 **West Yorkshire Police and Crime Panel**

**Item 2**

 **Draft Minutes**

 **September 7th 2012, Leeds Civic Hall**

**PRESENT:** Councillor Box (Chair) - City of Wakefield MDC

 Councillor Lowe (Vice Chair) - Leeds City Council

 Councillor Ferriby - City of Bradford MDC

 Councillor Walls - City of Bradford MDC

 Councillor Sweeney - Calderdale MBC

 Councillor Smith - Kirklees MC

 Councillor Hall - Kirklees MC

 Councillor Carter - Leeds City Council

 Councillor Askew - City of Wakefield MDC

 Roger Grasby - Independent

 Jo Sykes - Independent

**APOLOGIES:** Councillor Hussain - City of Bradford MDC

Councillor Iqbal - Leeds City Council

**IN ATTENDANCE:** Clare Elliott - AWYA

Samantha Wilkinson - AWYA

1. **Introductions and Apologies**

1.1 Apologies from Cllr Hussain and Cllr Iqbal were noted.

**ii) Minutes of the Last Meeting and Matters Arising**

1.2 Clare Elliott confirmed that all the agreed actions from the last meeting have now been taken forward.

1.3 Regarding **3.1.2,** it was explained the Home Office is still to formally approve the Panel’s application for an extended Panel. However, this is due to the Parliamentary recess and it is not anticipated that there will be any problems in securing this endorsement

1.4 The Chief Constable of West Yorkshire Police, Sir Norman Bettison, then joined the meeting to discuss the new policing landscape, following an invitation from Cllr Box.

1.5 Sir Norman Bettison expressed his appreciation for the invitation and clarified that he was eager to maintain a relationship with the Panel, the five local authorities and communities across West Yorkshire following the appointment of the Police and Crime Commissioner.

The Panel was praised for the national recognition it has secured and for the significant progress it has made so far.

1.6 The opportunities and risks associated with the transition to Police and Crime Commissioners were discussed. Opportunities include the potential to better connect policing with the public and other agencies but there may be difficulties faced when the Commissioner has to balance national threats with local needs and recognise the distinction between strategic and operational policing.

It was agreed that the Panel, the Commissioner and West Yorkshire Police must work together closely and constructively to capitalise on all opportunities and mitigate any risks.

 1.7 **RESOLVED:**

1.7.1 Panel Members agreed to notify Clare Elliott if they wish to attend a West Yorkshire Police Force induction day on September 20th.

1.7.2 The Panel thanked Sir Norman Bettison for his attendance and reiterated their commitment to a fruitful relationship in future.

**2. Appointment of Independent Co-opted Members**

2.1 Cllr Box explained the recruitment process that has been carried out to fill the two independent member posts on the Panel. The sub-panel has considered a significant number of strong applications and come to a unanimous decision on their preferred applicants following a series of interviews on September 5th.

2.2 The proposed appointees, Roger Grasby and Jo Sykes, were in attendance at the meeting and provided a brief overview of their relevant experience and interests.

2.3 **RESOLVED:**

2.3.1 The Panel endorsed the appointment of the two independent members and welcomed them onto the Police and Crime Panel.

**3. Briefing: Police Budget and the Precept**

3.1 Judith Heeley, Chief Finance Officer, West Yorkshire Police Authority, attended for this item.

3.2 Judith Heeley provided the Panel with an overview of the Police Budget and Precept setting process. This briefing covered the Police Funding Framework, the impact of the Spending Review, the West Yorkshire Police Authority response to the Spending Review, the medium term financial forecast, the 2013/14 budget and the role of the Police and Crime Panel moving forwards.

 3.3 **RESOLVED:**

3.3.1 Panel Members to contact Judith Heeley with any queries relating to the information contained within the briefing (jh1@wypa.pnn.police.uk)

3.3.2 It was agreed that the Panel needs continuous dialogue with the West Yorkshire Police Authority/ Office of the Police and Crime Commissioner regarding the budget and likely precept proposal.

**4. The New Landscape – Clarifying and Building Relationships**

**i) Community Safety Partnerships**

4.1 Cllr Peter Gruen, Diane Lee and Jonathan Hayes attended the meeting for this item to represent the Leeds, Wakefield and Bradford Community Safety Partnerships (CSPs) respectively.

 Apologies were received from Cllr Calvert on behalf of the Kirklees Community Safety Partnership.

4.2 Cllr Box welcomed the CSP representatives to the meeting and emphasised that the Panel was eager to work in partnership with the CSPs to ensure that the Police and Crime Commissioner meets the policing and community safety needs of all the communities in West Yorkshire and allocates resources effectively.

4.3 Concerns were raised about the re-allocation of the Community Safety Fund and a significant proportion of the DIP budget. It was conceded that there may be little change to the funding allocations in 2013/14, aside from the Home Office reductions, as the Commissioner’s primary focus will be on the main police force budget. Therefore, the CSPs probably have until 2014/15 to refine their processes and prove their value to the Commissioner.

 4.4 The CSP representatives stressed that they are keen to retain some control over local funding to ensure their districts’ specific priorities are addressed. However, the need to identify common West Yorkshire priorities and pursue a collaborative approach where appropriate was also acknowledged.

4.5 The Panel agreed that regular discussions between the Panel and CSP Chairs would facilitate the exchange of learning and promote the application of successful community safety interventions elsewhere in the sub-region.

4.6 **RESOLVED:**

4.6.1 The CSP representatives present agreed to the suggested next steps as outlined in paragraphs 4.2 and 5.3 of the accompanying report.

4.6.2 AWYA to draft some ‘Principles for Engagement’ which reflect the discussion held with the CSP representatives at the meeting.

4.6.3 AWYA and five CSPs to continue to contribute to the legacy paper on ‘partnerships’ which is being prepared by the West Yorkshire Police Authority for use by the Commissioner.

**ii) Local Crime and Disorder Reduction Committees**

4.7 Cllr Marchington and Beth Hewitt, Cllr Anderson and Cllr Harrison attended the meeting for this item to represent the Kirklees, Leeds and Wakefield Local Crime and Disorder Reduction Committees (CDRCs) respectively.

 Cllr Ferriby represented the Bradford CDRC during this discussion.

4.8 Cllr Box welcomed the CDRC representatives to the meeting and stressed that the Panel is keen to capitalise on their committees’ wealth of knowledge, expertise and understanding of local issues. Through this joint approach, the Panel will also be able to support the CDRCs by ensuring the Commissioner fully understands what is working and what isn’t working at the local level.

4.9 The CDRC representatives agreed that the link between the two forms of scrutiny is imperative if the Commissioner is to understand the concerns of local people. However, the limited resources afforded to local scrutiny must be borne in mind should requests be made to the CDRCs by the Panel.

4.10 **RESOLVED**

4.10.1 The CDRC representatives present agreed to the suggested next steps as outlined in paragraphs 4.4 and 5.3 of the accompanying report.

4.10.2 In relation to 4.4.4 of the report, it was agreed that a PCP member should be designated responsibility for contributing to local scrutiny investigations carried out in support of the Panel. Such investigations should be built into CDRC work programmes at the earliest possible opportunity.

4.10.3 AWYA to continue to work with five lead scrutiny officers to support the alignment of work programmes wherever possible and thus maximise the resources available for policing/ crime related scrutiny across West Yorkshire.

4.10.4 AWYA to reflect the discussion between the Panel and CDRC Chairs in the draft ‘Principles for Engagement.’

**5. Developing a Partnership Agreement**

5.1 Clare Elliott informed the Panel of the plans to develop a ‘Partnership Agreement’ which will clarify the roles, responsibilities and mutual expectations of both the Commissioner and the Panel for use by both parties.

5.2 **RESOLVED**

5.2.1 AWYA to oversee the progression of the Partnership Agreement with a view to bringing a first draft to the next Panel meeting on October 19th.

5.2.2 Cllr Walls, Cllr Askew and Roger Grasby to input into the development of the Partnership Agreement should comment and direction be needed between meetings.

5.3.3 It was agreed that the complaints section of the agreement needs to be particularly robust and that the document will need to be handled sensitively once the Commissioner has been appointed so it is owned and adhered to by both parties.

**6. Panel Approach to Communications and Engagement**

6.1 Karen Grey, communications lead, West Yorkshire Police Authority, attended for this item.

6.2 Clare Elliott introduced this item and asked the Panel to consider its approach to communications and engagement, including the extent to which it wanted to raise its public profile both before and after the elections on November 15th.

6.3 **RESOLVED:**

6.3.1 It was agreed that public awareness of the Panel’s existence and of its role and responsibilities was important but that this must only be pursued in the context of the limited budget available to the Panel.

 For this reason, free press and marketing opportunities must be utilised wherever possible and the Panel’s website will need to be the main method of communication.

6.3.2 AWYA to ensure that the Panel can make use of the results and learning gathered through the consultation exercises/ public engagement activities carried out by the Office of the Police and Crime Commissioner

6.3.3 AWYA to produce an options paper on communications for the next meeting of the Panel which reflects the points raised during the discussion and addresses issues such as timescales.

6.3.4 AWYA to circulate a draft press release to the Panel for comments. The press release will be a factual summary of the Panel’s roles and responsibilities with a view to dissemination to the media prior to the elections.

6.3.5 The Panel agreed with the sentiments expressed in paragraphs 4.2 and 4.3 of the accompanying report regarding the respective roles of the Panel and the Commissioner should a disagreement between the two occur.

 Although the Panel were clear that they could not formally endorse any protocol at this stage it was agreed that regular dialogue between the supporting officers of the Panel and the Commissioner regarding media/ communications was essential, especially during periods of dispute.

**7. Appointment to Police and Crime Plan Working Group**

7.1 **RESOLVED**

7.1.1 Cllr Lowe to act as the Panel’s representative on the Police and Crime Plan working group which is currently being run by the West Yorkshire Police Authority.

**8. Forward Work Programme**

8.1 **RESOLVED:**

8.1.1 AWYA to revise the Panel’s future meeting dates to reflect Home Office changes to the precept setting timetable.

8.1.2 Cllr Ferriby to carry out a presentation on behalf of the Panel at the West Yorkshire Police Authority engagement event on September 26th

8.1.3 AWYA to ensure agendas are extremely focussed once the Commissioner has been appointed.

8.1.4 Panel to consider the role and value of private meetings prior to the formal, public meetings of the Panel.

**9. Any Other Business**

9.1 Samantha Wilkinson explained that the process for Members to claim their expenses is currently being finalised. Whilst expenses will be reimbursed via the AWYA, allowances will be paid by the local authorities. The only exception will be the allowances for the independent members which will be paid by the AWYA out of the PCP budget.

9.2 Cllr Box clarified that each authority’s remuneration panel will determine the level of allowance paid to Panel Members. In some authorities, this process has now been completed. The West Yorkshire Leaders have recommended that Members receive an allowance of approximately £11,500 which is akin to the average allowance for a Scrutiny Chair, and will be reviewed once the Panel has been in operation for twelve months.

 It was confirmed that allowances will not commence until November 2012 at which point the Panel becomes a statutory body.

9.3 Clare Elliott reminded Panel members of the consultation exercise which is being carried out by the West Yorkshire Police Authority in relation to future commissioning arrangements. The deadline for responses to this consultation is September 14th.