a particular municipal year by secret ballot. Where the Panel proposes to use a secret ballot the process shall be as set out in the appendix.
- 10.2 The Vice-Chairman will be appointed at the Annual Meeting, and this shall be the item of business following the election of Chairman. The Vice Chairman will be elected from amongst the members of the Panel.
- 10.3 In the event of the resignation of the Chairman or Vice Chairman or if either of them ceases to be a member of the Panel, a replacement will be appointed at the next meeting and will be drawn from amongst the Council members sitting on the Panel.
- 10.4 The Chairman shall preside at any meeting of the Panel. The Vice Chairman shall preside in the absence of the Chairman. If neither the Chairman nor the Vice-Chairman is present at a meeting of the Panel, the other members of the Panel shall choose another member of the Panel to preside at the meeting.

11. Meetings

- 11.1 There shall be a minimum of four ordinary meetings held in each year to carry out the functions of the Panel. Each meeting shall not last for more than three hours unless the meeting resolves to extend this time.
- 11.2 These meetings shall be open to the press and public except where the Panel resolves to exclude the press and public in accordance with the law in accordance with part VA of the Local Government Act 1972.
- 11.3 An extraordinary meeting may be called by the Chairman of the Panel, by any five members of the Panel giving notice to the Secretary or by the Monitoring Officer of the PFCC's Office.
- 11.4 The Chairman may cancel or rearrange a meeting.
- 11.5 The meeting at which the Precept is to be considered shall be the only business transacted at that meeting.
- 11.6 All meetings of the Panel will take place at either Essex County Council, County Hall, Chelmsford or at Essex County Fire and Rescue Headquarters, Kelvedon Park, or such other suitable venue selected by the Chairman.
- 11.7 The Secretary will give notice to the public of the time and place of any meeting in accordance with Part VA of the Local Government Act 1972. At least five clear days before a meeting, the Secretary to the Panel will send a summons by email and, if the Member so requests, by post to every Member at their last known address. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

12. Quorum

- 12.1 A meeting of the Panel cannot take place unless one third of the whole number of its members is present.
- 12.2 If there is no quorum present at the time fixed for start of the meeting the meeting may not commence at that time. If after 1 hour after the time specified for the start of the meeting, the meeting is still not quorate then the meeting shall stand adjourned to another time and date determined by the Secretary.

13. Voting

- 13.1 All members of the Panel may vote in proceedings of the Panel subject to the rules on declarations of interest.
- 13.2 One-third of the voting members present may require that the way all members cast their vote or abstained shall be recorded in the Minutes; such a request must be made before the vote is taken.
- 13.3 In the event of equality of votes the person presiding at the meeting at the meeting will be entitled to a casting vote under paragraph 39(1) of Schedule 12 to the Local Government Act 1972.
- 13.4 There is a non-binding convention that Chairman will exercise the casting vote in favour of the status quo.

14. Work Programme

- 14.1 The Panel will be responsible for setting its own work programme taking into account the priorities defined by the PFCC in terms of policing and crime, and fire and rescue. In setting the work programme the Panel will also take into account the wishes of its members.
- 14.2 The work programme must include the functions set out in the Panel's terms of reference.

15. Agenda items

- 15.1 Any member of the Panel shall be entitled to give notice to the Secretary to the Panel that he or she wishes an item relevant to the functions of the Panel to be included on the agenda for the next available meeting.

16. Reports of the Police, Fire and Crime Panel

- 16.1 Where the Panel makes a report to the PFCC, it must publish the report and the recommendations in that report.
- 16.2 The Panel must send copies of any such reports or recommendations to each of the Councils.

- 16.2 The Panel must by notice in writing require the PFCC, as appropriate, within one month of the date on which they receive the report or recommendations:
- a) to consider the report or recommendations;
 - b) to respond to the Panel indicating what (if any) action the PFCC proposes to take; and
 - c) where the Panel has published the report or recommendations, publish the response.
- 16.3 Where the Panel has provided a copy of the report or recommendations to a member, provide a copy of the response to the member.
- 16.4 The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in part VA of the Local Government Act 1972.
- 16.5 If the Panel cannot unanimously agree on one single final report to the PFCC then one separate report may be prepared and submitted for consideration along with the majority report.

17. Police, Fire and Crime Commissioner and Officers Giving Account

- 17.1 The Panel may scrutinise and review decisions made or actions taken in connection with the PFCC's role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the PFCC, and members of the PFCC's staff, to attend before the Panel to answer any questions which appear to the Panel to be necessary in order to carry out its functions.
- 17.2 If the Panel require the PFCC to attend before the Panel, the Panel may request either or both of the Chief Constable and the Chief Fire Officer to attend before the Panel on the same occasion to answer any questions which appear to the Panel to be necessary in order for it to carry out its functions.
- 17.3 When the Panel requests or requires anyone to attend before it under this paragraph it will give reasonable notice and, where practical, this shall be at least 15 days' notice. Where it is necessary for the person attending to produce a report the Panel shall allow sufficient time for preparation of that report.
- 17.4 The Secretary will give anyone who is required or requested to attend a meeting a written notice giving the time, date and place of the meeting. The notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required for production for the Panel.
- 17.5 Where, in exceptional circumstances, an individual who has been given notice under paragraph 17.4 is unable to attend on the required date, an alternative

date for attendance may be arranged following consultation with the Chairman.

18. Attendance by Others

- 18.1 The Panel may invite people other than those referred to above to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, Councillors who are not members of the Panel and officers in other parts of the public sector and may invite such people to attend.

19. Public Access

- 19.1 Copies of the agenda for meetings of the Panel and any reports for its meetings shall be open to inspection by members of the public at the offices of the Councils with the exception of any report which the Secretary to the Panel determines relates to items which in his or her opinion are likely to be considered at a time when the meeting is not to be open to the public.
- 19.2 Minutes and reports for the meeting shall be published to the extent required by part VA of the Local Government Act 1972.
- 19.3 If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will arrange for their removal from the meeting room and will suspend the meeting until the member of the public has left or been removed.
- 19.4 If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.
- 19.5 A member of the public may attend the meeting and ask a question of the Panel. Such questions should only relate specifically to an item on the agenda for that meeting.

20 Minutes

- 20.1 The Secretary to the Panel shall arrange for written minutes to be taken at each meeting of the Panel and shall present them to the Panel at its next meeting for approval as a correct record. At the next meeting of the Panel, the Chairman shall move that the minutes of the previous meeting be signed as a correct record. If this is agreed, the Chairman shall sign the minutes. The only part of the minutes that can be discussed is their accuracy.
- 20.2 Draft minutes or a summary of the decisions taken at the meeting and a note of the actions arising shall be circulated to the Panel by email no later than 7 days after the date of the meeting.

21. Sub-Committees and Task Groups

- 21.1 The Panel may from time to time establish task groups or sub committees.

- 21.2 The 'special functions' of the Panel may not be discharged by a sub-committee or a task group.
- 21.3 In this paragraph 'special functions' means the following functions conferred on the Panel by the Police Reform and Social Responsibility Act 2011:
- a) Scrutiny of Police and Crime Plan and Fire and Rescue Plan.
 - b) Scrutiny of annual report and the Fire and Rescue Statement.
 - c) Review of senior appointments.
 - d) Considering precepts.
 - e) Scrutiny of appointment of the Chief Constable or Chief Fire Officer.
- 21.4 The work undertaken by a sub-committee or task group will be scoped and defined beforehand. The scope may include the timeframe within which the work is to be completed and the reporting time for the outcome of the work.
- 21.5 Where it is not possible to reach a consensus, attempts will be made to reflect minority views within the report but there is no provision for minority reports from members of Sub-Committees or Task Groups.
- 21.6 Any reports of a Sub-Committee or a Task Group shall be reviewed by the Panel which will decide whether to ratify the findings or recommendations. This shall not apply where a Sub Committee has delegated authority to act.
- 21.7 Paragraph 17 (Police, Fire and Crime Commissioner and Officers giving account) and 18 (Attendance by Others) apply to Sub-Committees and Task Groups in the same way as they apply to the Panel.

Election of Chairman by Secret Ballot

1. This process applies to the election of Chairman for a municipal year only if the Panel has resolved at a meeting before the annual meeting that the Chairman of the Panel will be elected by Secret Ballot for that particular municipal year.
2. The Lead Authority will write to all members of the Panel to invite nominations. No nominations will be accepted after 12 noon on the day before the meeting. A member may nominate any Councillor member of the Panel (including themselves). If no nominations are received by the deadline, the Panel may resolve to accept late nominations.
3. At the annual meeting a proposer and seconder will be invited for each candidate. If a candidate is not proposed and seconded then they shall not be eligible to be elected.
4. The outgoing Chairman or the person presiding at the meeting will confirm with each eligible nominee that they are willing to be appointed as Chairman
5. All nominated persons will be added to the ballot paper if they:
 - Have been proposed and seconded; and
 - Have indicated that they are willing to be appointed as Chairman.
6. If there is only one nominee their name will be put to the meeting for approval.
7. Where there is more than one nominee then a ballot paper will be prepared including the name of each candidate.
8. A ballot paper will be given to each member of the panel who is present at the meeting.
9. A period of 10 minutes (or such other period as the person presiding at the meeting may determine) to cast a vote.
10. Any member of the Panel may ask to have their vote recorded in the minutes in which case they shall hand their ballot paper to the officer so that the way they have voted may be verified.
11. If a tie occurs the outgoing Chairman shall have a second or casting vote
12. If there are more than two candidates nominated and after the vote no candidate has the majority of votes cast then the name of the person having the least number of votes will be eliminated and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.