

WILTSHIRE POLICE AND CRIME PANEL

PUBLIC PARTICIPATION PROTOCOL

1. The Panel's Terms of Reference provide for members of the public 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.
2. Questions must be put in writing to the Head of Democratic Services at Wiltshire Council no later than 3 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.
3. 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.
4. Statements must be given in writing and can be received up to 10 minutes before the start of the meeting.
5. It is important for members of the public to understand that it is not the purpose of meetings of the Panel to provide the opportunity for members of the public to cross examine the Police and Crime Commissioner in public. The purpose of public participation is to enable members of the public to question and challenge the Panel over the way that it is discharging its role.
6. On that basis the following approach will be adopted:-
 - A. Requests for public participation that relate to the responsibilities and functions of the Panel will be considered by the Panel in accordance with its Terms of Reference.
 - B. Where there is any doubt as to whether a request should be referred to the Panel the Chairman will be the final arbiter.
 - C. Questions and statements that relate to the activities of the Police and Crime Commissioner will be referred to the PCC for his attention.
 - D. Members of the Panel may respond to questions or statements circulated directly to them by members of the public but in doing so should make it clear that their response represents their personal views and not those of the Panel. Any referral to the PCC will be undertaken by the Democratic Services team at Wiltshire Council to prevent the proliferation of referrals to the Office of the PCC.
 - E. Where issues have been referred to the PCC and the member of the public is not satisfied with the response the matter may be referred to the

Panel at the request of the member of the public subject to the approval of the chairman of the Panel.