

Notice of Meeting

Surrey Police & Crime Panel Annual Meeting

Date & time
Wednesday, 12
June 2013
at 10.30 am

Place
Ashcombe Suite,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact
Damian Markland or Victoria Lower
Room 122, County Hall
Tel 020 8213 2703 or 020 8213 2733

damian.markland@surreycc.gov.uk or
victoria.lower@surreycc.gov.uk

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9068, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email damian.markland@surreycc.gov.uk or victoria.lower@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Damian Markland or Victoria Lower on 020 8213 2703 or 020 8213 2733.

Members

John O'Reilly	Elmbridge Borough Council
George Crawford	Epsom & Ewell Borough Council
Richard Billington	Guildford Borough Council
Margaret Cooksey	Mole Valley District Council
Victor Broad	Reigate & Banstead Borough Council
Terry Dicks	Runnymede Borough Council
Penny Forbes-Forsyth	Spelthorne Borough Council
Dorothy Ross-Tomlin	Surrey County Council
Charlotte Morley	Surrey Heath Borough Council
Ken Harwood	Tandridge District Council
Pat Frost	Waverley Borough Council
Bryan Cross	Woking Borough Council
Anne Hoblyn	Independent Member

PART 1 IN PUBLIC

1 ELECTION OF THE CHAIRMAN

Members of Surrey's Police and Crime Panel to elect a Chairman for the 2013/14 council year.

2 ELECTION OF VICE-CHAIRMAN

Members of Surrey's Police and Crime Panel to elect a Vice-Chairman for the 2013/14 council year.

3 APOLOGIES FOR ABSENCE

The Chairman to report apologies for absence.

4 MINUTES OF PREVIOUS MEETING

(Pages 1 - 8)

To approve the minutes of the meeting held on 12 March 2013 as a correct record.

5 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members of the Panel in respect of any item to be considered at the meeting.

6 PUBLIC QUESTIONS

To receive any public questions.

Note:

Written questions from the public can be submitted no later than seven days prior to the published date of the annual or any ordinary public meeting, for which the Commissioner will be invited to provide a written response by noon on the day before the meeting, which will be circulated to Panel members and the questioner.

7 INDEPENDENT MEMBER OF THE POLICE AND CRIME PANEL

(Pages 9 - 12)

Members to note recommendations made by the recruitment sub-group and co-opt an Independent Member to the Panel.

8 POLICE AND CRIME COMMISSIONER'S ANNUAL REPORT

(Pages 13 - 24)

To consider the Police and Crime Commissioner's draft Annual Report.

9 APPOINTMENT OF ASSISTANT POLICE & CRIME COMMISSIONERS

(Pages 25 - 32)

To consider the Police and Crime Commissioner's appointment of two Assistant Commissioners.

- 10 DEPUTY POLICE & CRIME COMMISSIONER'S OBJECTIVES AND PERFORMANCE REVIEW** (Pages 33 - 38)
- To consider the performance of the Deputy Police and Crime Commissioner.
- 11 FEEDBACK ON MANAGEMENT MEETINGS BETWEEN THE POLICE AND CRIME COMMISSIONER AND CHIEF CONSTABLE** (Pages 39 - 42)
- To consider the feedback from meetings between the Police and Crime Commissioner and the Chief Constable.
- 12 FINANCE UPDATE: MEDIUM TERM FINANCIAL PLAN FOR SURREY POLICE** (Pages 43 - 50)
- To consider the Police and Crime Commissioner's Quarterly Budget update.
- 13 COMPLAINTS RECEIVED SINCE THE LAST MEETING** (Pages 51 - 56)
- To note complaints against the Police and Crime Commissioner and the Deputy Police and Crime Commissioner received since the last meeting of the Police and Crime Panel.
- 14 RE-ESTABLISHMENT OF THE COMPLAINTS SUB-COMMITTEE** (Pages 57 - 60)
- To agree the membership and terms of reference for the Complaints Sub-Committee.
- 15 RE-ESTABLISHMENT OF THE FINANCE SUB-GROUP** (Pages 61 - 64)
- To agree the membership and terms of reference for the Finance Sub-Group.
- 16 FORWARD WORK PROGRAMME AND RECOMMENDATION TRACKER** (Pages 65 - 76)
- To review the Recommendation Tracker and the Forward Work Programme.
- 17 DATES OF MEETINGS**
- The Panel to note that meetings of the Police and Crime Panel will take place at 10.30am at County Hall, Kingston-upon-Thames, Surrey, KT1 2DN on the following dates:
- Tuesday 10 September 2013
Tuesday 29 October 2013
Thursday 6 February 2014 (provisional)
Tuesday 29 April 2014
Tuesday 10 June 2014

18 EXCLUSION OF THE PUBLIC

Recommendation: That under Section 100(A) of the Local Government Act 1972 and in accordance with the Panel's protocol, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

PART 2
IN PRIVATE

19 PROJECT SIREN UPDATE

Confidential: Not for publication under Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Published: Tuesday, 4 June 2013

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (mobiles, BlackBerries, etc.) in meetings can:

- Interfere with the PA and Induction Loop systems
- Distract other people
- Interrupt presentations and debates
- Mean that you miss a key part of the discussion

Please switch off your mobile phone/BlackBerry for the duration of the meeting. If you wish to keep your mobile or BlackBerry switched on during the meeting for genuine personal reasons, ensure that you receive permission from the Chairman prior to the start of the meeting and set the device to silent mode.

Thank you for your co-operation

MINUTES of the meeting of the **SURREY POLICE & CRIME PANEL** held at 10.30 am on 12 March 2013 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting.

Elected Members:

Mrs Dorothy Ross-Tomlin (Chairman)
Mrs Pat Frost

Independent Members

Borough Councillor Terry Dicks (Vice-Chairman)
Borough Councillor John O'Reilly
Borough Councillor Clive Smitheram
Borough Councillor Richard Billington
District Councillor Margaret Cooksey
Borough Councillor Victor Broad
District Councillor Ken Harwood
Independent Member Anne Hoblyn

Apologies:

Borough Councillor Penny Forbes-Forsyth
Borough Councillor Charlotte Morley
Borough Councillor Bryan Cross

In Attendance

6/13 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Councillor Penny Forbes-Forsyth, Councillor Bryan Cross and Councillor Charlotte Morley. Independent Member Janice Turner chose to resign from the Police and Crime Panel prior to the meeting.

7/13 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes of the meeting that took place on 6 February 2013 were agreed as a correct record.

8/13 DECLARATIONS OF INTEREST [Item 3]

None.

9/13 PUBLIC QUESTIONS [Item 4]

None.

10/13 SURREY POLICE AND CRIME COMMISSIONER'S DRAFT POLICE AND CRIME PLAN [Item 5]

The Chairman of the Surrey Police and Crime Panel explained that as part of the Police Reform and Social Responsibility Act 2011, the Police and Crime Commissioner was required to share their proposed Police and Crime Plan with the Panel prior to its implementation. Under the regulations the Panel did not have the power of veto, however it could make recommendations which the Commissioner would be required to provide a response to.

The Chairman stated that the purpose of the item was for Members of the Panel to question the Commissioner on his proposals for policing in Surrey and to discuss any areas of concern.

The Panel began by discussing recent comments made by the Police and Crime Commissioner in the media, with particular regard given to statements made during an interview with the Epsom Guardian. Some Members raised concerns over the nature of some of the statements made during the interview, particularly comments about Hillsborough and ethnic diversity within the Police Service.

The Commissioner explained that the article published by the Epsom Guardian did not accurately reflect the 90 minute interview, and that the comments expressed were taken out of context. He made the following key statements:

- The Commissioner was attempting to discuss how fundamentally important it was that the Police Service was full of high quality Police Officers. He discussed how the age, sex, gender or ethnicity of a Police Officer was not important to a victim of crime so long as they were compassionate and good at their job.
- He stated it was important that the Police Service reflected the diversity of society, however there was currently an issue that all ethnic minorities were put in a single group. This approach by the Police, the Commissioner argued, did not look at the different ethnic

groups and the approaches that would be appropriate to engage and recruit them to the Police.

- The Commissioner conceded that the Epsom Guardian interview had been a lesson for him and that in future he would be more careful about the way he expressed his views. He explained that on the whole his experience with the media had been positive with several national newspaper articles and a radio interview.
- Members of the Panel queried why the Commissioner had chosen to comment on the MacPherson report and Hillsborough disaster during the newspaper interview. The Commissioner stated that he had discussed the MacPherson report to raise concerns regarding the recruitment of quality Police officers. He apologised to the families of the Hillsborough victims if any offence had been caused due to his comments. He stated that he was attempting to raise concerns regarding current plans to raise recruits to the position of Superintendent after 15 months of service; suggesting that an under qualified Police Officer was the cause of the Hillsborough disaster and these proposals could lead to a similar disaster.

The Chairman thanked the Commissioner for his explanation of the comments made during the Epsom Guardian interview and invited the Commissioner to present the draft Police and Crime Plan.

The Commissioner provided the Panel with an overview of his draft Police and Crime Plan, as detailed in the agenda papers, and made the following key points:

- The Police and Crime Plan looked at ways to deliver the People's Priorities. The Plan had been taken to a variety of neighbourhood and ward meetings, four large public meetings and had been tested with different hard to hear groups and businesses to establish whether the Plan focussed on the right areas and had the right approach.
- He had held three webcast meetings with the Chief Constable; who had begun to test the Plan and create reports. This would enable the Commissioner to hold her, and her team, to account by measuring how Surrey Police were performing. These performance reports would then be given to the Panel to enable the Panel to hold the Commissioner to account.

The Chairman thanked the Commissioner for his overview and invited questions from Panel Members. During the following question and answer session, the following points were clarified:

- The Commissioner had taken the feedback from the Panel from the last meeting, along with the latest statement from the Police and Criminal Justice Minister and criminologists, and had decided to remove the targets which had been in the precept report. The Commissioner argued that over time setting targets was not the best or appropriate way to improve policing in Surrey. He was very keen not to have Surrey Police chasing targets over improving policing.
- To monitor Surrey Police progress the Commissioner would request the Chief Constable to provide him with the figures for arrests, seizing

of assets and crime. This would enable him to see how Surrey Police was performing in comparison to previous years. These figures would be shared with the Panel and would allow for a more flexible approach to policing.

- Officers who tackled organised crime were not seen as back office staff and so were not at risk of savings cuts. Police forces in the South East were forming a South East Regional Crime Unit which would enable a more cohesive approach to tackling organised crime. The Commissioner would ensure Surrey got its fair share of the assets and resources due to fraud being a concern in the county.
- The Commissioner was unable to visit the whole of Surrey when testing his Police and Crime Plan, however in future he intended to visit all of Surrey to discuss his plans with the public and requested Members oversee surveys.
- The Panel discussed the issue that Police satisfaction surveys had often been inaccurate as there have been many who are unhappy with the Police. It was suggested that in future surveys need to be written in a format which would give honest answers regarding satisfaction.
- The Commissioner stated a shift in the leadership approach would take place, with senior staff being required to look at the quality of service they were providing. This would require senior Police to view their roles differently and put an emphasis on the skills of Officers. The feedback from the Panel and other Councillors would help with understanding and assessing qualitative results.
- Money from seized assets went to three organisations; 50% to the Treasury with the rest split between the Crown Prosecution Service and Surrey Police. The Commissioner stated he would like the share going to Surrey Police to be increased.
- Surrey Police has been in discussion with British banks to utilise their IT expertise to catch those who commit large acts of fraud.
- The Commissioner anticipated the Local Policing Boards would assist local policing by enabling the public to speak to Police leaders in their area. Regular meetings with the Borough Inspector, Councillors and Officers in charge of Police and Street Crime would enable a local strategic plan to be formed. He discussed that these plans would be sent to him to enable him to give a Surrey-wide strategic view to Surrey Leaders and the Panel. The Local Policing Board was a new and separate group, but its success would be dependent on the interest of local Councillors and Borough Inspectors.
- The Commissioner acknowledged the work carried out by PCSOs, but stated the funding for these individuals was decreasing and Surrey Police was unable to recruit anymore. Whilst there was no intention to make existing PCSOs redundant, the Commissioner would be encouraging these individuals to consider becoming a Police Constable.

- The decision had been made that all savings made by the Police and Crime Commissioner's Office would be put back into policing with £80,000 of savings having been made. Organisations across Surrey had been invited to bid for up to £5,000 grants; but due to the short time limit the Deputy Police and Crime Commissioner only requested 12 lines in the application. 52 applications had been received, with 24 successful applicants focussing on projects across Surrey.
- The Commissioner has been approached by a number of groups regarding Community Safety Funds. However, he discussed that not all Community Safety Partnerships had been effective and that he would be looking at how they have made a positive difference, in addition to future funding opportunities.
- The Commissioner has had regular meetings with other Police and Crime Commissioners and Magistrates to discuss ways to tackle concerns regarding sentences.
- Neighbourhood Watch schemes were discussed as having a positive role within the community and should be utilised in future.
- Though the Plan was an overarching strategic document it was felt that there was not enough discussion on youth crime and preventing young people entering the criminal justice system. The Commissioner and Deputy Commissioner confirmed that this was an important area of focus for them, with 20 of the grants approved focussing on youth projects. The Deputy Commissioner had been looking into youth crime and approaching youth groups across the County.
- It was discussed that while it was important for the Commissioner to be open and transparent, Panel Members were concerned that webcasting all meeting with the Chief Constable may possibly mean he was unable to hold her to account due to the nature of some topics. The Commissioner assured the Panel that he was in regular conversation with the Chief Constable and had been able to discuss exempt information outside webcasted meetings.
- The Commissioner expressed the need for Police Officers to be more emotionally intelligent and reflect more on the service they provided victims. He argued that the use of jargon by the Police made it difficult for victims to understand the Police process and how they could contact Officers regarding their case. He agreed that while feedback from the public was often positive, there had been cases when it had been negative and this needed to be looked at.
- The mystery shopper aspect of the Plan was still to be developed, however the Commissioner mentioned he was looking to recruit a part-time Victim Champion and build partnerships with groups to enable the development of a consistent and meaningful approach across Surrey. He welcomed Members assistance in developing the mystery shopper approach.
- The Commissioner stated that there was a need for Police forces across the Country to communicate effectively to ensure criminals were caught, though he conceded that success was dependent on

other forces being willing to communicate. Though the current IT system was from 1996, it was hoped an upgrade would take place soon and communication would be effective.

RESOLVED: That

1. The Panel support the Police and Crime Commissioner's Police and Crime Plan, in particular the qualitative approach to performance monitoring.
2. A letter be sent to the Police and Crime Commissioner, confirming the Panel's support and making the following recommendations:
 - a. That the Commissioner aims to include all areas of Surrey in any further consultations conducted by his Office.
 - b. That further consideration and emphasis be given in the Police and Crime Plan to how the Police will address issues relating to young people.
 - c. That the Commissioner shares with the Panel his proposals for mystery shopping, with the intention that Members help develop his approach.

11/13 COMPLAINTS RECEIVED SINCE THE LAST MEETING [Item 6]

The Chairman explained that the Panel had a statutory duty to resolve non-criminal complaints about the conduct of the Commissioner and his Deputy, and to remain aware of other complaints which fell outside this scope. It was stated that one complaint had been made against the Police and Crime Commissioner since its last meeting, details of which were contained within the report. This complaint was out of the scope of the Police and Crime Panel, however Members were requested to note the content. The Commissioner confirmed that the issue was regarding an operational issue within the Police.

RESOLVED: That

1. The complaint was noted.

12/13 WEBCASTING OF POLICE AND CRIME PANEL MEETINGS [Item 7]

The Chairman clarified that the Police & Crime Panel had previously agreed to webcast the first two meetings with the Commissioner, and the Panel to then review the situation. Updated viewing figures for the last meeting on 6 February 2013 were also presented to the Panel which showed that archive views had risen to 71.

Members raised concerns regarding the cost of webcasting in relation to the number of views, though acknowledged that it was important for the Panel to remain open and transparent. It was suggested that it was too early to assess how successful webcasting was in relation to the Panel, and that it would be advisable to continue recording the meetings for a 12 month period and then review whether it was cost effective. Members additionally discussed the importance of promoting the Panel, and suggested that the public should be encouraged to attend or watch the meetings online.

RESOLVED: That

1. The Panel continue to webcast its meetings and review the situation in 12 months (March 2014).

13/13 CONSIDERATION OF EXEMPT INFORMATION AT MEETINGS OF THE SURREY POLICE AND CRIME PANEL [Item 8]

The Chairman explained that the Panel had previously discussed the need to ensure that it operated in an open and transparent manner; however Members were aware that there would be occasions when they would need to consider exempt information during Part 2 private sessions.

Members felt it was important for the Panel to scrutinise all aspects of the Police and Crime Commissioner’s role, including aspects which could not be discussed in public. It was agreed that officers would need to be informed of these exempt items prior to publication of the agenda, however if there was an emergency item there would be discretion to consider the matter at short notice.

RESOLVED: That

1. The protocol to enable exempt items to be considered by the Panel in Part 2 of the meeting was agreed, subject to the following amendment:
 - An additional clause be added to allow urgent matters to be considered at short notice, provided the Chairman was in agreement.

14/13 REFERRAL OF ISSUES FROM COUNTY COUNCIL AND BOROUGH / DISTRICT SELECT COMMITTEES TO THE POLICE AND CRIME PANEL [Item 9]

The Panel agreed the proposed method of referral between Surrey County Council’s Communities Select Committee and the Police and Crime Panel. The mechanism discussed would enable issues relating to the work of the Police and Crime Commissioner to be considered by the Panel.

The proposal for the referral mechanism to be widened to allow referrals from all boroughs and districts was agreed by the Panel, though it was agreed that referrals would have to be on exceptional, Surrey-wide issues.

RESOLVED: That

1. The referral mechanism be agreed.
2. Items to be referred to the Police and Crime Panel should be Surrey-wide issues.

Meeting ended at: 12:45 pm

Chairman

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SURREY POLICE AND CRIME PANEL

Independent Member of the Police and Crime Panel

12 June 2013

SUMMARY

This report provides details of the process undertaken to recruit a new Police and Crime Panel Independent Member, and puts forward the recommendations of the recruitment sub-group for consideration by the Panel.

RECOMMENDATIONS OF THE RECRUITMENT SUB-GROUP

Members of the Police and Crime Panel are asked to:

- (i) Note the recruitment process used to identify the recommended candidate;
- (ii) Formally co-opt the recommended candidate, Maria Gray, to the Panel, for the remainder of the Police and Crime Commissioner's term of office.

1.0 INTRODUCTION AND BACKGROUND

- 1.1 In accordance with the Police Reform and Social Responsibility Act 2011, where a force area consists of more than ten authorities, there will be as many appointed members of the Police and Crime Panel as there are local authorities in the force area, with one from each authority. In Surrey, this equates to twelve members appointed to the Panel by local authorities.
- 1.2 In addition to these appointed members, the Act requires Panels to co-opt two independent non-political members. Independent members have full voting rights on Panel procedures and are usually co-opted to the Panel for a term of four years. As this appointment is to replace a previous independent member, the period will instead be for the remainder of the Police and Crime Commissioner's term of office.
- 1.3 The co-option of independent members to the Panel provides an opportunity to build on the skills and experience offered by the appointed members, and to assist the Panel in discharging its functions effectively.
- 1.4 Following the resignation of one of the Panel's Independent Members, the Panel was required to seek a suitable replacement.
- 1.5 The process for recruiting and co-opting independent members, previously agreed by Surrey's local authorities, is set out in the Panel Arrangements.
- 1.6 In accordance with these arrangements, the recruitment process included public advertisement of the independent member post for a period of three weeks, and the preparation of information packs for interested parties, which set out the eligibility criteria, person specification and the roles and responsibilities for Panel members.
- 1.7 Applications were considered against the agreed eligibility criteria by a nominated sub-group of members, as a result of which a short-list of candidates was invited to interview.
- 1.8 The recruitment sub-group consisted of Cllr Dorothy Ross-Tomlin (Surrey County Council), Cllr Richard Billington (Guildford Borough Council) and Independent Member Anne Hoblyn.

2.0 ANALYSIS AND PROGRESS

- 2.1 Throughout the recruitment process, members of the sub-group have been mindful of the experience, knowledge and skills required for the Panel to be effective.
- 2.2 The Panel supports the Police and Crime Commissioner in the effective exercise of their functions and plays a crucial role in promoting openness in the transaction of police business. As such, considering candidates

against the essential criteria set out in the supporting information was of fundamental importance.

2.3 Following short-listing, interviews took place on 20 May 2013. In light of the experience, skills and knowledge demonstrated by Maria Gray, members of the sub-group were in agreement that she would be an effective independent member and would aid the Panel in carrying out its roles and responsibilities.

3.0 EQUALITIES AND DIVERSITY IMPLICATIONS

3.1 Officers of the host authority ensured that the recruitment process was conducted in accordance with Surrey County Council’s policies and its status as a ‘Two Ticks’ employer.

3.2 Efforts were made to ensure that the posts were advertised across a range of websites, and to provide details of the post to partner organisations in the voluntary, community and faith sectors.

4.0 CONCLUSION AND RECOMMENDATIONS

4.1 The Panel is asked to note the recruitment process and formally co-opt Maria Gray onto the Surrey Police and Crime Panel for the remainder of the Police and Crime Commissioner’s term of office.

5.0 REASONS FOR RECOMMENDATIONS

5.1 To comply with the Police Reform and Social Responsibility Act 2011 and to assist the Panel in discharging its functions effectively.

6.0 WHAT HAPPENS NEXT

6.1 Once formally co-opted by the Panel, Maria Gray will serve as an Independent Member of the Surrey Police and Crime Panel for the remainder of the Police and Crime Commissioner’s term of office.

LEAD OFFICER: Damian Markland, Scrutiny Officer, Surrey County Council

TELEPHONE NUMBER: 0208 2132 703

E-MAIL: damian.markland@surreycc.gov.uk

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SURREY POLICE AND CRIME PANEL

POLICE AND CRIME COMMISSIONER'S ANNUAL REPORT

12th June 2013

SUMMARY

The elected local policing body (in Surrey, the Police and Crime Commissioner (PCC)), must produce an Annual Report. The report should cover the exercise of the PCC's functions in the financial year and the progress made in meeting the Police and Crime Plan. The report should be presented to the Police and Crime Panel for comment and recommendations and then published.

This Annual Report covers the period April 2012 to March 2013. The PCC took up office on 22 November 2012 and as such was not responsible for policing and crime in Surrey prior to that date. Therefore, this annual report provides a short summary of work prior to November 2012 and focuses on the PCC's work from November 2012 to March 2013.

The PCC's Police and Crime Plan came into effect from 1 April 2013. This Annual Report is therefore not able to provide a detailed update on progress against meeting the plan. Instead, a summary of current performance and interim actions taken to assist in meeting the plan is provided. A full update on the progress against the plan will be included in the 2013/2014 Annual Report and a quarterly update will be provided to the Police and Crime Panel and published on the PCC's website.

The attached Annual Report is submitted to the Police and Crime Panel for comment prior to its publication in June.

RECOMMENDATIONS

Members of the Police and Crime Panel are asked to comment on the attached annual report.

EQUALITIES AND DIVERSITY IMPLICATIONS

The attached Annual Report provides an update on work done to promote equality and diversity.

LEAD OFFICER: Johanna Burne, Senior Policy Officer, OPCC

TELEPHONE NUMBER: 01483 630 200

E-MAIL: Burne10675@surrey.pnn.police.uk

Police and Crime Commissioner Commissioner for Surrey

DRAFT Annual Report 2012/13

Introduction

Welcome to my first Annual Report as the Police and Crime Commissioner (PCC) for Surrey. Since taking up the post in November 2012, I have set the Surrey Police budget for 2012/2013, issued my Police and Crime Plan for my term of office and made key business decisions on technology and estates. Of equal importance has been the time I have spent getting out and about meeting Surrey people and partners to understand what they want from police and community safety partners and work I have done to meet and support Surrey Police officers.

The role of PCC is a challenge; one I look forward to meeting over the next three years as I work to deliver the People's Priorities and support Surrey Police in taking the zero-tolerance policing approach the public expect.



Kevin Hurley



Elections of Police and Crime Commissioners

Until November 2012, Police Authorities oversaw policing in England and Wales. The Surrey Police Authority had responsibility for the governance of Surrey Police, setting targets and holding the Chief Constable to account. On 15 November 2012, the first ever elections for Police and Crime Commissioners were held and I was pleased to be elected as Surrey's PCC by a large majority. As PCC, I inherited responsibility for the governance and oversight of Surrey Police together with a wider remit around crime and community safety. The PCC also sets the Force's budget and council tax precept. The former Authority's support staff and budget also passed to me and a new body, the Police and Crime Panel, was formed to oversee and scrutinise my decisions and actions.

The People's Priorities

During my election campaign I listened to what people in Surrey wanted and set out 6 priorities in my manifesto. Since being elected I have carried out consultation and meetings with residents and partners in Surrey and have received wide ranging support for these 6 People's Priorities. The priorities are what the people want and they will be the focus of what we will do.

Take a Zero Tolerance Policing Approach - *a relentless focus on those who blight our lives: anti-social louts, violent bullies, burglars and those who deal drugs to our young people. We will seize the profits of their crime.*

More Visible Street Policing - *reduce expenditure on back office roles and use the ill-gotten gains of criminals to pay for patrol officers.*

Put Victims at the Centre of the Criminal Justice System - *ensure that victims are given a quality service from reporting a crime to giving evidence. The professionals in the Courts and Police work for you, sometimes they forget.*

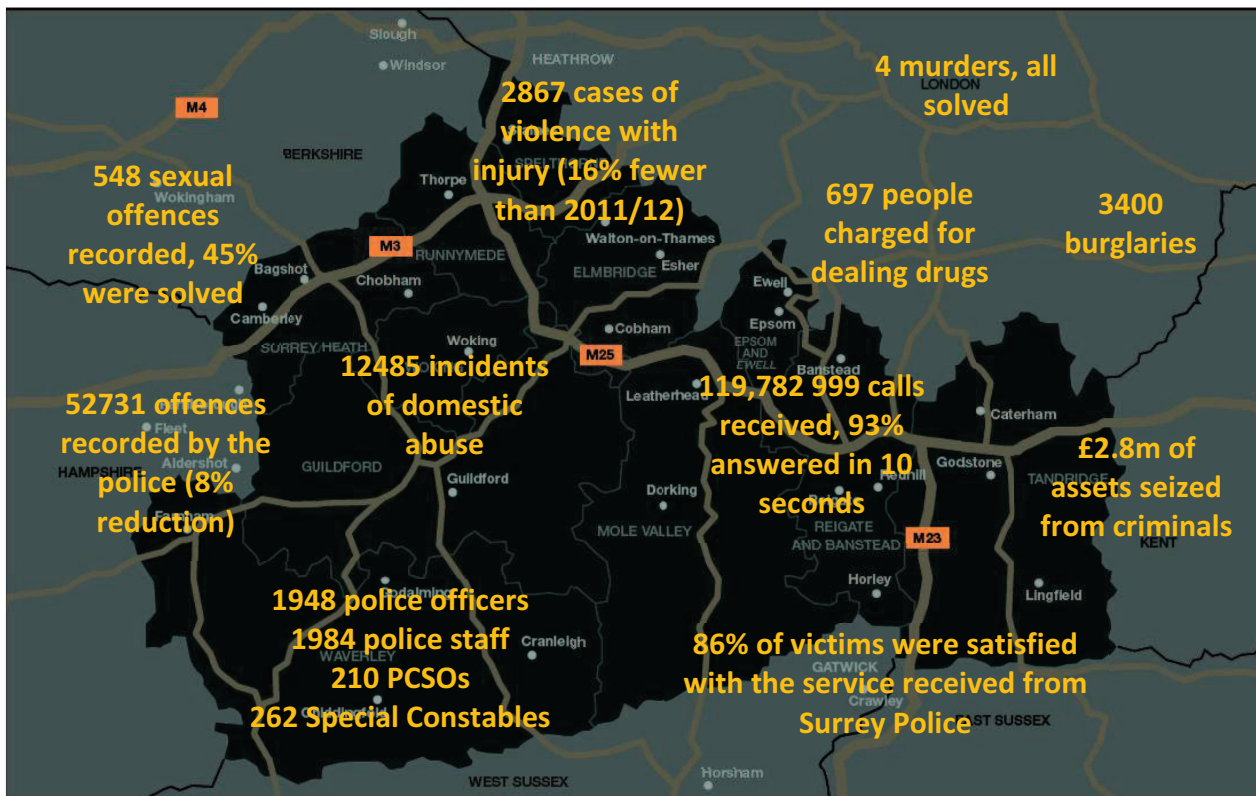
Give You the Opportunity to have a Greater Say in how Your Streets are Policed – *you asked and we will set up local policing boards to bring decision making closer to neighbourhoods. You will be able to participate and have your views heard.*

Protect Your Local Policing - *work with Police Chiefs to maintain the morale and ethos of service of your officers by supporting them against unreasonable criticism and ensuring their voice is heard. We cannot expect them to take on the criminals unless we back them.*

I will be Uncompromising in the Standards You Expect from Your Police - *With public support comes an expectation that your police deliver a quality service. We expect the Chiefs to inspire their officers and unlock their passion to deliver a professional, courteous and positive approach to policing. You pay for it, you have a right to expect it.*

I have now developed these priorities further into the Police and Crime Plan for Surrey, which can be viewed at my website www.surrey-pcc.gov.uk

Policing and Crime in Surrey April 2012 to March 2013



I have not set any targets for Surrey Police for the term of my office as I believe this can lead to perverse incentives and direct police officers into chasing targets, rather than doing the right thing. However, I have made clear in my plan that I want all Surrey Police staff and partners to focus on tackling anti-social behaviour, violent bullies, burglars and drug dealers. When crime is committed, I want a focus on seizing the profits of those who commit crime. I also want to ensure that victims are encouraged to come forward and are supported when they do.

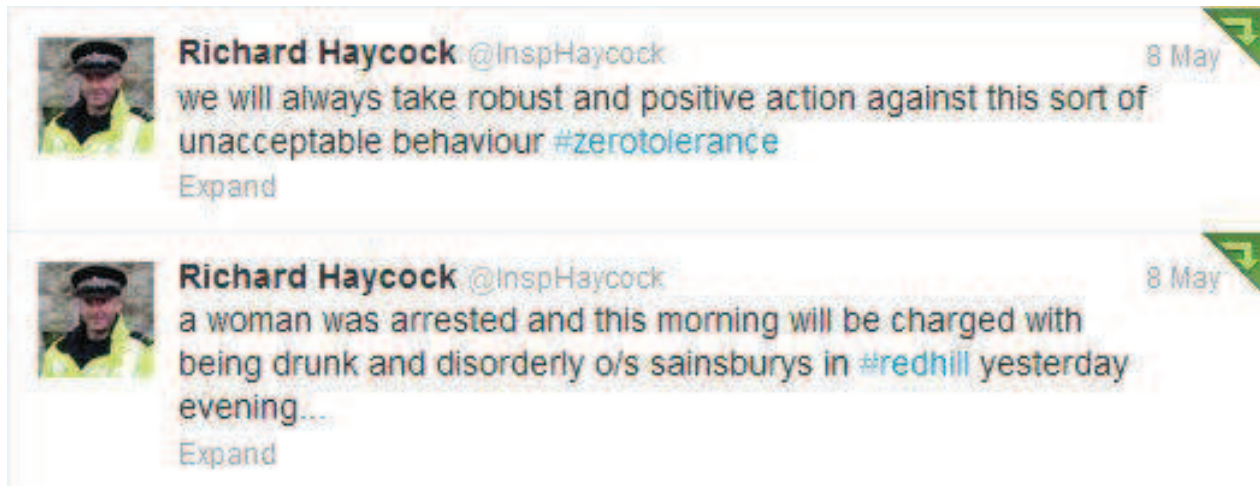
Exercising of PCC Functions from November 2012 to March 2013

Since taking office in November I have ensured that I have discharged my statutory responsibilities as PCC. Full details can be seen on my quarterly progress report on my website, but the key things I have done are:

- I was the first PCC to extend the Chief Constable's term of appointment to show the confidence that I have in Lynne Owens to lead Surrey Police and provide stability for officers and staff
- With agreement from the Police and Crime Panel, I appointed Jeff Harris as the Deputy Police and Crime Commissioner to assist me in carrying out my role
- The Police and Crime Plan for my term of office has been published and it sets out policing and community safety priorities for Surrey
- Following public consultation, I submitted my proposals for council tax precept to the Police and Crime Panel, which were agreed
- I initiated a review and audit of a significant computer technology programme
- I put a hold on the selling of police property until we fully understand how we can achieve best value from our remaining estate

- I have reviewed the budget for my office and the support I need to undertake my role. On taking up office I inherited a competent and highly motivated team who have worked proactively to help me deliver. I have made savings and reduced expenditure on the previous Police Authority budget and have used this money to fund a number of projects such as support for victims of domestic abuse, tackling drug users and community action days.

Zero Tolerance Policing



Tweets from Reigate & Banstead Neighbourhood Commander Insp. Richard Haycock

Zero Tolerance is a mindset and it involves all of us to one extent or another.

We all have a view on how we would like our communities to be: safe, clean places to live and work. Unfortunately not everywhere is like this at the moment. We all have to work together to change that.

In terms of policing, Zero Tolerance is not about simply locking criminals up and throwing away the key. It is about making sure that the police always do something about inappropriate or criminal behaviour whenever they encounter it and don't turn away. It is about using a measured, reasonable approach that is right for the circumstances they encounter. Laying down a marker of what is - and what is not - acceptable behaviour in our society.

Integrity, courtesy and the highest standards of professionalism go hand-in-hand with this approach. The Police should set the standards of behaviour.

I would like the concept of Zero Tolerance to span further than Surrey Police alone and reach across all of our public services. I want everyone in a position of authority in our society to feel proud of the important work they do for the public and empowered to challenge problems in their respective fields of work.



Tandridge Neighbourhood Commander tweets on the zero tolerance approach at work in the District

Protecting Victims of Crime



Jane Anderson

I have appointed Jane Anderson - Assistant Commissioner for Victims - to ensure that victims and witnesses are at the heart of Surrey's Criminal Justice System – a key priority for the public. I have taken a public stand on the treatment of victims in the criminal justice system and will continue to do so.

For 2013/2014, I have provided £90,000 of funding for Surrey's Domestic Outreach services who provide support for victims and survivors of domestic violence.

Holding the Chief Constable to Account



Kevin Hurley and Chief Constable Lynne Owens

One of my key jobs is to hold the Chief Constable to account for her leadership of Surrey Police on behalf of the public. I have held four webcast management meetings with the Chief Constable to ensure accountability and delivery and progress against the policing priorities. This is the first time in this country that there has been such transparent public accountability, available for everyone to view, which has proved popular with great feedback.

Funding Community Safety Projects

Thirty local community groups and projects in the county are benefiting from funding from the Office of the Police and Crime Commissioner.

After taking office in November 2012, together with my Deputy, Jeff Harris, I identified £73,000 savings that could be made from the running costs of my office – £23k of which were reallocated to the Surrey policing budget, with the remaining £50k used to create a new fund administered by the Commissioner's Office to support community based projects requiring relatively small sums of money.



Kevin Hurley awarding prizes at Runnymede Police Community Boxing Club's AM BOX competition, sponsored by the PCC's Community Safety Fund

Engaging with Surrey's Communities



Consultation with residents of Staines-Upon-Thames on budget and priorities

The first PCC election was effectively the largest consultation into public opinion on policing and crime ever undertaken in Surrey. Following my election, I carried out further, more detailed consultations with the public on the priorities for Surrey Police and the budget that pays for them.

These consultations included:

- Telephone and online surveys of Surrey residents
- Public meetings across the county
- Specialist focus groups and interviews with businesses and victims of crime

I have now launched a programme of Crime Summits – one in each Borough and District, which will allow the public to tell us - and other public sector partners - their problems and let us work together to solve them.

To ensure that communities who are less likely to engage with policing are able to get involved, I have appointed Shiraz Mirza as Assistant Commissioner for Equality and Diversity.

Shiraz will be working to build links with minority and hard-to-reach groups across Surrey, making sure they receive a good service from Surrey Police and the criminal justice system and encouraging these groups to engage with the police.



Shiraz Mirza

Supporting Your Police Service

When the police set the highest standards of professionalism and conduct, people put their faith and respect in them.

When the police feel supported by the community and empowered to tackle criminality and antisocial behaviour wherever they see it, it sends out a clear message – that the streets belong to the law abiding majority, not to the criminal minority.

I have supported Surrey Police officers against unfair criticism and sought to praise their work at every opportunity. However, on the rare occasions where Surrey Police officers have failed the public, I have taken an uncompromising view.

I believe the Police are damned if they do, damned if they don't. I am keen to give the public and the press a better view of the realities of the job and help them to understand the sacrifices our police make to protect them. I will continue to do that throughout my time in office.

I also believe that changes to police pay and conditions are a grave risk to the future of the service, not least the plan to reduce the starting pay for Police Constables to a level as low as £19,000. I passionately and fundamentally disagree with that decision and I have agreed with the Chief Constable to offer new recruits the highest possible starting salary of £22,000 per annum to ensure we continue to attract candidates of the right calibre to serve in Surrey. I have also spoken out against proposals to introduce direct entry and fast-tracking to Superintendent level into the Police Service. A Superintendent has a vast responsibility, dealing with complex, sometimes life-or-death decisions which could impact significantly on the whole community. I believe it is unrealistic to think that someone can be prepared for this role after only 15 months' experience.



Kevin Hurley and Chief Constable Lynne Owens at ceremony honouring 10 years of Surrey PCSOs

Making Savings and Securing Surrey Police’s future

Since taking office I have spent much of my time looking at Surrey Police’s finances and business planning. Along with all police forces and public sector service providers, Surrey is facing a difficult financial future. With a 10% reduction in government funding in the last two years and further cuts to be made in the next few years we need to work with others to make savings and make the best possible use of the resources we have.

One of the first decisions I made was to halt the programme of sales of Surrey police stations. Since then, Surrey Police on my behalf has been carrying out a review of the sales to ensure that we are getting best value for money from the estate.

I have also reviewed the programme to replace Surrey’s policing computer system. The current system is coming to the end of its life and Surrey Police had been pursuing the development of a bespoke system. However, I have determined that the benefits of collaborative working with other regional forces are so great that we need to work up a solution that ensures best value for money and common regional systems in the future.

The Chief Constable and I have been working with Sussex Police and the Sussex PCC, Katy Bourne, to look at where Surrey and Sussex Police can collaborate together to make savings.

Surrey gives more to the Exchequer in taxes than any other county, yet Surrey Police only receives around half of its funding from the Government, compared to other forces such as West Midlands Police, which receives 87%. Surrey residents have to make up that difference by paying more in council tax. I believe this is most unfair and I am campaigning to get an appropriate level of government funding for Surrey Police, one which recognises the county’s huge contribution to the nation’s finances and the real costs of keeping our communities safe. I am working closely with our

local MPs – who continue to be highly supportive of Surrey Police – and David Hodge, Leader of Surrey County Council - an organisation which faces a similar financial plight to ours.



PCC Kevin Hurley and Deputy PCC Jeff Harris (r) meet with David Hodge, Leader of Surrey County Council (second r) and his Deputy, Peter Martin (l)

Contact Us

Office of the Police and Crime Commissioner for Surrey
PO Box 412
Guildford
Surrey
GU3 1BR

Tel: 01483 630 200

Email: SurreyPCC@surrey.police.uk

Twitter: www.twitter.com/SurreyPCC

SMS: 07881 039131

www.surrey-pcc.gov.uk

SURREY POLICE AND CRIME PANEL

APPOINTMENT OF ASSISTANT POLICE & CRIME COMMISSIONERS

12th June 2013

SUMMARY

Executive Summary:

The Commissioner has decided to appoint two Assistant Commissioners to his team. Shiraz Mirza will be Assistant Commissioner (Equality & Diversity) and Jane Anderson will be Assistant Commissioner (Victims). They take up post on 7th May 2013 on a short term, one-year contract.

The role of Police & Crime Commissioner is a significant one and considerably broader than the 17 strong Police Authority that it succeeds. The Commissioner has now set his Police & Crime Plan and has identified two specific areas – support for victims and equality and diversity issues - where Assistant Commissioners will be able to help him deliver against his plan and importantly, make a real difference to policing and community safety issues in Surrey.

Role Descriptions

Both Assistant Commissioners will work with the Commissioner to deliver the priorities set out in the Police & Crime Plan; in particular, realising the ambition to put victims at the heart of the criminal justice system and giving everyone in the county a chance to have a greater say on how they are policed. Surrey is a county of more than 1.1 million residents and the Commissioner believes it is important that extra support is in place to help him reach out in a meaningful way to more people and build awareness and trust in the Office of Police and Crime Commissioner.

Shiraz Mirza will be a champion for the interests of minority and hard-to-reach groups in Surrey, ensuring they receive an excellent service from the police and from other criminal justice partners. He will be working to build links and networks with traditionally 'hard-to-reach' communities. The Commissioner is keen to engage with these communities on a range of issues, including overcoming barriers to recruitment to the police service and better understanding the experiences of victims of hate crime as they progress through the criminal justice system.

Jane Anderson will be examining the experiences of victims of crime in Surrey and looking at where improvements can be made, as well as representing the Commissioner at various boards and forums relating to victim care. She will undertake 'mystery shopping' exercises, attend court cases and follow a victim's experience through the criminal justice system from start to finish. Significantly, from 2014, the Commissioner will take on responsibility for commissioning of services for most victims of crime and the Assistant Commissioner will help ensure he is best placed to make informed decisions around service provision.

A copy of the criteria and role descriptions for both Assistant Commissioners has been provided to the Panel and this information will be published on the Commissioner's website.

About Jane Anderson and Shiraz Mirza

The Commissioner has selected Jane and Shiraz because they each bring unique and exceptional skills to their respective roles.

Jane Anderson is currently the Victims Champion for Surrey's Criminal Justice Partnership and has a genuine interest in and ability to understand the needs and feelings of victims. In her new capacity, Jane will build on her current champion role. Her excellent knowledge and understanding of the criminal justice system in Surrey will be invaluable to the Commissioner.

Shiraz Mirza has a long and distinguished history of community engagement work. His energy and enthusiasm for forging links with groups from all different walks of life, cultures and religions will help the Commissioner establish links with minority and hard to reach groups in the county. Shiraz is a Liberal Democrat member and former Mayor of the Council of the Royal Borough of Kingston-upon-Thames.

The appointment process

The Assistant Commissioners, whilst a key part of the Commissioner's team, are not permanent members of staff. The Commissioner is not therefore obliged to undertake a recruitment process in the same way he would for a member of staff. Instead, he has identified two individuals who have particularly relevant skills and experience for the roles. Additionally, Jane undertook a comprehensive selection process before being awarded the role of Victims Champion.

Both Assistant Commissioners have entered into a 12-month contract with the Commissioner, after which point the positions will be reviewed. They have both met with the Commissioner to determine the scope and remit of their roles. Both Assistant Commissioners will be vetted and, as with all key decisions of the Commissioner, their appointments will be subject to scrutiny by the Police & Crime Panel.

Hours of work and remuneration

It is expected that both Assistant Commissioners will be engaged for a minimum of 1½ to 2 days per week. The exact demands on their time is likely to vary from week to week. They will each receive a maximum of £12,500 per annum for their services.

RECOMMENDATIONS

Members of the Police and Crime Panel are asked to note the appointments.

EQUALITIES AND DIVERSITY IMPLICATIONS

None arising.

LEAD OFFICER: Alison Bolton, Chief Executive for the Police & Crime Commissioner

TELEPHONE NUMBER: 01483 630 200

E-MAIL: Bolton11786@surrey.pnn.police.uk

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Assistant Police & Crime Commissioners – Criteria for Appointment

The Police & Crime Panel has asked the Police & Crime Commissioner (PCC) to set out the criteria used to assess the suitability of the candidates for the appointment of Assistant Police & Crime Commissioner and why the candidates satisfy those criteria.

Assistant Commissioner (Equality & Diversity): Shiraz Mirza

The criteria the Commissioner has used to determine his appointment of Shiraz Mirza as Assistant Commissioner (Equality & Diversity) are as follows:

- Ability to support the PCC in delivering the priorities set out in the Police & Crime Plan for Surrey, with a particular focus on issues affecting minority groups
- Experience and understanding of the interests of minority and hard to reach groups in Surrey, ensuring that they receive an excellent service from Surrey Police and other criminal justice partners
- Relevant knowledge to help ensure the PCC's business and policies reflect his statutory duties in respect of equality and diversity
- Willingness to represent the PCC at meetings and events and encourage minority groups to play an active role in consultation and engagement activity
- Ability to monitor Surrey Police's performance in respect of equality and diversity issues

Specifically this role will involve:

- Reaching out to communities who historically have been 'hard to reach'
- Helping the PCC build a network of stakeholders from minority and hard to reach groups
- Helping to break down barriers for minority groups who wish to join Surrey Police as officers, staff or volunteers
- Looking at recruitment information to ensure minority groups are properly represented in Surrey Police
- Ensuring that the PCC's plans, especially those for consultation and engagement, are accessible to all
- Helping to monitor the experiences of hate crime victims through the criminal justice system
- Reporting regularly to the PCC on where and how change needs to be made to improve the experience of minority groups in the criminal justice sector
- Representing the PCC at meetings such as the Independent Advisory Group and the Surrey Minority Ethnic Forum
- Keeping up-to-date with relevant research and publications
- Monitoring stop and search information

It is the Commissioner's view that Mr Mirza fully meets the criteria, as summarised below.

- Mr Mirza brings considerable personal experience and knowledge of working with minority and hard to reach groups
- Mr Mirza's long and varied history of community engagement work has seen him work with people from many different walks of life, cultures and religions. His interest in community work began after a period of paralysis, brought about

through a neurological virus, which prematurely ended his career in the defence industry. It was during his period of rehabilitation that Mr Mirza began to foster new links with his local community

- In recent years, Mr Mirza has forged formal ties with a considerable breadth of local organisations such as the Shooting Stars Children's Hospice, ROYAD (a charity that supports young people with learning disabilities) and a local Carers Network. He is a Governor of Kingston College and has opened two successful community halls which host a range of social, business and training activities and have helped encourage community cohesion
- As a Liberal Democrat Councillor for the Royal Borough of Kingston since 1998 and the first Asian Mayor for the borough, Mr Mirza brings experience of working in a political environment

Assistant Commissioner (Victims): Jane Anderson

The criteria the Commissioner has used to determine his appointment of Shiraz Mirza as Assistant Commissioner (Equality & Diversity) are as follows:

- Ability to help support the PCC in delivering his promise to '*put victims at the centre of the criminal justice system*' and to ensure that '*victims will be given a quality service from reporting a crime to giving evidence*'
- Ability to operate as a member of the Criminal Justice Group to ensure that the needs of victims and witnesses are represented in key decision making
- Enthusiasm and drive in order to champion victims' interests, for example with the judiciary
- Relevant experience to ensure that victims are able to benefit from Restorative Justice and contribute to the RJ strategy for Surrey
- Relevant knowledge in order to advise the PCC on future commissioning of victim services and advise on funding provisions required for supporting victims

Specifically, this role will involve:

- Monitoring victims' experience of the criminal justice system through: feedback from agencies providing services to victims; victim focus groups; and visits to courts and agencies
- Examining the experiences of victims in Surrey, e.g. through 'mystery shopping' of individual cases, attendance at courts, following a victim's experience through the CJ system etc.
- Reporting regularly to the PCC where and how change needs to be made to improve that experience
- Representing victims and witnesses at bi-monthly Justice Group meetings and raising instances of non-compliance with the Code of Practice for Victims of Crime
- Attending twice yearly Victims' Forums as well as relevant local and regional conferences
- Linking with the Surrey Police Victims Board
- Keeping up-to-date with relevant research and publications
- Challenging criminal justice agencies to further reform practices for victims and witnesses.
- Attending Youth Restorative Intervention Quality Assurance meetings

- Contributing to the Restorative Justice strategy for Surrey as it develops and advising the PCC on its potential/actual impact on victims
- Exploring with the judiciary their potential contribution to taking forward the PCC's promise of a quality service for victims

It is the Commissioner's view that Mrs Anderson fully meets the criteria, as summarised below.

- Mrs Anderson is currently the Victims Champion for Surrey's Criminal Justice Partnership. This appointment was made following a comprehensive recruitment and selection process led by a range of Criminal Justice partners
- As Victims Champion, Mrs Anderson has proven knowledge and experience which can now be used to help ensure that victims and witnesses are at the heart of Surrey's Criminal Justice System – a key priority for the Commissioner.
- Mrs Anderson has demonstrated a genuine interest in and ability to understand the needs and feelings of victims and witnesses, as well as excellent knowledge of the criminal justice system in Surrey and of how its decisions and processes impact on victims
- In her professional career as a senior Civil Servant, Mrs Anderson has worked at the Home Office, Ministry of Justice and other Whitehall Departments working on a variety of police and justice related matters such as police constitutional issues, funding, national offender management and organisation change
- Mrs Anderson was an independent member of the former Surrey Police Authority and as such, brings knowledge and experience of the policing and criminal justice environment in Surrey

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SURREY POLICE AND CRIME PANEL

DEPUTY POLICE & CRIME COMMISSIONER'S OBJECTIVES AND PERFORMANCE REVIEW

12th June 2013

SUMMARY

As a condition of the Panel's approval of the appointment of Mr Jeff Harris as Deputy PCC, the Commissioner has agreed to provide members with details of the criteria by which the Deputy's performance will be assessed and report on progress against these criteria.

This report sets out details of the work that Mr Harris has been undertaking in the six months since the panel approved his appointment.

RECOMMENDATIONS

Members of the Police and Crime Panel are asked to note the attached.

EQUALITIES AND DIVERSITY IMPLICATIONS

None arising.

LEAD OFFICER: Alison Bolton, Chief Executive for the Police & Crime Commissioner

TELEPHONE NUMBER: 01483 630 200

E-MAIL: Bolton11786@surrey.pnn.police.uk

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Deputy Police & Crime Commissioner Objectives for 2013/14 and Progress as at May 2013

The PCC will hold regular meetings with the Deputy PCC, as well as an annual review, the outcomes of which will be shared with the Panel. The following strategic objectives have been set for the Deputy PCC for the year 2013/14.

Objective	Key actions	Progress as at May 2013
To support the PCC in delivering an efficient and effective police service for Surrey, obtaining best value for money and holding the Chief Constable to account for delivery of the Police & Crime Plan within the budget set for Surrey Police	<ul style="list-style-type: none"> Keeping key Force change programmes (e.g. estates) under review 	The DPCC has taken a lead for the PCC on a number of key change programmes. This includes a review of the Salfords custody programme, involvement in the Force estates strategy, negotiations regarding the exit from the Siren ICT project, the collaboration programme with Sussex and other regional forces and internal reviews by Surrey Police such as the review of its Professional Standards function and of its Special Constabulary
	<ul style="list-style-type: none"> Attending regular management meetings with the Chief Constable to assess performance and budgetary information 	The DPCC has attended webcast management meeting and contributed to discussions regarding Force progress against the priorities and budget
	<ul style="list-style-type: none"> Ensuring the PCC is aware of the views of the public, partners, businesses and victims of crime when discharging his key functions 	The DPCC has attended each of the PCC's four public consultation events and will attend the Crime Summits to be held in every borough and district. The DPCC has also held numerous meetings with representative groups as diverse as the British Bankers Association, the Association of Parish Councils and Victims Support
	<ul style="list-style-type: none"> Cooperating with the Police & Crime Panel in its overview and scrutiny role 	Attendance at every meeting of the Police & Crime Panel.
	<ul style="list-style-type: none"> Acting at all times with integrity and the highest ethical standards, abiding by the Code of Conduct for the PCC and DPCC 	The DPCC continues to abide by the Code of Conduct and has ensured that information about his role and expenses has been published as required

<p>To develop strong working relationships with relevant partners to facilitate the delivery of the Police & Crime Plan and, in particular, ensure the PCC is able to fulfil his remit in respect of community safety and criminal justice activity</p>	<ul style="list-style-type: none"> • Represent the PCC or attend in his absence at partnership meetings, e.g. Surrey Leaders, Community & Public Safety Board etc 	<p>The DPCC has represented the PCC at key meetings such as the Community & Public Safety Board and the Criminal Justice Partnership to ensure partners are sighted on the PCC's plans. He is also working with a colleague from the Prison Service and the Local Government Association to undertake a review of the partnership governance structures in Surrey</p>
	<ul style="list-style-type: none"> • Work with the PCC to set up Local Policing Boards/Summits in each borough and district 	<p>Policing summits are progressing well with the first two (Reigate & Banstead and Elmbridge) scheduled for June. Discussions continue with Surrey Police colleagues to establish Local Policing Boards and the DPCC will be attending a meeting of senior leaders from the Neighbourhood Policing Command to discuss this next month. The DPCC is also meeting with every Neighbourhood Inspector</p>
	<ul style="list-style-type: none"> • Build links with Local Criminal Justice Board colleagues 	<p>The DPCC will be attending future meetings of the Criminal justice Partnership and has met with colleagues from the CPS, Prisons, the Court Service and Probation</p>
	<ul style="list-style-type: none"> • Ensure that the PCC is fully prepared to commission services, particularly services for victims for 2014 	<p>This is an on-going piece of work. The DPCC is leading on the award of grants and has ensured that a number of grants were made at the end of this financial year using an underspend identified in the budget of the OPCC</p>
<p>Work with the PCC to ensure Surrey's voice is represented at a national level</p>	<ul style="list-style-type: none"> • Work with PCC staff colleagues to feed into the Government's review of the police funding formula 	<p>An independent academic organisation has been commissioned to review the funding formula on behalf of Surrey (and hopefully other forces in the region) which will feed into the Government's review.</p>

	<ul style="list-style-type: none">• Seek opportunities to lobby on key issues with partners, e.g. local authority leaders	The DPCC will continue to seek opportunities with partners and has also forged links with private and voluntary sector organisations where appropriate
	<ul style="list-style-type: none">• Attend meetings of the Association of Police & Crime Commissioners	The DPCC has attended a number of APCC meetings, including specific briefings on issues such as mental health

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SURREY POLICE AND CRIME PANEL

FEEDBACK ON MANAGEMENT MEETINGS BETWEEN THE PCC AND CHIEF CONSTABLE

12th June 2013

SUMMARY

The Police and Crime Commissioner for Surrey, Kevin Hurley, is holding bi-monthly management meetings with the Chief Constable, Lynne Owens and appropriate members of her senior team. These meetings are webcast for all to view. Their main purpose is to ensure the PCC is discharging his statutory responsibility to hold the Chief Constable to account for delivery against the six People's Priorities as set out in the Police & Crime Plan and to provide oversight and scrutiny of Force business.

The Commissioner is grateful to Mole Valley District Council who have provided their webcasting facilities free of charge.

The four meetings held to date have received a total of 1,493 viewers, either live or post-event.

At the Panel's request, the attached paper summarises the issues raised at the Management Meetings held since the Police & Crime Panel last met.

RECOMMENDATIONS

Members of the Police and Crime Panel note the report.

EQUALITIES AND DIVERSITY IMPLICATIONS

No implications.

LEAD OFFICER: Johanna Burne, Senior Policy Officer, OPCC

**TELEPHONE
NUMBER:** 01483 630 200

E-MAIL: Burne10675@surrey.pnn.police.uk

Bi-Monthly Management Meeting 11 March 2013

Agenda items for this meeting were:

1. Surrey Police Progress Against the Six People's Priorities
2. Development of Measures to Demonstrate Delivery of Priorities
3. Finance Report
4. Approval of the Revenue and Capital Budget and Levels of Reserves for Surrey Police
5. Update on on-going reviews
6. ICT contract issues

The main points of note from the meeting were as follows:

- Surrey Police had started working towards the six priorities in advance of the Police and Crime Plan being published at the end of March
- Operation Candlelight had proven successful in reducing domestic burglary over the winter months
- The Chief Constable consulted with the PCC on the starting salary of police constables. The PCC was fully supportive of using local discretion to implement a starting salary of £22k rather than the £19k level proposed by the Winsor review.
- The Chief Constable reported that she had asked the College of Policing to undertake a peer review of the way Surrey Police investigates historic sexual offences. This was supported by the PCC.
- The financial update showed a very slight overspend of £0.042m against the £208.8m budget.
- The Chief Constable provided an update on on-going reviews aimed at driving better performance, improving victim care and making cost savings. The reviews currently being undertaken included contact management, custody, professional standards and collaboration (both regionally and with Sussex). The PCC said that he was keen to see emergency response collaboration moved forward so that the closest police unit can respond to calls, not necessarily within the force boundary.

The webcast of the meeting and agenda are available on the PCC's website www.surrey-pcc.gov.uk

Bi-Monthly Management Meeting 15 May 2013

Agenda items for this meeting were:

Part 1 – In Public

1. Surrey Police Progress Against the Six People's Priorities
2. Partnership Working – Surrey Police
3. Meeting the Strategic Policing Requirement
4. Financial Update
5. ICT Issues

The main points of note from the meeting were as follows:

- Surrey Police had achieved and succeeded all of its 2012/13 Local Policing Plan targets and were now working on the six People's Priorities.
- The new Custody Suite in Salfords was due to open in autumn 2013 and would increase cell capacity on the Eastern side of the county.
- The Chief Constable noted the public's concerns about the 101 (non-emergency) number and calls being left unanswered. She reported that technical issues had proven problematic but this issue was being addressed.
- The PCC recognised the importance of the joint working between Surrey Police, Surrey County Council and the Youth Support Service in reducing youth reoffending – only four young people were currently serving custodial sentences in Surrey.
- The Government had made a decision to change the way it structures pensions and National Insurance contributions which would impose an even bigger budget gap for the Force - £4.4m. The Force would be looking at ways to factor this into the Medium Term Financial Plan.
- The PCC received a business case which proposed a replacement for the recently terminated Siren ICT project. The new system would allow collaborative working with Sussex and other forces in the region.

The webcast of the meeting and agenda are available on the PCC's website www.surrey-pcc.gov.uk

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SURREY POLICE AND CRIME PANEL**Finance Update:
Medium Term Financial Plan for Surrey Police
12th June 2013****SUMMARY**

In March 2013, the Commissioner approved a total gross revenue budget for Surrey Police of £207.7m for 2013-14 which included a requirement to make significant savings of £5.1m this year. As part of his statutory responsibility to ensure an efficient and effective police force, the Commissioner receives regular updates on Surrey Police's financial position and progress against savings targets at his bi-monthly management meeting. He also receives regularly updated versions of the Force's Medium Term Financial Plan (MTFP) which provides a comprehensive review of the financial position for the current year and an overview of the prospects for the following five years.

This report sets out the latest version of the Medium Term Financial Plan for Members' information, describes the assumptions upon which the Plan has been formulated and sets out details of Surrey Police's progress in delivering savings.

RECOMMENDATIONS

Members of the Police and Crime Panel are asked to note the report.

EQUALITIES AND DIVERSITY IMPLICATIONS

None arising.

LEAD OFFICER: Ian Perkin, Treasurer to the PCC

**TELEPHONE
NUMBER:** 01483 630 200

E-MAIL: Perkin11584@surrey.pnn.police.uk

1. Introduction

- 1.1. This paper provides the latest projections on the financial position for Surrey Police for the period to 2018/19, and how we forecast it will be phased in each component year.
- 1.2. There are three versions of the Medium Term Financial Plan (MTFP) to reflect an optimistic, pessimistic and mostly likely financial outlook. This report focuses on the realistic most likely version of the MTFP with separate paragraphs on the pessimistic and optimistic versions.
- 1.3. The budget gap over the period to 2019/19 that results from each scenario is:
- Most Likely £17.7m
 - Pessimistic £24.9m
 - Optimistic £Nil
- 1.4. The Medium Term Financial Plan (MTFP) contains a number of key assumptions. A major one is in respect of the increase in the level of precept expected. The Police and Crime Panel endorsed the Police and Crime Commissioner's proposed precept increase for 2013/14 of 1.99%, the maximum increase permissible without recourse to referenda. It is now assumed that central government will further reduce the level at which a referenda is triggered, so the MTFP "Most Likely" and "Pessimistic" scenarios, assume that the precept will increase by no more than 1% in each of the next five years. The "Optimistic" scenario in contrast, assumes that the PCC will be able to persuade the Surrey electorate to approve a precept increase of 5.5% in 2014/15 and an increase of 4.2% in each of the four following years.
- 1.5. The "Most Likely" and "Optimistic" scenarios assume that the Police Main grant funding will reduce by 2.8% in 2014/15 and 1.8% in each of the next four years, A further announcement regarding the next Spending Review (SR) settlement is expected in June 2013.

2. High Level Budget Planning

- 2.1. The Police and Crime Commissioner has confirmed the budget for Surrey Police for 2013/14. Planning work is on-going for the remaining years of the MTFP period, with a range of assumptions being made, to enable this plan to be prepared. The savings target is shown at Appendix A (the Most Likely scenario) shows a saving target over 6 years of £31.3m. To help illustrate this figure, this would equate to 663 Police Constables.
- 2.2. The plan includes financial estimates of outline savings proposals that total £6.8m savings, thereby saving 140 Police Constable Posts. These, taken with current approved savings plans of £6.8m, (140 Police Constables) leaves an unfunded gap of £17.7m (369 Police constables).
- 2.3. The Force is pursuing further savings possibilities, particularly through

collaboration, but the scale of the reductions will be painful and whilst protecting the front line is our aim, there will be a point when reducing the frontline becomes a possibility, which will have an impact on service delivery.

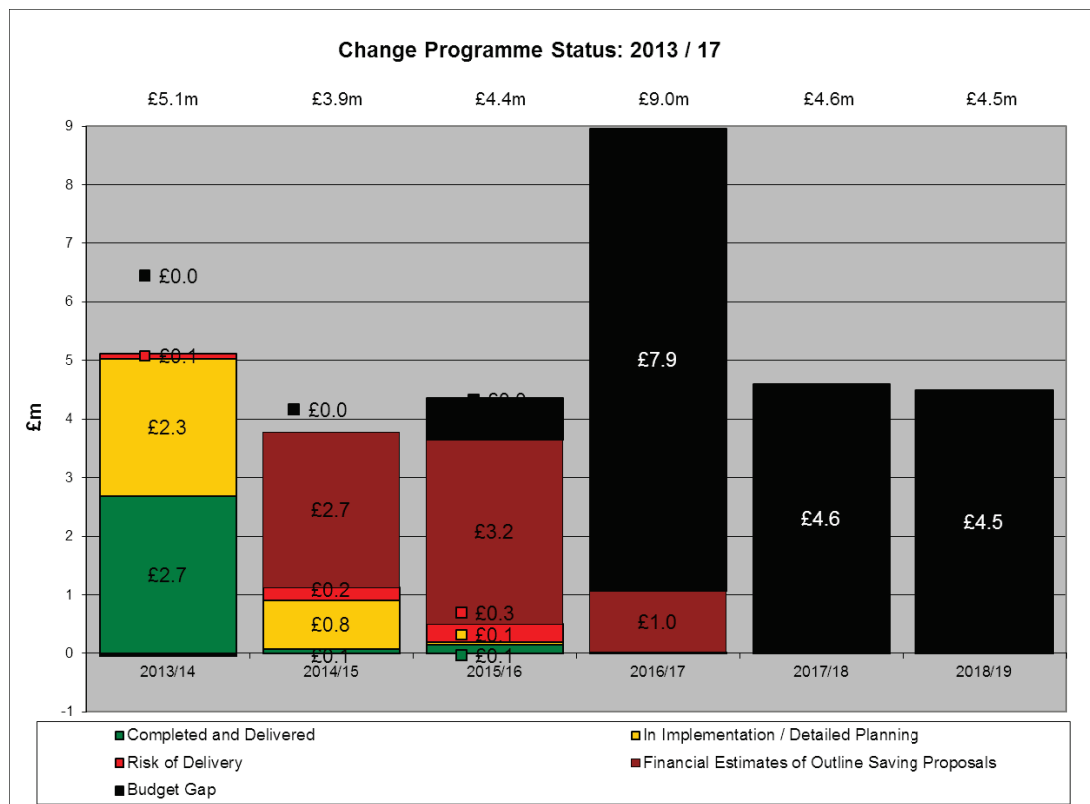
3. Save Programme

3.1. The Force is currently delivering a raft of different strategic change programmes which are intended to deliver the savings required to balance the budget. On-going programmes include reviews of support services, a reconfiguration of estates, reviews of resource, productivity and workforce mix and a significant programme of collaborative activity with Sussex.

3.2. Shown below is a graphical representation of the status of the change programmes for each of the years covered by the MTFP. The programmes are divided into the following categories with the budget gap shown in black:

- Completed and delivered
- In implementation or detailed planning phase
- Risk of slippage or achievement of the savings.
- Early financial estimates of outline saving proposals

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4. Assumptions in the MTFP

4.1. The financial plan is based on a range of assumptions. Some of the key assumptions are detailed below:

4.2. The Local Government Finance Settlement: The funding level for

2013/14 has been confirmed at the level given in the Spending Review (SR) in October 2010. Revised government funding of 1.8% reduction per year has been assumed for the next SR, expected to commence in 2015/16. Reductions of this scale equate to real terms cuts of 15% over four years.

- 4.3. Inflation: Staff pay is assumed to be rising by 1% for 2013/14 and 2014/15, then increasing to 2% from 2015/16 and beyond. Police Officer pay is assumed to be increasing by 1% for the next two year period and then an increase of 2% from September 2015. Non pay inflation is included in accordance with the Bank of England Market Median rates published in February 2013 for all quarters through 2016. This is an area of risk if the police pay arbitration awards a pay increase above the assumptions and/or for police staff the restriction on pay leads to a retention issue. A 1% increase in all pay (police & staff) would require £1.7m of additional funding.
- 4.4. Localisation of Council tax Support: Due to new government legislation around council tax support which has been passed to Borough Councils with a 10% cut in funding, our tax base has been cut by 30,000 band D properties in 2013/14, reducing our precept receipt by £6.4m. This has been compensated by a £6.7m government grant which has been assumed to remain throughout the MTFP in the “Most Likely” and “Optimistic” scenarios.
- 4.5. The Hutton Report: The government is considering this report into the fundamental structural review of public service pension reform. The impact for the Force is currently being considered and analysed. The current MTFP assumes no impact as the emphasis is on employees taking a fairer share of the additional cost due to increasing life expectancy. The police officer pension scheme is likely to result in lower employer contributions but it is unclear how the Home Office will deal with this as funding is based on the current employer’s contribution rate.
- 4.6. The Winsor report: The impact of part one of the Winsor review of police pay and conditions has been included into the MTFP within the savings programme. This includes requirements to reduce overtime levels and changes to levels of and eligibility for allowances. The part two Winsor recommendations are being ratified and will not be included until the impact of all the changes has been assessed. The starting salary for probationers and change in constable pay scales achieve savings in early years followed by additional cost latterly.
- 4.7. Precept Compensation Grant 1: As the former Police Authority froze the police precept in 2011/12, a grant of £2.5m is due for four years, ending 2014/15. The MTFP “Most Likely” and “Optimistic” scenarios assume that in 2015/16 (the first year after the anticipated end of the current SR period) this precept compensation grant will be incorporated into the main police grant. The “Pessimistic” scenario does not make this assumption.

- 4.8. Community Safety fund: £659k allocated to the Surrey PCC for 2013/14 for the support of crime reduction and community related initiatives, some of which could be bid for from within the force.
- 4.9. National Insurance Rates: Officers and staff in the Police and Local Authority Pension schemes are currently opted out of higher National Insurance contribution levels. In March 2013, the Chancellor announced an acceleration of his plan to implement a single tier state pension from April 2016. The result of this increase in employers National Insurance contributions (from the current 10.4% contracted out rate to the 13.8% contracted in rate), based on current employment levels, is an additional cost to the force of £4.375 million per year. This has been incorporated into all MTFP scenarios. Nationally the pension changes will cost the police service £250m and is effectively a further cut imposed on the service.

5. Risks

- 5.1. The scale of change required to meet the funding shortfall is significant and could increase if some key plans are delayed or savings diminish, or the next spending review requires further contraction of Force's funding. This would have an impact on the Force's ability to maintain performance and the level of service delivery to the Surrey residents.
- 5.2. Aside from the assumptions already built into the MTFP, the Force and PCC must be aware of other factors that could affect the Plan and keep these under review. Detailed below are some of the risks to our financial position in the near future and over the planning period.
- 5.3. On 19th December 2012 the Home Secretary announced a full review of the Police Funding Allocation Formula for 2015/16. As the current floors and ceilings adjustments favour Surrey, any change has the potential to adversely impact our share of Police Main Grant.
- 5.4. The Secretary of State for the Department of Communities and Local Government has indicated that greater pressure will be applied to precepting authorities to freeze Council Tax in future. Surrey has resisted a freeze in the last two settlement rounds but may be obliged to accept one in future or otherwise trigger a referendum. As Surrey is more dependent on local funding than any other Force, it could face a higher percentage funding impact if precept is frozen.
- 5.5. The police staff pension is a local government scheme administered by Surrey County Council and as an employer; Surrey Police provides 12% of base salary and an additional £1.26m per year in line with the March 2010 actuarial valuation. The next actuarial valuation is in April 2014 when the required contribution level may increase creating a further cost pressure.
- 5.6. The introduction of pension auto enrolment in 2017 may further impact on employer pension fund payments from 2017/18.

SURREY POLICE MEDIUM TERM FINANCIAL PLAN – MOST LIKELY

COST BASE	SR one		Subsequent SR			
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Base budget	208.8	207.7	206.8	206.2	205.7	205.2
Inflation	2.0	2.6	3.7	4.1	4.1	4.1
Commitments (including MRP)	0.7	0.3	0.1	4.4	-	-
Improvements	1.3	-	-	-	-	-
Strategic Change Programmes:						
Closed Projects	(0.9)	(0.2)	(0.2)	(0.0)	0.0	0.0
Police Collaboration	(1.3)	(0.1)	(0.0)	0.0	0.0	0.0
Digital Justice	(1.0)	0.0	0.0	0.0	0.0	0.0
Continuous Improvement	(1.9)	(1.0)	(0.3)	0.0	0.0	0.0
Total of Strategic Change Programme Savings:	(5.1)	(1.2)	(0.5)	(0.0)	0.0	0.0
Financial Estimates of Outline Saving Proposals	0.0	(2.7)	(3.2)	(1.0)	0.0	0.0
(Gap)/Surplus	0.0	0.0	(0.7)	(7.9)	(4.6)	(4.5)
Sub total	(1.0)	(1.0)	(0.6)	(0.5)	(0.5)	(0.4)
Total gross budget	207.7	206.8	206.2	205.7	205.2	204.8
Cost increase % base	-0.5%	-0.5%	-0.3%	-0.2%	-0.2%	-0.2%
FUNDING						
Government Grant	103.5	100.6	98.8	97.0	95.3	93.5
Community Safety Fund	0.7	0.7	0.7	0.7	0.7	0.7
Reserves	(1.5)	-	-	-	(0.1)	-
Surplus/(deficit) on Council Tax Collection Fund	0.9					
Council Tax Support Funding	6.7	6.7	6.7	6.7	6.7	6.7
Base precept	101.8	97.4	98.7	100.0	101.3	102.6
Precept increase	(4.4)	1.3	1.2	1.3	1.3	1.3
Total gross budget	207.7	206.8	206.2	205.7	205.2	204.8
Band D £	207.51	209.68	211.69	213.88	215.98	218.06
Band D Net precept increase %	2.0%	1.0%	1.0%	1.0%	1.0%	1.0%

SURREY POLICE MEDIUM TERM FINANCIAL PLAN – PESSIMISTIC

COST BASE	SR one		Subsequent SR			
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Base budget	208.8	207.7	206.8	202.4	200.6	198.8
Inflation	2.0	2.6	3.7	4.0	4.0	4.0
Commitments (including MRP)	0.7	0.3	0.1	4.4	-	-
Improvements	1.3	-	-	-	-	-
Strategic Change Programmes:						
Closed Projects	(0.9)	(0.2)	(0.2)	(0.0)	0.0	0.0
Police Collaboration	(1.3)	(0.1)	(0.0)	0.0	0.0	0.0
Digital Justice	(1.0)	0.0	0.0	0.0	0.0	0.0
Continuous Improvement	(1.9)	(1.0)	(0.3)	0.0	0.0	0.0
Total of Strategic Change Programme Savings:	(5.1)	(1.2)	(0.5)	(0.0)	0.0	0.0
Financial Estimates of Outline Saving Proposals	0.0	(2.7)	(3.2)	(1.0)	0.0	0.0
(Gap)/Surplus	0.0	0.0	(4.5)	(9.1)	(5.8)	(5.5)
Sub total	(1.0)	(1.0)	(4.4)	(1.8)	(1.8)	(1.5)
Total gross budget	207.7	206.8	202.4	200.6	198.8	197.3
Cost increase % base	-0.5%	-0.5%	-2.1%	-0.9%	-0.9%	-0.8%
FUNDING						
Government Grant	103.5	100.6	101.7	98.6	95.6	92.7
Community Safety Fund	0.7	0.7	0.7	0.7	0.7	0.7
Reserves	(1.5)	-	-	-	(0.1)	-
Surplus/(deficit) on Council Tax Collection Fund	0.9					
Council Tax Support Funding	6.7	6.7	-	-	-	-
Base precept	101.8	97.4	98.7	100.0	101.3	102.6
Precept increase	(4.4)	1.3	1.3	1.3	1.3	1.3
Total gross budget	207.7	206.8	202.4	200.6	198.8	197.3
Band D £	207.51	209.68	211.77	213.96	216.06	218.14
Band D Net precept increase %	2.0%	1.0%	1.0%	1.0%	1.0%	1.0%

SURREY POLICE MEDIUM TERM FINANCIAL PLAN - OPTIMISTIC

COST BASE	SR one		Subsequent SR			
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Base budget	208.8	207.7	210.4	213.3	217.9	220.3
Inflation	2.0	2.6	3.8	4.2	4.3	4.4
Commitments (including MRP)	0.7	0.3	0.1	4.4	-	-
Improvements	1.3	-	-	-	-	-
Cost of Council Tax Referendum	-	1.5	-	-	-	-
Strategic Change Programmes:						
Closed Projects	(0.9)	(0.2)	(0.2)	(0.0)		
Police Collaboration	(1.3)	(0.1)	(0.0)	0.0		
Digital Justice	(1.0)	0.0	0.0	0.0		
Continuous Improvement	(1.9)	(1.0)	(0.3)	0.0		
Total of Strategic Change Programme Savings:	(5.1)	(1.2)	(0.5)	(0.0)	0.0	0.0
Financial Estimates of Outline Saving Proposals	0.0	(0.5)	(0.5)	(3.9)	(1.9)	0.0
(Gap)/Surplus	0.0	0.0	0.0	0.0	0.0	0.0
Sub total	(1.0)	2.7	2.9	4.6	2.4	4.4
Total gross budget	207.7	210.4	213.3	217.9	220.3	224.7
Cost increase % base	-0.5%	1.3%	1.4%	2.2%	1.1%	2.0%
FUNDING						
Government Grant	103.5	100.6	98.8	97.0	95.3	93.5
Community Safety Fund	0.7	0.7	0.7	0.7	0.7	0.7
Reserves	(1.5)	(0.7)	(0.7)	0.9	(0.1)	0.8
Surplus/(deficit) on Council Tax Collection Fund	0.9					
Council Tax Support Funding	6.7	6.7	6.7	6.7	6.7	6.7
Base precept	101.8	97.4	103.1	107.8	112.6	117.7
Precept increase	(4.4)	5.7	4.7	4.8	5.1	5.3
Total gross budget	207.7	210.4	213.3	217.9	220.3	224.7
Band D £	207.51	218.92	228.21	237.74	247.76	258.14
Band D Net precept increase %	2.0%	5.5%	4.2%	4.2%	4.2%	4.2%

SURREY POLICE AND CRIME PANEL

COMPLAINTS RECEIVED SINCE THE LAST MEETING

12 June 2013

SUMMARY

This report sets out all complaints against the Police and Crime Commissioner and his Deputy that have been received since the last meeting of the Police and Crime Panel.

RECOMMENDATIONS

The Police and Crime Panel is asked to:

- (i) Note the content of the report.

1.0 INTRODUCTION AND BACKGROUND

- 1.1 The Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 make Surrey's Police and Crime Panel responsible for overseeing complaints made about the conduct of the Police and Crime Commissioner and the Deputy Police and Crime Commissioner (DPCC).
- 1.2 Where a complaint is received by the Panel¹, a report is produced for the next available meeting, setting out the nature of the complaint(s) received and details of any action taken.

2.0 ANALYSIS AND PROGRESS

- 2.1 The Panel has a responsibility to informally resolve noncriminal complaints about the conduct of the PCC and DPCC, as well as criminal complaints or conduct matters that are referred back to it by the Independent Police Complaints Commission (IPCC).
- 2.2 For the above, the Panel agreed at its meeting on 13 December 2012 to delegate informal resolution of complaints to a Complaints Sub-Committee.
- 2.3 However, in accordance with the Regulations, complaints received by the Panel that do not relate to the conduct of the PCC or DPCC (such as operational concerns and policy disputes) are referred to the most appropriate body for resolution instead of the Complaints Sub-Committee.
- 2.4 Appendix A sets out details of **all** complaints received by the Panel since its last meeting and the action taken.

3.0 COMPLAINTS RECEIVED SINCE THE LAST MEETING

- 3.1 **1** complaint has been received by the Panel since its last meeting on 12 March 2013, details of which are provided in Appendix A.

4.0 EQUALITIES AND DIVERSITY IMPLICATIONS

- 4.1 It is vital that any complaints process is open to all residents and that each and every complainant is treated with respect and courtesy. The Complaints Protocol agreed by the Panel on 13 December 2012 is designed to be an equitable process and will be monitored by the Panel's Support Officer to ensure that it is fit for purpose.

¹ At its meeting on 13 December 2012 the Panel agreed to delegate initial receipt / filtering of complaints to the Chief Executive of the PCC's Office.

5.0 CONCLUSION AND RECOMMENDATIONS

5.1 The Panel is asked to note the information in Appendix A.

6.0 REASONS FOR RECOMMENDATIONS

6.1 To allow the Panel to have oversight of complaints made against the Commissioner and his Deputy.

7.0 WHAT HAPPENS NEXT

7.1 Any future complaints will be reported to the next available meeting of the Panel.

LEAD OFFICER: Damian Markland, Scrutiny Officer, Surrey County Council

TELEPHONE NUMBER: 0208 132703

E-MAIL: damian.markland@surreycc.gov.uk

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COMPLAINTS RECEIVED SINCE 6 FEBRUARY 2013

Date received	Nature of complaint	Does the complaint, or an element of the complaint, relate to conduct of a relevant office holder?	Does the complaint, or an element of the complaint, relate to an alleged criminal offence?	Details / Action taken
<p>27 March 2013</p>	<p>A complaint was received concerning an article written by the Commissioner and published in the Daily Mail.</p> <p>The complaint was that the Commissioner had in the article named an individual who had been arrested and was subject to a police investigation. The complainant felt that this was not appropriate behaviour.</p>	<p>Yes</p>	<p>No</p>	<p>A meeting of the Complaints Sub-Committee was scheduled and took place on 24 April 2013.</p> <p>The Sub-Committee agreed with the Commissioner’s assertion that the arrest of the individual in question had been widely reported in the mainstream press, and that the article provided no further information that wasn’t already readily available in the public domain.</p> <p>The Sub-Committee accepted the name was used solely to illustrate the issues discussed in the article and did not have the potential to prejudice any ongoing police investigation.</p> <p>A letter was sent to both the Commissioner and the Complainant, stating the outcome of the Sub-Committee.</p>

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SURREY POLICE AND CRIME PANEL

Re-establishment of the Complaints Sub-Committee

12 June 2013

SUMMARY

This report sets out the terms of reference and membership for the Complaints Sub-Committee.

The Panel is asked to reconstitute the Complaints Sub-Committee for 2013/14.

RECOMMENDATIONS

The Police and Crime Panel is asked to:

- (i) Agree the terms of reference for the Complaints Sub-Committee attached at appendix 1,
- (ii) Appoint the following members to the Complaints Sub-Committee for the remainder of the 2012/13 Council year:
 - Cllr Victor Broad
 - Cllr Margaret Cooksey
 - Cllr John O'Reilly
 - Cllr George Crawford
 - Independent Member Anne Hoblyn
 - Independent Member Maria Gray

 - Chairman (*ex-officio*)
 - Vice-Chairman (*ex-officio*)

1 INTRODUCTION

- 1.1 The Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 make Surrey's Police and Crime Panel (hereby referred to as "PCP") responsible for overseeing complaints made about the conduct of the Police and Crime Commissioner (PCC) and the Deputy Police and Crime Commissioner (DPCC).
- 1.2 This report sets out the proposed terms of reference and membership for a Complaints Sub-Committee, set up in line with the agreed complaints protocol.
- 1.3 The Complaints Sub-Committee operated during 2012/13 and the Panel is therefore requested to reconstitute the Sub-Committee for the 2013/14 municipal year.

2 CONTEXT

- 2.1 One of the functions of the Surrey Police and Crime Panel is to oversee complaints made about the conduct of the PCC and the DPCC. As part of this, the Panel also has a responsibility to informally resolve noncriminal complaints about the conduct of the PCC and DPCC, as well as criminal complaints or conduct matters that are referred back to it by the Independent Police Complaints Commission (IPCC).
- 2.2 Under the regulations, the Panel can delegate the initial receipt of complaints to the Chief Executive of the PCC's Office. The Surrey Police and Crime Panel has agreed to do this (as covered under the agreed Complaints Protocol)
- 2.3 Similarly, the Panel can delegate the informal resolution of complaints falling within its remit to:
 - A sub-committee of the Panel
 - A single member of the Panel
 - Another person appointed by the Panel (e.g. A Monitoring Officer or PCC Chief Exec)
- 2.4 Following informal consultation with the Panel, it was agreed that to ensure flexibility to respond to complaints quickly and avoid unnecessary delay, whilst still ensuring accountability is retained by the Panel, this role would be delegated to a sub-committee of the panel. Terms of reference for the sub-group are included at appendix 1. No changes have been made to this document since it was originally agreed.

3 MEMBERSHIP

- 3.1 To deal with any complaint effectively, it was felt that at least 3 members must be available and that where possible, this should include at least one of the two independent members of the Panel.
- 3.2 To ensure that at least 3 members would be available at relatively short notice, it is proposed that the Complaints Sub-committee includes 6 members of the panel, of which 2 should be independent members.

4 CONCLUSION AND RECOMMENDATIONS

- 4.1 The Panel is asked to agree the terms of reference (attached at appendix 1) and membership as at set out on the first page of this report.

5 REASONS FOR RECOMMENDATIONS

- 5.1 The Surrey Police and Crime Panel has a duty to informally resolve noncriminal complaints about the conduct of the PCC and DPCC, as well as criminal complaints or conduct matters that are referred back to it by the Independent Police Complaints Commission (IPCC). The recommendations contained in this report will help to ensure that this responsibility is fulfilled.

LEAD OFFICER: Damian Markland, Scrutiny Officer, Surrey County Council

TELEPHONE NUMBER: 020 8541 9122

E-MAIL: damian.markland@surreycc.gov.uk

**SURREY POLICE AND CRIME PANEL
COMPLAINTS SUB-COMMITTEE****TERMS OF REFERENCE****Purpose**

To informally resolve non-criminal complaints about the Surrey Police and Crime Commissioner (PCC) or Deputy PCC, as well as criminal complaints or conduct matters that are referred back to it by the Independent Police Complaints Commission (IPCC) on behalf of the Surrey Police and Crime Panel.

Membership of the Group

4 Appointed members of the Surrey Police and Crime Panel

2 Independent members of the Surrey Police and Crime Panel

The Chairman and Vice-Chairman of the Panel will be ex-officio members of the sub-committee.

3 members of the Sub-Committee (including 1 independent member) to meet to consider any complaint referred.

Roles/Functions

- To consider non-criminal complaints relating to the PCC or Deputy PCC referred to the Panel by the Chief Executive of the PCC's Office as well as criminal complaints or conduct matters that are referred back to the Panel by the IPCC.
- To handle any complaints referred to the sub-committee in line with the agreed complaints protocol and agree the most suitable course of action to assist with the informal resolution of the complaint.
- To provide a quarterly update to the full Panel on all complaints dealt with by the Complaints Sub-committee.

SURREY POLICE AND CRIME PANEL

Re-establishment of the Finance Sub-Group

12 June 2013

SUMMARY

This report sets out the terms of reference and suggested membership for the Finance Sub-Group.

The Panel is asked to reconstitute the Finance Sub-Group for 2013/14.

RECOMMENDATIONS

The Police and Crime Panel is asked to:

- (i) Agree the terms of reference for the Finance Sub-Group attached at annex 1,
- (ii) Appoint the following members to the Finance Sub-group for the 2013/14 municipal year:
 - Cllr Bryan Cross
 - Cllr Penny Forbes-Forsyth
 - Cllr Charlotte Morley
 - Cllr Victor Broad

 - Chairman (*ex-officio*)
 - Vice-Chairman (*ex-officio*)

1 INTRODUCTION

- 1.1 The Police Reform & Social Responsibility Act 2011 gives the Police and Crime Panel the responsibility to review the Police and Crime Commissioner precept.
- 1.2 This report sets out the proposed terms of reference and membership for a Finance Sub-group to support the Panel in fulfilling its functions in relation to the budget and precept.
- 1.3 The Finance Sub-Group operated during 2012/13 and played a crucial role in scrutinising the Commissioner's proposed budget and precept. The Panel is therefore requested to reconstitute the Sub-Group for the 2013/14 municipal year.
- 1.4 The report does not propose any changes to the membership or terms of reference of the Sub-Group, although the Panel may make any changes it considers appropriate.

2 CONTEXT

- 2.1 One of the functions of the Surrey Police and Crime Panel is to review the Police and Crime Commissioner's annual precept and, having considered the proposed precept, together with any supporting documentation:
 - a) agree the precept without qualification or comment;
 - b) support the precept and make comments or recommendations concerning the application of the revenues generated;
 - c) veto the proposed precept.
- 2.2 This is one of only two areas where the Panel has a power of veto (with a two-thirds majority) and therefore is a significant responsibility for the Panel.
- 2.3 There is a strict timetable laid down within the regulations dictating the respective roles of the Commissioner and the Panel.
- 2.4 Whilst the timescales for next year's precept setting process have not yet been confirmed, it is likely that the Panel will likely only have limited time to consider the Commissioner's precept proposals.
- 2.5 In order to ensure that this does not impact on the Panel's ability to scrutinise the budget in the necessary level of detail, it is recommended that a sub-group of members again be constituted to lead on the financial aspects of the Panel's role. Terms of reference for the sub-group are included at appendix 1 and are unchanged from when they were first agreed in 2012/13.

3 MEMBERSHIP

- 3.1 Given the terms of reference and to draw on the expertise of the Panel, it is recommended that members of this sub-group have the relevant financial skills and/or experience. In 2012/13 four members of the Panel were appointed to the sub-group and it is recommended that the same members are appointed to continue in this role.
- 3.2 The Chairman and Vice-Chairman will be ex-officio members of any sub-group or sub-committee, providing additional support and capacity as necessary.

4 CONCLUSION AND RECOMMENDATIONS

- 4.1 The Panel is asked to agree the terms of reference (attached at appendix 1 and unchanged from when they were first agreed in 2012/13) and membership as at set out on the first page of this report.

5 REASONS FOR RECOMMENDATIONS

- 5.1 The Surrey Police and Crime Panel has a duty to ensure they hold the Police and crime Commissioner to account and review the Precept. The recommendations contained in this report will help to ensure that this responsibility is fulfilled.

6 WHAT HAPPENS NEXT

- 6.1 As per the recommendation made at the Panel’s meeting on 6 February 2013, once agreed the Sub-Group will meet with the Office of the PCC to better understand the full detail of the Surrey Police Budget and agree the format and content of the budget reports for 2014/15.

LEAD OFFICER: Damian Markland, Scrutiny Officer, Surrey County Council

TELEPHONE NUMBER: 020 8541 9122

E-MAIL: damian.markland@surreycc.gov.uk

**SURREY POLICE AND CRIME PANEL
FINANCE SUB-GROUP**

TERMS OF REFERENCE

Purpose

To monitor and review the Surrey Police and Crime Commissioner's budget proposals (including the proposed precept) and make recommendations to the Panel as appropriate.

Membership of the Group

3-6 members of the Surrey Police and Crime Panel.

Chairman and Vice-Chairman of the Panel will be ex-officio members of the sub-group.

Roles/Functions

- To develop a good understanding of the Surrey Police budget.
- To question/challenge the Commissioner about the financial information provided in support of the precept and identify any further information which might be required, so that any issues can be addressed at an early stage.
- To carry out detailed scrutiny of specific budget issues as necessary.
- To provide a steer to the Commissioner and/or the Surrey Police and Crime Panel on action to be taken to address any budget issues identified.
- To lead the discussion when budget issues are discussed by the full Panel, ensuring that other members of the Panel have a good understanding and can make informed decisions.

Police & Crime Panel Draft Work Programme

The purpose of this document is to provide a summary of work due to be undertaken by the Surrey Police and Crime Panel, and work that has recently been completed. It is provided for information purposes at each meeting of the Panel, and updated between meetings by officers to reflect any future areas of work. Members can suggest items for consideration to the Chairman.

Date	Item	Purpose	Contact Officer	Additional Comments
December 2012				
13 Dec 2012	Deputy PCC Confirmation Hearing	The Panel has a duty to consider all senior appointments, including the DPCC.	Alison Bolton	
	Q&A with the Commissioner	The first formal meeting with the PCC. Members will participate in a question and answer session with the Commissioner to discuss his priorities and ambitions for policing in Surrey.	Alison Bolton	
	PCP / PCC Protocol	To agree the protocol that will guide the relationship between the PCC and the PCP.	Rachel Crossley / Damian Markland	
	Complaints protocol	To agree the Complaints protocol	Rachel Crossley / Damian Markland	
	Communications Protocol	To agree the Communications protocol	Rachel Crossley / Damian Markland	

Police & Crime Panel Draft Work Programme

Date	Item	Purpose	Contact Officer	Additional Comments
	Establishment of Working Groups and Sub-Committees	To establish: <ul style="list-style-type: none"> • The Complaints Sub-Committee • The Finance Working Group 	Rachel Crossley / Damian Markland	
February 2013				
6 Feb 2013	Police and Crime Commissioner's Proposed Precept for 2013-14	To consider the proposed precept for 2013/14.	Alison Bolton	
	Deputy Police & Crime Commissioner's Objectives and Performance Review	To note the objective's against which the DPCC's performance will be assessed.	Alison Bolton	
March 2013				
12 Mar 2013	Draft Police and Crime Plan	To consider the PCC's draft Police and Crime Plan	Alison Bolton	
	Work Programme & Meeting dates for 2013/14	To determine the areas of work the Panel will explore during the 2013/14 municipal year.	Damian Markland	

Date	Item	Purpose	Contact Officer	Additional Comments
	Webcasting	To review the merits of webcasting meetings of the PCP and determine future arrangements.	Damian Markland	
	Consideration of Exempt information at meetings of the PCP	To agree a protocol for considering exempt information at public meetings of the PCP	Damian Markland	
	Referral of issues from County Council and Borough / District Select Committees to the PCP	To consider the method by which issues concerning the PCC can be referred to the PCP by County and District / Borough Select Committees.	Damian Markland	
June 2013 (Annual Meeting)				
12 June 2013	Annual Report	To review PCC's Annual Report	Alison Bolton	
	Election of Chairman and Vice Chairman	To agree a Chairman and Vice-Chairman for the municipal year.	Damian Markland	
	Dates of meetings	To agree the key meeting dates for the municipal year	Damian Markland	

Police & Crime Panel Draft Work Programme

Date	Item	Purpose	Contact Officer	Additional Comments
	Re-establishment of Complaints Sub-Committee and Finance Working Group.	To reconstitute these bodies for the 2013/14 municipal year.	Damian Markland	
	Siren ICT report	To receive an update on Project Siren.	Alison Bolton	PART 2
	Appointment of Assistant Commissioners	To review the appointment of two Assistant Commissioners.	Alison Bolton	
September 2013				
10 Sept 2013	Stage 2 Transfer	The Police Reform and Social Responsibility Act (the Act) which creates PCCs also sets out a second 'Stage 2' transfer which refers to the subsequent movement of certain staff, property, rights and liabilities from the PCC to the chief constable. The stage 2 transfer is designed to allow elected PCCs the freedom to make their own local arrangements about how their functions and those of the police force will be discharged in future.	Alison Bolton	
	<i>Standing items</i>			
October 2013				

Police & Crime Panel Draft Work Programme

Date	Item	Purpose	Contact Officer	Additional Comments
29 October 2013	Protocol between the Police and Crime Panel and the Police and Crime Commissioner	As agreed at the PCPs meeting in December 2012, to consider whether any amendments need to be made to the protocol.	Damian Markland	
6 February 2014 (Provisional) + 20 February 2014 (if veto used)				
6 February 2014	Consideration of Police Precept	To consider the Commissioner's proposals for the Police precept.	Alison Bolton Ian Perkin	<i>20 February 2014 also set aside (if veto used)</i>
29 April 2014				
29 April 2014	Webcasting	To review the merits of webcasting meetings of the PCP and determine future arrangements.	Damian Markland	
12 June 2014				

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Police & Crime Panel Draft Work Programme

Date	Item	Purpose	Contact Officer	Additional Comments
12 June 2014	<i>Currently only standing items</i>			

Currently unscheduled future items				
Consideration of PCC's Mystery Shopping strategy			Damian Markland / Alison Bolton	Possible informal task group

Standing Items

Standing item	Complaints	To monitor complaints received against the PCC and / or the DPCC	Damian Markland	
Standing item	DPCC Performance Monitoring	The PCC has agreed to provide the Panel with the outcome of the DPCC's appraisals.	Alison Bolton	
Standing item	Police and Crime Plan Quarterly Update	To consider progress made against the agreed Police and Crime Plan.	Alison Bolton	
Standing item	Budget Quarterly Update	As agreed at the precept setting meeting on 6 February 2013, to allow the Panel to have oversight of the latest financial position.	Alison Bolton / Ian Perkin	
Standing item	Feedback on monthly discussions with the Chief Constable	To consider issues raised during monthly discussions between the PCC and the Chief Constable.	Alison Bolton	

Task and Working Groups

Group	Membership	Purpose	Reporting dates
Complaints Sub-Committee	<ul style="list-style-type: none"> • Cllr Victor Broad • Cllr Margaret Cooksey • Cllr John O'Reilly • Cllr George Crawford (TBC) • Ind Maria Gray • Ind Anne Hoblyn + Chair & Vice-Chair	To resolve non-criminal complaints against the PCC and/or the DPCC.	Report to each meeting of the PCP, detailing any complaints dealt with since the last meeting.
Finance Sub-Group	<ul style="list-style-type: none"> • Cllr Bryan Cross • Cllr Penny Forbes-Forsyth • Cllr Charlotte Morley • Cllr Victor Broad + Chair & Vice-Chair	To provide expert advice to the PCP on financial matters that fall into its remit.	Reports verbally to the formal precept setting meeting of the Panel in February.

**POLICE & CRIME PANEL
ACTIONS AND RECOMMENDATIONS TRACKER**

The recommendations tracker allows Police & Crime Panel Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Committee. Once an action has been completed and reported to the Panel, it will be removed from the tracker.

Date of meeting and reference	Item	Recommendations/Actions	Responsible officer or member	Comments	Next progress check:
8 October 2012	Police & Crime Panel Constitution	1) To explore webcasting meetings so to ensure better public engagement	Damian Markland	Agreed that two meetings would be webcast for the municipal year 2012/13 – The initial meeting with the commissioner and the precept setting meeting. Situation to be reviewed following this.	Finished
13 December 2012	Protocol between the PCP & the PCC	1) The PCP/PCC Protocol to be reviewed after one year of operation.	Damian Markland	Ensure that item is included as item on future agenda after one year.	Mid-2013/14
	Confirmation hearing for the proposed DPCC	1) Letter to be sent to the PCC recommending that he proceed with the appointment of the DPCC. Also to include the additional recommendation concerning appraisals.	Damian Markland	Letter sent – 13 Dec 2012 Letter received – 18 Dec 2012	Finished

		2) Letter to be published on the PCP webpage 5 days after the meeting	Damian Markland		Finished
	Establishment of Working Groups and Sub-Committees	1) Confirm with Cllr Broad that he is happy to take up a position on the Finance Sub-Group	Damian Markland		Finished
6 February 2013	Police & Crime Commissioner's proposed Precept for 2013/2014	1) Letter to be sent to the PCC confirming the Panel's agreement with the proposed precept of 1.99%. Also to include the additional recommendations.	Damian Markland	Letter sent – 7 February	Finished
		2) Letter to be published on the PCP webpage 5 days after the meeting.	Damian Markland	All documents published	Finished
		3) The Police and Crime Panel receive quarterly monitoring reports on the budget	Alison Bolton	Added to Panel work programme as standing item	Finished

		4) Discussion be held with the Finance Task Group to understand the full detail of the Surrey Police Budget, once available, and agree with the Office of the Police and Crime Commissioner the format and content of the budget reports for 2014/15.	Damian Markland / Alison Bolton	Meeting to be held once the Finance Sub-Group is reconstituted for 2013/14.	Post June 2013
12 March 2013	Surrey Draft Police & Crime Plan	1) Letter to be sent to the PCC confirming the Panel's support of the PCC's Police & Crime Plan. Also to include additional recommendations.	Damian Markland	Letter sent – 12 March	Finished
		2) Letters sent and received to be published to the PCP webpage 5 days after the meeting.	Damian Markland	Letter to the PCC and PCC's response both published on the PCP website.	Finished
		3) That the Commissioner shares with the Panel his proposals for mystery shopping, with the intention that Members help develop his approach.	Damian Markland / Alison Bolton	Discussions taking place with the PCCs Office as to how best achieve.	Post June 2013
	Webcasting of the Police & Crime Panel meetings	1) Panel meetings to continue to be webcast with a review in 12 months.	Damian Markland	Review of webcasting to take place in March 2014.	March 2014

	Consideration of exempt information at meetings of the Police & Crime Panel	1) An additional clause be added to allow urgent matters to be considered at short notice, provided the Chairman was in agreement.	Damian Markland		Finished
	Referral of issues from County Council and Borough/District Select Committees	1) Referral mechanism was agreed by the Panel with a clause stating items should be regarding Surrey-wide issues.	Damian Markland	Additional clause regarding requiring items to be Surrey-wide issues.	Finished