

Dear Colleagues,

Thank you to those PCPs that responded to my next steps proposal I now write to outline the intended steps leading to the establishment of the Police and Crime Panel SIG at an inaugural meeting in late February/early March. I will finalise the date for this shortly after the Christmas and New Year break.

In general views relating to the SIG have been 'keep it simple, make sure the cost is kept to a minimum', I therefore proffer the following thoughts and invite comment and feedback so that the agenda can be set for the meeting and so that the SIG can get up and running.

### **Chair and Vice Chair**

Requests for a Chair and Vice Chair should be sent out in a timely fashion prior to the meeting and elected at said meeting on the basis on vote per PCP. Whilst some of the administration will be carried out by the LGA the Chair should be able to arrange additional administration through his/her local facilities. The Chair and Vice Chair should be elected on an annual basis.

### **Management Committee/Steering Group**

Depending on the frequency of meetings I would suggest that this might not be necessary as key decisions can be made at meetings of the SIG. I leave this as a matter for discussion and one to be finalised at the inaugural meeting.

### **Meetings**

I guess that the natural frequency for meetings will be determined according to need but, initially, they might be set on a quarterly basis taking into account the desire of most to retain the Annual Frontline Conference. It is hoped that most key decisions will be reached by consensus but where voting is required this should be done, as above, on a one vote per PCP. Proxy arrangements can be put in place.

### **Subscriptions**

The initial consultation responses demonstrated a need to keep bureaucracy and costs to a minimum, the suggested level of subscription ranged from a minimum of £200 to a maximum of £500. My view is that, initially at least, the level should be set at the higher end to ensure that there are sufficient funds for the SIG to get off to a good start but again this is a matter that can be finalised at the meeting.

### **Suggested Inaugural Meeting Agenda**

Again I suggest a simple agenda dealing with essential business before leading to a discussion on the SIG's agenda and direction, eg:

1. **Introductions**
2. **Election of Chair and Vice Chair**
3. **Structure and meeting arrangements**
4. **Subscription levels**
5. **Setting the agenda**
6. **Any other business**

I would be grateful if colleagues would respond this by Friday 26<sup>th</sup> January 2018 after which I will put together a summary of responses. As previously stated I have no desire to put myself as Chair so if everyone is content will be pleased to coordinate nominations for Chairman/Vice Chair and to lead the Inaugural Meeting until such time as he/she is in place.

Best regards,

Tim

**Cllr Tim Hutchings**  
**Chairman**  
**Hertfordshire Police and Crime Panel**