

Notice of Meeting

Surrey Police and Crime Panel

Date & time
Thursday, 6
February 2014
at 10.30 am

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

Contact
Damian Markland or Victoria Lower
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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

Dorothy Ross-Tomlin (Chairman)	Surrey County Council
Terry Dicks (Vice-Chairman)	Runnymede Borough Council
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
Colin Davis	Spelthorne Borough Council
Charlotte Morley	Surrey Heath Borough Council
Ken Harwood	Tandridge District Council
Pat Frost	Waverley Borough Council
Bryan Cross	Woking Borough Council
Maria Gray	Independent Member
Anne Hoblyn	Independent Member

PART 1 IN PUBLIC

1 APOLOGIES FOR ABSENCE

The Chairman to report apologies for absence.

2 MINUTES OF THE PREVIOUS MEETING

(Pages 1 - 8)

To approve the minutes of the meeting held on 29 November 2013 as a correct record.

3 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.

4 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.

5 CHIEF CONSTABLE UPDATE

(Verbal update)

To inform the Panel's consideration of the proposed precept [Item 7] the Chief Constable will be in attendance to provide an update on reviews currently being undertaken by Surrey Police.

6 POLICE AND CRIME PLAN UPDATE

(Pages 9 - 18)

To consider the Police and Crime Commissioner's proposed update to the Police and Crime Plan.

Note:

In accordance with the Police Reform and Social Responsibility Act (2011), before issuing or varying a Police and Crime Plan, a Police and Crime Commissioner must:

- (a) Prepare a draft of the plan or variation;*
- (b) Consult the relevant chief constable in preparing the draft plan or variation;*
- (c) Send the draft plan or variation to the relevant police and crime panel;*
- (d) Have regard to any report or recommendations made by the panel in relation to the draft plan or variation;*
- (e) Give the panel a response to any such report or recommendations;*
- (f) Publish any such response.*

7 SURREY POLICE & CRIME COMMISSIONER'S PRECEPT SETTING PROPOSAL FOR THE FINANCIAL YEAR 2014/15 (Pages 19 - 36)

The Police and Crime Panel is required to consider and formally respond to the Police and Crime Commissioner's Proposed Precept for 2014-15.

Note:

In accordance with the Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012:

- (a) *The Commissioner must notify the Panel of his proposed precept by 1 February 2014;*
- (b) *The Panel must review and make a report to the Commissioner on the proposed precept (whether it vetoes the precept or not) by 8 February 2014;*
- (c) *If the Panel vetoes the precept, the Commissioner must have regard to and respond to the Panel's report, and publish his response, including the revised precept, by 15 February 2014;*
- (d) *The Panel, on receipt of a response from the Commissioner notifying it of his revised precept, must review the revised precept and make a second report to the Commissioner by 22 February 2014 (there is no second right of veto);*
- (e) *The Commissioner must have regard to and respond to the Panel's second report and publish his/her response by 1 March 2014.*

8 CONFIRMATION HEARING FOR THE TEMPORARY CHIEF EXECUTIVE AND MONITORING OFFICER FOR THE OFFICE OF THE POLICE AND CRIME COMMISSIONER (Pages 37 - 42)

To consider the appointment of Johanna Burne as Temporary Chief Executive and Monitoring Officer for the Office of the Police and Crime Commissioner.

The Panel will:

- Put questions to the Police and Crime Commissioner and his proposed appointee; and
- Following deliberation, make a recommendation to the Police and Crime Commissioner as to whether or not the nominee should be appointed.

9 COMPLAINTS RECEIVED SINCE THE LAST MEETING (Pages 43 - 48)

To note any complaints received against the Commissioner or Deputy Commissioner since the last meeting of the Surrey Police and Crime Panel.

10 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME (Pages 49 - 60)

To review the Recommendations Tracker and Forward Work Programme.

11 DATE OF NEXT MEETING

The next meeting of the Surrey Police and Crime Panel will be held on the 29 April 2014 at 10:30am.

Published: Wednesday, 29 January 2014

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MINUTES of the meeting of the **SURREY POLICE AND CRIME PANEL** held at 10.30 am on 29 November 2013 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

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

Members:

Mrs Dorothy Ross-Tomlin (Chairman)
Mrs Pat Frost
Borough Councillor Terry Dicks (Vice-Chairman)
Borough Councillor John O'Reilly
Borough Councillor George Crawford QPM
District Councillor Margaret Cooksey
Borough Councillor Victor Broad
Borough Councillor Colin Davis
Borough Councillor Charlotte Morley
District Councillor Ken Harwood
Borough Councillor Bryan Cross
Independent Member Maria Gray
Independent Member Anne Hoblyn

Apologies:

Borough Councillor Richard Billington

50/13 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Richard Billington.

The Panel welcomed Colin Davis as the new representative from Spelthorne Borough Council, replacing Penny Forbes-Forsyth. The Panel thanked Penny Forbes-Forsyth for her contribution.

51/13 MINUTES OF THE PREVIOUS MEETING [Item 2]

The minutes were agreed as an accurate record of the meeting.

52/13 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

53/13 PUBLIC QUESTIONS [Item 4]

There were no public questions.

54/13 NEIGHBOURHOOD POLICING REVIEW [Item 5]

The Chairman made a statement outlining the Panel's concerns regarding the Commissioner's recent announcement regarding a reduction in the number of Police Community Support Officers (PCSOs). It was highlighted that the Commissioner had made a commitment to inform the Panel of the recommendations of the Neighbourhood Policing Review before any decisions were made. The Panel expressed frustration that the recommendations of this review had been implemented without informing the Panel, and that the Commissioner had failed to act in the spirit of openness as set out in the protocol between the Commissioner's office and the Panel.

The Commissioner apologised that he had not shared the recommendations of the Neighbourhood Policing Review with the Panel. He commented that a reduction in the PCSOs was an operational matter and that it had been discussed at the bi-monthly management meeting with the Chief Constable. The item had been conducted under Part 2 as it related to staffing levels. The Panel highlighted that many of its members had only received formal notification upon receiving a letter from their local inspector. The Commissioner asked that the Panel note that the reduction outlined in the Review would allow an increase in PCs.

The Panel commented that they felt there was a lack of clarity about how the Commissioner distinguished a strategic matter from an operational one, particularly in relation to the joint enforcement policing model he was currently promoting. The Commissioner commented that he believed the enforcement approach to be a long-term strategic vision, and that no decision would be made in the immediate future. The Panel informed the Commissioner that they wished to be informed of all decisions that had a potential to overlap between the strategic and operational function of the police. The Commissioner commented that there were 39 reviews in the process of being conducted, and that he believed it was not always possible to consult. He highlighted that his role was connected to gauging public reaction to possible changes to the police, and that this was achieved in part through general public engagement. The Chairman stated that the Panel should be kept

informed of details of all reviews, and any key changes that would likely result.

Resolved:

- That, in the future, the Police & Crime Commissioner ensure that the Police & Crime Panel is briefed on any strategic changes to Surrey Police being proposed either by the Chief Constable or the Commissioner, and that Members are kept updated as to the progress of any reviews.
- That where there is any ambiguity as to whether a potential decision is strategic or operational in nature, the Police & Crime Commissioner ensure that the Police & Crime Panel is made aware of the matter before any decision is made.
- That the above be enshrined in the formal protocol between yourself and the Police and Crime Panel, to be agreed formally at the next meeting of the Panel.

55/13 POLICE AND CRIME PLAN QUARTERLY UPDATE [Item 6]

The Panel commended the Commissioner for the number of community visits he had conducted. A Member queried whether the decrease in detection rates represented a downward trend. The Commissioner clarified that multiple cautions were no longer recorded as detected, and that this change in recording processes had led to it appearing like there was a decrease. The Panel asked whether the Commissioner was confident that the reporting systems were giving an accurate reflection of the situation in Surrey. The Commissioner reassured the Panel that there had been a number of investigations into the reporting systems and he was confident that these systems were robust.

The Panel discussed what measures were in place to tackle cyber-crime in the County. The Commissioner commented that the Deputy Commissioner was developing work in this area. The view was expressed that cyber-crime was a growing national concern, and that the Commissioner would work with other Commissioners to identify how it could be addressed strategically.

The Commissioner informed the Panel that the research paper from Oxford Economics was now being shared with Surrey's MPs and other key stakeholders. The Panel challenged the Commissioner around his recent announcements indicating he was in favour of merging police forces, and asked whether he was accurately reflecting the wishes of Surrey residents. The Commissioner commented that he saw any potential merger as a long-term strategic goal, and an effective way of delivering better value for money. He reflected that it would be in the public interest to reduce costs. The Panel informed the Commissioner that the majority of its members were not in favour of the merger. However, the Chairman asked the Commissioner to note that the Panel did recognise and support the need for collaborative working.

The Commissioner updated the Committee regarding the sale of police stations. It was highlighted that the decision to delay the sale had made a saving due to the rising price of property, and that Surrey Police were now exploring options in relation to planning permissions.

The Panel asked how confident the Commissioner was that the zero tolerance agenda was being implemented and what measures were in place to track progress. The Commissioner commented that he would expect to see a reduction in crime as a key outcome of this approach. The Panel challenged him as to whether low-level offences were being picked up as part of this approach. The Commissioner agreed that further work needed to be done to consider how zero tolerance was implemented and recorded in relation to minor offences.

The Commissioner was asked by the Panel whether he had areas of particular concern. He highlighted tackling drugs in school and cross-border responses, but also stated his confidence in the measures already in place. One Member asked if there was potential for those at risk of rural crime to be equipped with radios; the Deputy Commissioner confirmed that this was a possible area for future exploration.

The Commissioner informed the Panel that the money reclaimed through the Proceeds of Crime Act was being used to increase visible street policing.

The Commissioner stated the view that the rise in serious sexual crimes was a result of people having an increased confidence in reporting these crimes.

Resolved:

- That the Panel note the report.
- That the Police & Crime Commissioner provide an update to the Police & Crime Panel on attempts to combat cyber-crime in Surrey.

56/13 BUDGET QUARTERLY UPDATE [Item 7]

The Commissioner commented that there was no area of major concern in relation to the financial position. However, the Panel was informed that the recent dismissal of the head of finance for Surrey Police had created some concerns around the lack of resilience in the current financial reporting arrangements. The Panel was informed that the head of finance for the PCC was currently also supporting Surrey Police, and that this, whilst legally sound, was not recommended by the Home Office. There was work being undertaken to redress this, and actions would be shared at the next Panel meeting.

Resolved:

- That the Panel note the report.

57/13 ALLOCATION OF PCC'S COMMUNITY SAFETY FUND [Item 8]

The Panel discussed the perception amongst some community groups that the application process was too complex and time-consuming. The Deputy Commissioner commented that efforts had been made to make the process as simple as possible, and that the application document was less than four pages. It was highlighted that 60 organisations had applied for funding from the Community Safety Fund so far.

The Panel asked why a number of awards had been granted to Surrey Police, it was clarified that these were done in partnership with other organisations and often applications were made on behalf of the lead partner.

The Panel asked whether there was a commitment to continue domestic abuse funding past 2015. The Commissioner informed the panel that Central Government was in the process of outsourcing victim services and Surrey Police would receive funding in relation to this.

The Panel queried what measures were in place to ensure duplication was avoided when awarding funding. The Deputy Commissioner commented that the Community Safety Fund panel regularly reviewed all applications to prevent duplication. It was highlighted that the increase in the membership of the panel ensured good oversight.

The Deputy Commissioner informed the Panel that any under-spend in relation to Community Safety Fund monies would be reclaimed by the Home Office at the end of the financial year. The Deputy Commissioner made it clear that the PCC's office was committed to ensuring all the funding was allocated before the end of the financial year.

Resolved:

- That the application form for the Community Safety Funding be provided to the panel.

58/13 LOCAL POLICING BOARDS AND CRIME SUMMITS [Item 9]

The Panel queried how information was fed back to the Commissioner following meetings of Local Policing Boards. The Commissioner commented this was currently done informally through local officers, but he was reviewing the process to ensure greater visibility and transparency.

The Panel asked what training was provided to officers to help them assist individuals with mental health problems. The Commissioner expressed the view that funding for this type of training was not sufficient nationally, but that Surrey Police were investigating what additional resources could be utilised to support additional training.

Resolved:

- That the Panel note the report.

59/13 FEEDBACK ON MONTHLY DISCUSSIONS WITH THE CHIEF CONSTABLE [Item 10]

The Panel queried whether there was a set of public minutes that recorded the decision to implement the recommendations of the Neighbourhood Policing Review, including the reduction in PCSO numbers. The Commissioner commented that, as the discussion had involved staffing matters, this decision had been taken in a private session and there was not a detailed record of the conversation available to the public.

Resolved:

- That the Panel note the report.

60/13 UPDATE ON POLICING ISSUES IN SURREY [Item 11]

The Chairman updated the Commissioner that the following issues had been identified by Panel members as being of concern to local residents:

- Police use of cautions vs. arrest and prosecution
- Amalgamation of Surrey and Sussex Police
- Computer crime & fraud in Surrey
- Zero-tolerance in relation to reported prevalence of outdoor sexual activity (“dogging”) in Surrey.
- CID recruitment and training

The Commissioner made a commitment to provide detailed responses to the Panel following the meeting.

The Panel stressed the importance of consultation on strategic decisions being made by the Commissioner. It was highlighted that there were a number of concerns that the Commissioner was lobbying for a merge of police forces without having gathered views from Surrey residents or the Panel. The Commissioner commented that he was introducing the debate, and that any decision would be taken by the Home Secretary. It was also highlighted that any decision was unlikely to be made during the current Commissioner’s term of office. The Panel urged the Commissioner to ensure that he undertook the widest possible public consultation on the matter.

61/13 COMPLAINTS RECEIVED SINCE THE LAST MEETING [Item 12]

The Chairman informed the Panel that no complaints had been received since the previous public meeting. However, it was highlighted that a follow-up to a previous complaint had been received, and that this would be reviewed by the Police & Crime Panel Complaints Sub-Committee.

62/13 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME [Item 13]

The Panel reviewed their recommendations tracker and forward work programme. The Chair asked that the Panel note the Tackling Rural Crime in Surrey task group scoping document. The Panel was also informed that the Finance Sub-Group would be scrutinising the Commissioner's expenses at a future meeting.

Resolved:

- That the Tackling Rural Crime in Surrey task group is set up as outlined in the scoping document.

63/13 DATE OF NEXT MEETING [Item 14]

It was noted that the next meeting of the Police and Crime Panel would be on 6 February 2014 at 10.30am.

Meeting ended at: 1.15 pm

Chairman

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SURREY POLICE AND CRIME PANEL

Police and Crime Plan Update (Draft)

6th February 2014

Background

Police & Crime Plans are a statutory requirement for all police force areas introduced as part of the Police Reform and Social Responsibility Act 2011. Whilst every plan will be localised in nature, they will share a common aim in communicating a Commissioner's vision and objectives during his or her term of office. The plan is intended to set out a range of activities that will tackle crime and improve community safety in an efficient and effective way. It will impact upon a wide variety of stakeholders and has a number of different intended audiences including the public, victims of crime, Chief Officers of Police, the Secretary of State, private and voluntary sectors and partner agencies such as criminal justice and local authorities.

The Surrey Police and Crime Commissioner was required to issue a new Police & Crime Plan "as soon as practicable" after taking office in November 2012. The plan was duly published by the end of March 2013, after consulting with the Chief Constable and the Police and Crime Panel.

The PCC has reviewed the current Police and Crime Plan. The priorities have not changed and the underpinning plan remains relevant. However, he wishes to update it with some further actions for 2014/15. As such, this update needs to be presented to the Panel for review.

The PCC is also obliged to consult the Chief Constable on his revisions. Following comments from both the Panel and Chief Constable, the update to the plan will be published on the PCC's website. The published version will also include statutory information on Community Safety Grants, 2014/15 financial information and arrangements for consultation, once this is finalised. At present, the document remains in draft pending the Panel's consideration of this year's precept proposals.

Update to the Police and Crime Plan 2014

The PCC has set out six additional areas of focus for the PCC and his office. These six areas are:

- Joint enforcement and joint working
- Campaigning for better funding for Surrey Police

- Collaboration and campaigning for national mergers of police forces
- Safeguarding the passion for service of police officers and staff
- Leading the way on cyber-enabled crime prevention
- Commissioning of Victims' Services

SUPPORTING INFORMATION

The draft Police and Crime Plan update is attached for the Panel's consideration and comments. The full plan can be viewed on the PCC's website.

RECOMMENDATION

That the Police and Crime Panel comment on the draft Surrey Police and Crime Plan Update for 2014..

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Kevin Hurley – Police and Crime Commissioner for Surrey**Police and Crime Plan Update 2014****Introduction**

I was elected as Surrey's first Police and Crime Commissioner in November 2012 and as part of my election campaign, I consulted widely on what people wanted from Surrey Police and other community safety partners in the county. This led to the development of the 6 People's Priorities for Surrey which now form the basis of the Surrey Police and Crime Plan.

The 6 People's Priorities are:

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

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

Working 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.

The Police and Crime Plan for Surrey details the actions I will take and those that I expect Surrey Police, community safety partners and partners in the criminal justice system to take to achieve these priorities on behalf of people who live and work in Surrey. The substantive Plan was reviewed by the Police & Crime Panel for Surrey in March 2013 and received its full support.

The full Plan can be viewed on my website www.surrey-pcc.gov.uk or a paper copy can be requested from my office by phoning 01483 630200.

Update to the Police and Crime Plan

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Now that I have been in office for over a year, I have had chance to review and reflect on the plan I have set. I know from consultation with you that the priorities you voted for haven't changed and that the underpinning plan remains relevant. In pursuit of your priorities and as a result of meeting residents, police officers and staff, partners working in Surrey, volunteer groups, staff associations and local and national politicians, I have identified six further areas for work over the coming year.

1. Joint Enforcement and Joint Working

By working more closely with other local partners such as local authorities, we can make better use of our shared resources.

We have many people working in both the police and local authorities who have powers to enforce against those that blight the lives of people in Surrey. Whilst there is a great deal of positive local working, we are now looking to develop local Joint Enforcement Teams. These teams will bring together those who hold enforcement powers in a local area such as neighbourhood police, Police Community Safety Officers (PCSOs), environmental health officers, housing officers, planners or town centre wardens, to tackle local issues together.

I have promoted this concept amongst councillors and police leaders in Surrey and have received wide-spread enthusiasm and support. We will start by developing Joint Enforcement Teams in Reigate & Banstead and Spelthorne boroughs and then look to roll out the concept across Surrey, working closely with those police and local authority colleagues who know their areas best.

Residents in Surrey don't care whether it's the local police or council officers who sort out their problems with fly-tipping, illegal parking or noisy neighbours – as long as one of the agencies takes action. If those who cause these problems don't listen to council staff, then police will be there to back them up.

2. Campaign for Better Funding for Surrey Police

My second action is to continue my campaign for better funding of Surrey Police. Surrey tax-payers contribute greatly to the UK's finances but receive the lowest level of government funding per head of population for policing. Local taxpayers have to therefore pay out again to ensure an adequate level of policing in Surrey, with the highest council tax for policing in the country.

This inequality in government grant is mainly due to a flawed historic funding formula for policing. This formula doesn't reflect factors such as major road networks and proximity to London. We have commissioned independent research into how the police funding formula can be improved and will be presenting the findings to the Government. I will continue to work on behalf of the Surrey taxpayer to address this inequality.

3. Collaboration and Campaigning for National Mergers of Police Forces

I want to put more officers back on the beat by saving money on expensive overheads such as headquarters and management teams. When you call for police and want them to come quickly, you don't care what badge they wear – just that they get there. During

the run up to the PCC elections, I campaigned on this point and I received public support for mergers. This support has also been reflected in recent public meetings. It cannot be sensible to deliver the exact same functions 43 times with all the on-costs involved. Fewer police forces would mean more money to pay for visible police officers out catching criminals and preventing crime and anti-social behaviour.

The only way policing can be sustainable at current levels in the future in England and Wales is to merge police forces to create larger regional force areas. This would not only save on management costs and supporting services (for example HR or finance) but would provide more resilience against organised crime groups; ensure better policing of major public disorder and provide improved links to the National Crime Agency. We can also ensure more joined up IT systems and make savings in areas such as procurement. By making savings in top teams and back office functions we can as a police service put more into the front-line and protect our local officers.

A national restructure of police force areas is not within my gift and will require Government backing and legislative change. But I am able to lobby for change. In the meantime, I have been working with Sussex's PCC to deliver whatever savings we can locally by collaborating and bringing services together across Surrey and Sussex Police. We have now signed up to a vision as follows:

“Surrey and Sussex Police working as one, operationally and organisationally, to enhance and improve services for the public whilst reducing costs and responding to local needs.”

We have already taken steps to collaborate on specialist operational areas such as major crime and firearms. We are now working up plans to collaborate on back office functions such as HR, finance and ICT, to work together on providing call handling and looking at other operational functions such as roads policing. By working together, we can make the savings to protect local policing and wherever possible increase 'feet on the beat'.

4. Safeguarding the Passion for Service of Police Officers and Staff

The single biggest threat facing policing today is the undermining of officer and staff morale. Actions taken by Government to cut officers' starting pay, proposals to introduce direct entry into policing (thereby affecting the ability for existing officers to gain promotion), cuts in police funding leading to redundancies and continued criticism of policing in the press and by politicians are demoralising our officers and staff. These are the people that we expect to put themselves in harm's way. To put their lives at risk when there is a threat to the public. To work extra shifts when there is a riot, a bad road traffic accident or extreme weather conditions, such as the recent floods. To use their powers to stop and search people that they feel are up to no good.

We are in danger of losing the good will of officers and staff and their willingness to go that extra mile. I will do everything I can to influence national policy on police pay and conditions and, locally, I will seek to keep the confidence of Surrey officers and staff. Where we do need to collaborate and make savings I will work to make those changes in a transparent and fair way to staff.

5. *Leading the way on Cyber-Enabled Crime Prevention*

The Police and Crime Plan sets out a number of actions with regard to working in partnership to prevent crimes – such as targeting alcohol fuelled violence, the issuing of grants to divert people away from anti-social behaviour and joint work to identify and solve problems of anti-social behaviour. In addition to this, it has become apparent that there needs to be better co-ordination of activity to prevent and protect people against cyber enabled-crime in Surrey (such as identity theft, viruses, scams, on-line bullying and child exploitation). Surrey has the greatest use of the internet by over 65 year olds in the country, has a large proportion of the country's small, medium and large businesses and a high level of on-line users overall.

My Deputy PCC is leading on a project to bring together industry experts, councils, police, victim support, academics and charities to identify how best to provide messages to people and business in Surrey and to co-ordinate activity to protect business, young people, the elderly and indeed the general public against cyber-enabled crime.

6. *Commissioning of Victims' Services*

Victims of crime are supported by services that help them to cope with and recover from their experiences. At the moment, these services are provided at a national level. However, Police and Crime Commissioners will take on responsibility for commissioning the majority of victims' services during 2014 and 2015.

I am working with partners to ensure that victims in Surrey get the help that they need and that they receive their rights and entitlements contained within the Victims' Code. With my office, I will be working to understand the needs of victims within the county and we will make plans to ensure that Surrey's residents can access the services that help them to cope and recover. I will work with partners within Surrey and across the southeast region to commission high quality, value for money services and I remain committed to ensuring that victims are at the centre of the Criminal Justice System.

Community Safety Funding 2014/15

In my role as Police and Crime Commissioner, I can use my total budget to provide funding not only for Surrey Police but also for other community, voluntary and community safety organisations. However, that budget is reducing following cuts in government funding and I face difficult choices as to where I spend public money.

Last year, the Government created a specific Community Safety Fund for PCCs to use to support projects in their areas. This year, that grant has been incorporated into the general police grant. I have decided to create a local fund to ensure we can continue to support community safety projects. This fund totals £623,370.¹

Of that fund, I have already decided to allocate £100,000 to Domestic Abuse Outreach services for supporting victims of domestic violence. This service directly meets your aim of putting victims at the heart of the criminal justice system. In the future, PCCs will be responsible for providing services to support victims and I wish to ensure that this important service is retained.

I plan to set aside £300,000 to support PCC-led partnership projects, such as joint enforcement, cyber-enabled crime prevention and drug prevention. The remainder will be available for local groups to bid for: half of this pot will be available to charitable organisations to place bids up to £50,000 and half for smaller community groups to bid for grants up to £5,000.

Any organisations bidding for funds will be expected to show how their work supports the People's Priorities and what the expected outcomes will be. All applications will be assessed by a panel consisting of representatives from Surrey Police and the Office of the PCC, an independent member and the High Sheriff. Details of how to apply for funding can be found on my website: www.surrey-pcc.gov.uk.

2014/15 Budget and Finances

As Police and Crime Commissioner, I receive all funding relating to policing in Surrey – both Government Grant and the police element of the local council tax precept. It is my role to set a revenue and capital budget for Surrey Police and determine the level of council tax precept (the amount raised locally for policing).

The Revenue Budget for Surrey Police

For 2014/15, I have set a revenue budget of £207.3 million for Surrey Police. This budget is divided over the following broad expenditure headings:

Employee costs	£180.8m
Premises related costs	£7.5m
Supplies and Services	£24.9m
Transport and Travel	£4.7m
Income	(£10.6m)

Surrey's Financial Challenge

Surrey receives one of the lowest levels of Government grant for policing and its funding continues to decrease. This means we are much more reliant on council tax precept than other areas. I want Surrey (which provides more in tax revenue to the Exchequer than any other county) to get a better deal from the Government and I will be making sure that Surrey's voice is heard in the current review of how the police is funded.

The savings programme and budget reductions total £6.9m for 2014/15 (3.3% of the total budget) and reflect the efforts of the Force to meet the financial constraints during this period of austerity) to balance the budget. This is a substantial management and operational challenge. Much has already been achieved by working in collaboration with Sussex and other forces, reducing the 'back office', slimming down management structures and rationalising the police estate. I will be working with the Chief Constable to identify further savings and efficiencies and make better use of legislation which allows Surrey to seize the profits of crime from criminals.

Council Tax Precept

For 2014/15, the Surrey police precept will increase by x%. This decision follows a programme of consultation and meetings with local residents and organisations around the county. The Police and Crime Panel have also reviewed the precept and budget proposals and(to be completed following the budget discussions).

The increase will mean that the sum paid by a Surrey Band D household for policing for 2014/15 will rise from £207.55 to £x. This represents an increase of approximately xp per week.

The Commissioner's Budget

In total for 2014/15, I will receive £106.5m from the Government and a further 99.8m council tax. An additional £1m is from reserves, giving a revenue budget of £207.3m. £204.8m of this is the Surrey Police budget. The remaining £2.5m remains with the PCC. I publish a detailed breakdown of the budget for the Office of the PCC, but in broad terms, this breaks down as:

- £923,305 staffing costs, including salaries and on-costs for the PCC, Deputy/Assistant PCC and the team of support staff
- £1,299,760 to discharge my statutory functions and responsibilities (e.g. consultation, communication, victims services) and provide a Community Safety Fund to support local projects
- £117,910 for the running costs of the Office of the PCC
- £114,510 for statutory audit functions

The budget for my office funds a small team of staff who support me in fulfilling my duties including partnership working, being engaged with and visible to the Surrey people, holding the Chief Constable to account, overseeing finances and audits, awarding grants and commissioning projects, dealing with correspondence and complaints and running the Independent Custody Visiting Scheme. This budget is comparable with the previous Police Authority budget, but with a large increase in engagement and responsibilities above those of the previous Police Authority.

Consultation

When I originally set out the People's Priorities, the budget for 2013/14 and the Surrey Police and Crime Plan, I undertook a series of consultation including surveys, four public consultation events and a large number of public and partner meetings. This built on considerable consultation and engagement during the election campaign for PCCs.

During the last year, my Deputy, my two Assistant Police and Crime Commissioners and I have been out engaging with Surrey people. We have attended over 150 meetings with community groups, including meetings at churches, mosques and other religious centres, neighbourhood watch groups, residents associations and 'youth shout' (which over 100 young people in Surrey attended). In addition, my office and I are active participants on Twitter.

This year I have also held Crime Summits in each borough and district. Generally, events have attracted between 80 and 100 residents with more people following on Twitter. At these summits, I have discussed the People's Priorities and budget for Surrey Police.

In addition, I have sought feedback from residents and businesses on the 2014/15 budget. I outlined some initial proposals for the Surrey Police budget for 2014/15 - with a proposed precept increase of 2% - to the public in December 2013 and invited comment. In line with legislation, this also included proposals for the revenue and capital budgets. It should be noted that the delay in agreeing a referendum threshold has made it impossible to consult on the budget in more precise terms. My proposals were advertised

to the public via my website and across the local media, and to business ratepayers through the Surrey Chamber of Commerce and the Surrey Federation of Small Businesses, attracting significant coverage locally.

The public's emphasis is consistently on service – in terms of the level of provision and the quality of it. Those comments that I do receive on financial matters generally reflect the public's acute awareness of the cuts facing Surrey Police and their support for measures to protect the police budget - and the services it funds – from further reductions. I also hear support for a fairer police funding deal for Surrey taxpayers; a case I am pursuing strongly on the public's behalf.

Contact

For more details contact my office on phone: 01483 630200, e-mail: surreypcc@surrey.police.uk, text phone: 07881 039131.

Kevin Hurley
Police and Crime Commissioner for Surrey

ⁱ Financial figures will be added or confirmed once the budget has been discussed and agreed by the Police and Crime Panel.

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SURREY POLICE AND CRIME PANEL

Surrey Police & Crime Commissioner's Precept Setting Proposal
for the Financial Year 2014/15
6th February 2014

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BACKGROUND

Under Schedule 5 of the Police Reform and Social Responsibility Act 2011, as Police & Crime Commissioner, I have to notify the Police & Crime Panel by 1st February of the precept that I propose to issue under section 40 of the Local Government Finance Act 1992.

The Police & Crime Panel must review the proposed precept and make a report to me on the proposal by 8th February. The report may agree with my proposals, or include recommendations on a different precept proposal, or the Panel may decide to veto the proposal if at least two thirds of its members vote in favour of making that decision.

If the Panel does not use its veto and I have published my response to the Panel's report, I can then issue the precept notice, which may either be the same as my original proposal or a different proposal made in the Panel report with which I am in agreement. If the Panel veto my proposal, I must advise the Panel of a revised precept by 15th February. The Panel then has to review the revised precept by 22nd February and issue a further report to me.

Again, I have to consider the Panel's recommendations and publish a response. If the Panel accepts the revised precept, I can issue it. If the Panel does not accept the revised precept, I can ignore the Panel recommendations and issue the precept, or I can issue a different precept, taking into account the Panel recommendations, provided that if the original precept was vetoed because it was considered to be too high, the revised precept is not higher and vice versa if the original precept was vetoed for being too low.

I cannot issue the actual precept notice before 1st March unless this Panel has completed its scrutiny process.

PRECEPT PROPOSAL

For the Financial year 2014/15 in line with the legislation, I am proposing to set a precept of £211.70 (for a Band D property) an increase of 2.00% on the 2013/14 precept of £207.55. This will increase the amount being paid on a Band D property by just 8p per week.

In proposing to set the precept at this level, I have acted on the basis that the June Statement delivered to the House of Commons by the Chancellor of the Exchequer, which confirmed that the Council Tax Lock for 2014/15 and 2015/16 would be 2%, still remains good. As no official announcement has yet been made by the Government, there is a risk that the figure, (based on press speculation) could be reduced to 1.5% or even 1%, when the official notification is eventually issued.

My recommendation, that the precept level is set at 2%, automatically means that I am not entitled to receive the 1% Council Tax Freeze Grant from the Government, which is paid to PCCs who do not increase the Band D Tax rate from the previous year. If I had accepted this grant, then a permanent and recurring reduction of £1million per annum to our income base would have resulted, equivalent to the cost of employing 23 fewer police constables on a permanent basis.

In coming to my recommendation that the precept be increased by 2%, I have carried out wide consultation with the Surrey public on my precept proposals and could not find any significant support for a policy of freezing the precept when this would inevitably mean that front line policing capacity in the County would be reduced. I have therefore not asked the Chief Constable to find further savings, above those already needed to fund the notified reductions in central government grant. However, our planned reductions have proved to be larger than the expected £3.7 million I expected, because of the additional and significant top slicing that the Home Secretary has imposed on the Police Grant Settlement to increase funding in a number of areas. These include the new College of Policing, Her Majesty's Inspectorate of Constabulary, the Independent Police Complaints Commission, the Police Innovation Fund, the Capital City Grant (helping the City of London Police carry out their international role) and the National Police Co-Ordination Centre (which assesses and coordinates resources to deal with significant national threats). Surrey's share of this unplanned top slice is £1.1 Million.

If, when the Government officially notifies me of the 2014/15 Council Tax Lock, the amount has reduced to 1.5%, it is my intention to propose that the precept be set at 1.5% and that the additional gap in funding that this would create be covered by utilising an equivalent sum from my share of the Collection Fund surpluses that are currently being declared by the Surrey District Councils. Although this proposal, if accepted, will not provide a permanent funding solution, it will close the gap for 2014/15 and will mitigate the need to ask the Chief Constable to come up with additional cost saving proposals at such short notice. I will instead be able to give the Chief Constable and her Chief Officer Group additional time to produce realistic and properly planned savings proposals that do as little damage to operational policing in Surrey as possible.

If the Council Tax Lock is reduced to 1% (which I hope would be an extremely unlikely event), I would recommend freezing the Council Tax Precept at last year's level and would take the Government's Council Tax Freeze Grant. Again, I would not ask the Chief Constable to take short term damaging action to make up the shortfall in funding that such a reduction would entail, but would utilise the Collection Fund Surplus to its fullest extent, making good the resulting financial deficit as far as possible and would fund any remaining gap by the application of funds from the General Reserve. This will again allow the Chief Constable more time to come up with proposals that keep reductions in operational policing to an absolute minimum, thereby ensuring that the progress that she is making in meeting the six "people's priorities," which I have outlined in the Police & Crime Plan and for which I publicly hold her to account in my regular webcast management meetings, is not compromised.

Summary of Funding Sources for 2014/15;

Core Grants	2013/14 £m	2014/15 £m	Difference £m
Principal Formula Grant	69.3	66.6	-2.7
Redistributed business rates	31.7	30.2	-1.5
Council tax freeze Grant 2011/12	2.5	2.5	0
Total Core Government Grants	103.5	99.3	-4.2
Other Specific Grants			
Community Safety Fund	0.7	0	-0.7
Victims Services Grant	0.0	0.4	0.4
Localising Council Tax Support	6.7	6.8	0.1
Total Funding From Government	110.9	106.5	-4.4
Local Funding			
Precept	97.4	99.8	2.4
Reserves	(0.6)	1.0	1.6
Total Budget Funding	207.7	207.3	-0.4

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THE 2014/15 BUDGETS

Although the Panel is not required to approve the budget or make recommendations on the allocation of the resources contained within it, I believe that it is important that the Panel is provided with the background information it requires to help it make an informed decision on my precept proposal.

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Revenue Budget for 2014/15

Proposed Revenue Budget 2014-15 (excluding the Office of the PCC).

Surrey Police	£m
Base Budget 2013/14	205.7
Budget adjustments	
Inflation	2.1
Additional unavoidable costs	3.9
Investments	0
Savings plans	-6.9
Proposed Police Revenue Budget 2014-15	204.8

The table above is a summary of the changes to the police budget for 2014-15.

In formulating the budget, inflation of 1% has been added to all pay budgets while on non-pay, 2% has been added to budgets such as energy costs, where inflationary increases are inescapable. As part of the cost savings plans, no inflationary increases have been given to the generality of non-pay budgets and budget managers are being expected to manage their services within previous year's budget totals.

The additional unavoidable costs are predominantly pay and pension related. The local government pension scheme is available to police staff and is funded by employee and employer contributions. The latest actuarial assessment is that due to the increase in the valuation of the pension fund's long term liabilities, the employer's contribution rate is being increased by £3.4million on an annualised basis. This is a cost pressure facing all local government bodies who are members of a local government pension scheme and a situation many other organisations are similarly dealing with. A reserve (£2.1million) has previously been established to mitigate the risk of pension costs increasing and it is proposed to release this sum over the next two years in order to provide the Chief Constable with more time to fund this long-term commitment from collaboration savings that will be realised in the future.

The savings programme and budget reductions total £6.9m for 2014/15 (3.3% of the total budget) and reflect the efforts of the Force to meet the financial constraints during this period of austerity. The significant saving initiatives are as follows:

- Collaboration with Sussex is planned to save £0.7m derived from the Joint Transport Service, Contact Centre arrangements and the Joint Procurement Service. Further business cases are under development in respect of lead force Operations and Specialist Crime along with Support Services

collaboration.

- The CID review is planned to save £2.4m, as a result of a change to the mix of resources, both officer and staff, and from ensuring that working patterns are better aligned to service demand.
- The Custody review is estimated to deliver savings of £0.6m from a review of resourcing levels and from the opening of Salfords custody suite which will allow the mothballing of the Woking custody suite.
- The Neighbourhoods review will provide a modest saving of £0.4m in 2014-15, mainly from central roles, the number of visible officers being maintained at current levels.
- Support Services reductions of £2.1m are planned from a review of Learning and Development (£0.7m), together with ICT rationalisation savings (£0.7m), Estates savings (£0.3m), Finance savings (£0.2m), Human Resource savings (£0.1m) and Corporate Communications savings (£0.1m).
- Non staff savings of £0.4m have also been identified by the Force's business units.

There are no growth or revenue investment bids included in the 2014-15 budget.

Summary of the total budget

Proposed Net Budget Requirement 2014-15	
	£m
Police Force Budget	204.8
Office for the Police and Crime Commissioner Budget	2.5
Total Net Revenue Budget Requirement 2014-15	207.3

The allocation of budgets is detailed by functional unit at appendix A and by cost type at appendix B. The changes in the revenue budget from 2013/14 are shown at appendix C.

Capital Budget for 2014/15

The Capital Budget can be funded from government grants, capital receipts, and revenue contributions to capital and borrowing. Because capital schemes are managed over a longer period than one year, my proposed capital budget for 2014/15 is set out within the context of appendix D, showing the five year capital plan, which governs the overall management of the capital programme and influences the construction of each year's capital budget.

The 2014/15 column in Appendix D outlines the proposed capital budget for next year. New approvals amount to £7.918million, while schemes brought forward from the previous year amount to £3.2million. After deducting estimated slippage on the programme of £2.8 million, the total capital budget for 2014/15 amounts to £8.318

million, the financing of which is shown at the end of the column in the final table shown on Appendix D. Due to the significant level of planned capital receipts the panel will note that there is no requirement to enter into borrowing to support capital investment in the foreseeable future.

Because the capital programme is not managed on a one year basis, this allows for a degree of flexibility and allows me to consider the changing demands that are placed upon Surrey Police Force and allows me to be flexible in my approach to the management of capital and approve changes to the budget where I think that priorities justify such a course of action..

RESERVES

My general reserves strategy is to maintain a balance that as a minimum does not fall below 3% of the budget. The current general reserve level has been allowed to increase to 4.8% to provide some future flexibility to meet further potential unexpected financial changes or to pump prime planned initiatives that will lead to further cost savings. The current revenue budget proposal does not require any general reserve movement apart from the possible use of reserves that may be required when the Government finally decide the Council Tax Lock percentage for 2014/15, as I have already explained in the first part of this paper.

MEDIUM TERM FINANCIAL PLAN

The financial plan is reviewed regularly, with the latest version identifying a future budget gap of £15.3m for the period up to 2018/19. The year with the greatest challenge is 2016/17, which accounts for £7.7m of this deficit.

The projection of future deficits is based on a range of assumptions, the key ones being:-

- The central grant continues to be reduced each year but by no more than 1.8%.
- Inflation for pay is 1% until 2016 then increases to 2%. Non-pay inflation stays at 2% per year.
- The Localisation of council tax support grant of £6.7m is maintained by Government.
- The 2011/12 Precept compensation grant of £2.5m is moved into main police grant in 2015/16.
- The employer national insurance contribution increase in 2016/17 of £4.4million, resulting from the introduction of the single tier state pension, is not funded by Government.
- The Council Tax Precept can be increased by 2% per annum each year, subject to approval by the Police & Crime Panel and the Government not reducing the Council Tax lock below 2%.
- The general reserves are maintained as a minimum at 3% of the budget.

With the Government currently imposing cuts on police funding without any prior warning and failing to honour their promise to provide details of the Council Tax Lock figure before precept setting proposals need to be submitted to Police & Crime Panels, accurate and sensible forward financial planning is becoming increasingly difficult to achieve. The Panel will understand that the current projection of future deficits will be adversely affected by any further unexpected funding reductions that the Government makes during the current financial planning period and also by any reductions in the Council Tax Lock limit, which will increase our projected deficit by approximately

£500,000 for every 0.5% reduction.

SECTION 25 LOCAL GOVERNMENT ACT 2003

Under section 25 of the Local Government Act 2003, my Chief Finance Officer is required to report on the robustness of the estimates made for the purpose of the budget and precept calculations. I can report that my Chief Finance Officer has given me an assurance that the estimates used are robust as they are based on the methodology used successfully in previous years when budgets have not been exceeded.

In addition, under section 25 of the Local Government Act 2003, the Chief Finance Officer has to report on the adequacy of the financial reserves, taking account of such factors as the track record in budget and financial management and the adequate arrangement of insurance provisions to meet unplanned expenditure. I can report that my Chief Finance Officer has assured me that the balance held in reserves can be considered to be adequate given the longer term financial uncertainties that Surrey Police faces.

RECOMMENDATION

That the Police & Crime Panel agree the proposed precept of £211.70p for a Band D Property on the assumption that when the Council Tax Lock is announced by Government it will be set at 2%.

Should Government set the Council Tax Lock at 1.5%, the Police & Crime Panel agrees that a revised precept proposal for a Band D Property of £ £210.66 should be set.

If the Council Tax Lock is set by Government at 1%, the Police & Crime Panel agrees with the precept proposal that the tax on a Band D Property should be frozen at the current level of £207.55p.

Kevin Hurley

Surrey Police & Crime Commissioner

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APPENDIX A

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REVENUE BUDGET 2014/15

	2013/14	2014/15	Variation	
	£m	£m	£m	%
North Surrey	23.0	22.6	(0.4)	(1.7%)
East Surrey	22.2	21.8	(0.4)	(1.8%)
West Surrey	30.2	29.7	(0.5)	(1.7%)
Operations	16.1	16.4	0.3	1.9%
Specialist Crime	50.1	50.7	0.6	1.2%
Sub Total	141.6	141.2	(0.4)	(0.3%)
Chief Officers & Corporate Communications	2.9	2.8	(0.1)	(3.4%)
Strategic Planning	0.2	0.2	0.0	0.0%
Force Improvement	0.4	0.4	0.0	0.0%
Diversity	0.2	0.2	0.0	0.0%
Service Quality	2.1	2.3	0.2	9.5%
PSD	2.4	2.4	0.0	0.0%
Sub Total	8.2	8.3	0.1	1.2%
Contact & Deployment	14.1	14.7	0.6	4.3%
Central Neighbourhoods	1.9	1.9	0.0	0.0%
Sub Total	16.0	16.6	0.6	3.7%
F&S (Including Estates)	12.7	12.2	(0.5)	(3.9%)
ICT	10.9	10.4	(0.5)	(4.6%)
HR	11.0	10.5	(0.5)	(4.5%)
Shared Business Services Centre	2.1	2.2	0.1	4.8%
Sub Total	36.7	35.3	(1.4)	(3.8%)
Central Corporate	3.3	3.4	0.1	3.0%
Sub Total	3.3	3.4	0.1	3.0%
Sub Total Force	205.8	204.8	(1.0)	(0.5%)
Office of the Police & Crime Commissioner	1.9	2.5	0.6	31.6%
GROSS BUDGET	207.7	207.3	(0.4)	(0.2%)
Grants				
Core Police Grant	(69.3)	(66.6)	2.7	3.9%
DCLG Formula Grant	(31.7)	(30.3)	1.4	4.4%
2011/12 Freeze Grant	(2.5)	(2.5)	0.0	0.0%
Victim Services Grant	0.0	(0.4)	(0.4)	
Community Safety Fund	(0.7)	0.0	0.7	100.0%
Total Grants	(104.2)	(99.8)	4.4	4.2%
Use Of Reserves	0.6	(1.0)	(1.6)	
Council Tax Support Grant	(6.7)	(6.8)	(0.1)	(1.5%)
NET PRECEPT REQUIREMENT	97.4	99.8	2.4	2.5%

APPENDIX B

REVENUE BUDGET 2014/15

	2013/14	2014/15	Variation	
	£m	£m	£m	%
EMPLOYEE COSTS				
Police Officer Sals/NI/Allowances	88.7	87.3	(1.4)	(1.6%)
Police Officer Pension	17.2	16.9	(0.3)	(1.7%)
Police Staff Sals/NI/Allowances	66.5	65.5	(1.0)	(1.5%)
Police Staff Pension	7.5	11.1	3.6	48.0%
Sub Total	179.9	180.8	0.9	0.5%
PREMISES RELATED COSTS	7.9	7.5	(0.4)	(5.1%)
SUPPLIES & SERVICES	25.6	24.9	(0.7)	(2.7%)
TRANSPORT & TRAVEL COSTS	4.9	4.7	(0.2)	(4.1%)
INCOME	(10.6)	(10.6)	0.0	0.0%
GROSS BUDGET	207.7	207.3	(0.4)	(0.2%)
Grants				
Core Police Grant	(69.3)	(66.6)	2.7	3.9%
DCLG Formula Grant	(31.7)	(30.3)	1.4	4.4%
2011/12 Freeze Grant	(2.5)	(2.5)	0.0	0.0%
Victims Services Grant	0.0	(0.4)	(0.4)	
Community Safety Fund	(0.7)	0.0	0.7	100.0%
Total Grants	(104.2)	(99.8)	4.4	4.2%
Use Of Reserves	0.6	(1.0)	(1.6)	
Council Tax Support Grant	(6.7)	(6.8)	(0.1)	(1.5%)
NET PRECEPT REQUIREMENT	97.4	99.8	2.4	2.5%

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APPENDIX C

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<u>Budget 2014/15 - Summary Causal Track</u>	
	£
2013/14 Budget	207.7
Inflation	2.1
Police staff pension fund	3.6
Other commitments	0.3
New responsibility - Victim Services	0.5
Savings Plan:	
Collaboration with Sussex	(0.7)
Custody Review	(0.6)
Crime Department Review	(2.4)
Neighbourhoods Review	(0.4)
Support Services Review	(2.1)
Other	(0.7)
2014/15 Budget	207.3

APPENDIX D

5 Year Capital Programme 2014/2015

	DESCRIPTION	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	
Renewal Schemes	IT Server / Infrastructure	310	220	1750	1,750	1,750	1,750	
	IT Desktop / Laptop	225	224					
	Network and Cabling		50					
	IT Microsoft Licence	700	800					
	IT Improvement Programme	500	670					
	Vehicle Fleet Replacement Programme	2,265	1,890	2,239	2,193	2,220	2,205	
Other Specific Schemes	Crime Intelligence System / Niche RMS	4,119						
	Support Services IT Developments	219						
	Digital Audio Interviewing	425						
	Remote Access	108						
	Mobile Data	315						
	ICAD Upgrade		600					
	Property Centralisation		65					
	Custody CCTV Upgrade		350					
	Apollo Infrastructure		185					
	Voice Recording		98					
	Learning Management System		456					
	Business Intelligence Tool		400					
	Duties Management System Upgrade		185					
	APEX Application conversion	210						
	Virtual Desktop Infrastructure	153						
	Information Architecture	350						
	Collaboration Allocation		1,500	1,500				
	Other Schemes	599		1,500	1,500	1,500	1,500	
	Estate Strategy	Generator for Business Continuity	232					
		Reigate Refurbishment	250					
Salfords Custody		4,559						
Estate Strategy			150	250				
Reigate Parking Improvement			75					
Agreed in Principal		185						
Unallocated		588						
	TOTAL:	16,312	7,918	7,239	5,443	5,470	5,455	
Capital Schemes Brought Forward			3,200	2,800	2,500	2,000	1,900	
Total Proposed Programme		16,312	11,118	10,039	7,943	7,470	7,355	
Estimated Scheme Slippage		-3,200	-2,800	-2,500	-2,000	-1,900	-1,800	
Amount of Capital to be Financed		13,112	8,318	7,539	5,943	5,570	5,555	
FINANCING		2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	
Brought Forward		2,238	6,871	8,733	12,559	9,101	7,311	
Capital Grant		1,416	1,460	1,500	1,500	1,500	1,500	
Capital receipts - House Sales		5,964	1,845	1,045	985	880	1,225	
Capital receipts - Police Building sales		10,365	6,875	8,820	0	1,400	0	
Other Capital Funding		0	0	0	0	0	0	
Borrowing		0	0	0	0	0	0	
Carry Forward		-6,871	-8,733	-12,559	-9,101	-7,311	-4,481	
TOTAL:		13,112	8,318	7,539	5,943	5,570	5,555	

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SURREY POLICE AND CRIME PANEL

**Office of the Police & Crime Commissioner's Budget for
2014/15**

6th February 2014

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1). Purpose of the report

To inform the Police & Crime Panel of the budget that I intend to set to fund the operation of the Commissioner's office for the financial year 2014/15.

These budget proposals form only a very small part of the total Surrey Police budget and some Police & Crime Commissioners do not highlight in detail their own budget, leaving these costs buried in the totality of the police revenue budget. However, I am presenting the budget for my own Office to the Panel in complete and considerable detail, as I wish to be totally transparent about the costs that I anticipate directly incurring in the discharge of my functions as Police & Crime Commissioner during the forthcoming financial year.

2). Explanation of overall budget increase

My office budget that I presented to Panel members last year came to a total of £1,940,350. Members will note that this year's budget amounts to £2,455,485, an increase of £515,135. The reasons for this increase are accounted for by the following four factors:-

a). Transfer of responsibility for Commissioning Victim Services from the Ministry of Justice to Police and Crime Commissioners – PCCs will take responsibility for commissioning specialist victims' services from October 2014 and more generic victims services, currently provided by Victim Support, from April 2015. This is a new and significant responsibility. My staff has been working with partner organisations including local authorities, the

Criminal Justice sector and third sector representatives to establish and articulate the needs of victims in the county. We are also conducting a needs analysis, due to be completed in May 2014 which, once complete, will inform my commissioning strategy. I am also working closely with other PCCs in the region.

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Specialist victims' services are likely to focus on areas such as domestic abuse, sexual violence and for young victims of crime. The services will help victims to cope and recover from their crimes. The Ministry of Justice will be making a grant to PCCs to provide them with a new income stream to fund this new responsibility and have indicated that, although not yet finalised, the amount of funding I am likely to receive in 2014/15 to fund this activity is £368,000. This is the figure that I have built into my budget.

b). Setting up the Victim Support Commissioning Arrangements – In order to allow me to effectively prepare for taking on the task of commissioning victim services, I have needed to take on some additional temporary staffing support to enable to me to put in place the necessary commissioning arrangements by 1st October 2014. The Ministry of Justice has proposed that I be given additional one off funding to cover this additional cost, but the exact process by which this will happen has not yet been formally agreed. The cost of these temporary staffing arrangements amounts to £78,630 and I am funding these posts from the General Reserve, which can be replenished when the funding from the MOJ is received.

c). Transfer of funding from the Police Force to pay for a new Communications and Engagement Officer – It has become clear to me over the past twelve months that the role of Police & Crime Commissioner generates significantly more media attention than was the case with the Police Authority. This has dominated the Communications Manager's workload this year, allowing very little time for proactive community engagement work.

I have therefore decided to recruit a new Communications Officer, the focus of whose work will be to reach out directly to different communities and groups to inform them about the role of the PCC, understand their concerns and increase their engagement with local policing and community safety issues. Members will be aware that, as part of the arrangements for a 'Stage 2' transfer of staff in April 2014, some PCCs will be retaining members of police communications staff who currently work under the management of the Chief Constable. I have decided not to take this approach. Instead, my budget has been increased by £36,410 to pay for the new post.

d). Inflationary increase – To allow for the impact of inflation on my budget I have increased all pay budgets by 1% and non-pay budgets by 2%. The cost of applying these increases amounts to £32,090.

3). Community Safety Grant

Panel members will note that the Community Safety Grant has reduced from £659,000 in 2013/14 to £623,370 in the proposed budget. The reason for this reduction is because the Government no longer provides a specific Community Safety Grant, but has instead added the funding into the Police Allocation Funding Formula, with the result that the amount available has been reduced by the 4.8% reduction that has been applied by Government to the 2014/15 funding formula calculation.

4). Detailed Budgets

The detail of my Office budget is shown in Appendix A and reflects the fact that there has been no growth in my budget from last year, apart from the addition of a small amount in respect of inflation, plus those costs associated with my new victim support responsibilities and the addition of one post to assist with the considerable additional communications work load that the appointment of Police & Crime Commissioners has generated.

Panel members will note that I have made several minor adjustments across the range of my budgets, which reflect the experience that I have obtained of running my Office over the last twelve months and will allow me to more appropriately manage the use of resources in the twelve months ahead.

7

5). Conclusion

I hope that, having set out my Office budget in considerable detail, members of the Panel will agree that it represents good value for money for the Surrey public and will be adequate for me to fulfil my duties as Police & Crime Commissioner to the best of my abilities.

Kevin Hurley Police & Crime Commissioner

6th February 2014

LEAD/ CONTACT OFFICER:

Ian Perkin

TELEPHONE NUMBER:

01483 630200

E-MAIL:

Perkin11584@surrey.pnn.police.uk

OPCC Budget Appendix A

Summary of Costs	2013/14	2014/15	Difference
Police & Crime Commissioner			
Salary	70000	70700	700
Employers National Insurance	7700	7510	-190
Employers Pension Contribution	8500	8500	0
Conference fees	2500	2530	30
Mobile phone/Blackberry	0	300	300
Travel & Subsistance	9000	7310	-1690
Training	1000	1500	500
	98700	98350	-350
Deputy Police & Crime Commissioner (1 FTE)			
Salary	50000	55550	5550
Employers National Insurance	5500	5420	-80
Employers Pension Contribution	6100	6670	570
Conference fees	2500	2530	30
Mobile phone/Blackberry	0	300	300
Travel & Subsistance	8000	5580	-2420
Training Costs	1000	1500	500
	73100	77550	4450
Assistant Police & Crime Commissioners (0.4 FTE)			
Allowance	15000	16550	1550
Employers National Insurance	0	905	905
Employers Pension Contribution	0	2000	2000
Conference fees	0	1000	1000
Mobile phone/Blackberry	0	200	200
Travel & Subsistance	0	2630	2630
Training	0	3000	3000
	15000	26285	11285
Staff Budget (13.7 FTE)			
Salary	440540	584500	143960
Employers National Insurance	40080	46080	6000
Employers Pension Contribution	44700	61490	16790
Conference Fees	7500	6600	-900
Mobile phone/Blackberry	0	1630	1630
Travel & Subsistance	19200	14250	-4950
Training Costs	5500	6570	1070
	557520	721120	163600
PCC Roles			
Communication	59500	60590	1090
Consultation	55000	58300	3300
Community Safety Fund Grant	659000	627370	-31630
Independent Custody Visitor Scheme	10000	10170	170
PCC Grant Budget	50000	50000	0
Victims Services	0	368000	368000
Consultancy	45000	52400	7400
ACPO Recruitment	15000	15300	300
Hire of Rooms & Halls	6500	6630	130
Legal Fees	50000	51000	1000
	950000	1299760	349760
Memberships			
Association of Police & Crime Commissioners	30000	25000	-5000
Other Memberships/Subscriptions	3200	7500	4300
	33200	32500	-700
Office Running Costs			
Rent	27000	27540	540
Rates	4600	4700	100
Gas	1030	1050	20
Electricity	1100	1130	30
Water & Sewage	200	200	0
Property Maintenance	4200	4290	90
Premises Cleaning & Materials	1700	1730	30
Advertising	12000	7000	-5000
Adaptations & Redecoration	3000	3060	60
Furniture, Equipment & Repair	3700	3550	-150
Photocopying	14000	4130	-9870
Postage	2000	1500	-500
Printing	3000	3060	60
Stationery	2000	2000	0
Books, Maps & Reading Materials	1000	1020	20
Recruitment costs	12000	12240	240
Catering	2000	2020	20
Computer Equipment, Software & Consumables	9300	5190	-4110
	107330	85410	-21920
Audit/Independent Member Costs			
Internal Audit	42000	50000	8000
External Audit	55000	55000	0
Audit Committee Members/Independent Member C	8500	9510	1010
	105500	114510	9010
	1940350	2455485	515135

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SURREY POLICE AND CRIME PANEL

**APPOINTMENT OF TEMPORARY CHIEF EXECUTIVE AND MONITORING
OFFICER FOR THE OFFICE OF THE PCC**

6th February 2013

SUMMARY:

Senior appointments made by the Police & Crime Commissioner are normally subject to a scrutiny process undertaken by the Police & Crime Panel. PCC Kevin Hurley has recently advised the Panel that his Chief Executive and Monitoring Officer, Alison Bolton, will be taking up to one year's maternity leave from early April 2014. During Alison's absence, the PCC will be asking his Senior Policy Officer, Johanna Burne, to fulfil the role of temporary Chief Executive.

Whilst this is a temporary appointment, the PCC wishes to reflect the spirit of Schedule 1 to the Police Reform & Social Responsibility Act by providing the panel with information about the temporary appointment so that they can undertake a confirmation hearing.

Role of the Chief Executive and Monitoring Officer

The Chief Executive and Monitoring Officer is one of two statutory posts that every Police & Crime Commissioner (PCC) must fill. It is a senior role that is expected to work closely with the PCC to enable the delivery of his vision, strategy and priorities. The post holder must ensure the PCC discharges his statutory duties and responsibilities; that robust governance arrangements are in place; and help facilitate the accurate and appropriate scrutiny of Surrey Police's activities. The Chief Executive provides operational and strategic leadership to the Office of the PCC. He or she also engages with senior colleagues from central and local government, criminal justice and other partnership/voluntary sectors at a local, regional and national level.

The Chief Executive also holds the role of the Monitoring Officer, with a remit to draw to the PCC's attention to any actual or possible contravention of law, maladministration or injustice. The post fulfils the statutory function of the Head of Paid Service. It is a politically restricted role and must be appointed on merit.

A copy of the role description is attached at Appendix A. This sets out the criteria against which an appointment to the role is made.

Proposed Appointee

Johanna Burne is currently the Senior Policy Officer for the Office of the Police & Crime Commissioner. In her substantive role, Johanna has responsibility for the PCC's team of policy staff and provides advice and policy support to the PCC, focusing particularly on police/partner performance, scrutiny, strategic planning, inspections, crime and protective services.

[Surrey Police and Crime Panel](#)
NOT PROTECTIVELY MARKED

Johanna has undertaken this role for the past 10 years, having previously worked for Surrey Police Authority prior to the PCC elections. Johanna has also worked in the Metropolitan Police Authority, British Transport Police and Sussex Police over the last 20 years. She therefore has considerable experience in policing governance and community safety related issues.

Johanna is well briefed on national and local developments affecting PCCs and is familiar with senior partners in policing both in Surrey and further afield. She is able to provide a smooth transition and continuity during Alison Bolton's absence. Furthermore, her current job description requires Johanna to deputise for the Chief Executive in her absence so she already has direct experience of undertaking the role. Johanna has deputised for the Chief Executive on occasions of annual leave during the last year and has done so to the PCC's satisfaction.

The PCC is confident that Johanna's experience and knowledge demonstrate that she will be able to meet the criteria for the role. The PCC intends to undertake a recruitment process to backfill Johanna's substantive role during her period as Chief Executive.

Process for recruiting to the role of Temporary Chief Executive

The PCC has sought HR advice on whether he needs to undertake an external recruitment process to fill the position of temporary Chief Executive. He must be able to demonstrate that the post has been filled on merit. Given that the role is a temporary one; that Johanna is able to demonstrate the requisite skills; and that her job description specifically states that she will deputise for the Chief Executive during any absence, we have been advised that an external recruitment process is not necessary. Johanna's appointment provides a pragmatic and cost effective solution for the Office of the PCC.

Terms and Conditions

The main terms and conditions attached to the role are as follows:

1. Term of appointment – maximum of one year from early April 2014. However, subject to giving notice of 8 weeks, Alison Bolton is able to return to her substantive post at an earlier stage.
2. Salary of £80k per annum. There is no provision for claiming overtime. No bonuses or additional allowances are payable.
3. Hours of work – 36 hours per week. As this is a senior role, it is mutually expected that flexibility is required in both the pattern and extent of working hours in order to fulfil the requirements of the job.

LEAD OFFICER: Alison Bolton

TELEPHONE NUMBER: 01483 630 200

E-MAIL: Alison.bolton@surrey.pnn.police.uk

Job Profile:

OFFICE OF THE SURREY POLICE & CRIME

COMMISSIONER

Job Profile

Job Title: Chief Executive and Monitoring Officer

Grade:

Reports to: Police & Crime Commissioner

Context

Every Police & Crime Commissioner (PCC) must have a Chief Executive, who will work with the PCC to enable delivery of the PCC's vision, strategy and identified priorities and ensure the PCC discharges his/her statutory duties and responsibilities. They will ensure effective operational and strategic leadership of the Office of the PCC. They will facilitate the accurate and appropriate scrutiny of Surrey Police's activities.

The Chief Executive also holds the role of the Monitoring Officer, with a remit to draw to the PCC's attention any actual or possible contravention of law, maladministration or injustice. The post fulfils the statutory function of the Head of Paid Service. It is a politically restricted role and must be appointed on merit.

1. Job Purpose

- 1.1 To work with the PCC (and Deputy PCC where appointed) to enable delivery against vision, strategy and identified priorities
- 1.2 To ensure effective operational and strategic leadership of the Office of the Police & Crime Commissioner
- 1.3 To ensure robust governance arrangements for the Office of the Police & Crime Commissioner, including to facilitate accurate and appropriate scrutiny of Surrey Police's activities.

2. Key Accountabilities

Key Functional, Management and Leadership Responsibilities

- 2.1 To ensure the provision of appropriate advice to the PCC
- 2.2 To lead the continued development and delivery of the OPCC activities and operations

- 2.3 To provide clear and visible leadership to the staff of the OPCC including overall responsibility for their on-going development and training and work directly to the PCC in relation to personal objectives and development
- 2.4 To ensure that the OPCC performs its duties and responsibilities for equalities and diversity according to relevant legislation and to promote the commitment to equality and diversity in all that the OPCC does
- 2.5 In conjunction with the Chief Financial Officer, to ensure propriety in the conduct of the PCC's business including making proper arrangements for tendering procedures and the letting of contracts
- 2.6 To carry out the duties of Chief Executive appointed under Police Reform & Social Responsibility Act 2011 so as to enable and assist the OPCC to fulfil all its functions effectively and efficiently
- 2.7 To carry out the statutory duties and responsibilities of the Head of the Paid Service and the Monitoring Officer

Strategy and Resource Planning Responsibilities

- 2.8 To think strategically and guide the OPCC in developing a clear and effective long-term vision and strategy, together with appropriate policies
- 2.9 In conjunction with the chief finance officer(s) to lead the strategic development of the OPCC in the areas of strategic accounting, information management, the management of strategic risk, the human resource and learning and development strategies, ensuring that the OPCC is compliant with current employment legislation
- 2.10 To be the strategic lead in respect of partnership working
- 2.11 In conjunction with the chief finance officer(s), to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC
- 2.12 To drive implementation of the OPCC corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its own performance
- 2.13 Support the OPCC in scrutinising Force performance, and supporting continuous improvement in the OPCC and in the Force
- 2.14 To prepare the OPCC for inspection by relevant audit bodies

Commissioning & Service Delivery Responsibilities

- 2.15 To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level
- 2.16 To be accountable for the performance of the OPCC in all aspects of commissioning
- 2.17 To ensure effective engagement with the Chief Constable and all relevant Force personnel in planning and managing the OPCC business
- 2.18 To ensure that the OPCC contributes to the national consideration of issues concerning policing and reducing crime. To represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary,

Association of Police and Crime Commissioners, Local Government Association and other outside bodies at regional and national level

Engagement and Information Responsibilities

- 2.19 To deliver, review and improve performance against the Information strategy in the areas of communication, consultation and engagement
- 2.20 To ensure that effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation
- 2.21 To distil and disseminate relevant information and advice to the OPCC enabling it to challenge where appropriate the Force's strategic and financial performance
- 2.22 To support the OPCC in raising its profile and communicating its values, strategies, achievements and views
- 2.23 To represent and promote the interests of the OPCC by developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations
- 2.24 To develop and implement effective two-way community engagement with all sections of the community

Scrutiny & Performance Responsibilities

- 2.25 Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans
- 2.26 Develop and maintain a constructive working relationship with the Police & Crime Panel for the area
- 2.27 Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection
- 2.28 To oversee and ensure the effective and efficient management of complaints

3. Knowledge, Skills and Experience

- 3.1 Detailed understanding of policing governance and accountability arrangements
- 3.2 Detailed understanding of the challenges facing policing, as well as its structures
- 3.3 Substantial experience operating at a senior management level
- 3.4 Proven track record in developing and delivering strategy and improved performance in a climate of change
- 3.5 Substantial experience of exercising sound judgement in complex environments to achieve positive outcomes
- 3.6 Substantial experience of establishing credibility and respect with partners and colleagues at the most senior level of a complex organisation – such as Chief Executives and Leaders, Chief Officers within the police service, the Home Office or other partner organisations
- 3.7 Proven track record of developing effective networks and good working relationships and partnerships with people from a wide range of organisations
- 3.8 Substantial experience of leading and developing people, individuals and teams, with success building enthusiasm and motivation to succeed and develop the potential of staff

- 3.9 Excellent organisational abilities, driven by a commitment to continuous improvement
- 3.10 Ability to balance competing needs - for example those of central government, partners, stakeholders and local people
- 3.11 Ability to analyse information and developing strategies and plans that will deliver the PCC's vision and ambitions and present information – both verbally and written – effectively, accurately, concisely and appropriately
- 3.12 Ability to translate the long-term strategic ambitions of the PCC into action plans, and effectively manages the implementation of these plans, revising them as necessary
- 3.13 Ability to think strategically, taking a longer-term perspective and encouraging the PCC to develop a clear direction and ambitions to achieve their goals
- 3.14 Ability to assimilate and process complex information quickly
- 3.15 Ability to analyse changing situations quickly and accurately and make effective decisions at the right time
- 3.16 Highly developed interpersonal skills able to develop and maintain complex relationships and partnerships with a wide range of different people from different organisations
- 3.17 Highly effective communicator, able to convey difficult ideas to people at all levels from a wide range of organisations in both aural and written formats
- 3.18 Authoritative and influential with honed negotiating and persuasiveness skills and the ability to use them in an environment requiring a high degree of political awareness and sensitivity, tact and diplomacy
- 3.19 Ability to understand and respect contrary opinions of others

4. Job Requirement

- 4.1 The post holder is required to successfully pass Security Check Vetting.
- 4.2 The post holder will be expected to work extended hours and be flexible in how the contracted hours shall be worked across the week, often at short notice, to meet the needs of the PCC, DPCC and their office.

The post holder should note that some or all of the duties and responsibilities detailed in this Job Profile require compliance with nationally agreed operating rules for accessing PNC and other information systems.

- PNC Code of Connections Volume 1 (version 2.1)
- Data Protection Act 1998
- Computer Misuse Act 1990
- Official Secrets Act 1989

SURREY POLICE AND CRIME PANEL

COMPLAINTS RECEIVED SINCE THE LAST MEETING

6th February 2014

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 29 November 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

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COMPLAINTS RECEIVED SINCE 29 NOVEMBER 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>26 November 2013</p> <p>(Although technically received before the meeting on 29 Nov 2013, there was not sufficient time for the matter to be considered)</p>	<p>A complaint was received stating that the Commissioner had acted in a rude and dismissive manner after the complainant had raised concerns around Surrey Police's handling of the Milly Dowler case.</p> <p>The dialogue between the Commissioner and the Complainant in relation to the above matter had been ongoing for several months, but the complaint was prompted by a letter from the Commissioner in which he stated that he was no longer willing to continue the dialogue.</p>	<p>Yes</p>	<p>No</p>	<p>The Panel's Complaints Sub-Committee considered the matter and, in accordance with the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012, agreed not to take the matter any further on the grounds it considered the complaint to be vexatious.</p> <p>The complainant had contacted the Commissioner's office over 20 times since November 2012, mostly in relation to the cases of Jimmy Savile and Milly Dowler. The Sub-Committee noted that the Commissioner had on a number of occasions attempted to address the complainant's concerns and questions, but the complainant had remained dissatisfied.</p> <p>The Sub-Committee concluded that the complainant's disagreement with the Commissioner was based on a personal viewpoint, and Members supported the Commissioner's position that there is no benefit to be gained from continuing the dialogue in relation to these matters. The complainant was informed of the decision in writing.</p>

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**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:
12 March 2013	Police and Crime Plan	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	The Panel will look at this once proposals have been drawn up.	On hold.
	Webcasting of the Police & Crime Panel meetings	Panel meetings to continue to be webcast with a review in 12 months.	Damian Markland	Review of webcasting to take place in March 2014.	April 2014

<p>12 June 2013</p>	<p>Feedback On Management Meetings Between The Police And Crime Commissioner And Chief Constable</p>	<p>The Police and Crime Panel invite the Chief Constable to comment on her relationship with the Police and Crime Commissioner.</p>	<p>Damian Markland / Alison Bolton</p>	<p>Discussions taking place to determine the most appropriate method. Need to be sensitive around the operational / strategic split between the Chief Constable and the PCC.</p> <p>Chief Constable has agreed to attend a future informal meeting of the Panel. Panel needs to identify a suitable date. Chief Constable will also be attending the precept setting meeting in February to update Members of reviews being undertaken by Surrey Police.</p>	<p>To be scheduled</p>
<p>10 Sep 2013</p>	<p>Police and Crime Plan Quarterly Progress Update</p>	<p>That the PCC's Office ensures that all Panel Members are made aware, in good time, of local Policing Boards and Crime Summits taking place in their respective areas, and that the Independent Members and Chairman are kept informed of all such events.</p>	<p>Alison Bolton / Damian Markland</p>	<p>Information to be provided on a monthly basis by the Commissioner's Office and shared via the Panel's weekly bulletin.</p>	<p>Finished</p>

		That, once the information is available, the cost of the PCC's Communications Team be shared with the Panel.	Alison Bolton	Information to be provided ASAP.	ASAP.
	Deputy Police and Crime Commissioner's Objectives and Performance Review	That the PCC and DPCC consider whether more emphasis needs to be placed on engagement with Young People, and that the Panel be kept informed of progress.	PCC/DPCC	PCC and DPCC to update the Committee on proposals.	April 2014
Nov 2013	Neighbourhood Policing Review	That, in the future, the Police & Crime Commissioner ensure that the Police & Crime Panel is briefed on any strategic changes to Surrey Police being proposed either by the Chief Constable or the Commissioner, and that Members are kept updated as to the progress of any reviews.	PCC	The Chief Constable is due to attend the Panel's meeting on 6 February to provide a formal update on reviews currently being undertaken by Surrey Police. The Commissioner has also agreed to ensure the Panel remains briefed on key strategic changes to Surrey Police.	Ongoing, but recommendations acted upon.

		That where there is any ambiguity as to whether a potential decision is strategic or operational in nature, the Police & Crime Commissioner ensure that the Police & Crime Panel is made aware of the matter before any decision is made.	PCC	The Commissioner has stated that he is unable to comply with this recommendation on the grounds that he often has to make quick decisions that cannot wait until the next meeting of the Panel. However, the Commissioner highlighted his commitment to publishing key and strategic decisions on his website.	Disputed
		That the above be enshrined in the formal protocol between the PCC and the Police and Crime Panel, to be agreed formally at the next meeting of the Panel.	PCC	The Commissioner has stated that in light of the above comments, he would be unable to support this addition to the protocol.	Disputed
	Police And Crime Plan Quarterly Update	That the Police & Crime Commissioner provide an update to the Police & Crime Panel on attempts to combat cyber-crime in Surrey.	PCC/Damian Markland	A briefing on Surrey Police's approach to cyber-crime was circulated to Members of the Panel.	Complete
	Allocation Of PCC's Community Safety Fund	That the application form for the Community Safety Funding be provided to the panel.	Alison Bolton/Damian Markland	The application form, along with background information on the bids received, was circulated to the Panel on 4 December via the weekly bulletin.	Complete

	Recommendations Tracker And Forward Work Programme	That the Tackling Rural Crime in Surrey task group is set up as outlined in the scoping document.	Damian Markland	The Task Group has been established and officers are in the process of organising an initial meeting to agree the work programme. There have been some scheduling difficulties but the matter is being progressed.	Ongoing
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Surrey Police and Crime Panel 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 or at the Panel's informal meetings.

November 2013				
29 November 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	Deferred to annual meeting.
	Allocation of PCC's Community Safety Fund	To provide an overview of how this fund has been allocated in 2013/14. Particular focus on eligibility criteria, how implementation of successful projects is monitored and what has been achieved.	Alison Bolton	
	Chief Constable Appraisal	To consider the outcome of the Chief Constable's appraisal. The Panel is not responsible for monitoring the performance of the Chief Constable directly, but the Panel will want to understand the progress made in implementing the Commissioner's Police and Crime Plan.	Alison Bolton	
	Local Policing Boards and Crime Summit Update.	To update on PCP on implementation of these public engagement events.		
	+Standing items	<i>Standing items are considered at every meeting of the PCP. These are listed later on in the document.</i>		

6 February 2014 (Provisional)				
6 February 2014	Consideration of Police Precept	To consider the Commissioner's proposals for the Police precept.	Alison Bolton Ian Perkin	
	Appointment of Acting Chief Executive	To consider the appointment.	Alison Bolton	
	Update from the Chief Constable regarding Police Reviews	A verbal update prior to consideration of the precept.	Chief Constable	
	Update to Police & Crime Plan	To consider proposed changes to the Plan.	Alison Bolton	
20 February 2014 (Provisional)				
20 February 2014	Consideration of revised Police Precept (if original power of veto used)	To consider the Commissioner's revised Police precept if the Panel decides to veto the original proposal.	Alison Bolton Ian Perkin	
29 April 2014				
29 April 2014	Webcasting	To review the merits of webcasting meetings of the PCP and determine future arrangements.	Damian Markland	

	+Standing items	<i>Standing items are considered at every meeting of the PCP. These are listed later on in the document.</i>		
12 June 2014				
12 June 2014	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	
	Re-establishment of Complaints Sub-Committee and Finance Working Group.	To reconstitute these bodies for the 2013/14 municipal year.	Damian Markland	
	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 / Alison Bolton	
	+Standing items	<i>Standing items are considered at every meeting of the PCP. These are listed later on in the document.</i>		

Currently unscheduled future items		
Consideration of PCC's Mystery Shopping strategy	Damian Markland / Alison Bolton	Currently on hold.
Rural Crime – how the PCC intends to tackle rural crime across Surrey	Damian Markland / Alison Bolton	In progress
Police & Crime Panel Annual Report	Damian Markland / Alison Bolton	

Standing Items				
Standing item	Complaints	To monitor complaints received against the PCC and / or the DPCC	Damian Markland	
Standing item	DPCC & APCC Performance Monitoring	The PCC has agreed to provide the Panel with the outcome of the DPCC's appraisals as well as progress made by his two APCCs.	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 • Ind Maria Gray • Ind Anne Hoblyn <p>+ Chair & Vice-Chair</p>	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 • Ind Maria Gray <p>+ Chair & Vice-Chair</p>	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.
Neighbourhood Policing Task Group (on hold)	<ul style="list-style-type: none"> • Ind Anne Hoblyn • Cllr Pat Frost • Cllr Margaret Cooksey • Cllr Ken Harwood 	To monitor any future changes / decisions in relation to the neighbourhood policing model.	Work of Task Group reached natural end and the Group is not currently active.
Rural Crime Task Group	<ul style="list-style-type: none"> • Cllr Dorothy Ross-Tomlin • Cllr Pat Frost • Cllr Margaret Cooksey • Cllr Ken Harwood • Richard Billington 	To consider how the Police and Crime Commissioner can better serve rural communities.	Group established. Need to arrange initial meeting to agree work programme.

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