

# PART 2

# PANEL

# ARRANGEMENTS

## **2. PANEL ARRANGEMENTS**

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### **Operating arrangements**

1. Leicestershire County Council shall act as the host Authority in establishing and running the Police and Crime Panel, including providing the necessary administrative and financial support.
2. The Clerk to the Panel shall be appointed by the host Authority.
3. The host Authority will be responsible for reviewing the membership of the Panel in the light of the balanced appointment objective and making a recommendation to the Panel or relevant local authorities as appropriate as to the make-up and membership of the Panel.

### **Membership**

4. The Panel shall be made up of a minimum of 10 councillors and two Independent Members.
5. The elected membership shall consist of the Mayor of Leicester (or his nominee), one Councillor each from Leicestershire County Council, Rutland County Council, Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley and Bosworth Borough Council, Melton Borough Council, North West Leicestershire District Council, and Oadby and Wigston Borough Council.
6. All City Councillors, County Councillors and District or Borough Councillors are eligible to be members of the Panel.
7. Co-opted Members shall be appointed in accordance with paragraphs 9-13 below and may be appointed in accordance with paragraph 17 below.
8. The Panel is entitled, in order to achieve the balanced appointment objective, to recommend to the Secretary of State that additional Members be co-opted to the Panel. Such co-opted Members will be Elected Members of the Local Authorities, nominated in accordance with Schedule 1 of the Rules of Procedure for the Panel. Any Local Authority providing additional co-opted Members will nominate the Individual Members to act in that capacity and the Panel will accept the nomination. Schedule 1 may be amended from time to time to reflect changes in membership required to achieve the balanced appointment objective.

*[Note - The representation on the Panel above reflects statutory provisions.]*

### **Appointment of Independent Members**

9. The Panel shall co-opt two Independent Members on to the Panel for a term of 4 years commencing at the mid-way point in the Police and Crime Commissioner's term of office, with a view to ensuring the Panel has the necessary skills, knowledge and experience to carry out its functions.

10. The selection process for co-opting Members should include a reasonable period of advertising for the positions. There should be at least two weeks between the date the advert is first placed and the closing date for receipt of applications.
11. Information packs shall be prepared and sent to those requesting application forms.
12. Applications shall be considered against an agreed eligibility criterion and then an Appointment Panel made up of three Police and Crime Panel Members will be invited to meet to consider the applications and interview candidates.
13. Following the interviews, the Appointment Panel will make recommendations to the Police and Crime Panel for appointment.
14. The following may not serve as independent co-opted Members: The Police and Crime Commissioner, a member of the Police and Crime Commissioner's staff, a civilian member of Leicestershire Police Force, an MP, an MEP or a member of any of the local authorities covered by the Force area.

*[NB: Serving police officers will not be eligible to serve in accordance with their conditions of service.]*

### **Appointment of Elected Members**

15. Members of the Panel will be appointed by each relevant Local Authority in accordance with its procedures.
16. Terms of office of Elected Members will be agreed by the local authorities at the time of appointment, having regard to the outcome of any review of membership by the host authority. Local authorities, in making the appointment must have regard to the balanced appointment requirement, as far as reasonably practicable, and seek to ensure appointees have the necessary skills, knowledge and experience.
17. The Panel may agree to co-opt additional Members drawn from the local authorities to ensure the balanced appointment requirement, as far as reasonably practicable.

### **Substitutes**

18. Substitutes for Elected Member representatives are permitted.
19. Each Council may appoint one or more substitute Members for each Panel Member of their Authority, who can attend a meeting of the Panel and can vote on behalf of a substantive Panel Member in their absence, with a duty placed on the substantive Panel Member to suitably brief their substitute.
20. Any substitution will apply to a particular meeting and takes effect if either the appointing Authority or the substituted Member gives notice in writing or by email to the Secretariat at least 24 hours before the meeting.

## **Resignation/Removal of Members**

21. Members may resign from the Panel at any time. Elected Members should inform the nominating Local Authority and the Clerk to the Panel in writing. Co-opted Members should inform the Chairman and the Clerk to the Panel in writing.
22. Elected Members may be removed by their nominating Local Authority. Reasons for the removal of a Member should be presented in writing to the Chairman of the Panel.
23. A vacancy on the Panel arises when a Member ceases to be a Member of the Panel for any reason. If a Council does not have an appointed Member on the Panel then it shall fill its vacancy as quickly as possible.
24. If a Council does not appoint a Member in accordance with these requirements the Secretariat will give notice to the Secretary of State who must appoint a Member to the Panel from the defaulting council in accordance with the provisions of the 2011 Act.
25. A substitute appointed under para 19 above may attend meetings in default of a Council appointing a substantive Member,

## **Payments/Allowances**

26. Payment of expenses and allowances, if applicable, for Elected Members will be a matter for the nominating Authority. The scheme of expenses and allowances for the two Independent Co-opted Members will mirror the provisions for such allowances that are contained within the host Authority's published Member Allowances Scheme.

## **Communication and Engagement**

27. A Communications and Engagement strategy for the work of the Panel, including how the work of the Board will be influenced by stakeholders and the public, including seldom heard groups, will be published following agreement by the Panel. The Strategy will make provision for:
  - (a) The role of the Panel to be promoted;
  - (b) Support and guidance to be given to:
    - i. Members of the relevant Local Authorities;
    - ii. Members of the Executives (if any) of relevant Local Authorities; and
    - iii. Officers of relevant Local Authorities,in relation to the functions of the Panel.
28. The Panel will operate as a forum to represent the views of stakeholders and the public to the Police and Crime Commissioner.

## **Budget**

29. Leicestershire County Council as the host Authority will receive funding from the Home Office for the purposes of establishing and maintaining the Panel

and for the payment of expenses to Members. In the event that the costs so incurred exceed the funding made available by the Home Office, the host authority may ask that a contribution be made by authorities providing Members to serve on the Panel. Any such requests shall be in proportion to the extent of representation of authorities on the Panel for the period covered by the costs incurred.