

AGENDA

Meeting: Wiltshire Police and Crime Panel
Place: Wessex Room - The Corn Exchange, Market Place, Devizes,
SN10 1HS
Date: Tuesday 13 June 2023
Time: 2.30 pm

Please direct any enquiries on this Agenda to Matt Hitch of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718059 or email matthew.hitch@wiltshire.gov.uk

Membership:

Cllr Steve Bucknell, Wiltshire Council
Cllr Stanka Adamcova, Swindon Borough Council
Cllr Abdul Amin, Swindon Borough Council
Cllr Jim Grant, Swindon Borough Council
Cllr Ross Henning, Wiltshire Council
Cllr George Jeans, Wiltshire Council
Cllr Vijay Manro, Swindon Borough Council
Cllr Dr Brian Mathew, Wiltshire Council
Cllr Tony Pickernell, Wiltshire Council
Cllr James Sheppard, Wiltshire Council
Cllr Elizabeth Threlfall, Wiltshire Council
Denisa Ahmeti, Co-opted Member
Louise Williams, Co-opted Member

Substitutes:

Cllr Adrian Foster, Wiltshire Council
Cllr Ernie Clark, Wiltshire Council
Cllr Sarah Gibson, Wiltshire Council
Cllr Jon Hubbard, Wiltshire Council
Cllr Gordon King, Wiltshire Council
Cllr Dominic Muns, Wiltshire Council
Cllr Dr Nick Murry, Wiltshire Council
Cllr Sam Pearce-Kearney, Wiltshire Council
Cllr Caroline Thomas, Wiltshire Council
Cllr Graham Wright, Wiltshire Council



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Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Protocol 12 of Wiltshire Council's Constitution](#).

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AGENDA

Part I

Items to be considered when the meeting is open to the public

1 **Election of Chairman**

To elect a Chairman for the forthcoming year.

2 **Election of Vice-Chairman**

To elect a Vice-Chairman for the forthcoming year.

3 **Apologies for Absence and Membership Changes**

To receive any apologies for absence and note changes to the membership of the Police and Crime Panel since the previous meeting.

4 **Minutes and matters arising** (*Pages 7 - 24*)

To confirm the minutes of the meeting held on 9 March 2023.

5 **Declarations of interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

6 **Chairman's Announcements**

To receive announcements through the Chairman.

7 **Public Participation**

The Panel welcomes contributions from members of the public.

Statements

If you wish to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Speakers are permitted to speak for up to 3 minutes on any agenda item. Please contact the officer named on the first page of the agenda for any further clarification.

Questions

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on Monday 5 June 2023. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior

to the meeting and made available at the meeting and on the Council's website.

8 **Update from the PCC** (*Pages 25 - 30*)

Police and Crime Commissioner Philip Wilkinson, OBE, MPhil, will provide a verbal update.

9 **Presentation by the Chief Constable**

To receive a presentation from Chief Constable Roper on the challenges identified, and improvements she has put in place, to deliver the objectives of the Police and Crime Plan and work to move out of ENGAGE.

10 **Police and Crime Plan Highlight and Performance Report** (*Pages 31 - 50*)

To consider the report from the Office of the Police and Crime Commissioner.

11 **OPCC Delivery Plan 2023-24** (*Pages 51 - 82*)

To consider an update on the delivery plan for 2023/24.

12 **Items for Communication to the Public**

To receive an update on how the Police and Crime Panel can improve its communications with the public.

13 **Protocol 12** (*Pages 83 - 120*)

To review Police and Crime Panel's rules of procedure and Panel arrangements. The Panel will be invited to approve its proposed constitutional documents.

Report to follow.

14 **Future Topics for Police and Crime Panel Consideration** (*Pages 121 - 122*)

To consider a paper from the Office of the Police and Crime Commissioner suggesting possible topics for future briefings.

15 **Forward Work Plan** (*Pages 123 - 126*)

To note the forward work plan.

16 **Future meeting dates**

To note the future meeting dates below:

- Thursday 14 September 2023, 10:30am – West Wilts Room, County Hall
- Thursday 14 December 2023, 10:30am – Committee Room 6, Swindon

Part II

Item(s) during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

None

Wiltshire Police and Crime Panel

MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 9 MARCH 2023 AT BANQUETING HALL, SALISBURY GUILDHALL, MARKET PLACE, GUILDHALL SQUARE, SALISBURY SP1 1JH.

Present:

Cllr Steve Bucknell (Chairman), Cllr Jenny Jeffries (Vice-Chairman), Cllr Ross Henning, Cllr Daniel Cave, Cllr Dr Brian Mathew, Cllr Tony Pickernell, Denisa Ahmeti, Louise Williams and Cllr Vinay Manro (Substitute)

Also Present:

Philip Wilkinson OBE, MPhil – Police and Crime Commissioner
Naji Darwish – Chief Executive and Monitoring Officer, OPCC
Rob Llewellyn – Director of Operations, OPCC
John Derryman – Strategic Planning and Performance Officer, OPCC
Maria Milton – Victims and Vulnerability Commissioning Manager, OPCC
Emma Morton – Head of Communications and Engagement, OPCC
Martin Nicholls – Head of Service Executive Office, Wiltshire Council
Matt Hitch – Democratic Services Officer, Wiltshire Council

18 Apologies for Absence

Apologies were received from:

- Cllr Carol Shelley
- Cllr Kevin Parry (substituted by Cllr Vinay Manro)
- Cllr James Sheppard
- Cllr Elizabeth Threlfall

19 Minutes and matters arising

On the proposal of Vice-Chairman, seconded by Cllr Henning, it was resolved:

Decision

To approve the minutes of the meeting held on 2 February 2023 as a true and correct record.

20 Declarations of interest

There were no declarations of interest.

21 Chairman's Announcements

There were no announcements.

22 **Public Participation**

The Chairman confirmed that questions had been received from Action Against Foxhunting that did not relate directly to the responsibilities and functions of the panel.

The Democratic Services Officer read out a statement on behalf of Mr Chris Caswill, in relation to Item 10 of the agenda and Minute 16 of the previous meeting. Mr Caswill encouraged the Panel not to water down the measures to promote the Panel when they reviewed their constitutional documents. He raised concerns about the timing of the agenda for this meeting being after the formal deadline for public questions and requested that the participation deadlines were also considered as part of the review.

A further public statement was made by David about the importance of community engagement, particularly with older residents.

23 **PCC Quarterly Update**

The Panel considered the quarterly update.

24 **HMICFRS PEEL PCC - Progress to Date**

The Police and Crime Commissioner (PCC), Philip Wilkinson, OBE MPhil, gave a progress update about his scrutiny, challenge, and support of Wiltshire Police's Police Efficiency, Effectiveness and Legitimacy (PEEL) inspection action plan. He also provided the Office of the Police and Crime Commissioner's (OPCC's) assessment of the progress Wiltshire Police was making towards addressing the PEEL findings. During his update key points included:

- The PCC had met with His Majesty's Inspector of Constabulary for the Wales and Western Region, Wendy Williams CBE, who felt that some progress had been made towards the issues identified.
- The force had recruited a retired Assistant Chief Constable, Craig Dibdin, to focus solely on the areas of improvement required by the PEEL report.
- Oversight had been improved as the OPCC's Strategic Planning and Performance Officer, John Derryman, now sat on all of Wiltshire Police's performance boards. The number of performance boards had been reduced to give clearer direction. Each board was chaired by Chief Constable Roper.
- The PCC felt that his office had now moved from the 'challenge' phase to the 'active support' phase in helping Wiltshire Police through the Engage process.
- The PCC identified specific areas in which he felt that progress had been made, such as prosecution rates for rape going from the lowest to the highest in the South West region, as well as tackling the interconnected issues of drug issues and youth violence.

Cllr Cave arrived at 10:22am.

During the discussion, points included:

- The Panel thanked the PCC for the update and welcomed the progress identified in the report.
- Members stated that they would like a roadmap of the progress made including a timeline of key inspections and goals.
- The PCC noted that there had originally been several roadmaps. Wiltshire Police had now combined the information into a single document, which he hoped to share with the Police Performance Oversight Group on 5 April 2023.
- In answer to a query about the lack of progress made towards effective community engagement and problem solving, the PCC agreed that this was a concern but reassured the Panel that new processes had been put in place.
- When asked about the deployment of officers in the community, not in response to specific incidents, but to deter crime and provide reassurance to the public, the PCC emphasised the importance of ensuring that there was a sufficient number of officers on the front line. He highlighted that there would be 140 more officers by the end of the year than when he first took up the role.
- The PCC also outlined other steps to help build community links, such as each station being allocated a commander who would stay in post for at least two years. He explained that inspectors would regularly visit Area Boards.
- Two mobile police stations had been delivered which would visit smaller towns and villages to provide a visible presence. Area Boards would be asked where they would like to see the stations deployed.
- In response to a suggestion by Cllr Dr Mathew that retired police officers be encouraged to participate in engagement events in schools, the PCC stated that this was something that he would consider and emphasised that Police Community Support Officers (PCSOs) did visit schools.
- Given that extra recruitment would lead to an increase in the number of inexperienced staff, a hierarchy of leadership and management courses had been put in place.
- The PCC stated that he was keen to make recruitment processes more flexible to attract people leaving the military. He explained that the Ministry of Defence provided four months of training to service personnel due to leave the armed forces but that they could now do four months of training to join the police instead.
- The Panel noted that it would be good to have a balance of experienced and younger recruits, who might be able to identify better with people of a similar age group.

25 **Update from the PCC**

The PCC gave his update during the previous item on the progress made towards the PEEL report.

26 **Police and Crime Plan Highlight and Performance Report**

The PCC gave a summary of the progress made towards the delivery of the four key priorities in his Police and Crime Plan, including proposals for improvements to the police estate.

The PCC was pleased to report that Calne Police Station would be refurbished to become the home of the Rural Crime Team and a base for the local neighbourhood team. He explained that discussions were ongoing about purchasing six acres of land near Old Sarum and Salisbury Park and Ride to set up a base in the south of the county. The PCC stressed that purchase of the land was not yet complete and that any proposals would be subject to planning. However, he was optimistic that he would be able to make an announcement in the coming weeks. He also noted that it might be possible to open a custody suite at the Salisbury site but that would be dependent on the operational requirements identified by the Chief Constable.

During the discussion, points included:

- The Panel thanked the PCC for the update and praised the honesty in the report.
- In response to a question about why 28 of the 66 performance measures were listed as declining, the PCC clarified that a measure would not be listed as improving unless there had been three consecutive months of improvement. He also stressed that he had seen improvements in leadership and morale.
- The Chief Executive and Monitoring Officer of the OPCC, Naji Darwish, explained that delivering sustainable improvement in service performance went beyond meeting the specific requirements of the PEEL process. He stressed that improvements needed to be done in a holistic fashion so that they were linked to the PEEL improvements and met the goals of the Police and Crime Plan. He emphasised that many improvements would take time to implement so, whilst it was important to track progress month on month, it was also key to look at the longer-term direction of travel.
- The OPCC's Strategic Planning and Performance Officer noted that the report was widely shared within the force to ensure transparency.
- When asked about the decline in the volume of community intelligence, the PCC stated that he felt that a higher proportion of intelligence officers should be deployed on the frontline rather than at headquarters at this would help to build community engagement.
- The Vice-Chairman suggested that sending officers to attend parish surgeries would be a good way to build up the intelligence picture.

- The PCC highlighted that he made regular visits to Area Boards and that the Chief Constable was also keen to visit Area Boards when possible. Chief Constable Roper and the PCC had visited Calne Area Board on 7 March.
- The Panel stated that they would welcome the Chief Constable should she wish to attend one of their forthcoming meetings.
- It was reported by the PCC that tackling drug related knife crime would be a priority.
- The PCC was pleased to state that rural crime had reduced. The size of the Rural Crime Team had doubled and there was lots of engagement with the farming community.
- The OPCC was working closely with local councils on the Safety at Night Charter and in tackling issues such as speeding.
- In answer to a query about why the number of victims supporting prosecution was below the national average, the PCC reported that court time programming was an issue. The Chief Executive of the OPCC added that waiting times had returned to pre-pandemic levels but there were issues with the number of magistrates and the courtroom infrastructure in Swindon.

On the proposal of Cllr Cave, seconded by Cllr Dr Mathew, it was resolved:

Decision

To note the Police and Crime Plan Highlight and Performance Report.

27 Wider PCC Responsibilities - Victims and Vulnerability

Maria Milton, Strategic Lead for the Portfolio Area of Victims and Vulnerability, gave a presentation about the services available, including an enhanced service for vulnerable victims and a domestic abuse advocacy refuge in Swindon. She also outlined how services related to the PCC's Police and Crime Plan, their impact and how they were commissioned.

The strategic lead was pleased to report that they typically received positive feedback, stating that 78 percent of young victims that had gone through their service said that they were able to recover. She emphasised the importance of promoting the availability of services and ensuring that their approach was victim led.

She highlighted that one of the key challenges facing the service was commissioning, with a number of contracts due for renewal in 2023/24. She noted that it had not yet been confirmed whether the additional funding in the Ministry of Justice Victims' Grant would continue beyond March 2025.

Further details are available in the slides attached to the minutes or through the [Horizon Team](#).

During the discussion the following points were made:

- The Panel thanked the strategic lead for the presentation and commended the work being done to support victims.
- The Chief Executive of the OPCC praised the wealth of work undertaken to support the criminal justice system and said that he would be happy to put members in contact with service representatives if they wanted further information.
- The PCC stated that he was in awe of the breadth of services being commissioned and the care and compassion shown by staff.
- When asked specifically about the services being put in place to support older people, the strategic lead explained that they would be supported through the Horizon service. A dedicated officer would be able to help them via a 'phone call or letter and did home visits.
- In response to a question about the support available for the victims of cybercrime, it was confirmed that support was available nationally.
- The strategic lead explained that they worked closely in partnership with the NHS and local authorities. Services were evidence led and feedback was shared with other agencies.
- It was reported that there had been a growth in the number of victims of stalking and harassment.
- When questioned about the reasons for the increased demand for their services, the strategic lead confirmed that there were a combination of factors, including an increase in certain types of crime. Take up varied depending on the type of service, with particularly high take up in cases of domestic abuse and sexual violence.
- It was noted that there were challenges in forecasting the funding for the scheme in the longer term as it would be dependent on future grant awards.
- It was confirmed that the service benefitted from volunteers in restorative practice and the support service for older people.
- It was reported that schools were part of the coordinated community work taking place during the pandemic to ensure that at risk children were visited at home.

28 **OPCC Commissioning Plan 2023/24**

Due to officer availability, OPCC Commissioning Plan Item was heard ahead of the Victims and Vulnerability Item.

The OPCC's Director of Operations, Rob Llewellyn, gave a summary of progress on commissioning of non-policing services and plans for financial year 2023-24. He explained that services were commissioned to support services system wide, including the objectives of the Police and Crime Plan and the Wiltshire Criminal Justice Board Strategy. Including successful bid funding the total commissioning budget was £4.561 million for 2023/24.

Louise Williams arrived at 11:25am.

During the discussion, points included:

- The Director of Operations was thanked for his report.
- In response to a query about how the impact of investment on the delivery of services was calculated, the director emphasised the importance of engaging with victims and ensuring they worked collaboratively with other agencies. He gave the examples of supporting offenders to leave custody and working with mental health practitioners as areas within system that could help to reduce impacts on other services.
- The director confirmed that commissioning plans were updated on an annual basis.
- The PCC stressed that frontline officers benefitted from being able to contact mental health specialists at headquarters.
- When asked about the impact of having to bid for funding on the overall direction of the service, the director explained that it did place constraints, such as having to spend funding within certain timeframes. He then emphasised the strong relationship that the OPCC had with local authorities, citing the recent success of their joint bid for Safer Streets funding.
- The director reported that next year there would be the opportunity for community groups to bid on a quarterly basis for funding from the PCC of up to £5,000. The OPCC was working closely with the Wiltshire Community Foundation to provide clarity about the bid process.
- The PCC was questioned about the communication he had with central government about funding, he stated that he did speak to ministers and held a monthly meeting with local MPs. He explained that a range of views were represented within the Association of PCCs about the police funding formula.
- The Chief Executive of the OPCC stressed that national funding would be determined by ministerial decisions and priorities.
- The Chairman encouraged members to contact their MPs about the police funding formula.

On the proposal of the Vice-Chairman, seconded by Cllr Pickernell, it was resolved:

Decision

To note the report on the OPCC's commissioning plans for financial year 2023/24.

29 **Forward Work Plan**

The Chairman referred the Panel to the forward work plan in Agenda Supplement 1.

It was noted that progress had been made on speed enforcement and it might be an area that the Panel would like to be updated on.

30 **Communications**

The Panel considered ways in which it could improve its communication with the public, including public participation guidelines in its rules of procedure.

31 **Update on Constitutional Matters**

The Chairman reminded the Panel that it had been a long time since they had last updated their constitutional documents. He highlighted that the documents would benefit from a review to make sure that they met current requirements, such as the deadline for public participation. He referred the Panel to the proposal in the agenda pack, suggesting that they be reviewed by Wiltshire Council's Constitution Focus Group in May. He then welcomed the thoughts of the Panel on the proposals and invited members to volunteer to attend the Constitution Focus Group meeting.

During the debate the Panel stated that they would welcome the opportunity to review the documents as part of efforts to improve their communication with the public. The Chairman, Cllr Henning and Cllr Pickernell then volunteered to attend the Constitution Focus Group in May to ensure that the Panel's views were represented in the discussion.

The Democratic Services Officer clarified that Protocol 12 of Wiltshire Council's constitution contained both the rules of procedure for the meeting as well as the panel agreement between Wiltshire Council and Swindon Borough Council. As the host authority Wiltshire Council, with the agreement of the Panel, would be able to update the rules of procedure. However, it was likely that the Panel agreement would need the separate approval of both local authorities. Additionally, any changes to the documents would require the approval of two thirds of the total membership of the Police and Crime Panel.

32 **Items for Communication to the Public**

The Chairman reported that Wiltshire Council's website had been updated to set out more clearly the role of the Panel in scrutinising the PCC. There was also additional information about the principals of good scrutiny, the Panel's funding arrangements and how the public can get involved.

Discussion turned to how the Panel could make information more easily available to the public. Suggestions included making the PCC's quarterly report more prominent on Wiltshire Council's website and making a precis of the report available on the webpages themselves. The Democratic Service Officer offered to investigate whether this would be possible on Wiltshire Council's website.

The Communications Manager at the OPCC offered to liaise with Wiltshire Council about promoting the Panel's meetings on social media.

33 **Future meeting dates**

It was noted that the next meeting of the Police and Crime Panel will be on Tuesday 13 June 2023 at 2:30pm in the Corn Exchange, Devizes.

Future meeting dates were:

- Thursday 14 September 2023, 10:30am – West Wilts Room, County Hall
- Thursday 14 December 2023, 10:30am – Committee Room 6, Swindon

The Chairman reiterated that accessibility would be a key factor in determining future meeting venues.

(Duration of meeting: 10.00 am - 12.40 pm)

The Officer who has produced these minutes is Matt Hitch
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matthew.hitch@wiltshire.gov.uk

Press enquiries to Communications, direct line 01225 713114 or email
communications@wiltshire.gov.uk

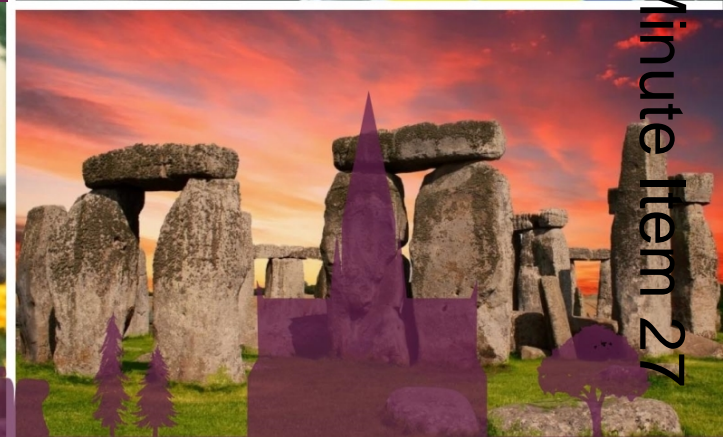
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Wiltshire and Swindon

pcc

OPCC Portfolio Update
Victims and Vulnerability
March 2023

Page 17



Minute Item 27



Victim Voice

Police and Crime Plan

Priority 2: Reduce violence and serious harm

Violence against women and girls and under-represented victims.

Priority 3: Tackle the issues that matter to communities

Supporting vulnerability.

Priority 4: Improve the experience of victims and deliver justice

Commissioned services

Wiltshire Criminal Justice Board Strategy

Ensuring victims of crime are fully supported through the Criminal Justice System with quality services that effectively meet their needs

1. Collaborative approach to ensuring compliance with Code of Practice for Victims of Crime and effective delivery of quality Victim Services
2. Agencies working together to provide whole-system approach to supporting victims of Domestic Abuse and Serious & Sexual Violence
3. Ensuring a Victim centred approach

Scorecard measures for ensuring victims of crime are fully supported.

Victims Bill (forthcoming law) / The Victims Funding Strategy

The key areas covered in the consultation were:

- Enshrining the Victims' Code in law and expanding provisions of the code where necessary.
- Improving communication with victims of crime and ensuring their voices are heard in the criminal justice process.
- Improving oversight, performance and quality.
- Delivery of victim support through community-based services.
- Improving advocacy support for victims of Domestic Abuse and Sexual Violence and other serious violence, and improving advocacy for children and young people.

Victims Code of Practice (VCoP)

The **Victims' Code** focuses on victims' rights and sets out the minimum standard that organisations must provide to victims of crime.

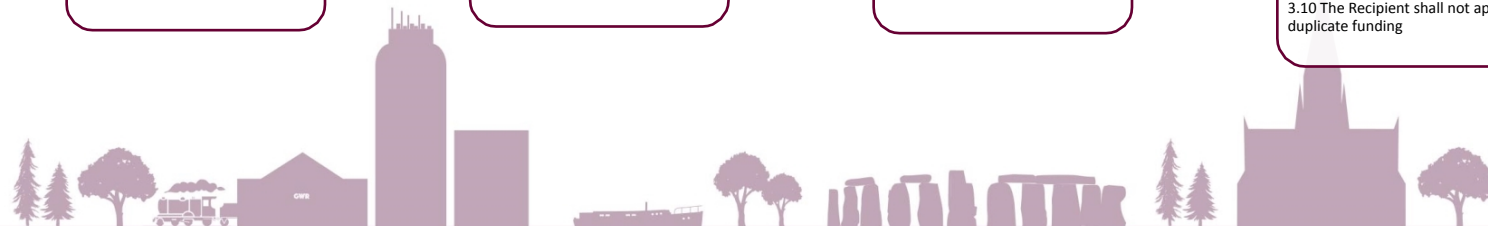
There are 12 rights including those pertaining to communication, accessibility, property, complaints and a victims right to review.

Ministry of Justice Grant Agreement

The Grant is made in exercise of the power conferred on the Authority by **section 56(1) of the Domestic Violence, Crime and Victims Act 2004.**

3.7 The Activities must satisfy the requirements of the Victims' Code and domestic Law and must:

- 3.7.1 meet the support needs of Victims of Crime;
- 3.7.2 act in the interests of the Victims of Crime supported;
- 3.7.3 be free of charge;
- 3.7.4 be confidential;
- 3.7.5 be non-discriminatory (including being available to all regardless of residence status, nationality or citizenship);
- 3.7.6 be available whether or not a crime has been reported to the police;
- 3.7.7 be available before, during and for an appropriate time after any investigation or criminal proceedings; and
- 3.9 Whilst ensuring effective delivery of the Activities the Recipient must seek efficiency and best value for money when spending the Grant. This includes consideration of co-commissioning of services and integration of services.
- 3.10 The Recipient shall not apply for duplicate funding



Victims and Vulnerability – Strategic Drivers

Questionnaire responses:

Feedback

- Just over 40% of respondents said that they were not given details of support services that help victims of crime when they reported the incident.
- Over a third of respondents who said they had not reported the crime to the Police were not aware that they could still access support services.
- Victims said that early access to support services was, or would have been, important to them in terms of recovering from the immediate impact of the crime.

Action

- New literature, additional resources
- Partnership strengthening, new networks



Victim Voice:

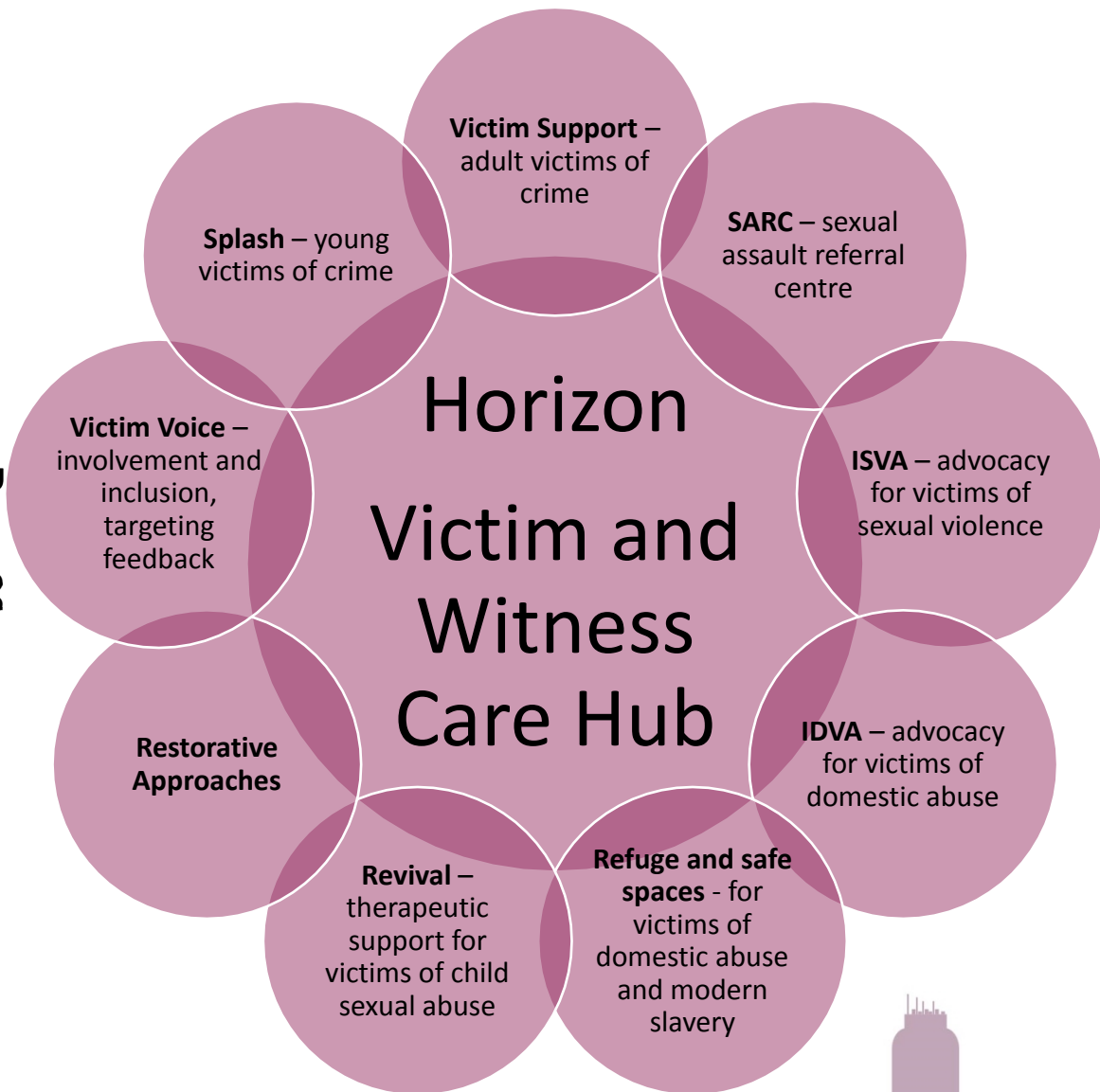
Direct Feedback, questionnaires, complaints, via Support Service Providers, national/regional/local reports and reviews, commissioning processes and engagement.

My daughter was terrified after the incident occurred. Working with the Splash team has enabled her to process the situation and gradually build up her confidence again. This is wonderful to see.

Very valuable service given the chance to talk, support, provided with options to make feel safe in own home. Brilliant service, was given plenty of time to talk and discuss emotions.

[Worker] was incredible I came as a completely broken person wondering if I was going mad. The support and education I received was invaluable. It saved mine and my children's lives. We were able to leave as safely as possible and with the help of [Worker] we were incredibly supported throughout. I can't thank her enough for the support she gave us through the most difficult time in my life. So the service isn't good, it's amazing.





8,492 
Local
victims of
crime **23%**

32%
Of all
victims
were
male



64%
Of all
victims
were
female

22%
1,903
Under 18's

8%
652
Under 12's



Services delivered April to September :

2,130
↑
victims of
domestic
abuse
28%

303 victims were male
1,800 victims were female

8,492
↑
Local
victims of
crime
23%



446
victims of
stalking and
harassment

156 under the
age of 18



1,088
↑
victims of
sexual
harm
325%

128
victims
were
male

940
victims
were
female

Page 25

About **1 in 3** and **1 in 4** women and men report having experienced severe physical violence from an intimate partner in their lifetime.



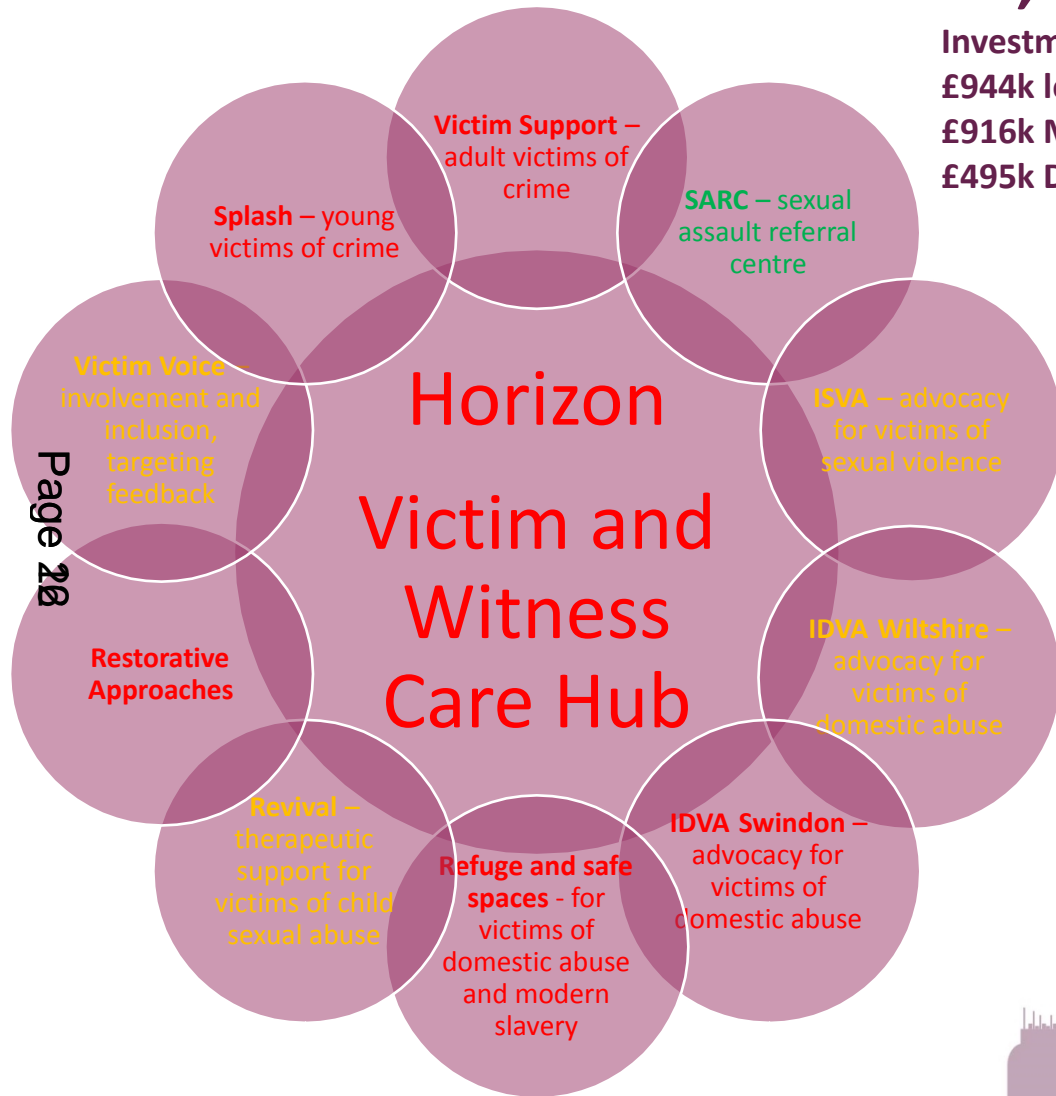
£2,355,000

Investment

£944k local funding

£916k Ministry of Justice Victims Grant

£495k DA/SV Grants



Page 20

Service Area	Process	New Contract begins
Victim Hub and Restorative Services c£500k	March – May 2023	June 2023
Enhanced offer adults c£220k	July – November 2023	April 2024
Enhanced offer children c£120k	April – August 2023	April 2024
Domestic abuse advocacy Swindon and refuge/safe spaces c£90k of c£270k	April to December	April 2024



Opportunities	Challenges
Children and Young People	Resources
Vulnerability and repeat victims	Cliff edge funding
Regional e.g. Restorative Practice	Trust and Confidence
Extend reach	Victims Law
Partnerships – NHS/ICB’s	Parole Hearings
Sexual Harm – centre of excellence	Policy Landscape
Demand management	
Communication	
Victims Code of Practice	

Principles	
Victim led	Evidence based
Collaboration	Co-ordination







MAKING

WILTSHIRE

SAFER

"If it matters to you, it matters to me."

**PCC Presentation to Police and Crime Panel
March – May 2023**

Overall PCC Assessment

- Early performance improvements – consistency and sustainability required
 - Wiltshire Police is the third most effective disrupter of county lines per head of capita in the country.
- Briefings with new CC on required service improvements to support transition and delivery.
- Legacy issues – change needed
 - Physical (people, location and equipment) – H R review commissioned
 - Morale (principles, culture, leadership and well-being) – improved visibility (CC letter to PCC)
 - Intellectual (thinking, operational procedures and what is taught)
 - Deep seated enabling functions, the core components of capability.
- Road safety continued positive progress.
- OPCC partnership working - ASB incident volume reduction.
- OPCC and Force undertaking interventions to improve CJS outcomes.

Outcomes achieved this quarter

Priority One - A police service that meets the needs of its community

- **People:**
 - H R review commissioned and new H R Director commenced
 - Government uplift target exceeded - 1189 target v 1196 police officers as of 31 March 2023.
- HO statistics show Wiltshire's Neighbourhood crime reduced by -25% between year to Dec 2019 (5255) and Year to Sept 22 (3917). Drug offences also saw a reduction of -31%, in this period.

Priority 2: Reduce violence and serious harm

- **VAWG:** WP RASSO FAT <2% (lowest in UK 2021) now +9% (top quartile).
- **Serious Violence & Organised Crime:**
 - Wiltshire is second top over a two year and 8 quarter period for Crime disruption volume of 41 Force in England and Wales. Q2 2022-23 577 disruptions, 462 tackling drug supply, 36 children safeguarded, 46 adults and 22.59kg of drugs seized.
 - Fourth Op Scorpion caused major disruptions to drug dealers 14 arrests
 - OPCC appointed a serious violence coordinator who will work with Force and Community Safety Partnerships.
- **Commissioned Services:**
 - Starting Point Mentoring Pilot, commissioned jointly with SBC, supported 26 children at risk of crime / exploitation.
 - OPCC worked with partners to develop an intervention called 'The Blunt Truth', aligned to Op Sceptre, which is delivered in schools and supports knife crime education.

Outcomes achieved this quarter

Priority 3: Tackle crimes that matter to local communities

- **Youth Engagement:** PL Kicks delivered 160 hours of sessions to children within Swindon and will continue in 2023-24.
- **ASB:** ASB Toolkit published on Wiltshire Safeguarding Vulnerable People Partnership (SVPP) website directing residents to the assistance needed.
- **Road Safety:** OPCC / Force joint focus on improving Road Safety. Endorsable notices issued for 2023 to date are 2021, were 1735 in 2022 and 192 in 2021.
- **Safer Streets:** OPCC successfully bid for **£2.6m** through rounds two, three and four of the Safer Streets Fund. Delivering interventions targeting VAWG (CCTV vans, VAWG education etc.) and ASB. OPCC engaged with Home Office regarding next round of funding opportunities

Page 28

Priority 4: Improve the experience of victims and deliver justice

- OPCC funded Swindon Youth Justice Services received Outstanding rating in 2023 HM Inspectorate of probation visit.
- Q4 2022, Wiltshire rose well above the national 86% of cases resulting in a completed trial or guilty plea with a 92% total.
- OPCC mobilised new alcohol / substance misuse and Mental Health Treatment Requirement (MHTR) services.
- OPCC has developed the MOJ tactical tool kit which is now part of NPCC board and APCC female offender working group.

Focus and the way ahead

- Legacy issues: capability, experience, resilience and demand planning.
- Premises security and investment.
- VCOP compliance issues.
- Force Learning and Development.
- Southern hub not yet agreed. Terms of reference drawn up with a location potentially identified.
- Drive improvements in CJS.

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MAKING

WILTSHIRE

SAFER

"If it matters to you, it matters to me."

**Quarterly Highlight report: March – May 2023
Police and Crime Panel**

Police and Crime Plan 2022-25

Police and Crime Plan 2022-25 delivery infrastructure

Priority 1: A police service that meets the needs of its community

Priority 2: Reduce violence and serious harm

Priority 3: Tackle crimes that matter to local communities

Priority 4: Improve the experience of victims and deliver justice

Page 32



"If it matters to you, it matters to me."

Priority 1: A police service that meets the needs of its community

Outcomes achieved this quarter

- New CC commenced fortnightly updates to PCC which are made public.
- Force has published Plans on a page 2023-2024 which details a range of plans to ensure delivery of the Police and Crime Plan through increased leadership scrutiny, accountability and performance management.
- Wiltshire Police exceeded the Government uplift target with 1196 FTE Police Officers v 1189 target as of 31 March 2023.
- OPCC / Force commissioned HR Review. New HR Director appointed (12-month contract)
- The OPCC 2023 – 24 delivery plan is operational, ensuring the OPCC provide a professional service effectively supporting the work to make Wiltshire safer.

Risks and issues

- Demand planning, capability and capacity within the Force.
- Unable to dispose of estate identified for disposal or not achieving anticipated capital.

Deliverables Progress

Action	Date Due	Progress
Tidworth police building site work started.	Q4 2023	40%
Use of two mobile police stations to be introduced, (Unexpected vehicle delivery delays are continuing to cause setbacks)	June 23	50%

PCC focus next quarter

- The PCC Community Action Fund is to be launched enabling local groups apply and secure funding for projects that support delivery of the Police & Crime Plan by end of Q1 .
- Progress performance reporting will be in place to monitor reductions in CO2 emissions across OPCC and Wiltshire Police.
- Deliver enhanced OPCC organisational and departmental performance scorecards to improve delivery.



"If it matters to you, it matters to me."

Score card - Priority 1: A police service that meets the needs of its community

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
Abandonment Rate: 101		7.5%	5.1%	1.4% points ▲	4.1%	2.0% points ▲
Abandonment Rate: 999		0.5%	0.4%	0.0% points ▲	1.3%	-3.0% points ▼
Abandonment Rate: CRIB		19.4%	15.9%	2.6% points ▲	12.9%	4.0% points ▲
Average Time to Answer: 999		00:00:10	00:00:07	00:00:01 ▲	00:00:08	-00:00:00 —
Average Time to Answer: CCH		00:00:48	00:00:35	00:00:07 ▲	00:00:27	00:00:15 ▲
Average Time to Answer: CRIB		00:11:41	00:08:49	00:02:25 ▲	00:04:55	00:02:49 ▲
Thrive: Complete and Visible		97.9%	95.6%	1.9% points —		
Thrive: Crime Prevention Assessment		85.2%	73.2%	3.9% points ▲		
Thrive: Engagement Assessment		95.1%	88.7%	4.2% points —		
Thrive: Harm Assessment		94.4%	93.0%	2.5% points —		
Thrive: Investigation Assessment		84.5%	74.7%	4.2% points ▲		
Thrive: Overall Call Rating		41.0%	50.9%	-10.9% points ▼		
Thrive: Risk Assessment		88.2%	80.3%	5.6% points ▲		
Thrive: Threat Assessment		96.5%	94.3%	2.3% points —		
Thrive: Vulnerability Assessment		29.2%	40.5%	-11.1% points ▼		

Page 34

WAIT TO ANSWER & ABANDONMENT

- 101 abandonment rate is 7.5% for Mar-23
- CCH - answer time to answer is 48 secs for Mar-23. Sep-22 - the introduction of a new 101 Operating Model. All calls are now answered by CCH operators and during the last 6 months they have triaged / signposted an average of 39% of all 101-call demand
- CRIB – average time to answer 11m 41 secs for Mar-23. The last 6 months are considered as exceptionally high wait times with an average of 7m 34 secs. The average wait time for the 12 months prior to the new model was 2m 31 secs.
- High levels of sickness within the CCC alongside lack of staffing are impacting on performance
- 999 – answer time to answer is 10 secs for Mar-23.
- Call demand across the CCC has experienced seasonally low demand during the colder month as expected with volumes beginning to increase.

THRIVE+

- Overall call rating is 41% for Mar-23, a reduction of -10.9 percentage point compared to the previous 3 months. This is greater than the +/-5% margin of error (CI=95%)
- All areas of THRIVE assessment remain stable, except for Vulnerability. Vulnerability is recording a decrease of 11.1% compared to the previous 3 months. The THRIVE audit being completed for vulnerability has been focused on underperforming teams within the CCC to enable the identification of feedback and training
- Force Business Intelligence (BI) have recommended independent audits are completed to assess performance.



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Score card - Priority 1: A police service that meets the needs of its community

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
Average Response Time: Immediate		00:12:30	00:12:29	-00:00:03 —	00:12:07	00:00:04 —
Average Response Time: Priority		01:54:52	01:47:19	00:12:29 ▲	01:32:22	00:23:53 ▲
Community Intelligence - County		173	439	38.5% ▲	1,514	-3.2% —
Community Intelligence - Swindon		65	154	14.1% ▲	920	-23.7% ▼
Outstanding Suspects		1,515	1,502	-2.9% —		
Outstanding Suspects: 4+ Days		1,448	1,434	-2.4% —		
Outstanding Suspects: Over 12 Months		53	54	15.7% ▲		
Police Physical Attendance Rate - County		55.4%	56.7%	-0.8% points —	58.7%	-0.5% points —
Police Physical Attendance Rate - Swindon		56.4%	57.0%	-2.9% points —	60.2%	-1.5% points —
Response Rate: Immediate		81.7%	80.9%	0.4% points —	82.1%	0.1% points —
Response Rate: Priority		53.5%	55.4%	-1.9% points —	59.4%	-7.7% points ▼

Page 35

RESPONSE TIMES & RATES

- Average immediate response times remain stable at 12:26 for Mar-23, response rate for Feb-23 is reporting at 81.8%
- Average priority response time is 1:54:53 breaching the SLA of 1 hour. Logs more than 10 hours are skewing the average. The median is also increasing but within the SLA of 1 hour at 46:56. Logs over 10 hours are an impact factor on the average, but an increasing median reflects a genuine increase in the time it is taking to respond.
- The county hub commander has given direction to officers to spend more time at scene to improve the service officers deliver to victims and to increase the potential of capturing evidence and increase investigative standards.

INTELLIGENCE

- County is showing 9 months of being consistently just below average with 1,435 reports in Mar. Swindon has seen a low in Mar and is at the LCL in 1,017 reports.

OUTSTANDING SUSPECTS

- Mar-23 - 1515. Numbers remain elevated compared to 2020 and 2021
- More than 4 days for Mar-23 is 1448. Data capture began Jul-22, a longer data capture period is required to assess trend
- Those over 12 months for Mar-23 is 53. Data capture began Jul-22, a longer data capture period is required to assess trend. To date volumes have fluctuated between a small margin, 44 and 56



"If it matters to you, it matters to me."



Score card - Priority 1: A police service that meets the needs of its community

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
Crime Volume		3,771	10,563	-2.0% —	44,183	6.1% ▲
Crime Volume: Burglary		167	494	-5.4% ▼	1,994	17.0% ▲
Crime Volume: Violence With Injury		454	1,302	-12.5% ▼	6,261	-0.1% —
FAT Outcome Rate		15.3%	14.5%	1.5% points ▲	13.0%	1.2% points ▲
FAT Outcome Rate: Burglary		9.0%	6.9%	-0.0% points —	7.0%	0.4% points ▲
FAT Outcome Rate: Violence With Injury		21.1%	18.1%	3.1% points ▲	14.0%	1.8% points ▲
Released Under Investigation (Median): Timeliness		249	236	16.4% ▲	200	21.3% ▲
Released Under Investigation: Volume		1,747	1,930	-11.7% ▼	2,058	4.9% —
Time to Charge (Median)		23	25	-14.8% ▼	27	49.3% ▲
Time to Charge (Median): Burglary		31	52	-0.7% —	57	99.4% ▲
Time to Charge (Median): Sexual Offences		357	123	-29.8% ▼	193	-2.4% —
Time to Charge (Median): Violence Against The Person		32	43	13.3% ▲	38	35.2% ▲
Time to Summoned / Postal Requisition (Median)		203	179	20.1% ▲	158	8.3% ▲
Time to Summoned / Postal Requisition (Median): Burglary		195	226	4.9% —	316	-1.5% —
Time to Summoned / Postal Requisition (Median): Sexual Offences		506	419	6.3% ▲	403	49.4% ▲
Time to Summoned / Postal Requisition (Median): Violence Against The Person		248	202	9.9% ▲	174	4.6% —

CRIME VOLUME

- Wiltshire remains the lowest force nationally for crimes per 1000 population at 58.61 with an MSG average of 72.20.
- Crime commission to Mar-23 is showing an increase of 6.1% YoY, the year-on-year percentage is reducing each month as remaining covid lows drop out of the comparison. Crime Commission during 2022 has returned to pre-covid levels.
- All Burglary to Mar-23 is reporting a 17.0% increase in recorded volumes. This is not reflective of a significant increase in Burglary volumes but the effect of a significantly low period of reporting between Jan-21 and Jul-21. Volumes have returned to normal following this period and have remained stable since.
- Violence with Injury volumes are reporting a year-on-year change of -0.1% to Mar-23.

INVESTIGATION

- Overall further action taken (FAT) rate, R12 month rate to Mar-23 at 13.0% with a slight increasing trend of +1.2% year on year. Discrete rate for February is 15.3%.
- FAT Outcome Rate - Burglary: R12 month rate to Feb-23 is stable at 6.9%, +0.7% YOY. Discrete rate for February is 9.2%.
- FAT Outcome Rate – Violence with Injury: R12 month rate to Mar-23 is stable at 21.1%, +1.8% year on year. Discrete rate for February is 21.1%.
- Overall time to charge for Jan-23 is 23 days. The rolling 12-month picture is an increasing trend in recent months. The most significant drivers in this increase are RASSO.



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Score card - Priority 1: A police service that meets the needs of its community

All Police Crime Plan Priority Scorecards
 ▲ ▼ Indicate direction of travel. If the change less than 5% a "-" is used. The colour indicates whether this is the preferred direction of travel, green or amber, unless the current period is considered exceptional in the adverse direction then it is red. See Explanation Page for more information.

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Feb-2023)	vs. Previous Year (Feb-2022)	Last 3 Months (Dec-2022 to Feb-2023)	vs. Previous Year (Dec-2021 to Feb-2022)	Last 12 Months (Mar-2022 to Feb-2023)	vs. Previous 12 Months (Mar-2021 to Feb-2022)
Overall Victim Satisfaction		Rolling 12 Month Data Only		Rolling 12 Month Data Only		74.4%	-2.9% points -
Overall Victim Satisfaction: Burglary Crimes		Rolling 12 Month Data Only		Rolling 12 Month Data Only		80.1%	3.9% points ▲
Overall Victim Satisfaction: Hate Crimes		Rolling 12 Month Data Only		Rolling 12 Month Data Only		84.5%	9.0% points ▲
Overall Victim Satisfaction: Vehicle Crimes		Rolling 12 Month Data Only		Rolling 12 Month Data Only		67.0%	-9.6% points ▼
Overall Victim Satisfaction: Violence Crimes		Rolling 12 Month Data Only		Rolling 12 Month Data Only		74.6%	-4.2% points ▼

Page 37

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
Volume of Complaints		132	377	1.6% -	1,454	24.6% ▲

PUBLIC CONFIDENCE AND CONSULTATION

Overall Victim Satisfaction - 73.9% down 3.8pp YoY

- Bench marking with other forces who have shared data returned a national average of - 65% (12 months to Dec 22). NB: Not all forces returned data and forces do not all use the same survey script.

Burglary satisfaction is 81.4% up 5.9% pts YoY

- Warwickshire (MSF) = 74% (12 months to Dec 22)
- West Mercia (MSF) = 83.8% (12 months to Dec 22)

Hate Crime satisfaction 83.1% up 5.0%pts YoY

- Warwickshire (MSF) - 69% (12 months to Dec 22)
- West Mercia (MSF) - 73.4% (12 months to Dec 22)

Vehicle crime satisfaction at 67.0% (-9.9%pts YoY) and 4 months under the LCL.

- Warwickshire (MSF) - 64% (12 months to Dec 22)

Violent crime satisfaction 73.0% dropped below LCL after a 2-month improvement. Decline seen in Treatment and Actions Taken.

NEW DATA - Crime Survey for England & Wales to December 2022

Overall confidence in local police:

- Wiltshire = 76.8% (+/- 3.9% pts equates from 72.9% - 80.7%)
- England & Wales = 68.5% (+/- 0.8%pts).
- +1.8%pts compared to last quarter to September 2022.

Percentage who say the police are doing an excellent or good job in their local area:

- Wiltshire = 63.2% (+/-6.1%pts which equates from 57%-69%).
- England & Wales = 52.3% (+/-0.8%pts)

Agreement that the police can be relied on when needed:

- Wiltshire = 57.0% (+/- 5.2% pts which equates from 51.9% - 62.2%)
- England & Wales = 53.7% (+/-0.8%pts)

SERVICE DELIVERY

- Mar-23 dissatisfactions recorded 132, year on year change is reporting a 24.6% increase. This increase is significantly affected by the most recent exceptional highs (Aug-22 to Nov-22).
- For March - Themes remain the same, with most complaints around Delivery of duties, specifically lack of contact
- 60% of complaints are resolved at Customer service level for March.
- Theme analysis underway across Complaints Resolution Team, PSD local investigation and PSD formal investigations.

- *Survey data is not received from SMSR until the second week of the month. Due to scheduling satisfaction data will always be reported one month in arrears
- Note: Victim satisfaction data is examined over 12 months for statistical significance with a 3-month lag before victims are surveyed



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Quarterly PCC Highlight Report

Priority 2: Reduce violence and serious harm

Outcomes achieved this quarter

- Following the launch of the 'Safety at Night' charter 140 businesses have signed up and public transport links have been forged with 16 taxi firms joining.
- OPCC has appointed a serious violence coordinator who will work with the force and Community Safety Partnerships to deliver the requirements of the Serious Violence Duty and support implementation to reduce violence in Wiltshire.
- The Starting Point Mentoring Pilot, commissioned jointly with Swindon Borough Council, has supported a total of 26 children at risk of engaging in the criminal justice system or being exploited. These include young people attending EOTAS (Education Other Than at School).
- OPCC have worked with partners to develop an intervention called the 'The Blunt Truth' running alongside Op Sceptre, a national initiative tackling knife crime. The Blunt truth is delivered in schools and supports knife crime education.
- Mobilisation of the Victims Voice Project; aligned to the victim satisfaction survey. This will deliver surveys to wider victim cohort improving the range of vulnerability reached with a larger question set for valuable learnings and drive improvements in policing for future victims.
- OPCC is aligned to Op Soteria and a further survey has been rolled out to victims of rape and serious sexual offences.
- OPCC mobilised a co commissioned DA perpetrator programme, allowing IOM to monitor 64 high risk offenders in the community and custody.

Risks and issues

- VCOP compliance continues to be a challenge. Improvements through new measures introduced under the force back to basics gold groups. The OPCC Victims rights survey produced a set of recommendations April 23 support the forces work.

Deliverables Progress

Action	Date Due	Progress
OPCC and NHS to recommission therapeutic interventions to support victims of child abuse (revisions of the procurement timetable at a local – national level in the last quarter)	Sept 2023	60%
Recruitment of one additional force/OPCC lawyer and two para legal.	April 23	100%
Mobilisation of a new Fearless contract support the victims of Domestic Abuse	April 2023	100%
Development of the Serious Violence Strategic Needs Assessment for Wiltshire and Swindon	Sept 2023	10%

PCC focus next quarter

- The OPCC has produced two strategies rejuvenating the DA steering group and refreshing delivery plans.
- The Serious Violence Duty Co-Ordinator will be working with Crest and the specified authorities to progress the development of the serious violence strategic needs assessment (SNA) as part of the Serious Violence Duty requirements
- In a partnership, the OPCC will work with Wiltshire Police and Youth Justice Service to support the implementation and mobilisation of a Focused Deterrence project. This will support tackling serious violence.
- The OPCC are arranging a special event to support victims of stalking and harassment, building the services available to victims with partner agencies.

Wiltshire and Swindon



Score card - Priority 2: Reduce violence and serious harm

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
Crime Volume: DA		637	1,837	1.2%	7,510	0.9%
Crime Volume: RASSO		124	351	-6.6%	1,526	2.7%
Crime Volume: S&H		364	1,101	15.8%	4,231	2.1%

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
FAT Outcome Rate: DA		12.2%	12.3%	0.6% points	10.9%	1.2% points
FAT Outcome Rate: RASSO		22.6%	13.4%	2.5% points	9.8%	4.2% points
FAT Outcome Rate: S&H		10.7%	7.8%	0.2% points	7.1%	-0.5% points
FAT Outcome Volume: DA		78	226	6.1%	822	12.8%
FAT Outcome Volume: RASSO		28	47	14.6%	150	78.6%
FAT Outcome Volume: S&H		39	86	19.4%	302	-5.0%
Time to Charge (Median): RASSO		137	338	44.6%	229	31.9%
Time to Summoned / Postal Requisition (Median): RASSO		506	449	13.3%	413	35.5%

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (to Mar-2023)	vs. Previous 12 Months (to)
Outstanding Suspects: DA		430	419	-6.0%		
Outstanding Suspects: RASSO		138	152	-9.3%		
Outstanding Suspects: S&H		251	245	13.1%		

FAT = Further action taken (charge/caution/penalty notice)

CRIME VOLUME

- Volume of RASSO is reporting a year-on-year increase of 2.7% to Mar-23, but an exceptional low period at the beginning of 2021 is driving this increasing view. Wiltshire did experience a slight overall increase in offences being recorded between 2020 and 2021
- Stalking and Harassment and volumes of Domestic abuse are stable long term

INVESTIGATION:

- FAT Outcome Rate - RASSO: Rolling 12 months to Mar-23 is 9.8% and showing an increasing trend
- FAT Outcome Rate – Rape: Rolling 12 months to Mar-23 8.1% (+4.3pts YOY) and showing a significant increasing trend
- FAT Outcome Rate – Other Sexual Offences: Rolling 12 months to Mar-23 13.8% (+5.4 pts YOY) and showing a slight increasing trend
- FAT Outcome Rate – S&H: Rolling 12 months to Mar-23 7.1% and is stable, but did experience a small decline between 2019 and 2020
- RASSO Time to charge for Mar-23 is 137 and no longer exceptional. The trend in RASSO time to charge is increasing, but over time we are also experiencing an increase in FAT Outcome for this area. Investigation time is increasing due to time spent in getting a result for victims. This is reflected in the increase in the 31 charge decisions received for RASSO in Jan & Feb-23.

OUTSTANDING SUSPECTS – The data capture began Jun-22.

- DA outstanding suspects have previously ranged from 429 to 469. Mar-23 is 430.
- RASSO outstanding suspects have previously ranged from 160 to 181. Mar-23 is showing as exceptionally low at 138
- S&H outstanding suspects have previously ranged from 202 to 268. Mar-23 is 251



"If it matters to you, it matters to me."



Priority 3: Tackle crimes that matter to local communities

Outcomes achieved this quarter

- PL Kicks have successfully delivered 160 hours of PL Kick sessions to children within Swindon during the 22-23 programme. PL Kicks will continue in 2023-24 delivering a further 160 hours, including providing opportunities for children working with Swindon Youth Justice Service.
- The fourth Op Scorpion occurred; a national campaign set to cause major disruptions to drug dealers and targeting those that would exploitation young people across Wiltshire. 14 arrests were made, with Cocaine worth £9,150, cannabis worth £1,150, cash to the value £1,500 and 10 vehicles were seized.
- The Wiltshire and Swindon Youth Commission (WSYC) presented their year 2 findings at the 'Big conversation Conference' in March in respect of policing and community safety. WSYC identified 5 priority areas along with recommendations for the PCC and Partner agencies to consider in the year ahead.
- Community remedy document –The community remedy document has been updated and will be made available on the PCC's website Q2 2023.
- The ASB Toolkit for the public has now been published on the Wiltshire Safeguarding Vulnerable People Partnership (SVPP) website. Swindon are due to localise this and replicate on the SBC website.

Risks and issues

- The force L & D capability, capacity and facilities require improvements to deliver effective and efficient policing service. New operating model commenced March 23, including improved performance measures and business planning processes.

Deliverables Progress

Action	Date Due	Progress
Roll out of the ASB educational tool kit – helping the public identify ASB and find the correct resources to combat it.	Mar 23	95%
PL Kicks – provisions to increase youth engagement in positive activity 2023.	April 23	100%
Youth commission; youth voice groups - a platform for young people to express their thoughts on key problems within society and hold partners to account.	March 23	100%

PCC focus next quarter

- Further ongoing development of the approach to ASB across the partnership. The focus will be on the partnership interface, roles and responsibilities.
- The Starting point mentoring project year one is complete. A jointly funded project for 26 young people will continue into year 2, taking the learning from the project to date. Year two, will see the OPCC help develop the service further to provide more intensive support to young people with improvements to partnership collaboration (Team around the child).



"If it matters to you, it matters to me."



Score card - Priority 3: Tackle crimes that matter to local communities

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
Arrest Volume: Drink Driving Offences		50	157	1.9% —	644	-14.8% ▼
Arrest Volume: Drug Driving Offences		28	139	13.9% ▲	467	29.0% ▲

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
Crime Volume: Cyber		127	483	-4.2% —	2,041	-1.5% —
Crime Volume: Hate Crime		57	199	-0.5% —	836	-7.2% ▼
Volume of ASB		949	2,606	-10.4% ▼	13,177	-8.5% ▼
Volume of ASB - County		614	1,664	-5.9% ▼	8,314	-9.8% ▼
Volume of ASB - Swindon		333	937	-17.3% ▼	4,831	-6.4% ▼

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Mar-2023)	Last 3 Months (Jan-2023 to Mar-2023)	vs. Previous 3 Months (Oct-2022 to Dec-2022)	Last 12 Months (Apr-2022 to Mar-2023)	vs. Previous 12 Months (Apr-2021 to Mar-2022)
FAT Outcome Rate: Cyber		15.6%	12.3%	4.6% points ▲	9.7%	1.8% points ▲
FAT Outcome Rate: Hate Crime		14.0%	18.6%	7.1% points ▲	14.8%	1.4% points ▲
FAT Outcome Volume: Hate		8	37	60.9% ▲	124	2.5% —

ROAD SAFETY

- Long term arrests volumes for drug driving are stable. Jan-23 and Feb-23 recorded a two-month exceptional high, 52 and 58 consecutively however Mar-23 recording back to norm figures at 28.
- Drink driving arrest volume are stable long term.
- Refer to OPCC website for detailed Road Safety data and activities.

CRIME VOLUME

- ASB volumes are following seasonally anticipated trend of summer highs and winter lows. The last 2 months to March-23 have seen an upturn in monthly volumes in line with Spring/Summer increase. Volumes however remain lower than previous years.
- Reported Cybercrimes are stable. Year on year change of -1.5% is affected by an exceptional high period over Feb-22 and Mar-22. As predicted the year-on-year increase has now changed to decrease because of an exceptionally low period now dropping from the binary comparison.
- Hate crime volume remain stable long term and report a year-on-year change of -7.2%, affected by two exceptionally high months reported in 2021.

INVESTIGATION

- FAT outcome rate: Cyber – R12m to Mar-23 is 9.7%.
- FAT outcome rate: Hate crime – R12m to Jan-23 is 14.8%.



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Quarterly PCC Highlight Report

Priority 4: Improve the experience of victims and deliver justice

Outcomes achieved this quarter

- OPCC funded Swindon Youth Justice Services received an Outstanding rating following the 2023 HM Inspectorate of probation visit. The inspectors highlighted the services organisational governance, leadership, staff and partnerships alongside Court disposals for excellence.
- Built resilience within the Wilts Police Legal services following the recruitment of a para legal with civil preventative orders expertise to assist in VAWG policing.
- The OPCC have worked with partners to mobilise the new alcohol and substance misuse and Mental Health Treatment Requirement (MHTR) services.
- Refreshed local female offender strategy and delivery plan. The OPCC has developed the MOJ tactical tool kit which will now sit within the NPCC board and APCC female offender working group.

Risks and issues

- The CJS environment nationally remains challenging, with Wiltshire and Wessex performing relatively well. National focus on driving standards across CJS, however structural challenges remain on workforce availability particularly in defence, efficiency of courts and the resultant impact on victims, with Horizon Victim Care continuing to manage high caseloads.
- Custody healthcare recruitment remains challenging. The provider has undertaken various actions to improve application volumes.

Deliverables Progress

Action	Date Due	Progress
The OPCC are supporting both Wilts Council and Swindon Borough Council with their new individual substance misuse service tenders and will continue to co-commission from April 2023.	Contract start April 2023	95%
Re-commissioning of MHTR service from April 2023 to start	Contract start April 2023	95%
New Advocacy (SV) services tender complete - 6-year contract will see greater funding provided resulting in improved services, increased staffing and introduce online offence services for victims.	April 23	75%

PCC focus next quarter

- The OPCC are to organise a Military and veterans in justice partnership event 10 July 2023 to map and then produce a strategy to support and focus the significant work in this field.
- The OPCC are working with partner to produce an Offenders housing provisions strategy to ensure provisions are sufficiently resilient and risks associated to a loss of housing are mitigated effectively.
- The OPCC are developing a “mental health map” in the criminal justice system to measure performance in this area.



“If it matters to you, it matters to me.”

Score card - Priority 4: Improve the experience of victims and deliver justice

All Police Crime Plan Priority Scorecards
 ▲ ▼ indicate direction of travel. If the change less than 5% a "—" is used. The colour indicates whether this is the preferred direction of travel, green or amber, unless the current period is considered exceptional in the adverse direction then it is red. See Explanation Page for more information.

Measure	Sparkline (Up to 3 Years' Data)	Last Month (Feb-2023)	vs. Previous Year (Feb-2022)	Last 3 Months (Dec-2022 to Feb-2023)	vs. Previous Year (Dec-2021 to Feb-2022)	Last 12 Months (Mar-2022 to Feb-2023)	vs. Previous 12 Months (Mar-2021 to Feb-2022)
Victim Satisfaction: Actions Taken		Rolling 12 Month Data Only		Rolling 12 Month Data Only		72.0%	-2.6% points —
Victim Satisfaction: Being Kept Informed		Rolling 12 Month Data Only		Rolling 12 Month Data Only		68.5%	1.1% points —
Victim Satisfaction: Ease of Contact		Rolling 12 Month Data Only		Rolling 12 Month Data Only		93.3%	-1.0% points —
Victim Satisfaction: Investigation		Rolling 12 Month Data Only		Rolling 12 Month Data Only		67.8%	-0.7% points —
Victim Satisfaction: Time to Arrive		Rolling 12 Month Data Only		Rolling 12 Month Data Only		85.3%	-5.6% points ▼
Victim Satisfaction: Treatment by Police		Rolling 12 Month Data Only		Rolling 12 Month Data Only		88.6%	-1.7% points —

Empty fields may occur, either there is no data available, or it is not required/appropriate

PUBLIC CONSULTATION - February-23 data:

- **Actions taken:** Up: 72.0% (YOY -2.6pp)
- **Being kept informed:** Up: 68.5% (YOY +1.1pp)
- **Ease of contact:** Stable: 93.3% (YOY -1.0pp)
- **Investigation:** Up: 67.8% (YOY -0.7pp)
- **Time to arrive R12m – 85.3% down -5.6pp YoY.** The decrease in 'satisfied' responses are predominantly being replaced with an increase of 'don't know' responses however survey does not ask for more detailed feedback on this question. The new Victim Voice survey will provide greater insight. Correlation with median and average priority response times increase since September 22.
- **Treatment by police:** 88.6% (YOY -1.7pp)



*Survey data is not received from SMSR until the second week of the month. Due to scheduling satisfaction data will always be reported one month in arrears
 Note: Victim satisfaction data is examined over 12 months for statistical significance with a 3-month lag before victims are surveyed

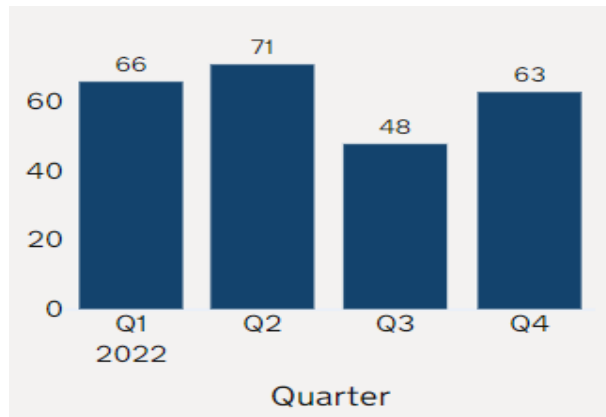
"If it matters to you, it matters to me."



Oct to Dec 22 - Average days taken for police to charge an offender in victim-based cases. Nationally 49 days.

63 days

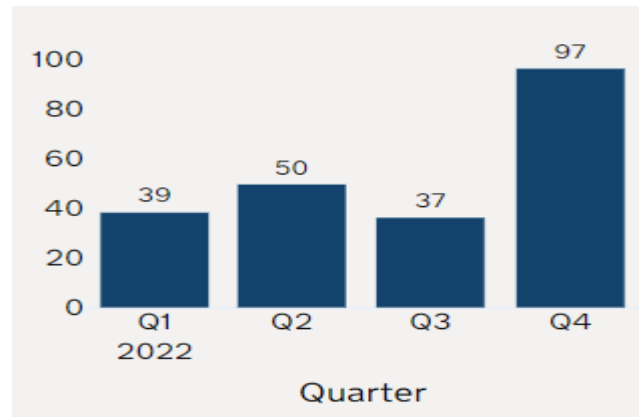
UP 15 days from previous quarter



Oct to Dec 22 - Average days from police referring a case to the CPS and the CPS authorising a charge. Nationally 47 days.

97 days

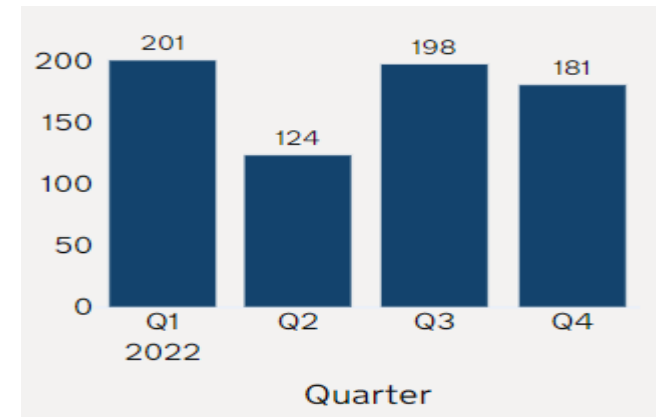
UP 60 days from previous quarter



Oct to Dec 22 - Average days from arrival to case completion at the Crown Court. Nationally 250 days.

181 days

Down 17 days from previous quarter



Page 44

The CJS data highlights a growth in the time taken to charge an offender in victim-based cases. Wiltshire's volumes are significantly above the national average

The CJS data highlights a growth in the average days taken to refer a case to the CPS and then the CPS authorising a charge. Wiltshire's volumes are significantly above the national average.

The CJS data highlights the average days from arrival at the crown court to case completion reducing, indicating performance has improved and that volumes are significantly below the national average.



"If it matters to you, it matters to me."



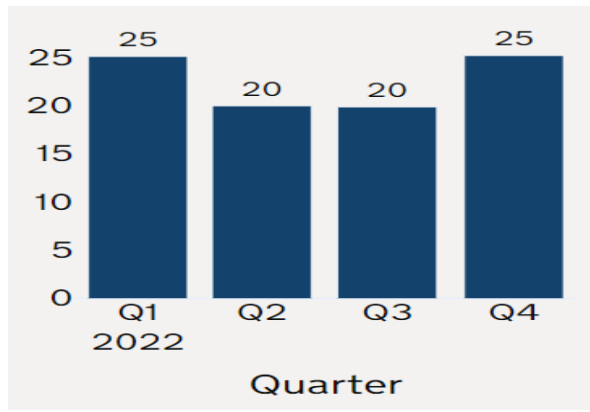
CJS Score card - Priority 4: Increasing victim engagement

Oct to Dec 22 - Investigations closed because the victim does not support police action (%) Nationally 28%.

25%

Up 5 percentage points from previous quarter

Page 45

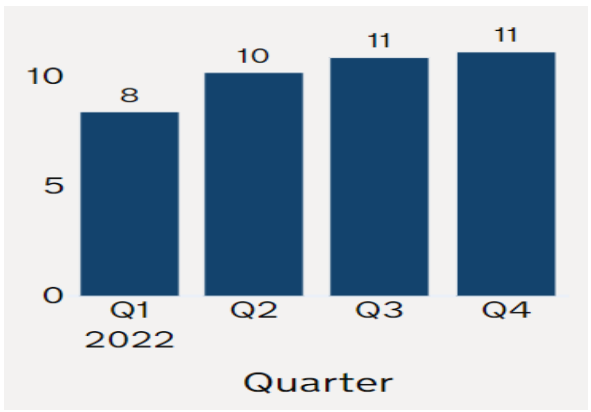


The CJS data highlights a growth in the number of victims that do not support police action, with Wiltshire volumes remaining below the national average.

Oct to Dec 22 - Cases stopped after a defendant has been charged because a victim no longer supports the prosecution (%). Nationally 15%

11%

No change from previous quarter

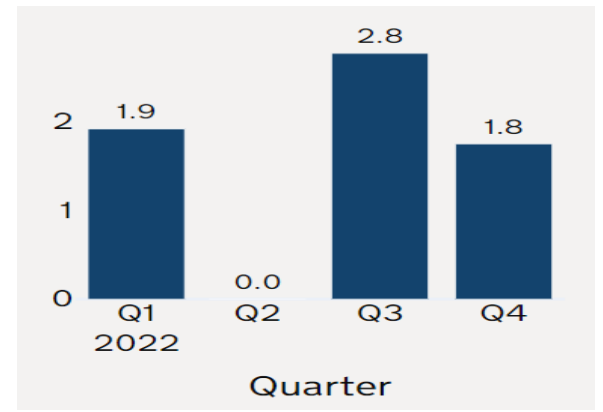


The CJS data highlights no change Jul – Sept 22 to Oct – Dec 22, with Wiltshire’s volumes below the national average.

Oct to Dec 22 - Cases in which the victim or witness no longer supports prosecution on the day of trial (%). Nationally 1.1%

1.8%

Down 1.0 percentage point from previous quarter



The CJS data highlights a decline in the number prosecutions victims or witnesses no longer support. Wiltshire’s volumes are slightly above the national average.



“If it matters to you, it matters to me.”



Oct to Dec 22 - Victim-based offences where an offender is issued with a successful outcome (%). Nationally 8%

9%

Down 2 percentage points from previous quarter

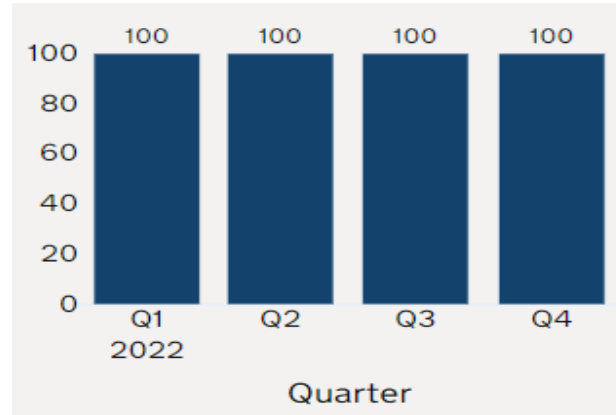


The CJS data highlights a decrease in the number of victims-based offences where an offender is issued with a successful outcome. Wiltshire volumes are above the national average

Oct to Dec 22 - Post-trial cases where the decisions to charge and proceed to trial are correct (%). Nationally 97%

100%

No change from previous quarter

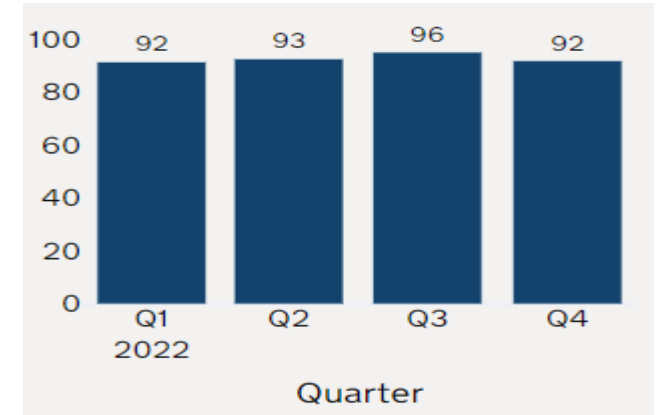


The CJS data highlights no change in the volume of cases where a decision to charge or proceed is correct, with volumes above the national average.

Oct to Dec 22 - Cases which resulted in a completed trial or guilty plea (%). Nationally 86%

92%

Down 3 percentage points from previous quarter



The CJS data highlights a decrease in the volumes of cases that resulted in a completed trial or guilty plea. Wiltshire volumes are above the national average.

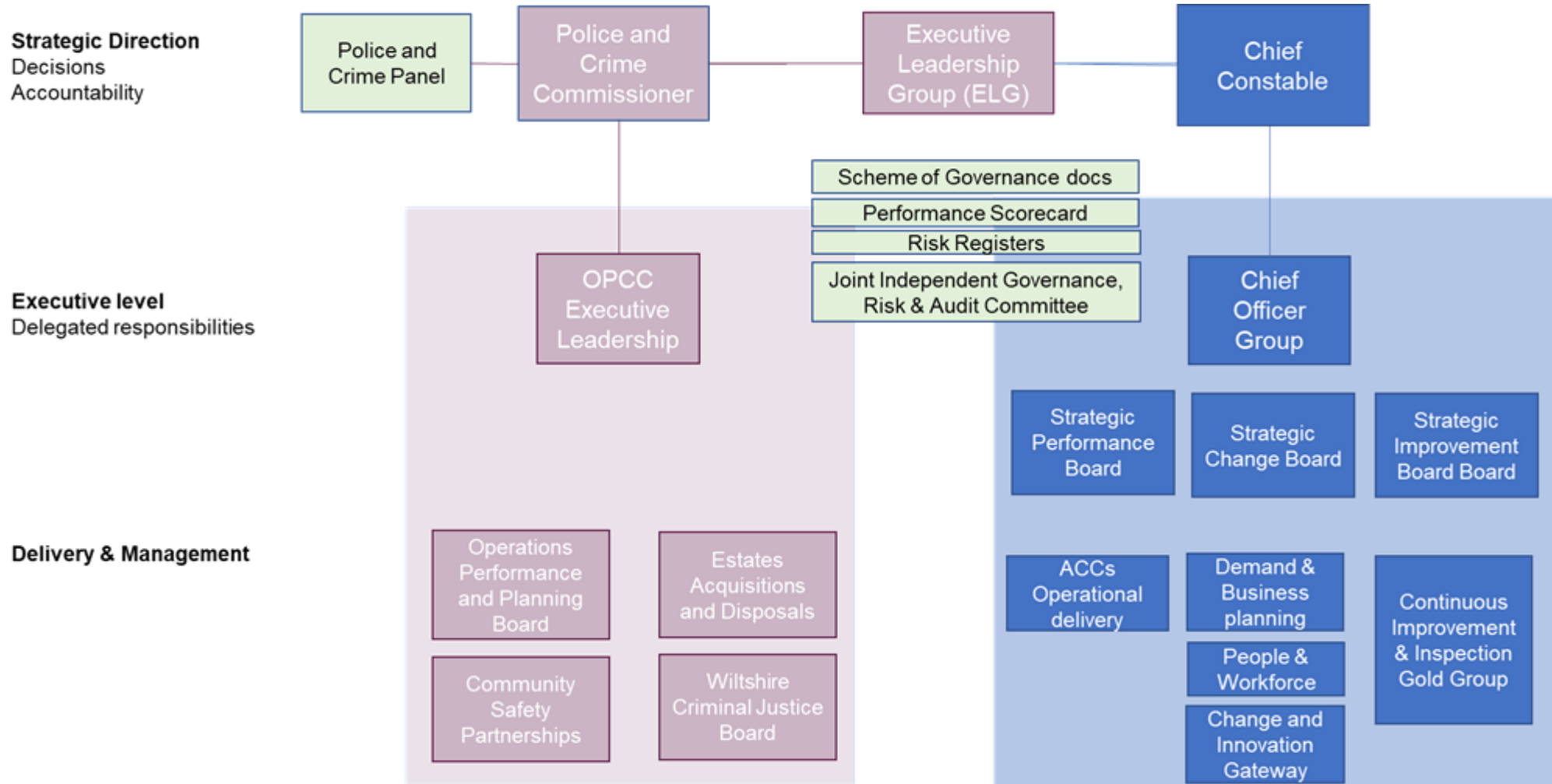


"If it matters to you, it matters to me."



Acronym	Value
ASB	Anti-Social Behaviour
CCC	Command Control Centre
CCH	Central Call Handling
CRIB	Crime Recording and Incident Bureau.
CSP	Community Safety Partnership
CSTR	Community Sentence Treatment Requirement
DA	Domestic Abuse
DASP	Domestic Abuse serial perpetrator
DVPO/N	Domestic Violence Protection Orders/Notices
ELG	Executive Leadership Group
EOTAS	Education other than at school
FAT	Further Action Taken (charge/caution/penalty notice)
HMICFRS	His Majesty's Inspectorate of Constabulary and Fire & Rescue Services
IDVA	Independent domestic violence advisors
ISO	Investigation Standards Officers
IOM	Integrated Offender Management
Median	To be used, as opposed to the mean when there are outliers in the sequence that might skew the average of the values.
MHTS	Mental health treatment services
MSG	Most similar group
ONS	The Office for National Statistics
Op	Operation
OoCD	Out of Court Disposals
PEEL	Police effectiveness, efficiency and legitimacy
PPN	Public Protection Notices
RASSO	Rape & Serious Sexual Offences
SARC	Sexual assault referral centre
S&H	Stalking and Harassment
SLA	Service level agreements
SRO	Senior responsible officer
SW	South-West
THRIVE	Threat, harm, risk, investigate, vulnerable, engagement and expectations
WCJB	Wiltshire Criminal Justice Board
VAWG	Violence against women and girls
VCOP	Victims Code of Practice

Governance and Decision Making



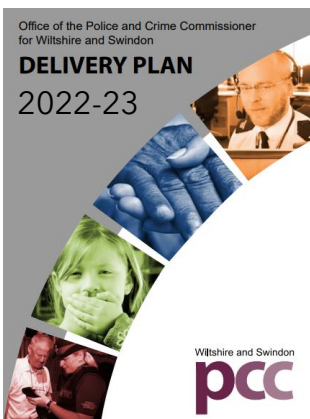
Page 48



"If it matters to you, it matters to me."

Delivering the Police and Crime Plan

Page 49



OPCC Delivery Plan

OPCC scorecard & risk register

Force performance



OPCC Police and Crime Plan Assurance Framework 2022-2025

This provides a detailed overview of the P&C Plan assurance framework. This is a working internal document and should be considered alongside internal management tools.

The PCCs initial focus will be on all aspects of the Police and Crime Plan 2022-22. It should be considered alongside internal management tools.

Wiltshire and Swindon PCC

Making Wiltshire Safer
Wiltshire and Swindon Police and Crime Plan 2022-2025

P&C Plan assurance framework

Page 1 of 23



Wiltshire Criminal Justice Board

WCJB scorecard & risk register

Keeping Swindon Safe

SWINDON COMMUNITY SAFETY PARTNERSHIP BOARD PRIORITIES 2020-23

Protect vulnerable people from harm

Tackle Violence

Prevent Crime and Keep People Safe

EXAMPLE DELIVERY GROUPS

CROSS-CUTTING THEMES

Wiltshire Community Safety Partnership Strategic Plan 2022-2025

Community Safety Partnerships

CSP scorecards



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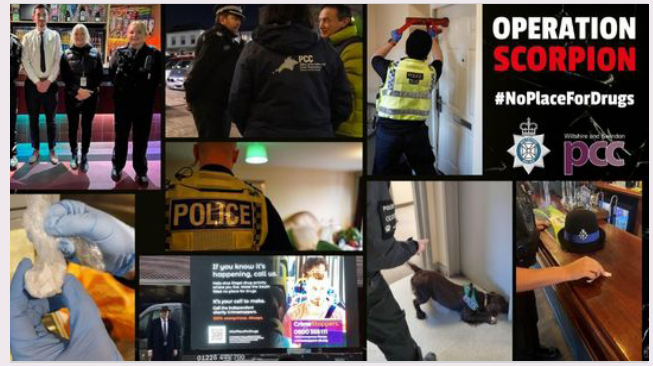


Page 51

OPCC Delivery Plan

April 2023 - March 2024

Agenda Item 11



Message from the Police and Crime Commissioner Philip Wilkinson



Page 53

As PCC I am focused on scrutinising, challenging, and supporting the Chief Constable and engaging with Wiltshire Communities to provide an efficient and

effective police force. I need an effective team to support me and deliver a good service to the public.

Since appointing a new Chief Executive in March 2022, we have reviewed and strengthened my office's ability to monitor and improve the performance of Wiltshire Police, increase our capacity to engage and coordinate improvements to tackle the causes, symptoms, and consequences of crimes and anti-social behaviour.

These changes are not only supporting my role but supporting improvements

in the Force. As a result of our focus we are seeing work to improve police focus on performance and dealing with public concerns, supporting supervisors to set and maintaining standards, and prioritise the support to frontline police delivery.

The OPCC Delivery Plan sets out how my Chief Executive will deliver the Police and Crime plan and I will scrutinise, challenge the delivery and impact of this aspect of my plan to the same level as Wiltshire Police. With the strengthened foundations that are now in, I am confident that the improvements, set out in my [Police and Crime Plan 22-25](#), will be visible to residents I will be judged in the delivery of my goal to make Wiltshire Safer, by residents at the next PCC election scheduled for May 2024.

A handwritten signature in dark ink, appearing to read 'P.W. Wilkinson'.

Philip Wilkinson OBE

Police and Crime Commissioner for Wiltshire and Swindon

PRIORITY 1: A police service that meets the needs of the community

Includes increasing public confidence, trust and our policing engagement with communities, providing a quality of police service to all our communities and giving the Police the right tools for the job.

PRIORITY 2: Reduce violence and serious harm

Includes reducing violence and domestic abuse, such as violence against women and girls, child abuse and child exploitation, county lines and serious organised crime and exploitation.

PRIORITY 3: Tackle crimes that matter to local communities

Includes anti-social behaviour, road safety, rural and heritage crime, fraud, cyber crime and hate crime.

PRIORITY 4: Improve the experience of victims and deliver justice

Includes victim care and support, mental health, the criminal justice system, restorative Wiltshire and reducing re-offending.



Contents

Page 54

Introduction	5	OPCC structure	10 - 11	Appendix A: OPCC Delivery Plan 2023-24	20 - 26
The role of the Police and Crime Commissioner	6 - 7	Functions and staffing	12 - 14	Appendix B: Organisational Improvement Plan 2023-2024	27 - 29
Vision, Mission and Values	8	Managing the budget	15 - 16	Delivery Plan - Key Performance Metrics	30 - 31
Delivering the Police and Crime Plan	9	Accountability and OPCC decision making	17		
		Key OPCC partners	18 - 19		

Introduction



Page 55

Welcome to our OPCC Delivery Plan for 2023-24. The Police and Crime Commissioner (PCC) and I are focused on making sure the Office of Police and Crime Commissioner (OPCC) provides

a professional and effective service which actively supports the PCC's mission of Making Wiltshire Safer.

The OPCC delivery plan is produced every year with progress reviewed and updated to the PCC. It provides defined direction for the OPCC and how we will work to support and help deliver the direction set in the Police and Crime Plan 2022-25.

The PCC has a wide range of responsibilities set by parliament, where the OPCC is required to support. The OPCC assists the PCC in these responsibilities, including set the direction, priorities and budgets for

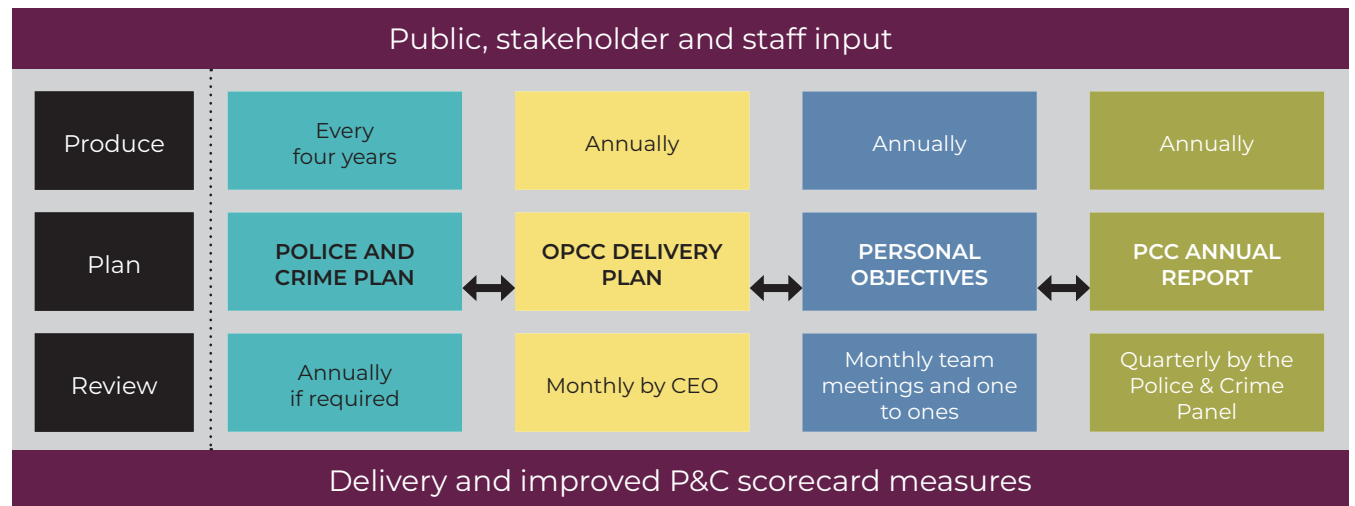
policing, making sure the police service are effective and efficient, and providing services for the public. This is underpinned by the PCC primary role to engage and represent the views and demands of the people of Wiltshire and Swindon.

This delivery plan helps the OPCC deliver effectively as an organisation and as individuals. The process for agreeing the work programme of the team is developed and refined each year using the cycle detailed below.

As an OPCC we are committed to delivering an effective and efficient service and work to the values the PCC has set in the Police and Crime Plan. At the centre of this is public service. As an organisation we work hard to be effective and I am focused on adding as much benefit as we can to make our public and county safe.

Naji Darwish

Chief Executive Officer, Office of the Police and Crime Commissioner



The role of the Police and Crime Commissioner

The PCC is responsible for the totality of policing in the area, and the OPCC are primarily in place to support the PCC in meeting these obligations. This is coordinated through setting a strategic direction for community safety, policing, and justice. Alongside, holding the Chief Constable to account for effective and efficient services.

The OPCC supports the PCC to meet the following responsibilities:

- Fulfilling the legal requirements of the Policing Protocol Order
- Representing the public's demands and concerns for policing
- Ensuring there is an efficient and effective police force
- Through the Police and Crime Plan setting a strategy with priorities, and then resourcing for policing and community safety
- Community safety and working with partners
- Coordinating the criminal justice system
- Setting the annual policing budget and the precept
- Appointing, and if necessary, removing a Chief Constable
- Scrutinising, challenging, and supporting the Chief Constable and Force to deliver an effective and efficient policing service



- Commissioning a range of services to deliver the Police and Crime Plan, including support services for victims of crime
- Engaging with members of the public, specifically victims of crime
- Updating the public in the progress against the Police and Crime Plan
- Playing a local role in tackling national and regional criminal activity and threats set by the Home Secretary.

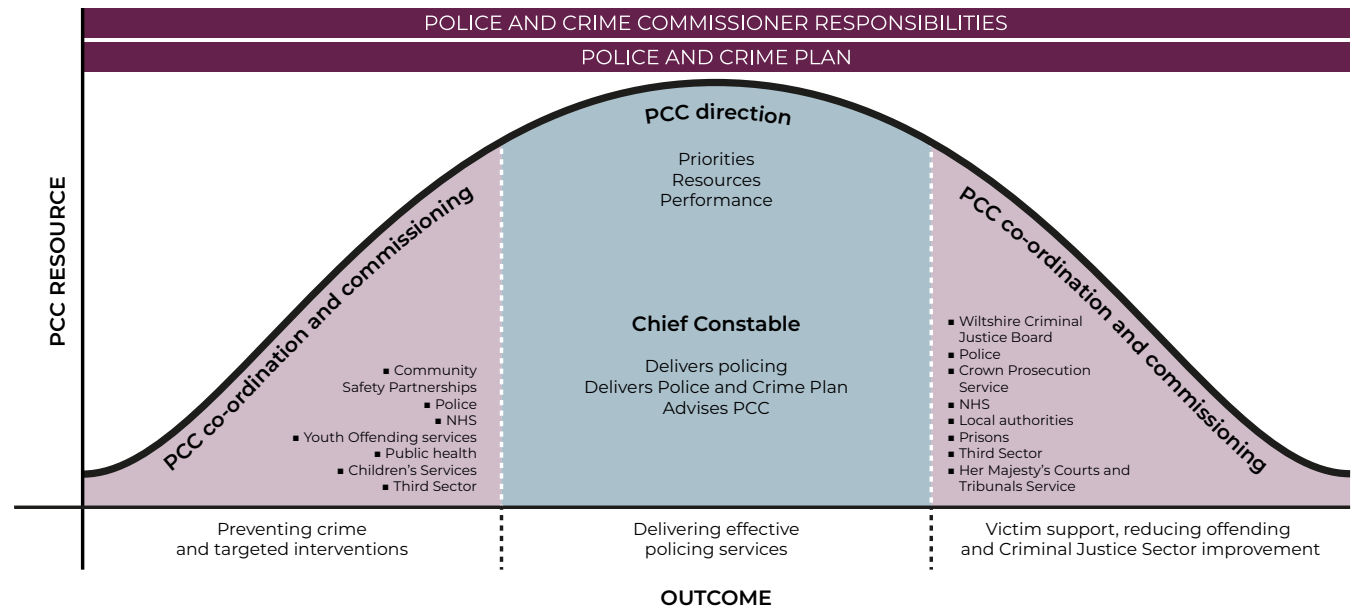


The PCC has also decided to be responsible for the following additional functions:

- The owner of all Wiltshire Police assets and contracts
- Responsible for police complaints service recovery, including initial recording, initial contact, and resolution. If required, investigation or concern conduct is passed to the police professional standards department
- Employer and host of estates, finance, legal and communication staff, these teams provide shared services to both the OPCC and Wiltshire Police.



The PCC's Police and Crime Plan sets the scope and outcomes for the OPCC part in supporting the plan.



Vision, Mission and Values



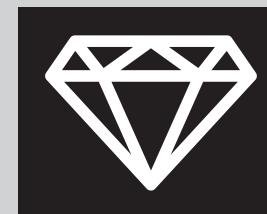
VISION

To make Wiltshire a safer place to live, work and visit; working to prevent and reduce crime and harm to victims



MISSION

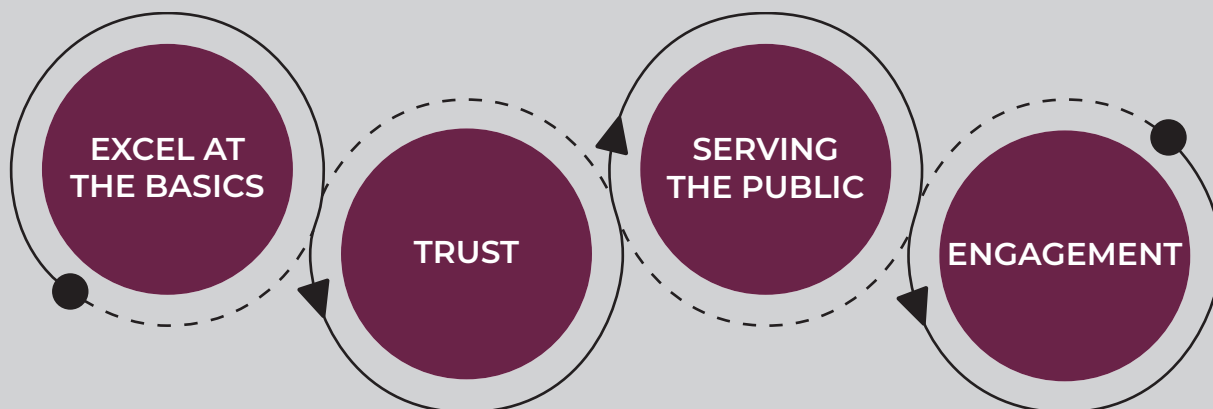
To engage, collaborate, implement, and oversee effective and efficient policing and delivery of the Police and Crime Plan across partners



VALUES

The PCC and OPCC share four values that explain how we work together, with our partners and our communities

OPCC Values



Memberships

The Office of the Police and Crime Commissioner are members of organisations that help support the activities of the office.

The office also endorses and proactively support several projects and initiatives that fit with the Police and Crime Plan direction and our Vision, Mission, and Values.

Delivering the Police and Crime Plan

Police and Crime Plan

The Police and Crime Plan 2022-25 sets the vision and priorities to make Wiltshire and Swindon a safer place to live, work and visit.

The P&C Plan sets the direction, priorities and resources for policing, community safety and criminal justice coordination for Wiltshire and Swindon. Independent scrutiny and support of the PCCs delivery of the P&C Plan is by the Police and Crime Panel on behalf of the public.

Each priority has a series of outcomes, objectives and commitments that demonstrate what the PCC will do to achieve them. The plans exist to provide direction to Wiltshire Police, the

OPCC, the Community Safety Partnerships and Wiltshire Criminal Justice Board.

The OPCC work provides a directly links to the delivery of the P&C Plan and how we support the PCC and provide an effective and efficient service. Are work is categorised in two stands:

- 1) Daily business our teams provide to the PCC and public
- 2) A programme of specific improvements to deliver against the P&C Plan and improve how we provide our day-to-day business.

This document sets how the OPCC is delivering its aspects of the P&C Plan and how it will improve as an organisation during 2023/24 (Appendix A & Appendix B).

PRIORITY 1:
A police service that meets the needs of the community

PRIORITY 2:
Reduce violence and serious harm

PRIORITY 3:
Tackle crimes that matter to local communities

PRIORITY 4:
Improve the experience of victims and deliver justice

Office of the Police and Crime Commissioner Structure



officer is financially qualified individual and is responsible for all financial administration is properly administered.

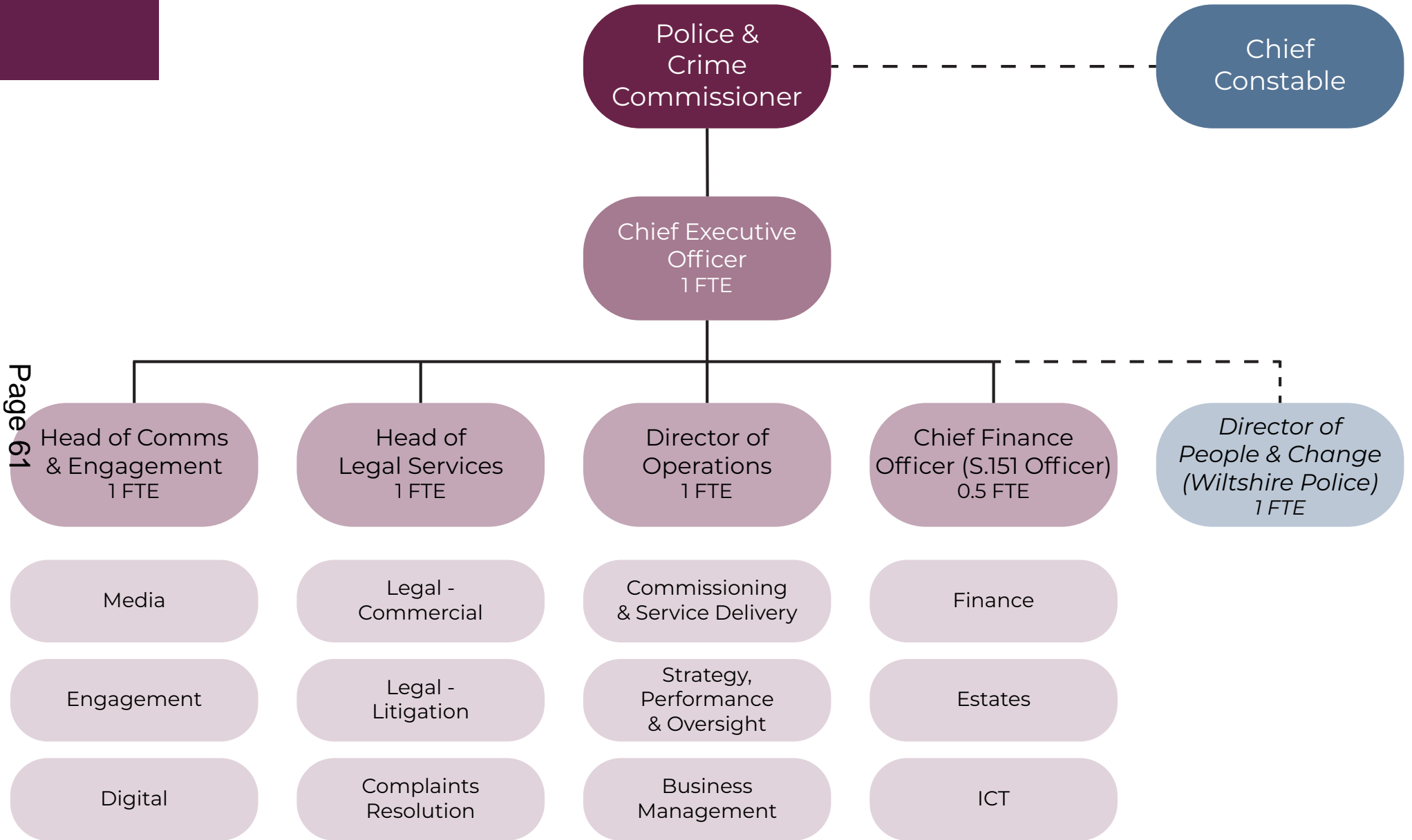
The management of OPCC staff is delegated by the PCC to the Chief Executive who acts the Head of Paid Service. The Chief Executive also acts as the 'Monitoring Officer' under section 5(1) of the Local Government and Housing Act 1989. This role ensures compliance with the law or identification of any activities that would constitute maladministration.

The Chief Executive works with the PCC to support delivery of their role, responsibility, and strategic direction. This plan sets out this agreed work and updates are provided to the PCC and, where relevant, the Police and Crime Panel. The Chief Executive agrees resources against which this work is delivered. The CEO is supported by an Executive Leadership team who lead the functions for the OPCC.

The staff of the Police and Crime Commissioner's primary purpose is to provide the PCC with advice, support to deliver the responsibilities set out above and anything additional determined by the PCC and in line with their role.

The PCC is required by law to appoint a Chief Executive Officer (CEO) and a Section 151 Officer (OPCC Chief Financial Officer). The CEO has overall responsible for delivery of the OPCC and advises the PCC. The S151





OPCC functions and staffing



FIRST LIGHT
New support for sexual violence victims through new advisory scheme.

Making Wiltshire Safer
Police and Crime Plan
2022 - 2025

Priority 2:
Reduce violence and serious harm.

Wiltshire and Swindon
pcc

OPCC Operations

Operations comprise of the day-to-day activities of the OPCC and management of OPCC services directly to the public.

This includes a strategy, performance and oversight team, who support the PCC's scrutiny of Wiltshire Police, OPCC and partners performance to ensure

effective delivery of the Police and Crime Plan. The commissioning team delivers a range of services to communities across Swindon and Wiltshire; from provision of specialist support to victims of crime, reducing reoffending by commissioning appropriate help, rehabilitation, and support services for offenders, and working to prevent crime and offending by young people through the commission of services and interventions to divert them from the criminal justice system.

To deliver the plan and service responsibilities, the OPCC works in collaboration with many other partner agencies and service providers to help deliver services, address the drivers of crime and support victims and vulnerable people within the community. The team also undertakes significant coordination of partners across policing, community safety and criminal justice to support delivery of the Police and Crime Plan.

OPCC Communications and Engagement

The team enables the PCC to communicate and engage with local communities and manage media and press, information campaigns and digital communications. The team also supports the PCC in formal





consultations with the public on policing concerns, in developing the Police and Crime Plan and the police element of council tax.

Shared Services

Due to Wiltshire Policing area size, it would not be efficient for both the Wiltshire OPCC and Wiltshire Police to have separate enabling services. As such both organisations share these services. The design of this is based on local decisions to support effectiveness, efficiency and PCC oversight and there are different arrangements across England and Wales.

Legal Services and Complaints

The legal team deliver a comprehensive and efficient service providing advice to and representation of the Chief Constable, the OPCC and the officers and police staff, in a variety of contentious and non-contentious matters.

The complaints resolution team is the initial point of contact for police complaints and expressions of dissatisfaction. The team assess, record and when necessary, refer complaints to the relevant Appropriate Authority, who is responsible for assessing, investigating, and determining the outcome of a complaint, in accordance with legislation and statutory guidance. This service is independent from but works with Wiltshire Police Professional Standards service, as part of the Police Complaints system.

The OPCC, also provides independent reviews of complaints handled by the police professional standards department (unless the relevant review body is the Independent Office of Police Complaints). These staff are independent and report directly to the Chief Executive.

Finance

The Chief Financial Officer (CFO) for the OPCC is responsible for the proper administration of the financial affairs of the OPCC and ensuring effective systems of internal control within the OPCC. The finance team manages and operates the financial systems and ensures they are maintained in accordance with legislation and the Scheme of Governance. The CFO reports to the Joint Independent Governance and Audit Committee on financial controls and value for money. The scheme of governance documents outlines how these arrangements function.



Estates and Facilities

The PCC owns all police estate and the team provide both the day-to-day facilities management and estates development. The team are directed by the PCC's Estates Strategy and support the day-to-day needs of Wiltshire OPCC and Police. They ensure that this strategy is delivered, meets the needs of officers and staff, and complies with all legal and health and safety requirements.



OPCC Staff information

Total OPCC staff FTE (Full Time Equivalent)	33.4
Chief Executive	1
Operations	19.1
Communications & Engagement	5
Police Complaints Resolution Team	7
Independent Adjudicators	1.3
Total Shared Service staff providing services to both OPCC and Force	46.2
Finance	25.7
Estates	14.9
Legal	5.6
Proportion of OPCC staff who are female	56.5%
Proportion of OPCC staff who state they are from an ethnic minority	3.4%
Proportion of OPCC staff who state that they have a disability	14.6%

Managing the budget



Page 65

The Medium-Term Financial Strategy

The Medium-Term Financial Strategy (MTFS) covers a four-year period from this financial year. It sets out the key financial issues such as revenue budget, capital

programme and precept decisions. Details on the budget and MTFS can be found on our website.

The funding available to Police and Crime Commissioners is principally made up of the precept, government grants and

access to reserves to balance the budget. The PCC allocates approximately 98% of funding to the Chief Constable to be spent on operational policing.

[Finance documents \(wiltshire-pcc.gov.uk\)](https://wiltshire-pcc.gov.uk)

OPCC Budget

The OPCC is allocated a separate budget by the Police and Crime Commissioner to deliver the Police and Crime Plan and



discharge its responsibilities. The OPCC office cost covers all specific OPCC staffing related costs, and obligations to provide effective and efficient management, accountability, and service provision. The OPCC allocates most funding to services for the public through a mixture of contracts, grants, and donations.

Delivery of Services and Grants

Community Safety Fund: This is money the PCC allocates to support the delivery of the Police and Crime Plan objectives. The fund supports collaborative arrangements with local authorities, third sector providers and Wiltshire Police.

Victims Fund: This is a specific allocation by the Ministry of Justice for Victim Services and Restorative Justice services.

Community Action Fund: This fund uses the sale of unclaimed property to fund voluntary groups, organisations and charities to tackle major issues like anti-social behaviour, drug and alcohol related crimes and supporting young people.

Further details of how these funds are allocated can be found on our website.

Allocation of funding

Financial Years (£ms)	2023/24	2024/25	2025/26	2026/27
OPCC office costs (less inv inc)	3.647	3.74	3.829	3.912
OPCC - Capital contribution	2.912	3.685	4.702	6.071
OPCC - Commissioning	1.804	1.85	1.895	1.936
OPCC - Shared service allocation	34.825	35.713	36.565	37.355
OPCC - Chief Constable allocation	103.345	105.979	108.507	110.853
	146.534	150.967	155.497	160.128



Accountability and OPCC decision making

The governance arrangements for PCCs, and Chief Constables is set in the Police Reform and Social Responsibility Act 2011 (the Act). The Policing Protocol Order sets out the relationship between PCCs and Chief Constables and how policing governance arrangements work, with statutory orders providing additional direction. The PCC and Chief Constable have different but mutually dependant and independent roles

The Chief Executive (CEO), as monitoring officer, is required to ensure that the organisations act lawfully, reviewing arrangements regularly.

The OPCC and Force have developed a corporate governance framework on how these responsibilities are discharged and the law is complied with. This framework is known as the Scheme of Governance. The Scheme of Governance consists of four documents, these are:

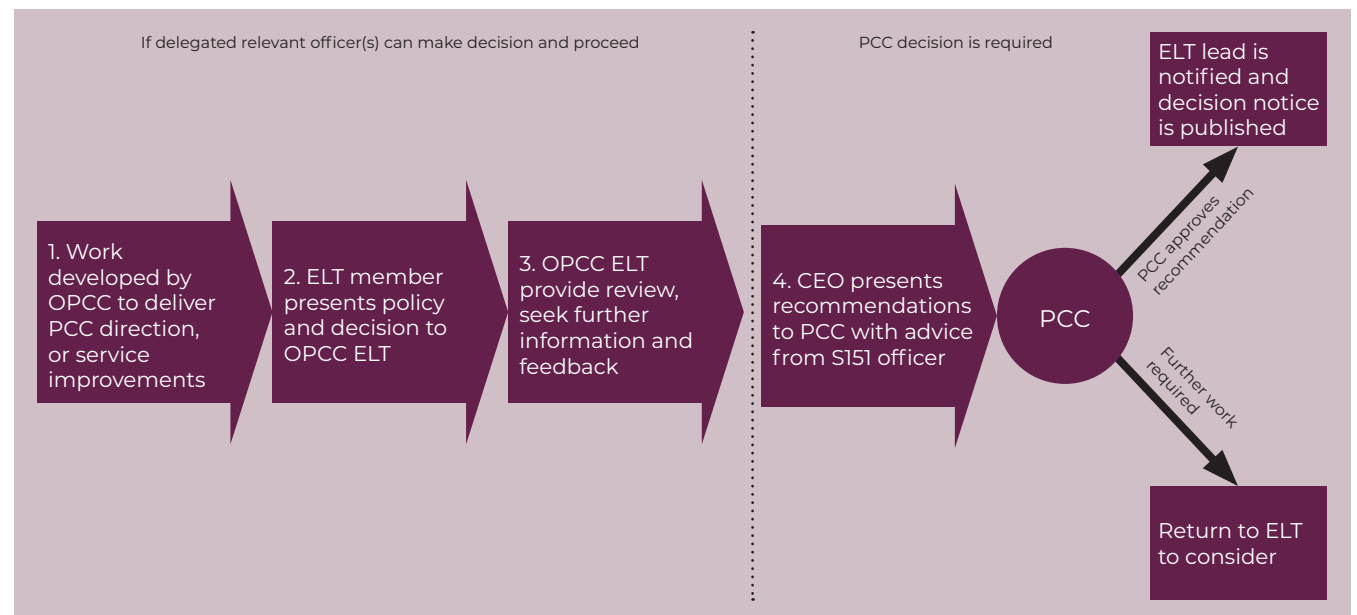
Code of Corporate Governance – sets out our governance principles of the OPCC

Scheme of Delegation - the powers delegated by the PCC and the Chief Constable to the Chief Executive or relevant Chief Financial Officer (CFO)

Financial Regulations - Financial regulations of Wiltshire OPCC & Wiltshire Police

Contractual Regulations - Contractual regulations of Wiltshire OPCC & Wiltshire Police

For all significant decisions, the OPCC will publish a 'decision notice' on the OPCC website. These notices set out the advice received from the CEO and CFO officer, in making the decision. These documents can be found on our website.



Key OPCC partners



Working with partners is key to keeping Wiltshire and Swindon safe and making sure we have services that deliver efficient and effective public services.

Protecting our communities is not just about the policing and criminal justice response after a crime is committed but

addressing the underlying causes to prevent it from happening.

The Police and Crime Commissioner brings partners together to both improve policing but also the wider issues that increase demand on policing. Playing a leading role in a wide range of public

bodies and partnerships that address issues such as safeguarding, vulnerability, mental health, substance misuse and housing. This is in addition to work with other police forces and emergency service partners.

Some of the partners include:



Appendix A: Delivery Plan 2023-24

POLICE AND CRIME PLAN - PRIORITY ONE



PRIORITY 1:
A police service that meets the needs of its community



PCC objective	Activity	Executive owner	Completion date
Increase public confidence, trust and police engagement with communities	Publish and deliver the OPCC Communications and Engagement Strategy	Head of Comms and Engagement	28 April 2023 - underway and ongoing
	Refresh the OPCC website, to ensure the public can easily access information about the work of the OPCC	Head of Comms and Engagement	October 2023
	Deliver the OPCC Police complaints and conduct improvement plan to have effective PCC oversight, provide public confidence and make improvements to the police complaints and conduct system	Chief Executive Officer	March 2024
	Work with Wiltshire Police to review independent scrutiny groups covering stop and search, use of force and out of court disposals to ensure they are supported appropriately and structured to be as effective as possible by end of Q4	Director of Operations	March 2024
	Enhance the independent custody visitor scheme through delivery of identified improvements and recruitment of additional volunteers. Build on this foundation by also setting up an Animal Welfare Scheme for police dogs as part of the national programme established by the Dogs Trust by the end of Q4	Director of Operations	March 2024
	Develop and deliver the Youth Voice procurement award by end of Q4, to build relationships and confidence with young people and ensure they have an effective say in the delivery of policing and OPCC services	Director of Operations	March 2024

PCC objective	Activity	Executive owner	Completion date
Give the police the right tools for the job	To help deliver improvements to the ERP (Enterprise Resource Planning) system based on the Employee Lifecycle Project with the production of a 6 monthly update showing progress and issues resolved	OPCC Chief Finance Officer	March 2024
	Complete a review of mental health demand and current service provision to identify opportunities for improvement aligned to the national 'right care right person' model by end of Q4	Director of Operations	March 2024
	Progress reporting in place to monitor reductions in CO2 emissions across OPCC and Wiltshire Police	OPCC Chief Finance Officer	July 2023
	Complete delivery of Tidworth police site and Melksham Custody refurbishment. To deliver a refurbished Custody and office accommodation in Melksham by October 2023	OPCC Chief Finance Officer	November 2023
	To assist in the purchase of appropriate land in Southern Wiltshire for Southern Hub with a pre-app submitted	OPCC Chief Finance Officer	June 2024
	To submit a planning pre-app for the HQ Masterplan	OPCC Chief Finance Officer	October 2023





Page 73

PRIORITY 2: Reduce violence and serious harm

POLICE AND CRIME PLAN - PRIORITY TWO

PCC Objective	Activity	Executive owner	Completion date
Violence reduction and domestic abuse	Commission domestic abuse advocacy and refuge / safe spaces for domestic abuse victims in Swindon by the end of Q4	Director of Operations	March 2024
	Work in partnership with Wiltshire Police and Youth Justice Services to deliver the focused deterrence project to build relationships with communities and implement strategies to reduce serious violence amongst high-risk groups by the end of Q4	Director of Operations	March 2024
	Work with community safety partners in mobilising to meet the requirements of the Serious Violence Duty, including recruiting a Serious Violence Coordinator to facilitate the delivery of the strategic needs assessment and local response strategy by the end of Q4	Director of Operations	March 2024

PRIORITY 3: Tackle crimes that matter to local communities

POLICE AND CRIME PLAN - PRIORITY THREE

PCC Objective	Activity	Executive owner	Completion date
Anti-social behaviour	Develop and roll out multiagency ASB (Anti-Social Behaviour) toolkit, working with Community Safety Partnerships to implement clear and consistent partnership response arrangements to ASB issues and hotspots by end of Q4	Director of Operations	March 2024
Community engagement	Launch the PCC Community Action Fund to enable local groups to apply and secure funding for projects that support delivery of the Police & Crime Plan by end of Q1	Director of Operations	June 2023
Road safety	Work with police, fire & rescue, local authorities, and National Highways to develop a revamped road safety strategy and delivery plan, including the facilitation of a road safety delivery manager to coordinate partnership activity, by the end of Q4	Director of Operations	March 2024



POLICE AND CRIME PLAN - PRIORITY FOUR



PRIORITY 4:
Improve the
experience of
victims and
deliver justice

PCC objective	Activity	Executive owner	Completion date
The criminal justice system	Coordinate, support, and lead delivery of Wiltshire Criminal Justice Board Strategy performance improvements 2022-25	Chief Executive Officer	March 2025
Victim care and support	Undertake Victim Services commissioning and contract procurement for adult and young victims of crime with contracts and services in place by end of Q4	Director of Operations	March 2024
	Complete review of victims' hub and restorative services, implementing recommendations to deliver effective victims services in collaboration with Wiltshire Police by the end of Q4	Director of Operations	March 2024
	Mobilise independent sexual violence / domestic violence advocacy services (ISVA / IDVA) by end of Q2, providing support services to victims of domestic abuse in Wiltshire and sexual violence in Wiltshire and Swindon	Director of Operations	September 2023
	Work in partnership with NHS to commission therapeutic counselling services to provide support services to victims of child sexual abuse by end of Q2	Director of Operations	September 2023
Reduce re-offending	Work with Wiltshire Police to increase the throughput and utilisation of out of court disposal rehabilitative services to reduce reoffending, and where required, update or enhance pathways to meet criminal justice system requirements by the end of Q4	Director of Operations	March 2024
	Develop and implement action plans for priority groups including females, veterans, and those with neuro-diverse conditions to improve experience and outcomes in the criminal justice system by the end of Q4	Director of Operations	March 2024
	Mobilise and manage delivery of mental health, substance abuse and custody healthcare contracts to deliver required service levels by end of Q4, providing offenders with appropriate access to healthcare provision to support rehabilitation	Director of Operations	March 2024

Appendix B: OPCC Organisational Improvement Plan 2023-24



Organisational aspect	Objective and activity	Executive owner	Completion date
Leadership competence, trust and personal accountability	Provide a clear OPCC purpose, direction for all staff for 2023-24	Chief Executive Officer	May 2023
	Improve trust and personal accountability with all OPCC staff by setting and agreeing values, behaviours, and commitments to improve collectively	Chief Executive Officer	May 2023



Organisational aspect	Objective and activity	Executive owner	Completion date
Objective measurement and performance	Strengthen department planning processes to improve planning and development, including workflow, budget setting and monitoring and risk management	Chief Executive Officer	August 2023
	To better monitor delivery and enable improved decision making develop OPCC organisational and departmental performance scorecards	Chief Executive Officer	June 2023
Processes, policies and systems	Review OPCC budget structure to support accountability, effective and efficient management of productivity and resources	OPCC Chief Finance Officer	March 2024
	Review all relevant OPCC HR policies and systems to ensure they reflect OPCC direction and support delivery including people development, talent management and succession planning	Director of People	March 2024
	Improve workflow, monitor performance and cost by successfully implementing a case management system for legal services	Head of Legal and Complaints Resolution	September 2023

Organisational aspect	Objective and activity	Executive owner	Completion date
Tools and training	Provide OPCC staff with suitable and effective office environments that support working practices and behaviours	OPCC Chief Finance Officer	December 2023
	Deliver Business Support enhancements that increase the effectiveness and efficiency of business support and implement Office 365 improvements	Director of Operations	March 2024
Delivery	Strengthen OPCC business planning to ensure the OPCC coordinates efforts across its functions, with Wiltshire Police and partners	Chief Executive Officer	October 2023
	Ensure stakeholders are identified for all aspects of this plan and work collaboratively to make delivery effective and efficient across the OPCC, Police and partnerships	Director of Operations	May 2023
	Deliver the OPCC Police complaints and conduct improvement plan to have effective PCC oversight, provide public confidence and make improvements to the police complaints and conduct system	Chief Executive Officer	June 2023
	Work with other OPCCs and the Association of Police Chief Executives to share best practice, develop staff networks and support national improvements	Chief Executive Officer	July 2023



Delivery Plan - Key Performance Metrics used to track progress with OPCC Delivery Plan 2023-24

PRIOTITY 1:

A police service that meets the needs of its community

- Overall crime volume
- Time to charge: sexual offences / burglary / violence against the person
- Crime volume: violence with injury / burglary
 - Community intelligence: County / Swindon
 - Outstanding suspects
 - Volume of complaints
 - Further action taken rate: violence with injury / burglary
 - Police physical attendance rate: County / Swindon
 - Average response time: immediate / priority
 - Response rate: immediate / priority
 - Abandonment rate: 101 / 999
 - Victim satisfaction: overall / ease of contact

PRIORITY 2:

Reduce violence and serious harm

- Time to charge / outstanding suspects: RASSO (Rape and Serious Sexual Offences)
- Crime volume: RASSO / serious harm (SH) / domestic abuse (DA) / hate / cyber
- Further action taken outcome volume and rate: RASSO / SH / DA
- Further action taken outcome rate: RASSO / SH / DA / hate / cyber

PRIORITY 3:

Tackle crimes that matter to local communities

- Volume of anti-social behaviour – County / Swindon
- Road safety: tickets issued for various offences / speed awareness course referrals

PRIORITY 4: Improve the experience of victims and deliver justice

- Victim satisfaction performance metrics:
 - Time to investigate
 - Investigation
 - Actions taken
 - Treatment by police
 - Being kept informed
- Criminal Justice System metrics:
 - Number of Serious Sexual Cases referred to Crown Prosecution Service
 - Percentage of victims who decline support
 - Volume and average days of released under investigation cases
 - Proportion of offenders who reoffend – (proven reoffending (historic) - adult)
 - Re-arrest rates - the number of distinct adults who have been arrested at least once in the previous 12 months
 - Neighbourhood crime re-arrest rate (number of distinct individuals)
 - Violent crimes re-arrest rate (number of distinct individuals)
 - Number of mental health treatment requirements ordered
 - Drug and alcohol criminal justice referrals



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**Wiltshire Council
Constitution
Protocol 12
Police and Crime Panel
Arrangements and
Procedure Rules**

Contents

Protocol 12A: Panel Arrangements

1.	<u>Purpose</u>	3
2.	<u>Membership and Political Balance</u>	4
3.	<u>Appointment, Resignation and Removal of Members</u>	5
4.	<u>The Host Authority</u>	7
5.	<u>Promotion of the Panel</u>	8
6.	<u>Budget and Costs of the Panel</u>	8
7.	<u>Modification of the Procedure Rules</u>	8

Protocol 12B: Rules of Procedure

1.	<u>Meetings of the Police and Crime Panel</u>	9
2.	<u>The Chairman</u>	9
3.	<u>Public Participation</u>	10
4.	<u>Decision Making</u>	10
5.	<u>Special Functions of the Panel</u>	10
6.	<u>Police and Crime Plan</u>	11
7.	<u>Annual Report</u>	11
8.	<u>Senior Appointments</u>	11
9.	<u>Precepts</u>	13
10.	<u>Complaints</u>	14
11.	<u>Suspensions</u>	14
12.	<u>Appointment of an Acting Commissioner</u>	16
13.	<u>Sub Committees and Task Groups</u>	16

PROTOCOL 12A

WILTSHIRE POLICE AND CRIME PANEL

ARRANGEMENTS

1. Purpose

- 1.1 Wiltshire Council and Swindon Borough Council have agreed the following arrangements to establish and maintain a Police and Crime Panel ('the Panel') for their police force area as per the requirements of The Police Reform and Social Responsibility Act 2011 ('The Act')¹
- 1.2 The purpose of this arrangement is to support the functions of the Panel as specified in the Act and as agreed by respective Full Council meetings of both Authorities. These functions are outlined in Part 3 Section 5 of Wiltshire Council's Constitution.
- 1.3 Both Authorities and each Member of the Panel must comply with these Panel arrangements.
- 1.4 Both Authorities must agree to any modification to the Panel arrangements.²
- 1.5 The Panel is a joint committee of the Authorities.³ The Panel may not exercise any functions other than those conferred to it by the Police Reform and Social Responsibility Act 2011.⁴
- 1.6 The Panel has been given authority by the Act to review and scrutinise the decisions and actions taken by the Police and Crime Commissioner for Wiltshire ('the Commissioner') in connection with the discharge of the Commissioner's functions. These give it certain powers including:
 - 1.6.1 To review the draft Police and Crime Plan and make recommendations to the Commissioner, who must consider them.
 - 1.6.2 To review the Commissioner's annual report, on the progress made towards their plan, and make recommendations at a public meeting, which the Commissioner must attend.
 - 1.6.3 Responsibility for complaints about the Commissioner, although serious complaints and conduct matters must be passed to the Independent Office for Police Conduct in line with legislation.
 - 1.6.4 To require the Commissioner to attend the Panel to answer questions.
 - 1.6.5 To veto the Commissioner's proposed precept, the amount people pay through their council tax for policing, by a two-thirds majority of its total Membership.
 - 1.6.6 To veto by a two-third's majority of its total Membership the Commissioner's proposed candidate for Chief Constable

¹ Police Reform and Social Responsibility Act 2011, Schedule 6, Part 2, Para 3 (2)

² Ibid Schedule 6, Part 2, Para 3 (3)

³ Ibid, Schedule 6, Part 2, Para 4 (5b)

⁴ Ibid, Schedule 6, Part 2, Para 4 (6)

- 1.6.7 To appoint an acting Commissioner where the incumbent Commissioner is incapacitated, resigns or is disqualified.
 - 1.6.8 To make recommendations about the appointment of the Deputy Commissioner as well as the Chief Executive and Chief Financial Officer of the Commissioner's Office.
 - 1.6.9 To support the effective exercise of the functions of the Commissioner.
- 1.7 The Panel is not responsible for the scrutiny of operational police matters.
 - 1.8 The Panel must have regard to the Policing Protocol Order 2011, or any successor Protocol, which sets out the ways in which the Home Secretary, the Commissioner, the Chief Constable and the Panel should exercise, or refrain from exercising, functions.
 - 1.9 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Act, and any Regulations made in accordance with it, and in the event of any conflict between the Act or Regulations, and these arrangements, the requirements of the legislation will prevail.

2. Membership and Political Balance

- 2.1 A person may not be a Member of the Panel if they are the following:
 - 2.1.1 The Commissioner.⁵
- 2.2 A person may not be a Co-opted Member if they are also any of the following:
 - 2.2.1 A Member of Parliament.
 - 2.2.2 A Member of the National Assembly for Wales.
 - 2.2.3 A Member of the Scottish Parliament.
 - 2.2.4 A Member of the Office of the Commissioner.
 - 2.2.5 A Member of the civilian staff of Wiltshire Police.
 - 2.2.6 A Member of the European Parliament.⁶
- 2.3 The balanced appointment objective requires that the Local Authority Members of the Panel (which includes Members appointed by the Authorities and Co-opted Members who are elected Members of any of the Authorities) should:
 - 2.3.1 represent all parts of the police force area;
 - 2.3.2 represent the political make-up of the Authorities; and,
 - 2.3.3 taken together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.⁷
- 2.4 The Panel shall consist of 11 Members appointed by the Authorities in accordance with the requirements of the balanced appointment objective contained within the Act, as follows:
 - 2.4.1 Wiltshire Council - seven Members

⁵ Police Reform and Social Responsibility Act 2011, Schedule 6, Part 4 (21)

⁶ Ibid, Schedule 6, Part 4 (22)

⁷ Ibid, Schedule 6, Part 4, Para 31 (5)

2.4.2 Swindon Borough Council - four Members

- 2.5 The Panel shall also include a minimum of two independent Members Co-opted by the Panel.
- 2.6 Co-opted Members shall serve for a period of four years on the Panel. There is no restriction on the number of terms that any Co-opted Member can serve.
- 2.7 The validity of the proceedings of the Panel is not affected by a vacancy in the Membership of the Panel or a defect in appointment.⁸
- 2.8 All Members shall observe the Code of Conduct of the host authority. Swindon Borough Council Members are also bound by their own Code.

3. Appointment, Resignation and Removal of Members

Appointment

- 3.1 The Panel shall put in place arrangements to ensure that appointments of Co-opted Members are undertaken following public advertisement in accordance with the following principles:
 - 3.1.1 The appointment will be made on merit of candidates whose skills, experience and qualities are considered best to ensure the effective functioning of the Panel;
 - 3.1.2 The selection process must be fair, objective, impartial and consistently applied to all candidates who will be assessed against the same pre-determined criteria; and,
 - 3.1.3 The selection process will be conducted transparently with information about the requirements for the appointment and the process being publicly advertised and made available with a view to attracting a strong and diverse field of suitable candidates.
- 3.2 Appointments of elected Members to the Panel shall be made by each of the Authorities in accordance with their own procedures and with a view to ensuring that the balanced appointment objective of the Act is met so far as is reasonably practicable. All Members of the Authorities are eligible to be Members of the Panel. The Host Authority shall take steps to coordinate the Authorities with a view to ensuring that the balanced appointment objective is achieved.⁹
- 3.3 The Authorities shall both nominate elected Members to be Members of the Panel. If a nominated Member agrees to the appointment the Authority may appoint the Member as a Member of the Panel.

⁸ Police Reform and Social Responsibility Act 2011, Schedule 6, Part 4, Para 30

⁹ Ibid, Schedule 6, Part 2, Para 4a and
Ibid, Schedule 6, Part 3, Para 13 (2)

- 3.4 If an Authority fails to nominate a Member within 21 days of either their annual Full Council, or after the first meeting of the Authority to be held after the power to nominate arose, they must notify the Home Office.¹⁰
- 3.5 The relevant Authority must notify the Home Office where they fail to appoint a Councillor to the Panel within 14 days of the Councillor accepting nomination to the Panel.¹¹
- 3.6 In the event that an Authority does not appoint a Member or Members in accordance with their procedures, and there are fewer than 10 Members on the Panel appointed by the Authorities the Secretary of State must appoint a Member to the Panel from the defaulting Authority/Authorities in accordance with the provisions in the Act.¹²
- 3.7 In the event that an Authority does not appoint a Member in accordance with their procedures, and there are 10 Members on the Panel appointed by the Authorities the Secretary of State may appoint a Member to the Panel to achieve the balance appointment objective.
- 3.8 The Panel must from time to time decide whether the Panel should exercise its power to change the number of Co-opted Members of the Panel to enable the balanced appointment objective to be met, or be more effectively met, and if so, it must exercise that power accordingly.¹³
- 3.9 The Panel may resolve to have more than two Co-opted Members, subject to the agreement of the Secretary of State and as long as the total Membership of the Panel, including Co-opted Members, would not exceed 20.¹⁴
- 3.10 An elected Member of any of the Authorities may not be a Co-opted Member of the Panel where the number of Co-opted Members is two. If the Panel has three or more Co-opted Members an elected Member of any of the Authorities may be a Co-opted Member of the Panel provided that at least two of the other Co-opted Members are not elected Members of any of the Authorities.¹⁵
- 3.11 Additional elected Members may be requested to ensure the Panel represents all parts of the relevant police area and the political make-up of the relevant local authorities.¹⁶ Co-optation of individual additional Local Authority Members must be unanimously agreed by the Panel.¹⁷ An increase in Membership from 11 elected Members would also require agreement by both Authorities to the amendment to these Panel Arrangements to reflect the new total.

¹⁰ The Police and Crime Panels (Nominations, Appointments and Notifications) Regulations 2012 Guidance, pg.1

¹¹ Ibid, pg.2

¹² Police Reform and Social Responsibility Act 2011, Schedule 6, Part 3, Para 18

¹³ Ibid, Schedule 6, Part 4, Para 31 (4a)

¹⁴ Ibid, Schedule 6, Part 2, Para 4 (4)

¹⁵ Ibid, Schedule 6, Part 4, Para 23 (2)

¹⁶ Ibid, Schedule 6, Part 2, Para 5 and

<https://www.gov.uk/government/publications/police-and-crime-Panels/police-fire-and-crime-Panels-guidance#Panels-in-england>

¹⁷ The Police and Crime Panels (Nominations, Appointments and Notifications) Regulations 2012 Guidance, pg.1

Resignation and Removal

- 3.12 A Member may resign from the Panel by giving written notice to the Proper Officer at Wiltshire Council.
- 3.13 In the event that an appointed Member resigns or is removed from the Panel, the relevant Authority shall immediately take steps to nominate and appoint an alternative Member to the Panel.
- 3.14 Where a Co-opted Panel Member fails to attend at least two meetings of the Panel over a six-month period then the Lead authority shall recommend that due consideration is given to removing the Member from the Panel and to the appointment of a replacement Member.
- 3.15 If they are a Co-opted Member, then the Panel shall make arrangements to appoint a replacement. The only exception to this would be if the Panel were to have more than two Co-opted Members and wished to reduce the number of Co-opted Members. Should the Panel wish to change the number of Co-opted Members it must notify the Home Office.¹⁸
- 3.16 An Authority may decide in accordance with their procedures to remove their appointed Member from the Panel at any point and on doing so shall give notice to the Proper Officer at Wiltshire Council.
- 3.17 The Panel may decide to terminate the appointment of a Co-opted Member of the Panel if at least two-thirds of the persons, present and voting, who are Members of the Panel at the time when the decision is made, vote in favour of making that decision at any time for the reasons set out below and on doing so shall give written notice to the Co-opted Member:
- 3.17.1 if the Co-opted Member has been absent from the Panel for more than six months, missing at least two meetings during that time, without the consent of the Panel;
 - 3.17.2 if the Co-opted Member has been convicted of a criminal offence but not automatically disqualified;
 - 3.17.3 if the Co-opted Member is deemed to be incapacitated by physical or mental illness or is otherwise unable or unfit to discharge his or her functions as a Co-opted Member of the Panel; or,
 - 3.17.4 if the Co-opted Member's Membership of the Panel no longer achieves the meeting of the balanced appointment objective.

4. The Host Authority

- 4.1 Wiltshire Council shall be the host authority for the Panel and shall provide such administrative and other support as will be necessary to enable the Panel to undertake its functions.

¹⁸ The Police and Crime Panels (Nominations, Appointments and Notifications) Regulations 2012 Guidance, pg.2)

4.2 Support and guidance will be provided to Members and Officers at both Authorities as well as Co-opted Members of the Panel in relation to the Panel's functions.¹⁹

5. Promotion of the Panel

5.1 The Panel shall take measures to promote its role including through the publication of its minutes and agendas on the host Authority's website.

5.2 A copy of the Panel Arrangements and Procedure Rules is to be made available on the part of the host Authority's website relating to the Panel.

6. Budget and Costs of the Panel

6.1 The annual costs of the Panel shall be contained within the Home Office grant.

6.2 The payment of a responsibility allowance to Panel Members shall be considered and a recommendation sought from the Independent Remuneration Panel of each council as to whether the payment of such an allowance is appropriate.

6.3 Reasonable expenses will be reimbursed by each authority with the host Authority reimbursing the expenses of the Co-opted independent Members.

7. Modification of the Procedure Rules

7.1 The Rules of Procedure shall not be amended unless notification of a proposed amendment is received by the Proper Officer Wiltshire Council at least 10 working days prior to a Panel meeting.

7.2 A report on the implications of the proposed amendment shall be considered by the Panel and the amendment shall require the agreement of at least two thirds of the persons who are Members of the Panel at the time when the decision is made.

7.3 No amendment may be considered by the Panel which does not comply with the Act, relevant Regulations or Panel Arrangements.

¹⁹ Police Reform and Social Responsibility Act 2011, Schedule 6, Part 4, Para 29

PROTOCOL 12B

WILTSHIRE POLICE AND CRIME PANEL

RULES OF PROCEDURE

1. Meetings of the Police and Crime Panel

- 1.1 The Police and Crime Panel (The Panel) will follow the procedure rules of the Host Authority, found in Part 4 of Wiltshire Council's Constitution.
- 1.2 Where the Procedure Rules differ from those of the Host Authority then the Panel's Procedure Rules shall apply in place of those of the Host.
- 1.3 The Panel's agendas and minutes will be published in accordance with the statutory requirements set out in Section 100 Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (as reflected in Part 5 of Wiltshire Council's Constitution).
- 1.4 The Panel shall hold a minimum of four meetings per year.
- 1.5 An extraordinary meeting may be called by the Chairman or by four Members of the Panel, or the Monitoring Officer of Wiltshire Council.
- 1.6 Any Member of the Panel shall be entitled to give notice to the Director, Legal and Governance, Wiltshire Council, that they wish an item relevant to the functions of the Panel to be included on the agenda for the next available meeting.
- 1.7 Items will be rejected where they do not relate to a matter for which the Panel has a responsibility for, require confidential information to be disclosed or are deemed improper or inappropriate for the meeting.
- 1.8 The Chairman's ruling will be final.

2. The Chairman

- 2.1 The Chairman and Vice-Chairman of the Panel will be appointed at the first meeting of the Panel following the annual confirmation of Members to the Panel by the constituent councils. Any Member of the Panel, including Co-opted Members, may be elected as Chairman or Vice-Chairman.
- 2.2 In the event of the resignation of the Chairman or removal of the Chairman, a new Chairman will be appointed.
- 2.3 The Chairman may be removed by a majority vote of the Panel. In the event the Chairman is removed, the Panel will vote to appoint a replacement.

2.4 The Panel will elect a person to preside at a meeting if the Chairman and Vice-Chairman are not present.

3. Public Participation

3.1 Members of the public are able to ask questions or make a statement in relation to the responsibilities and functions of the Panel at each meeting.

3.2 A question will be rejected where it:

3.2.1 does not relate to the responsibilities and functions of the Panel;

3.2.2 directly relates to operational Police matters;

3.2.3 is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;

3.2.4 relates to any non-determined planning or licensing application;

3.2.5 requires the disclosure of confidential or exempt information;

3.2.6 names or identifies individual service users, Members of staff or Members of staff of partner agencies, other than the Police and Crime Commissioner ('the Commissioner') or Chief Constable;

3.2.7 is considered by the Chairman to be inappropriate for the particular meeting.

3.3 The Chairman's ruling on rejection of a question will be final following consultation with the Monitoring Officer.

3.4 The rules and deadlines relating to public participation contained within Part 4 of Wiltshire Council's Constitution will apply.

3.5 The Chairman may reject a supplementary question on the grounds listed in paragraph 3.2 above (reasons for rejection). A supplementary question may not include an additional preceding statement.

3.6 Ordinarily, no debate shall be allowed on questions presented or responses given. In exceptional circumstances only, the Chairman may allow discussion.

4. Decision Making

4.1 All Panel Members may vote in the proceedings of the Panel.²⁰

4.2 The rules of debate of the Panel shall be governed by the rules relating to meetings of Wiltshire Council committees in Part 4 of Wiltshire Council's constitution.

5. Special Functions of the Panel

5.1 The Panel has the below special functions derived from the Police Reform and Social Responsibility Act 2011:²¹

5.1.1 Scrutiny of the Commissioner's draft Police and Crime Plan.²²

²⁰ Police Reform and Social Responsibility Act 2011, Schedule 6, Part 4, Para 26

²¹ Ibid, Schedule 6, Part 4, Para 27 (2)

²² Ibid, Part 1, Chapter 4, Section 28 (3)

- 5.1.2 Scrutiny of the Commissioner's annual report.²³
- 5.1.3 Scrutiny of senior appointments in the Office of the Commissioner.²⁴
- 5.1.4 Scrutiny of Precepts.²⁵
- 5.1.5 Scrutiny of the appointment of the Chief Constable.²⁶

6. Police and Crime Plan

- 6.1 The Panel must review the draft Police and Crime Plan, or draft variation, given to the Panel by the Commissioner and make a report or recommendations on the draft plan or variation to them.²⁷

7. Annual Report

- 7.1 The Commissioner must produce an annual report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the Panel for consideration.²⁸
- 7.2 The Panel must comment upon the annual report of the Commissioner, and for that purpose must:
 - 7.2.1 Arrange for a public meeting of the Panel to be held as soon as practicable after the Panel receives the annual report.
 - 7.2.2 require the Commissioner to attend the meeting to present the annual report and answer questions about the annual report as the Members of the Panel think appropriate.
 - 7.2.3 make a report or recommendations on the annual report to the Commissioner.²⁹

8. Senior Appointments

- 8.1 The Panel must review the Commissioner's proposed appointments of the:
 - 8.1.1 Chief Constable
 - 8.1.2 Deputy Commissioner
 - 8.1.3 Chief Executive of the Commissioner's Office
 - 8.1.4 Chief Finance Officer of the Commissioner's Office³⁰
- 8.2 In each case, the Panel is required, within three weeks of notification of the proposed appointment by the Commissioner, to hold a confirmation hearing in public. It will be

²³ Ibid, Part 1, Chapter 4, Section 28 (4)

²⁴ Ibid, Schedule 1, Paras 10 and 11

²⁵ Police Reform and Social Responsibility Act 2011, Schedule 5

²⁶ Ibid, Schedule 8, Part 1

²⁷ Ibid, Chapter 4, Section 28 (3)

²⁸ Ibid, Chapter 3, Section 12 (2)

²⁹ Ibid, Part 1, Chapter 4, Section 28 (4)

³⁰ Ibid, Part 1, Chapter 4, Section 28 (5)

requested that the candidate appears, either virtually or in person, for the purposes of answering questions relating to their employment.³¹

- 8.3 After holding the confirmation hearing, but still within three weeks of notification of the proposed appointment by the Commissioner, the Panel must make a report on the proposed senior appointment including a recommendation as to whether the candidate should be appointed.³² The Panel must publish its report to the Commissioner.
- 8.4 For the purposes of calculating three weeks any relevant post-election period is to be ignored. For that purpose, “relevant post-election period” means the period that begins with the day of the poll at an ordinary Commissioner’s election and ends with the day on which the person elected as Commissioner delivers their declaration of acceptance of office.³³
- 8.5 In the cases of the appointment of the Deputy Commissioner, Chief Executive of the Commissioner’s Office or Chief Finance Officer of the Commissioner’s Office the Commissioner may accept or reject the Panel’s recommendation as to whether the candidate should be appointed. The Commissioner must notify the Panel of their decision whether to accept or reject the recommendation.³⁴

Veto of the Chief Constable’s Appointment

- 8.6 In the case of the Chief Constable the Panel may, having reviewed the proposed appointment, veto the appointment of the candidate if at least two-thirds of the persons who are Members of the Panel at the time when the decision is made vote in favour of making that decision. The Panel will lose its veto if it fails to make a recommendation within three weeks of notification of the proposed appointment (excluding any relevant post-election period).³⁵
- 8.7 Where the Panel exercises its veto within the required timeframe, the Commissioner shall propose another person for appointment as chief constable (“a reserve candidate”).³⁶ Within the period of three weeks, beginning with the day on which the Panel receives notification of the proposed reserve candidate, the Panel shall review the proposed appointment following the same procedure as for the original candidate.
- 8.8 The Panel must hold a confirmation hearing and make a report to the Commissioner containing a recommendation as to whether the reserve candidate should be appointed.³⁷

³¹ Ibid, Schedule 8, Part 1, Paragraph 6 (3) for the Chief Constable and Ibid, Schedule 1, Part 11 for other senior appointments

³² Police Reform and Social Responsibility Act 2011, Schedule 8, Part 1, Paragraph 4 (6) for the Chief Constable and Ibid, Schedule 1, Part 10 (2:5) for other senior appointments

³³ Ibid, Schedule 8, Part 1, Paragraph 4 (10) for the Chief Constable and Ibid, Schedule 1, Part 10 (9) for other senior appointments

³⁴ Ibid, Schedule 1, Part 12

³⁵ Ibid, Schedule 8, Part 1, Paragraph 5

³⁶ The Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012, Part 3, Paragraph 9

³⁷ Ibid, Part 3, Paragraph 10, pg. 2 [Police and crime Panel scrutiny of chief constable appointments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/254842/police_and_crime_panel_scrutiny_of_chief_constable_appointments.pdf)

8.9 The Panel does not have authority to veto a reserve candidate for Chief Constable.³⁸ However, the Commissioner must have regard to the Panel's report and notify the Panel of their decision as to whether they accept or reject their recommendation.³⁹

9. Precepts

9.1 The Commissioner will notify the Panel of the precept which the Commissioner is proposing to issue for the forthcoming financial year by 1 February.⁴⁰ The Panel must review the proposed precept and make a report on whether to accept the proposals by 8 February.⁴¹

9.2 Having considered the precept, the Panel will do one of the following:

- 9.2.1 support the precept without qualification or comment;
- 9.2.2 support the precept and make recommendations, or
- 9.2.3 veto the proposed precept (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).

9.3 If the Panel fails to report to the Commissioner by 8 February the scrutiny process comes to an end, even if the Panel have voted to veto the proposed precept, and the Commissioner may issue the proposed precept.

If the Panel Does Not Use its Veto

9.4 The Commissioner will have regard to the Panel's report and publish their response. The Commissioner may then issue to proposed precept as the precept for the financial year. Alternatively, the Commissioner may issue a different precept but only if it is in accordance with the recommendation/s made in the Panel's report.⁴²

If the Panel Vetoes the Precept

9.5 If the Panel vetoes the proposed precept, the report to the Commissioner must include a statement that the Panel has vetoed the proposed precept with reasons. The Panel will require a response to its report, which the Commissioner must publish by 15 February.⁴³ The Commissioner's response shall include details of a revised proposed precept.⁴⁴ It is for the Panel to determine the manner in which the response to its report or recommendations is to be published.⁴⁵

³⁸ Police and Crime Panels – Scrutiny of Chief Constable Appointments Guidance

³⁹ The Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012, Part 3, Paragraph 11

⁴⁰ The Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012, Part 2 Paragraph 3

⁴¹ Ibid, Part 2, Paragraph 4 (1)

⁴² Police Reform and Social Responsibility Act 2011, Schedule 5, Para 5 (3)

⁴³ Scrutiny of Precept Guidance [Police and crime Panel scrutiny of the precept - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/244444/Police_and_crime_Panel_scrutiny_of_the_precept_-_GOV.UK_(www.gov.uk).pdf) pg.1

⁴⁴ The Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012, Part 2, Para 5(2)

⁴⁵ Police Reform and Social Responsibility Act 2011, Schedule 5, Part 6(4)

9.6 Where the Panel's report:

- 9.6.1 indicates that the Panel vetoes the proposed precept because it is too high, the revised precept shall be lower than the proposed precept;
- 9.6.2 indicates that the Panel vetoes the proposed precept because it is too low, the revised precept shall be higher than the proposed precept.⁴⁶

9.7 Upon receiving the Commissioner's revised precept, the Panel shall, by 22 February, review it and make a report which may indicate whether the Panel accepts or rejects the revised precept and make recommendations about whether the precept should be issued for the forthcoming financial year.⁴⁷

9.8 The Panel is not able to veto the revised precept, but the Commissioner must have regard to their report, and any recommendations they make, and publish a response to it as long as the Panel's report is published by 22 February. The Commissioner should publish their response by 1 March.⁴⁸

10. Complaints

10.1 Criminal and non-criminal complaints in relation to the Commissioner or other office holders will be dealt with and/or delegated in accordance with the Act and the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 and Policing and Crime Act 2017.

10.2 The process for dealing with complaints about the Commissioner shall be undertaken in accordance with the arrangements published on Wiltshire Council's website, with the implementation of the complaints process delegated to the Monitoring Officer at Wiltshire Council.

10.3 The Panel will maintain oversight of and retain ultimate responsibility for the complaints procedure.

11. Suspensions

The Commissioner

11.1 Panel may suspend the Commissioner if it appears to the Panel that:

11.1.1 the Commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and

11.1.2 the offence is one which carries a maximum term of imprisonment exceeding two years.⁴⁹

⁴⁶ The Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012, Part 2, Para 5 (3)

⁴⁷ Ibid, Part 2, Para 6 (2)

⁴⁸ Ibid, Part 2, Para 7

⁴⁹ Police Reform and Social Responsibility Act 2011, Part 1, Chapter 4, Section 30 (1)

11.2 The suspension of the Commissioner ceases to have effect upon the occurrence of the earliest of these events:

11.2.1 the charge being dropped;

11.2.2 the Commissioner being acquitted of the offence;

11.2.3 the Commissioner being convicted of the offence but not being disqualified under section 66 by virtue of the conviction;

11.2.4 the termination of the suspension by the Panel.⁵⁰

Chief Constable

11.3 If the Commissioner proposes to call upon the Chief Constable to retire or resign they must also notify the Panel in writing of their proposal together with a copy of the reasons given to the Chief Constable in relation to that proposal.⁵¹

11.4 The Commissioner must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for their resignation or retirement.⁵²

11.5 If the Commissioner is still proposing to call upon the Chief Constable to resign, they must notify the Panel accordingly (the 'further notification').⁵³

11.6 Within six weeks from the date of receiving the further notification the Panel must make a recommendation in writing to the Commissioner as to whether they should call for the retirement or resignation. Before making any recommendation, the Panel may consult the Chief Inspector of Constabulary, and must hold a scrutiny meeting.⁵⁴ The Panel must publish its recommendation.

11.7 For the purposes of calculating six weeks any relevant post-election period is to be ignored. For that purpose, "relevant post-election period" means the period that begins with the day of the poll at an ordinary Commissioner's election and ends with the day on which the person elected as Commissioner delivers their declaration of acceptance of office.⁵⁵

11.8 The scrutiny hearing which must be held by the Panel is a Panel meeting in private to which the Commissioner and Chief Constable are entitled to attend to make representations.⁵⁶

11.9 The Commissioner must consider the Panel's recommendation and may accept or reject it, notifying the Panel accordingly.

11.10 The Commissioner may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:

⁵⁰ Police Reform and Social Responsibility Act 2011, Part 1, Chapter 4, Section 30 (2)

⁵¹ Ibid, Schedule 8, Part 2, Para 13 (3)

⁵² Ibid, Schedule 8, Part 2, Para 13 (5b)

⁵³ Ibid, Schedule 8, Part 2, Para 14

⁵⁴ Ibid, Schedule 8, Part 2, Para 15

⁵⁵ Ibid, Schedule 8, Part 2, Para 15 (8)

⁵⁶ Ibid, Schedule 8, Part 2, Para 15

- 11.10.1 at the end of six weeks (excluding the relevant post-election period) from the Panel having received notification if the Panel has not by then given the Commissioner a recommendation as to whether they should call for the retirement or resignation, or
- 11.10.2 the Commissioner notifies the Panel of a decision about whether they accept the Panel's recommendations in relation to the Chief Constable's resignation or retirement.⁵⁷
- 11.10.3

12. Appointment of an Acting Commissioner

- 12.1 The Panel must appoint a Member of the Commissioner's staff to act as Commissioner if:
 - 12.1.1 no person holds the office of Commissioner
 - 12.1.2 the Commissioner is incapacitated, or
 - 12.1.3 the Commissioner is suspended.⁵⁸
- 12.2 In appointing a person as acting Commissioner in a case where the Commissioner is incapacitated, the Panel must have regard to any representations made by the Commissioner in relation to the appointment.
- 12.3 The appointment of an acting Commissioner ceases to have effect upon the occurrence of the earliest of these events:
 - 12.3.1 the election of a person as Commissioner;
 - 12.3.2 the termination by the Panel, or by the acting Commissioner, of the appointment of the acting Commissioner;
 - 12.3.3 in a case where the acting Commissioner is appointed because the Commissioner is incapacitated, the Commissioner ceasing to be incapacitated, or
 - 12.3.4 in a case where the acting Commissioner is appointed because the P Commissioner is suspended, the Commissioner ceasing to be suspended.⁵⁹
- 12.4 There is a six-month time limit on how long the Commissioner can be incapacitated before their role becomes vacant. Once the six-month limit has been reached, a by-election would need to be conducted to fill the vacancy.⁶⁰

13. Sub Committees and Task Groups

- 13.1 Sub-committees or time limited task groups may be established from time to time by the Panel to undertake specific task-based work.

⁵⁷ Police Reform and Social Responsibility Act 2011, Schedule 8, Part 2, Para 15

⁵⁸ Ibid, Chapter 6, Section 62 (1)

⁵⁹ Ibid, Chapter 6, Section 62 (6)

⁶⁰ [Police, fire and crime Panels guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/police-fire-and-crime-panels-guidance)

- 13.2 The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.
- 13.3 The special functions of the Panel, as defined in Section 5, may not be discharged by a sub-committee or a task group, of the Panel.⁶¹

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⁶¹ Police Reform and Social Responsibility Act 2011, Schedule 6, Part 4, Para 27 (1)

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**Wiltshire Council
Constitution
Protocol 12
Police and Crime Panel
Procedure Rules and Panel
Arrangements**

PROTOCOL 12

POLICE AND CRIME PANEL

PROCEDURE RULES AND PANEL ARRANGEMENTS

1. Chairman Of The Police And Crime Panel:

- The chairman of the Police and Crime Panel will be appointed in June of each year or at the first meeting of the panel following the annual appointment of members to the panel by constituent councils. The chairman will be drawn from amongst the councillors sitting on the panel.
- The vice-chairman will be appointed in June of each year or at the first meeting of the panel following the annual appointment of members to the panel by constituent councils and will be drawn from amongst the councillors sitting on the panel.
- In the event of the resignation of the chairman or removal of the chairman, a new chairman will be appointed and will be drawn from amongst the councillors sitting on the panel.
- The chairman may be removed by the agreement of a majority of the whole membership of the panel and in that event the panel will appoint a replacement chairman from amongst the councillors sitting on the panel.
- The panel will elect a person to preside at a meeting if the chair and vice-chairman are not present.

2. Meetings Of The Police And Crime Panel:

- There shall be a minimum of four ordinary meetings of the Police and Crime Panel held in public in each municipal year to carry out the functions of the panel. In addition, extraordinary meetings may be called from time to time.
- An extraordinary meeting may be called by the chairman or by four members of the panel.
- An extraordinary meeting may also be called by the Monitoring Officer to the panel.
- Ordinary meetings will take place in accordance with a programme decided by the panel, and will start at the time decided by the panel.
- Ordinary meetings of the panel will:
 - receive any declarations of interest from members
 - approve the minutes of the last meeting
 - consider reports from officers and panel members

- Panel members will be notified of the time and place at least 5 clear working days before an ordinary meeting, and as soon as known in the event of an extraordinary meeting. Public notice of Panel meetings will be given in accordance with the normal arrangements for local authority meetings including the provisions of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

3. Quorum

- A meeting of the Police and Crime Panel cannot take place unless one third of the whole number of its members is present.

4. Voting

- Voting will normally be by a show of hands.
- All panel members may vote in the proceedings of the panel.
- All matters to be considered by the Police and Crime Panel shall be decided by a majority of the members of the Police and Crime Panel present and voting at the meeting. This will be done following the moving of a motion by any member of the Police and Crime Panel. A simple majority is required to confirm a decision, except in the specific circumstances of the PCP seeking to veto the Police and Crime Commissioner's proposed precept or the Police and Crime Commissioner's proposed appointment of a Chief Constable or as otherwise specified in these Procedure Rules.
- Any member may request a recorded vote and, if one quarter of the members present signifies its support, such a vote will be taken.
- In the event of a tie in voting, the Chairman of the meeting shall have a second or casting vote.

5. Work Programme

- The Police and Crime Panel will be responsible for setting its own work programme taking into account the priorities defined by the Police and Crime Commissioner. In setting the work programme the Police and Crime Panel will also take into account the wishes of its members.
- The work programme must include the functions described in the terms of reference for the panel.

6. Agenda Items

- The Panel agenda will be issued to Panel members at least 5 clear working days before the meeting. It will also be published on the Panel's website and by sending copies to each of the authorities and by any other means the panel considers appropriate.

- Any member of the Panel shall be entitled to give notice to the Head of Democratic Services at Wiltshire Council 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.
- Items will be rejected where they do not relate to a matter for which the panel has a responsibility for, require confidential information to be disclosed or are deemed improper or inappropriate for the meeting. The Chairman will take this decision, and their decision is final.

7. Reports from the Police and Crime Panel

- Where the Police and Crime Panel makes a report to the Police and Crime Commissioner, it may publish the report or recommendations.
- The Police and Crime Panel must by notice in writing require the Police and Crime Commissioner, as appropriate, within one month of the date on which it receives the report or recommendations to:
 - Consider the report or recommendations.
 - Respond to the Police and Crime Panel indicating what (if any) action the Police and Crime Commissioner proposes to take.
 - Where the Police and Crime Panel has published the report or recommendations, publish the response.
 - Where the Police and Crime Panel has provided a copy of the report or recommendations to a member, provide a copy of the response to the member.
- 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 the Local Government Act 1972 (as amended).
- If the Police and Crime Panel cannot unanimously agree on one single final report to the Police and Crime Commissioner then one separate report may be prepared and submitted for consideration along with the majority report.

8. Police and Crime Commissioner and Officers Giving Account

- The Police and Crime Panel may scrutinise and review decisions made or actions taken in connection with the Police and Crime Commissioner's role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the Police and Crime Commissioner, and members of that commissioner's staff, to attend before the panel (at reasonable notice) to answer any questions which appear to the panel to be necessary in order to carry out its functions.
- Where the Police and Crime Commissioner, or a member of that commissioner's staff, is required to attend the panel under this provision the chairman will inform them in writing giving, where practical, 15 days notice 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. Where it is necessary to produce a report, sufficient time will be given to allow preparation of that report.

- Where, in exceptional circumstances, the Police and Crime Commissioner is unable to attend on the required date, then an alternative date for attendance may be arranged following consultation with the chairman of the panel.
- If the Police and Crime Panel require the Police and Crime Commissioner to attend before the panel, the panel may (at reasonable notice) request the Chief Constable to attend before the panel on the same occasion to answer any questions which appears to the panel to be necessary in order for it to carry out its functions.

9. Attendance by others

- The Police and Crime 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.

10. Sub-Committees and Task Groups

- Sub Committees or time limited task groups may be established from time to time by the Police and Crime Panel to undertake specific task based work.
- The special functions of the Police and Crime Panel may not be discharged by a sub-committee of the panel or a task group.
- In this paragraph 'special functions' means the functions conferred on a Police and Crime Panel by:
 - Section 28(3) of Police Reform and Social Responsibility Act (scrutiny of Police and Crime Plan).
 - Section 28 (4) of Police Reform and Social Responsibility Act (scrutiny of annual report)
 - Paragraphs 10 and 11 of Schedule 1 of Police Reform and Social Responsibility Act (review of senior appointments).
 - Schedule 5 of Police Reform and Social Responsibility Act (issuing precepts)
 - Part 1 of Schedule 8 of Police Reform and Social Responsibility Act (scrutiny of appointment of the Chief Constable).
- The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

11. Carrying Out 'Special Functions'

Reports and recommendations made in relation to the special functions outlined in the terms of reference will be carried out in accordance with the procedure outlined at Section 5.18

- Police and crime plan
 - The panel is a statutory consultee on the development of the Police and Crime Commissioner's police and crime plan and will receive a copy of the draft police and crime plan, or a draft of any variation to it, from the Police and Crime Commissioner.
 - The panel must:
 - hold a public meeting to review the draft police and crime plan (or a variation to it), and
 - report or make recommendations on the draft plan which the PCC must take into account.
- Annual report
 - The Police and Crime Commissioner must produce an annual report about the exercise of his/her functions in the financial year and progress in meeting police and crime objectives in the year. The report must be sent to the panel for consideration.
 - The panel must comment upon the annual report of the Police and Crime Commissioner, and for that purpose must:
 - Arrange for a public meeting of the panel to be held as soon as practicable after the panel receives the annual report
 - require the Police and Crime Commissioner to attend the meeting to present the annual report and answer questions about the annual report as the members of the panel think appropriate
 - make a report or recommendations on the annual report to the PCC.
- Senior appointments
 - The panel has powers to review the Police and Crime Commissioner's proposed appointments of Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner. The panel is required to hold public confirmation hearings for these posts.

- The panel will be notified of the need for a confirmatory hearing in respect of proposed senior appointments made by the Police and Crime Commissioner. This will be held at the next available meeting of the panel unless the appointment timescale requires an earlier hearing, in which case an extraordinary meeting will be arranged.
- With regards to the appointment of the Chief Constable, the panel is required to hold a hearing within the period of three weeks from the day on which the panel receives notification from the Police and Crime Commissioner.
- Confirmatory hearings will be held in public, where the candidate is requested to appear for the purpose of answering questions relating to the appointment. Following this hearing, the panel is required to review the proposed appointment and make a report to the commissioner on the appointment.
- For a confirmatory hearing for the proposed appointment of the Chief Constable, in addition to the requirement to review and report, the panel has the requirement to make a recommendation on the appointment and the power to veto the appointment.
- Having considered the appointment, the panel will be asked to either:
 - support the appointment without qualification or comment;
 - support the appointment with associated recommendations, or
 - veto the appointment of the Chief Constable (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).
- If the panel vetoes the appointment of the candidate, the report to the commissioner must include a statement that the panel has vetoed the appointment with reasons.
- Appointment of an Acting Police and Crime Commissioner
 - The Police and Crime Panel must appoint a person to act as Police and Crime Commissioner if:
 - no person holds the office of Police and Crime Commissioner
 - the Police and Crime Commissioner is incapacitated, or
 - the Police and Crime Commissioner is suspended.
 - The Police and Crime Panel may appoint a person as acting commissioner only if the person is a member of the Police and Crime Commissioner's staff at the time of the appointment.
 - In appointing a person as acting commissioner in a case where the Police and Crime Commissioner is incapacitated, the Police and Crime Panel must have regard to any representations made by the commissioner in relation to the appointment.

- The appointment of an acting commissioner ceases to have effect upon the occurrence of the earliest of these events:

- the election of a person as Police and Crime Commissioner;
- the termination by the Police and Crime Panel, or by the acting commissioner, of the appointment of the acting commissioner;

Note: this section may have to be varied in the light of Home Office Regulations expected in March on the exercise of the veto.

- in a case where the acting commissioner is appointed because the Police and Crime Commissioner is incapacitated, the commissioner ceasing to be incapacitated, or
 - in a case where the acting commissioner is appointed because the Police and Crime Commissioner is suspended, the commissioner ceasing to be suspended.
- Proposed precept
 - The Police and Crime Commissioner will notify the Police and Crime Panel of the precept which the commissioner is proposing to issue for the financial year. The panel must review the proposed precept and make a report including recommendations.
 - Having considered the precept, the Police and Crime Panel will either:
 - support the precept without qualification or comment;
 - support the precept and make recommendations, or
 - veto the proposed precept (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).
 - If the panel vetoes the proposed precept, the report to the commissioner must include a statement that the panel has vetoed the proposed precept with reasons. The panel will require a response to the report and any such recommendations.
 - Complaints
 - Criminal and non-criminal complaints in relation to the Police and Crime Commissioner or other office holders should be dealt with and/or delegated in accordance with the Act and the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012
 - Suspension of the Police and Crime Commissioner
 - A Police and Crime Panel may suspend the Police and Crime Commissioner if it appears to the panel that:
 - the commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and

- the offence is one which carries a maximum term of imprisonment exceeding two years.
- The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events:
 - the charge being dropped
 - the Police and Crime Commissioner being acquitted of the offence (Note: this section may have to be varied in the light of Home Office Regulations expected in March on the exercise of the veto)
 - the Police and Crime Commissioner 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, or
 - the termination of the suspension by the Police and Crime Panel.
- In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:
 - an offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
 - an offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment.
- Suspension and removal of the Chief Constable
 - The panel will receive notification if the Police and Crime Commissioner suspends the Chief Constable.
 - The Police and Crime Commissioner must also notify the panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.
 - The Police and Crime Commissioner must provide the panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.
 - If the Police and Crime Commissioner is still proposing to call upon the Chief Constable to resign, she/he must notify the panel accordingly (the 'further notification').
 - Within six weeks from the date of receiving the further notification the panel must make a recommendation in writing to the Police and Crime Commissioner as to whether or not she/he should call for the retirement or resignation. Before making any recommendation the panel may consult the chief inspector of constabulary, and must hold a scrutiny meeting.

- The scrutiny hearing which must be held by the panel is a panel meeting in private to which the Police and Crime Commissioner and Chief Constable are entitled to attend to make representations in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person, or participating by telephone or video link.
- The panel must publish the recommendation it makes on its website and by sending copies to each of the authorities, and by any other means the panel considers appropriate.
- The Police and Crime Commissioner may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:
 - at the end of six weeks from the panel having received notification if the panel has not by then given the Police and Crime Commissioner a recommendation as to whether or not she/he should call for the retirement or resignation, or
 - the Police and Crime Commissioner notifies the panel of a decision about whether she/ he accepts the panel's recommendations in relation to resignation or retirement.
- The Police and Crime Commissioner must consider the panel's recommendation and may accept or reject it, notifying the panel accordingly.
- In calculating the six week period, the period between the day of the poll at an ordinary election of a Police and Crime Commissioner and the day on which the Police and Crime Commissioner delivers a declaration of acceptance of office shall be ignored.

12. Public Participation

- Members of the public are able to ask questions or make a statement in relation to the responsibilities and functions of the Panel at each meeting. A maximum of 30 minutes will be allocated to this at the start of each meeting, and each question or statement should last no longer than 3 minutes.
- Questions must be put in writing to the Democratic Services Officer on behalf of the Proper Officer at Wiltshire Council no later than 5 clear working days before the meeting, to allow a response to be formulated, and are limited to a maximum of 2 per person / organisation. A response will be given as either a direct oral answer or a written reply.
- The questioner is able to ask one supplementary question after receiving a response. There is usually no debate on questions; however this is at the Chairman's discretion.
- Statements must be given in writing and can be received up to 10 minutes before the start of the meeting.

13. Decision Making and Rules of Debate

- Principles of Decision Making

These principles will underpin the way the Police and Crime Panel makes its decisions:

- Appropriate consultation will have been carried out and decisions will take account of its results and any professional advice given by officers
- The presumption that whenever possible, all decisions made by the Police and Crime Panel should be made in public and ensure open, fair and honest administration
- Decisions will be clear about what they aim to achieve and the results that can be expected
- Due respect for human rights will be shown and provision given to equality of opportunity
- Decisions will be efficient, effective and economic, and obtain best value
- Determination of decisions will be at the lowest level commensurate with their importance
- Decisions will produce action that is proportionate to the desired outcome, and state the reasons for the action
- All options considered and discarded when making a decision will be recorded

- Rules of Debate

The rules of debate of the Police and Crime Panel shall be governed by the rules relating to meetings of Council committees (section 102 to 106 of part 4 of the Council Constitution).

14. Minutes

The Chairman will sign the minutes of the proceedings at the next meeting. The only part of the minutes that can be discussed is their accuracy and any question as to their accuracy must be raised by motion.

15. Members' Conduct

- Speaking

When a member speaks at PCP meetings, he/she must address the meeting through the Chairman.

- **Chairman Requiring Silence**
When the Chairman so indicates during a debate, any member speaking at the time must stop and the meeting must be silent.
- **Member not to be heard further**
 - If a member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructs business, the Chairman may move that the member be not heard further. If seconded, the motion will be voted on without discussion.
 - If the member continues to behave improperly after such a motion has been carried, the Chairman may adjourn the meeting for a specified period or move that the member leaves the meeting. If seconded, the motion will be voted on without discussion. If the member continues to behave improperly, the Chairman may give such direction as he/she considers appropriate for the removal of the member and the restoration of order.

16. Disturbance

- If there is a disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she considers necessary, or if occurring in a part of the meeting room open to the public may call for that part to be cleared.
- If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If he/she continues to interrupt, the Chairman will order his/her removal from the meeting room.

17. Suspension and Amendment of Procedure Rules

- Suspension
These rules may be suspended by motion on notice, or without notice if at least one half of the whole number of members of the PCP is present. Suspension can only be for the duration of the meeting. A motion to suspend any of these rules must specify the rule to be suspended and must be moved in terms limited to an explanation of the reasons for the suspension. It will be seconded in formal terms only and will be put to the Police and Crime Panel without debate. No suspension may be considered by the Police Crime Panel which does not comply with the Police Reform and Social Responsibility Act 2011, relevant Regulations, statutory guidance or the Panel Arrangements.
- Amendment
The Rules of Procedure shall not be amended unless notification of a proposed amendment is received by the Proper Officer Wiltshire Council at least 10 working days prior to a PCP meeting. A report on the implications

of the proposed amendment shall be considered by the PCP and the amendment shall require the agreement of at least two thirds of the persons who are members of the PCP at the time when the decision is made vote in favour of it. No amendment may be considered by the PCP which does not comply with the Police Reform and Social Responsibility Act 2012, relevant Regulations or statutory guidance or Panel Arrangements.

18. Adjournment of Panel Meetings

When the PCP adjourns, whether by resolution or by decision of the Chairman, the adjournment will by decision taken at that time be to a date, time and place specified, provided that where this is not practicable and a meeting is adjourned for an unspecified period and/or to an unspecified place, all members of the Police and Crime Panel will be notified of the new date, time and place when these have been determined.

19. Interpretation

- The ruling of the Chairman as to the construction or application of these rules or as to the proceedings of the Police and Crime Panel will be final for the purposes of the meeting at which it is given.
- If there is any conflict in interpretation between these Rules and the Act or Regulations made under the Act, the Act and Regulations will prevail.

General Note: Various functions of the PCP are subject to Regulations that are not yet available and the content of the Rules may therefore need to change before the final version is determined

Wiltshire Police and Crime Panel

Panel Arrangements

This Agreement is dated 5 December 2012.

The Agreement is made between Wiltshire Council and Swindon Borough Council (“the Authorities”)

1.0 Background

1.1 The Police Reform and Social Responsibility Act 2011 (‘the Act’) introduces new structural arrangements for national policing, strategic police decision making, neighbourhood policing and police accountability.

1.2 The Act provides for the election of a Police and Crime Commissioner (‘the PCC’) for a police force area, responsible for securing an efficient and effective police force for their area, producing a police and crime plan, recruiting the Chief Constable for an area, and holding him/her to account, publishing certain information including an annual report, setting the force budget and police precept and requiring the Chief Constable to prepare reports on police matters. The PCC must co-operate with local community safety partners and criminal justice bodies.

1.3 The Act requires the local authorities in each police force area to establish and maintain a Police and Crime Panel (‘the Panel’) for its police force area. It is the responsibility of the Authorities for the police force area to make arrangements for the Panel (‘Panel Arrangements’).

1.4 The Authorities, as the relevant local authorities within the area must agree to the making and modification of the Panel Arrangements. Where an authority has refused to nominate a member to a panel, then the remaining councils in an area can agree the panel arrangements without the need to get the agreement of the council that is refusing to participate.

1.5 Each Authority and each Member of the Panel must comply with the Panel Arrangements.

1.6 The functions of the Panel must be exercised with a view to supporting the effective exercise of the functions of the PCC for that police force area.

1.7 The Panel must have regard to the Policing Protocol issued by the Home Secretary, which sets out the ways in which the Home Secretary, the PCC, the Chief Constable and the Panel should exercise, or refrain from exercising, functions so as to encourage, maintain or improve working

relationships (including co-operative working); and limit or prevent the overlapping or conflicting exercise of functions.

1. 8 The Panel is a scrutiny body with responsibility for scrutinising the PCC and promoting openness in the transaction of police business in the police force area.

1. 9 The Panel is a joint committee of the Authorities.

2.0 Lead Authority

2. 1 Wiltshire Council shall be lead authority for the Panel and shall provide such administrative and other support as will be necessary to enable the Panel to undertake its functions.

3. 0 Membership

3. 1 General

3. 2 Appointments of elected members to the Panel shall be made by each of the Authorities in accordance with their own procedures and with a view to ensuring that the balanced appointment objective of the Act is met so far as is reasonably practicable. All members of the Authorities are eligible to be members of the Panel. The Lead Authority shall take steps to coordinate the Authorities with a view to ensuring that the balanced appointment objective is achieved. The balanced appointment objective requires that the local authority Members of the Panel (which includes Members appointed by the Authorities and co-opted Members who are elected Members of any of the Authorities) should:

- a) represent all parts of the police force area;
 - b) represent the political make-up of the Authorities; and,
 - c) taken together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- Where an Authority fails to nominate, or having nominated then fails to appoint, a member to a panel the Lead authority shall notify the Home Office.

3. 3 In appointing co-opted Members who are not elected members of any of the Authorities, the Panel must secure, so far as is reasonably practicable that the appointed and co-opted Members of the Panel, together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

3. 4 The Panel shall consist of ten Members appointed by the Authorities in accordance with the requirements of the balanced appointment objective contained within the Act, as follows:

Wiltshire Council = 7 members

Swindon Borough Council = 3 members

3.5 The Panel shall also include two independent Members co-opted by the Panel.

3.6 The Panel may also resolve to co-opt further Members with the agreement of the Secretary of State provided that the number of co-opted Members included in the Membership of the Panel shall not exceed 10. A panel cannot co-opt a councillor unless all the panel members agree, and any councillor co-options have to be notified to the Home Office as do any resolutions to co-opt additional members.

3.7 The current arrangements that exist within the Authorities for the appointment of substitute members/deputies will apply to the Panel.

3.8 Appointed Members

3.9 The Authorities shall each nominate elected members to be Members of the Panel. If a nominated Member agrees to the appointment the Authority may appoint the Member as a Member of the Panel.

3.10 In the event that an Authority does not appoint a Member or Members in accordance with these requirements, the Secretary of State must appoint a Member to the panel from the defaulting authority in accordance with the provisions in the Act.

3.11 With a view to ensuring continuity of membership as far as possible, an appointed Member shall be a Member of the Panel for four years unless s/he ceases to be an elected Member, or is removed by their Authority.

3.12 An Authority may decide in accordance with their procedures to remove their appointed Member from the Panel at any point and on doing so shall give notice to the Proper Officer at Wiltshire Council.

3.13 Where a Panel member fails to attend meetings of the Panel over a six month period then the Lead authority shall recommend to the relevant authority that due consideration is given to removing the member from the Panel and to the appointment of a replacement member.

3.14 An appointed Member may resign from the Panel by giving written notice to the Proper Officer at Wiltshire Council and to their Authority.

3.15 In the event that any appointed Member resigns from the Panel, or is removed from the Panel by an Authority, the Authority shall immediately take steps to nominate and appoint an alternative Member to the Panel.

3.16 Members appointed to the Panel may be re-appointed to the Panel for a further term of four years provided that the balanced appointment objective is met by that re-appointment.

3. 17 Co-opted Members

3. 18 The following may not be co-opted Members of the Panel:

- a) the PCC for the Police Area.
- b) a member of staff of the PCC for the area.
- c) a member of the civilian staff of the Police Force for the area.
- d) a Member of Parliament.
- e) a Member of the National Assembly for Wales
- f) a Member of the Scottish Parliament.
- g) a Member of the European Parliament
- h) a serving police officer

3. 19 An elected member of any of the Authorities may not be a co-opted Member of the Panel where the number of co-opted Members is two.

3. 20 If the Panel has three or more co-opted Members an elected member of any of the Authorities may be a co-opted Member of the Panel provided that at least two of the other co-opted Members are not elected members of any of the Authorities.

3. 21 A co-opted Member shall be a Member of the Panel for four years.

3. 22 The Panel shall put in place arrangements to ensure that appointments of co- opted Members are undertaken following public advertisement in accordance with the following principles:

- a) The appointment will be made on merit of candidates whose skills, experience and qualities are considered best to ensure the effective functioning of the Panel;
- b) The selection process must be fair, objective, impartial and consistently applied to all candidates who will be assessed against the same pre determined criteria; and,
- c) The selection process will be conducted transparently with information about the requirements for the appointment and the process being publicly advertised and made available with a view to attracting a strong and diverse field of suitable candidates.

3. 23 A co-opted Member of the Panel may resign from the Panel by giving written notice to the Head of Democratic Services at Wiltshire Council.

3. 24 The Panel must from time to time decide whether the Panel should exercise its power to change the number of co-opted Members of the Panel to enable the balanced appointment objective to be met, or be more effectively met, and if so, it must exercise that power accordingly.

3. 25 The Panel may decide to terminate the appointment of a co-opted Member of the Panel if at least two-thirds of the persons, present and voting,

who are Members of the Panel at the time when the decision is made, vote in favour of making that decision at any time for the reasons set out below and on doing so shall give written notice to the co-opted Member:

- a) if the co-opted Member has been absent from the Panel for more than six months without the consent of the Panel;
- b) if the co-opted Member has been convicted of a criminal offence but not automatically disqualified;
- c) if the co-opted Member is deemed to be incapacitated by physical or mental illness or is otherwise unable or unfit to discharge his or her functions as a co-opted Member of the Panel;
- or,
- d) if the co-opted Member's membership of the Panel no longer achieves the meeting of the balanced appointment objective.

3.26 In the event that a co-opted Member resigns from the Panel or is removed from the Panel following a decision of the Panel, the Panel shall ensure that at least two independent co-opted Members remain appointed to the Panel, and in the absence of two such Members shall make arrangements to ensure that two co-opted Members are appointed.

3.27 Co-opted Members appointed to the Panel may be re-appointed for a further term of four years provided that the balanced appointment objective is met by that re-appointment.

3.28 Behaviour

3.29 All Panel members, including co-opted members, shall observe the Code of Conduct in force for their respective authorities and for the co-opted members the Lead authority's code of conduct, and any related protocols agreed by the Panel.

4.0 Budget and Costs of the Panel

4.1 The annual costs of the Panel shall be contained within the Home Office grant.

5.0 Rules of Procedure

5.1 The Panel shall determine its Rules of Procedure which shall include arrangements in relation to the:

- a) the appointment and removal of the Chairman;
- b) the formation of sub-committees;
- c) the making of decisions;
- d) the arrangements for convening meetings; and,
- e) the circulation of information.

6.0 Allowances

6.1 The payment of a responsibility allowance to Panel Members shall be considered and a recommendation sought from the Independent Remuneration Panel of each council as to whether the payment of such an allowance is appropriate.

6.2 Reasonable expenses will be reimbursed by each authority with the lead authority reimbursing the expenses of the co-opted independent members.

7.0 Promotion of the Panel

7.1 The role and work of the Panel shall be promoted by:

- a) the establishment and maintenance of a dedicated open-access website including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications;
- b) the issuing of regular press releases about the Panel and its work; and,
- c) the Authorities will each include information about the Panel on their websites, and will also include a link to the Panel website.

7.2 Support and guidance shall be provided to executive and non-executive elected members and officers of the Authorities in relation to the functions of the Panel as follows:

- a) by the provision of initial briefing sessions for elected members and relevant officers of the Authorities before the election of the PCC, and the provision of annual briefing sessions thereafter; and,
- b) by the provision of written briefing notes for elected members and relevant officers of the Authorities at least three times per year.

8.0 Validity of Proceedings

8.1 The validity of the proceedings of the Panel shall not be affected by a vacancy in the Membership of the Panel or a defect in appointment.

8.2 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Police Reform and Social Responsibility Act 2011, and any Regulations made in accordance with that

Act, and in the event of any conflict between the Act or Regulations, and these arrangements, the requirements of the legislation will prevail.

Current Version

Meeting	Police and Crime Panel
Date	13 June 2023
Report Title	Future Police and Crime Panel topics - discussion
Report presented by	Naji Darwish, OPCC CEO

1. Background

- 1.1. The OPCC has provided three separate updates to Police and Crime Panel (PCP) across its policy and commissioning work to assist the PCP to discharge its duties to scrutinise and support the work of the PCC and his Police and Crime Plan. These briefings covered an overview of the work across young people and crime prevention, victims and vulnerability and reducing reoffending and criminal justice.
- 1.2. Following these sessions, the PCP Chair has requested the OPCC propose a long list for PCP to identify topics for future sessions.
- 1.3. Following the strategic briefings provided, the OPCC is proposing topics which enable and provide opportunities for the PCP to hear directly from services and initiatives the PCC is engaging with. The following topic areas is a long list of proposed topic areas for 2023-24:
 - Road Safety – the new strategy and delivery plan with performance metrics
 - Youth Justice intervention – initiatives and impact
 - Community Safety Partnerships – progress and priorities
 - Rural Crime – strategy and progress
 - Neighbourhood Policing – strategy and progress
 - Mobile Police Station visit – strategy and performance outcomes to date
 - Work to reduce ASB - strategy and progress
 - Young Victims service – service presentation and Impact
 - Serious violence – new duty and partnership activity
 - Support to victims of sexual offences – service presentation and Impact

2. Recommendation

- 2.1. The PCP are asked to identify topics that are of particular interest for the next municipal year. It is recommended to identify one session for each full PCP meeting (not including budget setting meetings in January/February.)

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Police and Crime Panel Forward Work Plan - 2023

Please note: this is a working document which is subject to change

Date	Location	Provisional Agenda Items
Tuesday 13 June 2023 10am-1pm	Corn Exchange, Devizes	<ul style="list-style-type: none"> • Quarterly Plan Delivery Update • PCC Update • Constitutional Review
Thursday 14 September 2023 10am-1pm	West Wiltshire Room, County Hall, Trowbridge	<ul style="list-style-type: none"> • Quarterly Plan Delivery Update • PCC Update

<p>Thursday 14 December 2023</p> <p>10am-1pm</p>	<p>Swindon Borough Council Offices</p>	<ul style="list-style-type: none">• Quarterly Plan Delivery Update• PCC Update
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