

**APPENDIX 1 - SURREY POLICE & CRIME PANEL
ACTIONS AND RECOMMENDATIONS TRACKER- 7 FEBRUARY 2020**

The actions and 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 Panel meeting.

Date of meeting	Item	Recommendations/Actions	Responsible Officer/ Member	Comments	Suggested Date of Completion
June 2019	Update on Future Police Estates	R31/19 A standing Part 2 item to update the Panel be added from June 2020	Democratic Services (SCC)	In progress.	June 2020
June 2019 November 2019	PCC's Annual Report	R35/19 To feedback to District and Borough Councils about need to identify Transit Sites to ease tensions from unauthorised encampments.	Panel Members/Dem Services	27 November 2019: Democratic Services will send a note to Members informing them as to what should be provided concerning actions R35/19 (identifying Transit Sites) and R44/19 (CCTV ownership), Members' one-line summary on each action will be collated for the Panel's next meeting. 7 February 2020: Included in the agenda as an update document appended to the Actions Tracker.	Ongoing
September 2019	Police and Crime Plan 2018-2020 – Progress	R39/19 The PCC explained that the inquiry on the disclosure review on serious sexual offences would be made public shortly and reported to the Panel.	PCC	This review has yet to be published and will be provided to the Panel after publication.	2020
September 2019	Rural Crime Strategy	R41/19 The PCC to provide an update on the strategy's results.	PCC	In progress.	April 2020

September 2019 November 2019	CCTV	R44/19 The PCC suggested that borough and district councillors on the Panel should take the matter of CCTV ownership back to their respective councils.	Panel Members/Dem Services	27 November 2019: Democratic Services will send a note to Members informing them as to what should be provided concerning actions R35/19 (identifying Transit Sites) and R44/19 (CCTV ownership), Members' one-line summary on each action will be collated for the Panel's next meeting. 7 February 2020: Included in the agenda as an update document appended to the Actions Tracker.	Ongoing
September 2019	Commissioner's Question Time	R46/19 The PCC would include the other categories concerning 'high harm' crimes in an updated Appendix B: Crime Measures Requested by the Panel, on both the Levels of Crime and Positives Outcomes in a later report.	PCC	To be included in the next Police and Crime Plan report - in progress.	2020
November 2019	Building the Future - Update	R55/19: The PCC will provide the Panel with the addendums on the updated existing Scheme of Delegation and the Supplemental Statement of Governance, at a future meeting.	PCC	7 February 2020: These are currently being revised and will be included in the April panel paper.	April 2020
November 2019	Victim and Witness Care Unit Update	R57/19: A more comprehensive report on victim satisfaction within the Victim and Witness Care Unit (VWCU) will go to the Panel at a later date.	OPCC	7 February 2020: This will be covered by a report to go to the Panel in April 2020	April 2020
November 2019	Victim and Witness Care Unit Update	R58/19: The OPCC will report to the Panel at a later date once the results of the audit on the performance of the Victim and Witness Care Unit (VWCU) were received.	OPCC	7 February 2020: This will be covered by a report to go to the Panel in April 2020.	April 2020

November 2019	Feedback On Performance Meetings Between The Police And Crime Commissioner And Chief Constable	R59/19: The PCC to re-emphasise the specific policy for residents' protection by Surrey Police concerning unauthorised encampments within his future Police and Crime Plan.	PCC	7 February 2020: This will be factored into development of the next Police and Crime Plan due later this year.	2020
November 2019	Feedback On Performance Meetings Between The Police And Crime Commissioner And Chief Constable	R60/19: The performance scorecard will go to the Panel at an upcoming meeting.	OPCC	7 February 2020: The scorecard is an 'official sensitive' document as it contains some internal information not for publication. It will be provided as a Part 2 document as part of the Police and Crime Plan update in April 2020.	April 2020

Completed Actions/To be Deleted

September 2019	Police and Crime Plan 2018-2020	R38/19 The PCC to provide an appendix explaining the acronyms and specialist language used in the reports in order to be accessible to the Panel and the public.	PCC	30 January 2020: List of acronyms from Surrey Police, circulated to Members outside the Panel as it contains Part 2 information.	January 2020
November 2019	– Progress				
September 2019	PCC Public Engagement	R42/19 The PCC would look into a possible wider survey of topics to gather greater public opinion on the police.	PCC	Each year the OPCC carries out a survey on the proposed level of police precept, as required in legislation. This year, this survey will be difficult in terms of defining a proposed level and meeting required deadlines for panel papers as the Government Grant announcement has been delayed due to the general election. The PCC and OPCC team have discussed adding in further topics to this survey, but, given the difficult timing of the consultation this year, have decided not to complicate the survey by adding in additional questions. There will, however, be a free text comment box for people to provide any comments they wish to make. Last year we had nearly 6000 comments on a wide range of policing issues which the OPCC takes and analyses for the PCC and Chief Constable and this will be repeated in this year's consultation. The PCC also reads all comments made. In addition to the standard on-line survey, this year the PCC is holding 11 community engagement events, one in each borough and district. These will allow for a much wider discussion with residents. In terms of opinion on police, there is the ongoing Joint Neighbourhood Survey, carried out jointly between Surrey Police and SCC. This has about 6,500 respondents a year and results are analysed quarterly by Surrey Police. Key indicators are reported to the PCC and through to the Panel in the Police and Crime Plan twice yearly report.	January 2020

November 2019	Retirement of Independent Member – Mr David Fitzpatrick-Grimes	R49/19: The Chairman on behalf of the Panel would send him a letter expressing his thanks.	Chairman/ Dem Services	Completed – emailed to Mr David Fitzpatrick-Grimes.	December 2019
November 2019	Confirmation Hearing – Appointment of Chief Finance Officer	R50/19: The Panel will publish a report to the Commissioner - within the three week period - on the proposal recommending the appointment of the candidate, Kelvin Menon.	Chairman/ Dem Services	Completed – emailed the Surrey Police and Crime Commissioner recommending the appointment of Mr Menon.	December 2019

November 2019	Surrey Police Group Financial Report for Month 12 Financial Year 2019/20 Recruitment and Workforce Planning	<p>R51/19: The PCC would report the exact figures on the change of the amount of police staff and officers at the Panel's next meeting - including the use of PCSOs and Investigative Officers.</p> <p>The PCC was happy for retention rates and the amount of detectives to be included in the detailed paper on recruitment going to the Panel at a future meeting (R51/19).</p>	PCC	Expected increase at March 2020	Investment provided	Forecast At 31/3/20	January 2020
				Employee Group	FTE	FTE	
				Police Officers – under strength	25	25	
				Police Officers – growth	64	49	
				Police Staff – growth	15	15	
				PCSO – growth	0	2.5	
				Investigator Officers - growth	0	30	
				Total	104	121.50	
				<p>The table above shows the current budgeted staff plans for end of March 2020. The full 64 police officer uplift is expected to be realised by end of May 2020. Actual numbers will vary according to dates of new intakes and leavers.</p> <p>In terms of retention, the unplanned leaver rates per year (i.e. taking out known retirees) are currently at 6.1% for police officers and 10.9% for police staff.</p> <p>There are currently 429 people with detective rank in Surrey Police.</p>			

November 2019	Office Of The Police And Crime Commissioner 2019/20 End Of Year Financial Report	R52/19: The Treasurer will speak to the Head of Policy and Commissioning to amend the budget figures for the Victim and Witness Care Unit so that it is explicitly listed in the force's budget.	Treasurer - OPCC	The Treasurer, Ian Perkin, has confirmed that this has been done.	January 2020
November 2019	Building the Future - Update	R53/19: The PCC will provide the Panel with the costings spent on the independent advisors, Vail Williams at an upcoming meeting.	PCC	Covered in the February paper to the panel on Future Estates.	January 2020
November 2019	Building the Future - Update	R54/19: For subsequent papers, the PCC will review the words 'decision making' and 'advisory capacity' regarding the Building the Future Board.	PCC	The PCC is the ultimate strategic decision-maker for the Building the Future Programme, holding the Chief Constable to account for its delivery. The Chief Constable and the Project Senior Responsible Officer (ACC Nev Kemp) both attend the Building the Future Board and make operational decisions in relation to its delivery. The comment from the panel in relation to wording within the PCC's Building the Future Terms of Reference is to be taken forward in the finalisation of the governance documents.	January 2020

November 2019	Recruitment and Workforce Planning	R56/19: The PCC will inform the Panel of the cost ratio difference between the Police Constable Degree Apprenticeship (PCDA) and the conversion course for those already with a degree.	PCC	<p>PCDA: University learning programme costs = £22325 per head Force resource cost (trainers and tutors) = £5588 per head (this is made up of £8588 total cost - £3000 provided by the university partner for learning delivered by force resources) National funding is provided through the apprenticeship levy for the £22325 for university costs. Total cost = £27913. Cost to force = £5588.</p> <p>Degree Holder: University learning programme costs = £7250 Force resource costs = £8588 Total cost = £15838. Cost to force = £15838.</p> <p>Cost ratio PCDA to Degree: overall cost = 1.8:1; Force cost = 0.35:1</p>	January 2020
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November 2019	Feedback On Performance Meetings Between The Police And Crime Commissioner And Chief Constable	R61/19: The PCC will look into what was achieved within the 3 month gap between reviews concerning the Positive Outcome Rates on Rape and Sexual Offences.	PCC	<p>Since this was reported to the Panel, Surrey Police have changed the review timescales. A description of the new timescales and what takes place at each stage for rape and sexual abuse cases is shown below:</p> <p>1. Initiation of investigation Officer in charge (OIC) review/initial strategy and safeguarding plan. Detective Sergeant (DS) ratification, agreement of risk and priority actions. Throughout the investigation the OIC will complete the reasonable lines of enquiry and maintain a safeguarding plan for the victim, suspect and anyone else included.</p> <p>2. Within 48 hrs Detective Inspector (DI) review, confirming above, adding guidance, confirmation of appropriate resource allocation and compliance with Home Office Crime Recording</p> <p>3. Evidential Review- Completion of primary investigation OIC review of whether there is a reasonable prospect of conviction. IF NOT, this goes to DS if the OIC is in the Sexual Offence Investigation Team (SOIT) or to a DI if not in the SOIT to record as No Further Action on the crime system (NFA). If reasonable prospect of conviction, a secondary investigation strategy is agreed to build evidence, unused material and case file for Crown Prosecution Service (CPS).</p> <p>4. 28 day Supervisor Investigation Unless already NFA. Case will also be referred to the CPS for Early Investigative Advice by 28 days after recording if being taken forward.</p> <p>5. If Suspect arrested/bailed Bail authorised by an Inspector. At 20-28 days after arrest, further bail extension (to 3 months in total) is by Superintendent rank. At 3 months (at least 10 days before) extension is applied for to Magistrates Court.</p> <p>6. If suspect arrested and Released Under Investigation (RUI) or interviewed as a voluntary attendee and RUI</p>	January 2020
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November 2019	Surrey PCP Budget 2018/19	R62/19: Surrey PCP Budget 2018/19 will be deferred to an upcoming Panel meeting, to be taken under Part 2 where an officer from the Finance department can answer the Panel's concerns.	Dem Services/Finance department (SCC)	An addendum is included in February's agenda detailing the breakdown of the PCP Budget and a comparison with other Police and Crime Panels' expenditure. A Member from the Finance department will attend.	February 2020