



**Friday 23<sup>rd</sup> April 2021**

**Police and Crime Panel Meeting**

**Via Video Conference**

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## **Review of Police and Crime Panel Rules and Procedures**

### **1. Purpose**

- 1.1 As reported to the Police and Crime Panel at the March meeting, as a consequence of the transfer of PCC functions to the new Combined Authority Mayor, a review of Panel documentation has taken place.
- 1.2 The Panel is asked to consider and agree the attached draft amended Panel Rules and Procedures.

### **2. Review of Panel Documentation**

- 2.1 The following documents were identified as requiring amendment to reflect the Orders and the new arrangements:
  - i) PCP Terms of Reference and Legislative Compliance Rules
  - ii) PCP Rules for Conduct of Business
  - iii) WYPCP Complaints Procedures.
- 2.2 The West Yorkshire Local Authority Partnership Agreement (which is the agreement by the by the five local authorities establishing the Panel as a joint Committee to discharge the functions and responsibilities required of a Police and Crime Panel) has also been reviewed. It is considered that as the function and partnership of the partnership remains the same, the agreement remains fit for purpose. It has been agreed to review this Agreement in 6 months' time and amend if necessary.
- 2.3 The table below highlights the key changes that have been made to the documents, along with progress of other information/documentation which is currently being reviewed as part of the transfer of PCC functions.

### **3. Recommendation**

3.1 That Panel consider and approve the revised

3.1.1 PCP Terms of Reference and Legislative Compliance Rules

3.1.2 PCP Rules for Conduct of Business

3.1.3 WYPCP Complaints Procedures.

3.1 That Panel note current the position of the remaining documentation.

**West Yorkshire CA Mayor - PCC Function Transfer  
Police & Crime Panel Documentation**

Document	Purpose	Legal	Owned by	Notes	Timescales
West Yorkshire Local Authority Partnership Agreement	Partnership agreement by 5 LA's establishing the Panel as a Joint Committee to discharge the functions and responsibilities required of a Police & Crime Panel	Yes	Local Authorities  (Wakefield to lead)	There are no significant changes as the function of the partnership remains the same; the WY Mayor is to be treated (in relation to PCC functions) as a PCC for the purposes of all PCC legislation	To be reviewed in 6 months
PCP Terms of Reference and Legal Compliance Rules v1	Sets out the non-discretionary requirements for Panel and how Panel will meet these requirements	Yes	PCP	Changes have been made to reflect: <ul style="list-style-type: none"> <li>• change from PCC to Mayor/Deputy Mayor,</li> <li>• Updates to current organisations (eg IOPC)</li> <li>• Inclusion of reference to compliance with the Equality Act 2010</li> </ul>	Revised document attached for approval
PCP Rules for Conduct of Business v3 October 2020	Sets out the Panel rules and procedures		PCP	Changes have been made to reflect: <ul style="list-style-type: none"> <li>• change from PCC to Mayor/Deputy Mayor,</li> <li>• Updates to current organisations (eg IOPC) and office holders</li> <li>• Changes around some of the functions of the Complaints-Sub Panel</li> </ul> <p>This document is reviewed annually to ensure it remains fit for purpose</p>	Revised document attached for approval  Panel to continue to review annually at the AGM
WY PCP Complaints Procedure V3	Sets out the requirements and process for dealing with	Yes	PCP	Changes have been made to reflect the reflect the limited remit (now Deputy Mayor for PCC only, and only then if they are a member of staff of the CA as opposed to a	Revised document attached for approval

	complaints about the PCC/DPCC			member of the CA) as well as the new role of the CA in relation to complaints about the Mayor and Deputy Mayor for PCC if they are a CA member.	
Memorandum of Understanding Includes: <ul style="list-style-type: none"> <li>- Memorandum of Understanding</li> <li>- Protocol and Procedure for Confirmation Hearings</li> <li>- Protocol and Procedure for Information Sharing</li> <li>- Complaints Protocols</li> </ul>	Sets out the ways of working and minimum standards expected by both the PCC and Panel members	No	PCC/ PCP	Changes will be required to reflect the new relationships  This is normally reviewed and agreed with the PCC and Panel at the beginning of a new term of office	Discussion to commence with the Mayor/Deputy following their appointment
Home Office Grant Agreement	Agreement in place with HO to provide a grant to maintain a Police and Crime Panel for the West Yorkshire Police area		Home Office/Host Authority (Wakefield Council)	The agreement is annual and no changes around the principle of this are anticipated	
Panel website	Public information point		PCP	Review all sections and update <ul style="list-style-type: none"> <li>- Particularly relating complaints area and supporting documentation</li> <li>- links and contacts</li> </ul>	Changes to be made in time for Mayor appointment
Panel Information/Briefing documents	Summary documents providing outline and key of Panel's statutory functions		PCP	Review all and update	Changes to be made by early May
Contact Details			PCP	Ensure contacts details are all updated	In time for Mayor appointment

