

**MINUTES** of the meeting of the **SURREY POLICE AND CRIME PANEL** held at 10.30 am on 30 June 2020, remotely via Microsoft Teams.

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

**Members:**

(\*Present)

- \*Councillor Andrew Povey
- \*Councillor David Reeve (Chairman)
- \*Councillor Victor Lewanski
- \*Councillor Hazel Watson (Vice-Chairman)
- \*Councillor Fiona White
- Councillor John Furey
- \*Councillor John Robini
- \*Councillor Will Forster
- \*Councillor Josephine Hawkins
- \*Councillor Christine Elmer
- Councillor Richard Barratt (replaced by a new representative on 18 June 2020)
- \*Councillor Bob Milton

**18/20 ELECTION OF CHAIRMAN**

Councillor David Reeve was proposed by Councillor Fiona White and seconded by Councillor John Robini.

**RESOLVED:**

The Panel agreed the appointment of Councillor David Reeve as Police and Crime Panel Chairman for the Council year 2020/2021.

The new Chairman welcomed Surrey's Police and Crime Commissioner, the Chief Executive of the Office of the Police and Crime Commissioner (OPCC) and the Chief Finance Officer at the OPCC Kelvin Menon, who were in attendance.

He welcomed the new member to the Panel Councillor Bob Milton representing Tandridge District Council, who replaced Councillor Ken Harwood who sadly passed away in March. The Panel offered its deepest condolences to his family and thanks for his service to the Panel over the last eight years.

The Panel held a one-minute silence in tribute of Councillor Ken Harwood.

The Chairman expressed thanks to Mr Bryan Cross, a former Independent Member to the Panel, who provided invaluable knowledge and served eight years on the Panel.

He noted the two vacancies for the Independent Members, which were to be appointed once recruitment was resumed after the Panel meeting.

**19/20 ELECTION OF VICE-CHAIRMAN**

Councillor Hazel Watson was proposed by Councillor Will Forster and seconded by Councillor Christine Elmer.

**RESOLVED:**

The Panel agreed the appointment of Councillor Hazel Watson as Police and Crime Panel Vice-Chairman for the Council year 2020/2021.

The Vice-Chairman thanked the Panel and looked forward to her role.

**20/20 APOLOGIES FOR ABSENCE**

No apologies had been received.

**21/20 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 7 February 2020 were agreed as a true record of that meeting.

**22/20 DECLARATIONS OF INTERESTS**

There were none.

**23/20 PUBLIC QUESTIONS**

No public questions had been received.

**24/20 POLICE AND CRIME COMMISSIONER FOR SURREY ANNUAL REPORT 2019-20**

The PCC stated that he was sorry to hear of the passing of the previous Chairman Councillor Ken Harwood who he noted was an active and diligent local councillor as well as a personal friend and he would be greatly missed.

**Witnesses:**

David Munro - Surrey Police and Crime Commissioner

**Key points raised in the discussion:**

1. The PCC explained that the provision of an Annual Report was a statutory duty under the Police Reform and Social Responsibility Act (2011).
2. The version presented to the Panel was a draft and the PCC welcomed members' comments and recommendations before publication.
3. A Panel member noted that over the last summer there were a number of itinerant travelling groups around the county and again this year, the PCC was asked to provide an update on the law surrounding Unauthorised Encampments (UEs) and transit sites.
  - In response, the PCC explained that in March he had urged the government to change the law to make setting up an unauthorised encampment a criminal offence, he noted that government was to produce draft legislation on the matter in the autumn following consultation earlier in the year. The PCC added that he thought the law was not adequate and aggravated trespassing should be made a criminal offence which would act as a strong deterrent; at the moment occupying land and trespassing were considered a civil offence outside the police's remit unless a crime was committed. The PCC agreed that transit sites were needed in the county. The police would then be allowed to employ a

new section of the Criminal Justice and Public Order Act 1994 to tell those in UEs occupying land to move to a designated transit site. Once Sussex established a number of transit sites, the number of UEs dropped substantially.

4. In response to the Vice-Chairman's comment on whether there would be a Volunteer Police Cadet (VPC) unit in Mole Valley, the PCC noted that the aim was to have a unit in every borough in the county.
5. A Panel member asked if the PCC was satisfied with the ratings of the Key Performance Measures (KPMs) in 2018/2019 and 2019/2020, as for example the 'Positive Outcome Rate for crimes against vulnerable people (sexual offences, domestic abuse, child abuse, hate crime)' decreased by 3.5% from the previous year and the 'Average time taken to answer 101 call' increased by nine seconds.
  - In response the PCC noted that the majority of KPMs were good pointing out that the '% of public from survey believing that the police deal with anti-social behaviour and crimes that matter in their area' had only decreased by 0.3%. The Positive Outcome Rate KPM specifically relating to crime against vulnerable people was an exception and a concern to the PCC, he had asked the Chief Constable to focus on the issue. The PCC noted that the average wait before a 101 call was answered was upward of twenty minutes in some cases before he was elected and he had made that a priority through increasing training and IT capabilities ensuring the system was fit for purpose. Response times varied each month and the 101 Contact Centre was well-regarded.
6. In response to a Panel member's concern over the '% of Force budget spent on front-line policing' and lack of improvements in the KPMs, the PCC noted that the measure was a national statistic. The reason that the Police budget had decreased was not due to decreased resourcing on the frontline, but due to the fact that Surrey Police had a lot of younger recruits who had lower salaries.
7. A Panel member queried the effectiveness of the Joint Enforcement Teams (JETs) as there had been many partnerships between District and Borough Councils with Surrey Police over the years to tackle anti-social behaviour. The PCC noted the positive work of the JET in Waverley and that the JETs in seven of the boroughs and districts in the county were well-regarded by residents. He commented that as well as increasing the number of JETs it was vital to give them more powers such as parking enforcement from the Chief Constable through the Community Safety Accreditation Scheme (CSAS). The PCC noted that there were no comparative statistics on how the JETs fared to previous schemes as the pattern and volume of criminality had changed.
8. Responding to a Panel member's query on the comparison of the KPMs percentages between 2018/19 with 2019/20 rather than back to 2016/2017 when the PCC was elected, the PCC commented that it was an annual report comparing the most recent years and the statistics from the earlier years had been published previously. The PCC agreed that the approximately 10% decrease in the Positive Outcome Rate since 2016/2017 was a concern and the main reason for the fall was due to the increased volume of recorded crime - the actual number of offences dealt with had stayed the same. The PCC commented that despite lower funding for forces across the country over the years, Surrey Police was ranked tenth out of forty-three territorial police forces on public satisfaction. He was lobbying the government for fairer funding and the government were expected to produce a new funding formula in the autumn.
9. A Panel member highlighted that although the number of 'Recorded Burglary Offences' KPM had increased, there remained an issue with burglaries not deemed a high enough priority for the police to be called out. The Panel

member added that she had recently waited over fifteen minutes for a 101 call to be answered and queried what 'Problem Solving Occurrences' (where Surrey Police have identified and actioned a local problem) meant - the rate having decreased.

- In response, the PCC explained that there were often spikes in burglaries caused by international criminal gangs, the force were not complacent regarding burglaries and had been making good arrests recently, as fewer residents about due to Covid-19 made it easier to identify offenders. Surrey Police had a comprehensive grading system for incoming crimes addressing the critical ones first and the PCC noted the important role of communities in taking more anti-burglary measures such as home CCTV and burglar alarms. All 101 calls were recorded and the average wait to be answered was just over a minute, he welcomed any examples of dissatisfied wait times and would investigate those. The PCC explained that the Problem-solving Occurrences KPM was a new venture by Surrey Police to increase the crime solving rate; a central team looked at specific crimes to evaluate where concentrated effort would increase the crime solving rate and he was happy for members to be briefed specifically on the matter at an upcoming Panel meeting.

10. Responding to a Panel member's comment on the new normal during lockdown of increased virtual meetings and potential virtual engagement sessions between the PCC and local communities, the PCC reported that he had his first virtual engagement session yesterday and had planned a large series of community engagement events later in the year.

**RESOLVED:**

Members of the Police and Crime Panel commented on the Annual Report prior to its formal publication.

**Actions/further information to be provided:**

1. **R13/20** - The Panel will formally write to the PCC with the comments and feedback raised in the discussion.
2. **R14/20** - The OPCC will provide a briefing on the work of the Problem Solving Occurrence Team at a future meeting.

**25/20 SURREY POLICE GROUP UNAUDITED FINANCIAL REPORT FOR 2019/20**

**Witnesses:**

David Munro - Surrey Police and Crime Commissioner  
Kelvin Menon - Chief Finance Officer (OPCC)

**Key points raised in the discussion:**

1. The PCC highlighted the good financial position of the Surrey Police Group.
2. The Chief Finance Officer introduced the report covering 2019/20, which was unaudited as the audit process was currently being undertaken. He explained that the total revenue underspend for the year was approximately £2.2 million which had been put into reserves to deal with some of the Covid-19 costs. He noted that the target had been met for new police numbers during the year and the savings target of £2.7 million had also been met.

3. A Panel member queried the approximately £3.5 million variance for Police Staff Pay for the year, asking if the underspend was a result of it being more difficult than thought to employ the new police officers. It was also asked what roles the 156 vacant Police Staff positions covered and if they were filled through agency staff or over-time.
  - In response, the Chief Finance Officer commented that police staff were not uniformed officers and that they were on budget for police officers. The force was carrying a high vacancy margin for police staff and a lot of joint support work was done in partnership with Sussex Police, as well as the use of over-time and agency staff. The PCC confirmed that it was a policy of the force to hold a vacancy rate, which meant that when a staff member left, they would not automatically be replaced resulting in a significant financial saving. He had asked Surrey Police to ensure that essential staff vacancies were filled quickly so as not to affect the force's operational capacity.
4. A Panel member highlighted the approximately £180,000 overspend on Police Officer Pay despite the shortfall of officers by 47. In response, the Chief Finance Officer noted that when the budget was set the grading of the posts was not right as it was based on fewer higher graded paid officers. The PCC added that the overspend was also due to the hiring of retired police officers to fill in the gaps - now filled - as there was a lag between the money being available and the recruiting process for new officers.
5. A Panel member queried what the approximately £4.4 million sources of funding from Capital Receipts was from, asking if it was composed of the sale of police stations. The Chief Finance Officer replied that it would likely be from the sale of assets such as police stations and he would provide a detailed response in due course.

**RESOLVED:**

The Panel noted the report.

**Actions/further information to be provided:**

**R15/20** - The Chief Finance Officer would provide a response in due course on the composition of the approximately £4.4 million sources of funding from Capital Receipts.

**26/20 OFFICE OF THE POLICE AND CRIME COMMISSIONER 2019/20 END OF YEAR FINANCIAL REPORT**

**Witnesses:**

Kelvin Menon - Chief Finance Officer (OPCC)

**Key points raised in the discussion:**

1. The Chief Finance Officer highlighted the OPCC's approximately £20,000 underspend for 2019/20 which was subject to audit. He added that during the year the larger underspends were spent on providing additional support to Community Safety and Victim Services.

**RESOLVED:**

The Panel noted the financial performance of the Office of the Police & Crime Commissioner for Surrey for the 2019/20 financial year.

**Actions/further information to be provided:**

None.

**27/20 POLICE AND CRIME PLAN 2020-21**

**Witnesses:**

David Munro - Surrey Police and Crime Commissioner

**Key points raised in the discussion**

1. The PCC explained that when the government introduced legislation to postpone the PCC elections to 2021, the Police and Crime Plan was granted a one-year extension without amendment. He noted that in reviewing the 2018-2020 Plan in May 2020, the PCC agreed to maintain the existing six overarching priorities, but also agreed three areas of particular focus for the Chief Constable: More Police Officers and Frontline Staff achieved through a large recruitment drive, Better Crime Prevention with more youth engagement and neighbourhood officers and lastly, More Crimes Solved.
2. A Panel member queried whether the eleven additional Youth Intervention Officers were warranted police officers or police staff. In response the PCC noted that he believed they were warranted police officers, but he would provide a firm answer after the meeting. He commented that there was more of an overlap between warranted police officers and Police Community Support Officers (PCSOs) regarding local crimes than the public thought.
3. Responding to a Panel member query on the effect on the progress of the Plan until 2021 from a potential second Covid-19 peak and if there were any contingencies if resources were diminished; the PCC replied that he was confident that Surrey Police would be able to manage their operations during a second peak as they did successfully during the first peak. Recruitment plans and training were carrying on largely funded by the increased Council Tax and Government Grant of £20,000 - with no indication that the Grant would be diverted to other areas.

**RESOLVED:**

The Panel provided comments on the PCC's extension of the current Police and Crime Plan.

**Actions/further information to be provided:**

**R16/20** - The PCC will provide a response on whether the eleven additional Youth Intervention Officers were warranted police officers or police staff.

**28/20 POLICE AND CRIME PLAN 2018-2020 – PROGRESS**

**Witnesses:**

David Munro - Surrey Police and Crime Commissioner

### **Key points raised in the discussion**

1. The Vice-Chairman queried the 6.3% unplanned leaver rate for police officers and the plans to improve police officer retention. In response the PCC noted that retention was a worry and explained that it was traditionally difficult to recruit into Surrey Police due to its proximity to London. As a result, it was important to make Surrey Police a go to force that people want to join and stay in, the leadership of successive Chief Constables had ensured good morale in the force. The PCC noted that the salaries were good but the real issue was that Surrey had a high cost of living and the PCC had asked the force to look at a new long-term strategy for police housing, which would be provided to the Panel in due course.
2. The Chairman queried the Police and Crime Plan Performance Measures between 2016-2020 highlighting the decreasing ‘% of force budget spent on front-line policing’ and commented that it was hoped that next year’s figures would increase slightly due to the Government Grant and increased precept funding - which was not the case in the last year. In response, the PCC noted that it was not a good measure as it measured money which was determined by pay grades rather than officers on the front-line. The Chairman requested that an extra column be added on the number of police officers on the front-line following the increased recruitment. The PCC responded that he would look into that.

### **RESOLVED:**

That the Police and Crime Panel notes the progress made against the Police and Crime Plan 2018-2020.

### **Actions/further information to be provided:**

1. **R17/20** - The new long-term strategy for police housing will be provided to the Panel in due course.
2. **R18/20** - The PCC will look into adding an extra column regarding the ‘% of force budget spent on front-line policing’ KPM to show the number of police officers on the front-line following the increased recruitment funded through the Government Grant and increased precept from Council Tax.

## **29/20 BUILDING THE FUTURE UPDATE**

### **Witnesses:**

David Munro - Surrey Police and Crime Commissioner

### **Key points raised in the discussion**

1. The PCC noted that the project was on schedule. He had recently attended a presentation by several architectural firms and selected partners to design the new headquarters in Leatherhead and as the process was in a standstill period, the chosen firm would be announced in due course.
2. The PCC commented that he had asked for a regular financial review of the whole project, noting that the new building would be significantly cheaper to maintain than the current headquarters in Mount Browne and that they were taking the opportunity to concentrate more functions in the new building.

3. He added that there were discussions with the planning department at Mole Valley District Council regarding the application for planning permission for the new Leatherhead headquarters.
4. A Panel member highlighted the changing working practices such as remote and more flexible working which had accelerated as a result of Covid-19 and whether that had impacted on the design of the new headquarters. In response, the PCC noted that the force had embraced the move towards more remote and flexible working ahead of Covid-19 when the project was first launched four years ago. The total floor space of the new headquarters would be less than Mount Browne and the aim of the project was to ensure that residents of the county were served to the best standard.
5. In response to a Panel member's query, the PCC clarified point 2.3 'Vacant possession of the site has been achieved' which meant that complete ownership of the site had been achieved and the main building on the Leatherhead site would remain occupied by the current tenants in order to generate revenue until the start of the building work; some ancillary buildings had been demolished.
6. Responding to a Panel member's request to receive a briefing note on the disposal strategy for Mount Browne, the PCC commented that he was happy to provide it in due course. The PCC commented that there was large interest from residents about what would happen to the Mount Browne site of which two thirds was green belt land, noting that Guildford Borough Council's Local Plan included a proposal for one-hundred executive style houses. He noted that he had a statutory duty to get the best value for money from public assets.

**RESOLVED:**

The Panel noted the report.

**Actions/further information to be provided:**

1. **R19/20** - The chosen architectural firm to lead on the design and building of the new Leatherhead headquarters will be announced in due course.
2. **R20/20** - The Panel will receive a briefing note on the disposal strategy for Mount Browne, once there was more detail on the strategy.

**30/20 VICTIM AND WITNESS CARE UNIT UPDATE**

**Witnesses:**

David Munro - Surrey Police and Crime Commissioner

**Key points raised in the discussion:**

1. There were none.

**RESOLVED:**

The Panel noted the report.

**Actions/further information to be provided:**

None.

## 31/20 TACKLING RURAL CRIME STRATEGY UPDATE

### Witnesses:

David Munro - Surrey Police and Crime Commissioner

Alison Bolton - Chief Executive of the Office of the Police and Crime Commissioner (OPCC)

### Key points raised in the discussion:

1. In response to a Panel member's query on the specific measures in place to address the high rural crime rate in Tandridge, the PCC noted that he was happy to have a separate meeting with the member - and any other Panel member with a concern - to provide more detail and he would also be discussing the matter with the Borough Commander. In the last four years of his appointment, the PCC commented that Tandridge had a large-scale problem with poaching which Surrey Police were addressing.
2. A Panel member commented that there had been many tackling rural crime strategies throughout the years which were short-lived and he asked the PCC whether he was confident of the long-term nature and effectiveness of the current strategy - noting the success in the past of Farmwatch scheme and basing sergeants in high crime locations across the county. The PCC responded that the previous strategies were invaluable as they built on the work of their predecessors and the current strategy would follow suit.
3. The Vice-Chairman welcomed the strategy and asked what progress had been made towards reinvigorating the Country Watch crime prevention initiative launched over a year ago; and what steps had been taken to ensure the provision of sufficient off-road bikes and vehicles as well as trained officers to tackle rural crime and antisocial behaviour in rural areas. The PCC responded that he would provide an update in due course on both matters.
4. The Chief Executive (OPCC) added that Surrey Police were reviewing the future use of Country Watch within the advisory group as well as looking at whether the existing engagement measures in rural areas were sufficient to aid the community-led Rural Crime team. The matter, including a time-scale for when the update would be provided, was to be followed up at the next Performance Meeting.

### RESOLVED:

The Panel noted the report.

### Actions/further information to be provided:

1. **R21/20** - Panel members are invited to meet with the PCC to discuss the specific measures in place to address the high rural crime rate in Tandridge and well as in other areas of concern in the county.
2. **R22/20** - An update on the Country Watch crime prevention initiative would be provided to the Panel with an indication of the time-scale for when it will be received, after discussing the initiative at the next Performance Meeting.
3. **R23/20** - An update will be provided on what steps have been taken to ensure the provision of sufficient off-road bikes and vehicles as well as trained officers to tackle rural crime and antisocial behaviour in rural areas.

**32/20 FEEDBACK ON MANAGEMENT MEETINGS BETWEEN THE POLICE AND CRIME COMMISSIONER AND CHIEF CONSTABLE**

**Witnesses:**

David Munro - Surrey Police and Crime Commissioner

**Key points raised in the discussion:**

1. The PCC highlighted that the next Performance Meeting would be held virtually and would take place later in the week, the papers had been published publicly as usual and the meeting would be webcast.

**RESOLVED:**

The Panel noted the report.

**Actions/further information to be provided:**

None.

**33/20 COMMISSIONER'S QUESTION TIME**

**Witnesses:**

David Munro - Surrey Police and Crime Commissioner

**Key points raised in the discussion:**

1. Councillor Bob Milton - *Question submitted in advance:*

We are seeing a perfect storm fuelled by the easing of lockdown restrictions after months of frustration, a growing sense of social and economic injustice, continued tensions over Brexit that could well flare up again later this year and a spotlight on racial discrimination under the Black Lives Matter banner, including a high risk of action by right-wing groups. Therefore:

- a. Is the PCC satisfied that Surrey Police are prepared to deal with this 'perfect storm' and what specific action is the PCC taking to support the Chief Constable during a period of likely unprecedented demand on policing?
- b. What action is the PCC taking to ensure that diversity issues and the risk of racial discrimination within Surrey Police are being fully addressed?

In response the PCC explained that he did not believe there was a 'perfect storm' as he was satisfied that the force was in a good position to react to the continuing tensions as a result of Brexit, the current protests and the easing of lockdown restrictions. He noted that the force was continuing to monitor the tensions around Brexit which could flare up after the UK's formal transition out of the European Union. He noted there had been several demonstrations in support of the Black Lives Matter movement, in which the public had a right to demonstrate. He commented that Surrey Police were well-trained and had handled the protests well - including Extinction Rebellion (XR) protests too - as the majority of people were compliant with the two-metre social distancing rule.

The PCC commented that Surrey Police were seeing some short-term pressures due to an unprecedented volume of people and minimal social-distancing at beauty spots and recreational areas such as Frensham Great Pond, Box Hill and Windsor Great Park. In those areas Surrey Police were operating under a firm but cooperative policy, issuing Fixed Penalty Notices (FPNs) where necessary. He commented that he had asked Surrey Police to have contingency plans for the re-opening of pubs and some other venues on 4 July, noting that police chief officers stated that easing restrictions on a Saturday was a concern.

The PCC stated that he was supporting the Chief Constable by commending him and Surrey Police for their continued hard work during the current climate, whilst continuing to hold him to account regarding operational matters.

The PCC emphasised that diversity issues and addressing racial discrimination were very important. Out of the nine protected characteristics within the Equality Act 2010, Surrey Police were not as diverse in terms of race and were taking the opportunity to recruit more from Black, Asian, and minority ethnic (BAME) demographics through Operation Uplift - additional 20,000 police officers across the UK pledged by the government and social media campaigns. The PCC noted that although the force had never been so diverse, it continued to encourage and diversify its recruitment through specialist teams and both he and the Chief Constable were committed to greater diversity.

2. Vice-Chairman:

- a. What priority does the PCC give to supporting Surrey Police in tackling the recent incidents in organised car racing events on Surrey highways e.g. on the A24 near Dorking?
- b. What are the policies and criteria around the greater use of dispersal orders issued by Surrey Police in recent weeks under Section 35 of the of the Anti-social Behaviour, Crime and Policing Act 2014, allowing the police to ask people to leave an area due to anti-social behaviour?

In response to the Vice-Chairman, the PCC agreed that since the easing of the lockdown restrictions there had been issues of speeding on the A24 north and south of Dorking. The Roads Policing unit was aware of the irritation to residents and was taking the matter seriously and the PCC would be talking to the Head of Roads Policing later in the week.

The Vice-Chairman responded that the organised car racing events on Surrey highways were more than just an irritation as residents were extremely concerned and alarmed.

The PCC responded that he would provide fuller detail on the use of dispersal orders. He highlighted the Community Trigger initiative which under certain circumstances an individual can apply for support via their local council and request help in relation to anti-social behaviour offences. It was a powerful tool but was underused and underappreciated by residents and the PCC noted that he was looking to publicise it more widely.

**RESOLVED:**

Panel members put their questions to the Police and Crime Commissioner.

**Actions/Further information to be provided:**

**R24/20** - The PCC will provide detail on the policies and criteria regarding dispersal orders issued by Surrey Police in recent weeks under Section 35 of the of the Anti-social Behaviour, Crime and Policing Act 2014.

**34/20 COMPLAINTS RECEIVED SINCE THE LAST MEETING**

**Witnesses:**

Amelia Christopher - Committee Manager, Surrey County Council (SCC)

**Key points raised in the discussion:**

1. The Committee Manager noted that no complaints had been received since the last Panel meeting.
2. The Committee Manager explained that the Complaints Sub-Committee last met on 18 February to consider a complaint received before the last Panel meeting. She summarised that the Sub-Committee was satisfied that the PCC and the OPCC had followed the correct complaints procedure regarding the complainant, recommending that the PCC explained to the complainant his ability to hold the Chief Constable to account on strategic matters only.

**RESOLVED:**

The Panel noted the content of the report and that the Complaints Sub-Committee had received no complaints since the last Panel meeting.

**Actions/further information to be provided:**

None.

**35/20 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME**

**Witnesses:**

Amelia Christopher - Committee Manager (SCC)  
David Munro - Surrey Police and Crime Commissioner

**Key points raised in the discussion:**

1. The Committee Manager commented that the majority of the actions on the tracker had been completed, thanking the OPCC for their detailed responses – to which the Chairman and PCC added their thanks.
2. She noted that two of the outstanding actions were scheduled to be completed for the September Panel and the remaining two actions were to be kept as 'ongoing' as they were update items.
3. The Committee Manager asked if the PCC could update the Panel in Part 2 on R7/20 concerning the EQUIP project. In response, the PCC noted that there was little new information on EQUIP and it would be provided in due course.
4. The Committee Manager highlighted the annex to the tracker which provided detailed responses to actions R5/20 regarding cost comparisons between OPCCs; and R6/20 regarding the breakdown of costs relating to the Camera Partnership.

**RESOLVED:**

The Panel noted the Actions & Recommendations Tracker and the Forward Work Programme.

**Actions/further information to be provided:**

Regarding the current action R7/20, an update on EQUIP would be provided in due course.

**36/20 RE-ESTABLISHMENT OF THE COMPLAINTS SUB-COMMITTEE 2020/21**

**Witnesses:**

Amelia Christopher - Committee Manager (SCC)

**Key points raised in the discussion:**

1. The Chairman explained the role of the Complaints Sub-Committee noting that members were required to attend meetings at short notice and their frequency varied.
2. Councillor Elmer volunteered herself as a member, filling the vacancy outlined in the report.
3. In response to Councillor Hawkins' query if she could be a member on the Sub-Committee as the six places had been filled, the Committee Manager welcomed an additional member on the Sub-Committee.

**RESOLVED:**

The Police and Crime Panel:

1. Agreed the terms of reference for the Complaints Sub-Committee.
2. Appointed the following members to the Complaints Sub-Committee for the 2020/21 Council year:
  - Panel Chairman - Councillor David Reeve
  - Panel Vice-Chairman - Councillor Hazel Watson
  - Councillor John Robini
  - Councillor John Furey
  - Independent Member (Once appointed)
  - Councillor Christine Elmer
  - Councillor Josephine Hawkins
3. Agreed the Police and Crime Panel Complaints Protocol.

**Actions/further information to be provided:**

**R25/20** - The Sub-Committee membership will be updated on the Forward Work Programme 2020/21.

**37/20 RE-ESTABLISHMENT OF THE FINANCE SUB-GROUP 2020/21**

**Witnesses:**

Amelia Christopher - Committee Manager (SCC)

**Key points raised in the discussion:**

1. The Chairman explained the role of the Finance Sub-Group and the Committee Manager added that unlike the Complaints Sub-Committee, the Sub-Group was currently scheduled to meet once a year to discuss the proposed precept.
2. Councillor Povey volunteered himself as a member, filling the vacancy outlined in the report.
3. Councillor White volunteered herself as a member, filling the vacancy outlined in the report.

**RESOLVED:**

The Police and Crime Panel:

1. Agreed the terms of reference for the Finance Sub-Group.
2. Appointed the following members to the Finance Sub-Group for the 2020/21 Council year:
  - Panel Chairman - Councillor David Reeve
  - Panel Vice-Chairman - Councillor Hazel Watson
  - Councillor John Furey
  - Independent Member (Once appointed)
  - Councillor Andrew Povey
  - Councillor Fiona White

**Actions/further information to be provided:**

**R25/20** - The Sub-Group membership will be updated on the Forward Work Programme 2020/21.

**38/20 DATE OF NEXT MEETING**

The next public meeting of the Police and Crime Panel will be held on 15 September 2020, this will most likely be via Microsoft Teams due to Covid-19.

Meeting ended at: 12.14 pm

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**Chairman**