



Leicester  
City Council

**MEETING OF THE LEICESTER, LEICESTERSHIRE AND RUTLAND POLICE  
AND CRIME PANEL**

**DATE: WEDNESDAY, 9 DECEMBER 2020**  
**TIME: 2:00 pm**  
**PLACE: Virtual Meeting using Zoom**

**Members of the Panel**

Councillors Harper-Davies, Kaur Saini, Loydall, Mullaney, Orson, Pantling, Phillimore, Rae Bhatia, Rahman, Taylor, Walters, Whelband and Woodman.

**Independent Members**

Mr Keith Culverwell  
Ms Mehrunnisa Lalani

Members of the Panel are invited to attend the above meeting to consider the items of business listed overleaf.

For Monitoring Officer

**Officer contacts:**

**Anita James (Senior Democratic Support Officer),**  
Tel: 0116 4546358, e-mail: [committees@leicester.gov.uk](mailto:committees@leicester.gov.uk)  
Leicester City Council, 3rd Floor Granby Wing, City Hall, 115 Charles Street

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## **PUBLIC SESSION**

### **AGENDA**

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#### **1. APOLOGIES FOR ABSENCE**

#### **2. DECLARATIONS OF INTEREST**

Members will be asked to declare any interests they may have in the business on the agenda.

#### **3. MINUTES OF THE LAST MEETING 1ST OCTOBER 2020** **Item 3 pg 1**

The minutes of the meeting held on 1<sup>st</sup> October 2020 are attached and Members will be asked to confirm they are an accurate record.

#### **4. OPCC PERFORMANCE REPORT - QUARTER 2** **Item 4 pg 7**

Members to receive an update of the performance of the Office of the Police and Crime Commissioner for Quarter 2 20/21 (1 July 2020 to 30 September 2020).

Members will be asked to comment and note the contents of the report.

#### **5. QUARTER 2 FORCE PERFORMANCE EXCEPTION REPORT** **Item 5 pg 21**

Members to receive an update of the performance exceptions of Leicestershire Police for Quarter 2 20/21 (1 July 2020 to 30 September 2020).

Members will be asked to comment on the recommendations for further analysis based on exceptions and to note the contents of the report.

**6. POLICE AND CRIME PANEL CONSTITUTION- TERMS OR REFERENCE REVIEW** **Item 6 pg 47**

Members to receive a report recommending revisions to the Constitution of the Panel, following review by the Monitoring Officer in accordance with the duty under Part 3 paragraph 115 to do so once per year.

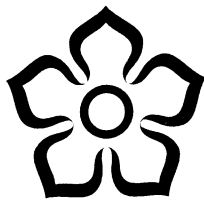
Members will be asked to consider the revisions proposed, and either agree, amend or reject each of them.

**7. WORK PROGRAMME AND DATES OF FUTURE MEETINGS 2021** **Item 7 pg 89**

Members to receive a report to enable the Panel to consider and agree its outline work programme for 2021 and suggest further topics for inclusion; and to receive future meeting dates for 2021.

Members will be asked to agree the Work Programme, subject to any suggestions made at the meeting is agreed and to note the dates of future meetings in 2021.

**8. ANY OTHER URGENT BUSINESS**



Leicester  
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# Item 3

Minutes of the Meeting of the  
LEICESTER, LEICESTERSHIRE AND RUTLAND POLICE AND CRIME PANEL

Held: THURSDAY, 1 OCTOBER 2020 at 2:00 pm as a virtual meeting using Zoom

P R E S E N T:

Cllr Orson (Chair)

Cllr Pantling (Vice-Chair)

Cllr Kaur Saini    Cllr Loydall    Cllr Mullaney  
Cllr Phillimore    Cllr Rae Bhatia    Cllr Whelband  
Cllr Rahman    Cllr Taylor    Ms Lalani

In Attendance:

Lord Bach – Police and Crime Commissioner  
Kirk Master – Deputy Police and Crime Commissioner

Also, Present:

Angela Perry – Executive Director, OPCC  
Paul Hindson, Chief Executive Officer, OPCC  
Paul Dawkins – Chief Finance Officer (temp), OPCC  
Andrew Furlong – Advisor to Lord Bach, OPCC

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## **25. APOLOGIES FOR ABSENCE**

The Chairman led introductions and advised this was a virtual meeting as permitted under section 78 of the Coronavirus Act 2020 to enable meetings to take place whilst observing social distancing measures.

Apologies for absence were received and accepted from Councillor Woodman, Councillor Harper-Davies, Councillor Walters, Keith Culverwell Independent Member, and Chief Constable Simon Cole.

## **26. DECLARATIONS OF INTEREST**

Members were asked to declare any pecuniary or other interest they may have in the business on the agenda. There were no such declarations.

## **27. MINUTES OF THE LAST MEETING 28TH JULY 2020**

RESOLVED:

That the minutes of the meeting held 28<sup>th</sup> July 2020 be confirmed as an accurate record.

## **28. PUBLIC QUESTIONS**

There were no public questions submitted.

## **29. POLICE & CRIME COMMISSIONERS ANNUAL REPORT**

The Police and Crime Panel considered the Police and Crime Commissioner's draft Annual Report 2019/20, the final version of which, would include photographs and consistent format style of other OPCC publications.

Discussion of the report included the following points:

- The Police and Crime Commissioner (PCC) was thanked for the comprehensive report based upon themes from the Police and Crime Plan.
- The Panel notes the Annual Report referred to interventions around Domestic Abuse and the Panel were keen to understand how much violence in the public domain arose from domestic abuse and how the targeting of interventions could be applied to address that.
- The case studies were welcomed as giving additional insight into the work being done, however as the area covered (Leicester, Leicestershire and Rutland) which was very diverse in its communities, land, poverty/wealth, prospects for individuals etc it was difficult to identify from the report how successfully crime was being tackled in particular areas and it was suggested that some pictorial infographics could be useful to show that.
- The Panel welcomed the increase in policing numbers and asked for the uplifting of police numbers overtime to also be reflected in the report, as it was important that the point was clear around the numbers of visible policing being agreed to since Police and Crime Commissioner came into office.
- The Panel enquired about arrangements for the Violence Reduction Network (VRN) if future funding was not secured and noted, it was anticipated the government will grant aid next year. As this was a long term project a sustainability plan was being developed despite the working assumption the VRN will continue to be funded.
- The Panel requested details about the Victim Surcharge levied at offenders and how that was applied.

Overall the Panel commended the report for being succinct and easily read and recognised the hard work being done.

### **RESOLVED:**

1. That the PCC's Annual Report 2019-20 be approved, subject to the comments made by the Panel;
2. That the comments made by the Panel (as set out above) form a report to be submitted to the PCC for his information;
3. That the PCC be requested to provide a report regarding violence in the public domain linked to domestic abuse and interventions around that;

4. That the PCC be requested to provide a report for a future panel meeting regarding Victim Surcharge and how it is applied.

### **30. REGIONAL COLLABORATION AND PARTNERSHIP WORKING**

The Police and Crime Panel considered a report providing information of the regional collaboration work.

Paul Hindson introduced the report and outlined the details of regional collaboration and partnership activities that the PCC engages in, the purposes of that work and the benefits that arise from it.

The Chair thanked officers for the in depth summary noting the importance of this piece of work which was also important to the success of Force work.

RESOLVED:

That the contents of the report be noted.

### **31. OPCC PERFORMANCE REPORT - QUARTER 1 (1 APRIL 2020 TO 30 JUNE 2020)**

The Police and Crime Panel received a report of the Police and Crime Commissioner which provided an update on performance of the Office of the Police and Crime Commissioner between 1 April 2020 and 30 June 2020.

A member thanked the Police and Crime Commissioner for attending an invitation and supporting the development of a community garden at the Wigston Police Station to commemorate and recognise people who had lost their lives in service.

The Panel noted that figures regarding the number of Facebook Reaches and Website Hits were being revisited as there was some uncertainty about their accuracy and that would be reflected in the next quarter performance report.

RESOLVED:

That the contents of the report be noted.

### **32. QUARTER 1 FORCE PERFORMANCE EXCEPTION REPORT 1ST APRIL 2020 - 30TH JUNE 2020**

The Police and Crime Panel considered a report of the Police and Crime Commissioner which provided an update on the performance of the Leicestershire Police for the period 1 April 2020 to 30 June 2020.

During discussion the following points were noted:

- The Panel were interested to know what the analysis showed in terms of trend and whether benchmarking was carried out across areas of LLR to determine different trends between city areas and districts.
- The Panel were informed that there was some regional comparison; last

year LLR had 7.2 offences per 1000 population compared to other regions having 8.4, 9.9, 10.3 and 10.7 per 1000 population however those figures were subject to change because of under recording and final data was not yet available.

- In terms of defining violence with injury, Assault Occasioning Actual Bodily Harm (ABH) had been chosen as a threshold offence in determining classification so taking Common Assault as an example this would usually fall into violence without injury but under reclassification Common Assault could also be reclassified as ABH. However, it was important to note there were lots of other violence with injury offences too.
- A piece of work had been done through the VRN to analyse background data across different areas, from that it could be seen that the City and Charnwood stood out so those were treated as priority areas in terms of looking to reduce crime.
- In terms of trend, patterns were not always clear, Knife Crime and Murder offences data was stable however such offences were still a constant concern.

3.45pm The Chair left the meeting and the Vice Chair assumed the Chair for the remainder of the meeting.

Panel Members discussed the content and presentation of data within the report and indicated they would like to see more context to the data to help determine what they should be concerned about, what needed more focus, whether there were underlying factors causing the data results and to see how well police were responding to crime.

The Panel were advised that work had been done looking holistically at the drivers for violence including background factors and risk indicators, however this was captured in a very detailed way rather than a strategic overview.

Panel Members referred to the data provided to Community Safety Partnerships (CSP) and the differences between that and the contents of this report. However, Panel Members were advised that the CSP were in a different position and were able to be more granular, whereas the remit of this Panel was to maintain a strategic focus rather than being drawn into parochial issues. It was recognised that a balance was needed to present the data in a useful way with some narrative to give context and to show what might be underlying trends.

4pm Cllr Les Phillimore left the meeting.

Panel Members were informed that awareness raising workshops could be organised to look at particular matters if required.

There was a brief discussion about the broadness of categories such as Hate Crime and the other exceptions where there was significant pattern of behaviour and it was noted that these were reviewed robustly and considered in other forums such as the Strategic Assurance Board.



Panel Members noted that whilst data of Child Sexual Exploitation had been provided there wasn't data for Child Criminal Exploitation. It was advised this data was not yet readily available although it was looked at in terms of missing children.

There was discussion around enforcement of Covid measures, the issuing of Fixed Penalty Notices (FPN) and whether there was any disproportionate enforcement or bias in people being stopped. It was clarified that the issuing of FPN was not necessarily related to Stop and Search, these were separate issues that should not be conflated and the vast majority of FPN had been issued for contravening requirements or instructions of movement etc. In terms of a trend or pattern by gender/race/age there was not a local breakdown of that data although the National breakdown suggested more males between the age 18-24 had been issued FPN's and data around ethnicity was self-defined with the majority white and a high proportion of Asian background.

**RESOLVED:**

1. That the contents of the report be noted.
2. That consideration be given to providing additional context to the data in future reports in line with the comments above.

**33. IICSA FINANCIAL IMPACT - VERBAL UPDATE**

Paul Dawkins, acting Chief Finance Officer, OPCC gave a brief update on the position with IICSA.

Panel Members were reminded that a letter had been sent to the Home Office following the last meeting to request support however it was noted that the Home Office had initially declined although there remained an option for the Police and Crime Commissioner to pursue a grant.

**34. DATE OF NEXT MEETING**

To note the next meeting is scheduled for 9<sup>th</sup> December 2020 at 2pm.

**35. ANY OTHER URGENT BUSINESS**

The Chair of the meeting thanked those present for their contributions to the meeting.

There being no further business the meeting closed at 4.35pm.



## POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE POLICE AND CRIME PANEL

Report of	POLICE AND CRIME COMMISSIONER
Subject	OPCC PERFORMANCE REPORT – QUARTER 2 (1 July 2020 – 30 September 2020)
Date	WEDNESDAY 9 <sup>TH</sup> DECEMBER 2020 AT 14:00
Author	JEMIMA MASON, PERFORMANCE ANALYST OFFICE OF POLICE AND CRIME COMMISSIONER

### Purpose of Report

1. To provide the Police and Crime Panel with an update of the performance of the Office of the Police and Crime Commissioner for Quarter 2 20/21 (1 July 2020 to 30 September 2020).

### Recommendation

2. The Panel is asked to consider the report and raise any relevant questions.

### Background

3. The report is constantly being developed with more indicators being introduced with each iteration. On this occasion, the report has incorporated additional information reflecting the work of the Commissioning Team. This has focussed on the successful bidding work of the Commissioning Team and some measures of the largest contract, that of the Victim First service. In future versions the report will include: a cumulative record of the additional funding generated by the Commissioning Team, which currently exceeds the total cost of the OPCC; outcome measures for the Victim First and other contracts; and the new outcome reporting that the OPCC has been developing. Future versions of the report will also include measures from the Violence Reduction Network. Members of the Board are invited to add further suggestions about enhancing the content of the report.
4. This report also includes an outline of the projects held across the whole of SPB, as well as the projects that are held internally within the OPCC.
5. The performance report itself is attached at Appendix item A, the glossary that accompanies the report is attached at Appendix item B.

### Highlights

6. Throughout Q2 of 20/21, the whole office has continued to work remotely due to COVID-19, however staff members have joined a 'bubble' determining the office days available to them. A number of staff members have therefore been attending the office, where there are strict social distancing measures in place. Although the volume of certain activities, such as engagement, have reduced, the overall level of performance has remained unaffected by the COVID measures. The areas of lower level activity during this quarter are highlighted as exceptions below:
  - a. The number of engagement events attended by Lord Willy Bach for Q2 of 20/21 were 6, which is the same number attended as the previous quarter. The Covid-19 restrictions have clearly had an impact on the number of engagements that the PCC can undertake.

- b. An improved system of project management has enabled greater accuracy of project recording. There were 15 live projects in the OPCC for Q2 of 2020/21 and a further 40 projects sitting in SPB. The OPCC internal projects included the OPCC Annual Report and a Covid-19 Delivery Plan. One project was completed during Q2 of 2020/21, and five were on hold at the time because of the impact of Covid-19.
  - c. The number of volunteered hours and visits has slightly increased compared to the first quarter of 2020/21. There were eight more ICV volunteered hours than the previous quarter. This increase is due to ICVs now visiting each suite on a fortnightly basis and more ICVs having returned due to the easing of lockdown measures due to Covid-19.
7. The OPCC undertook a full staff survey to gauge the impact of COVID and the changing working practices. Overall, the feedback from the survey was positive, some of the main points from the survey are outlined below. It is the intention to repeat this survey again at regular intervals throughout the year to maintain an understanding of staff wellbeing.
- a. 100% of staff reported that their current work life wellbeing was positive to very positive.
  - b. 100% of staff reported that their current home life wellbeing was positive to very positive.
  - c. 45% of staff members stated that they would be happy to work from the office if it was open now, however 80% stated that they would prefer to work from home.
  - d. Contrary to the above point, 30% of staff members stated that they wanted to work 0 days in the office, and 65% said they wanted to work 1-2 days in the office.
  - e. 95% of staff members have said that they feel they have been able to perform their duties at home.
  - f. 75% of staff either agree or strongly agree that they are being kept well informed of what to expect upon returning to the office.

### **Implications**

Financial:	None
Legal:	None
Equality - Impact Assessment:	None
Risks and –Impact:	None
Link to Police and Crime Plan:	Performance of the office is instrumental to the delivery of the Plan.

### **List of Appendices**

Appendix A - OPCC Performance report  
Appendix B - Glossary to accompany the report

### **Background Papers**

None

### **Person to Contact**

Jemima Mason, Performance Analyst  
Tel: 0116 2298980 Email: [Jemima.Mason@leics.pcc.pnn.gov.uk](mailto:Jemima.Mason@leics.pcc.pnn.gov.uk)



**POLICE & CRIME  
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# **OPCC PERFORMANCE REPORT**

## **Quarter 2**


(1<sup>st</sup> July 2020 – 30<sup>th</sup> September 2020)

Item 4



## Appendix A

### Office of the Police and Crime Commissioner Performance Report


#### 1. Executive Support

KPI	Measure	Performance Q2 2020/21	Commentary
1.1	Number of Emails Received	1814	The Police Commissioner inbox received 1814 emails throughout the second quarter of 20/21. This is 299 more emails than quarter one of 20/21 where the Police Commissioner inbox received 1515 emails.
	Number of Correspondence Received	94	
	% Correspondence Responded to On-time	 95%	The number of correspondence received for the second quarter was 94 and the number responded to on time was 89.
	Number of Invitations Received	19	Trends in correspondence included 11 correspondences in July regarding the Leicester Lockdown, and 5 correspondences received in September regarding incidents of ASB.  The Commissioner has accepted approximately 53% (10) of the 19 invitations received over the quarter.
1.2	Number of FOI received	0	The OPCC has not received any freedom of information requests in the second quarter of 2020/21.

1.3	Number of LWB Meetings	271	<p>In the second quarter of the 20/21 financial year, the Commissioner attended 351 meetings. This is a decrease of 80 meetings on the previous quarter where the Commissioner attended 351 meetings. The majority of these were attended virtually.</p> <p>In quarter two, 142 of the meetings attended by the Commissioner were internal meetings (52%), such as senior management meetings, internal briefings and decision-making meetings. The next largest category of meetings was External Meetings, such as the Health and Well-Being Board, with 51 of these attended, followed by Force Meetings with 50 of these attended by the Commissioner. Other categories include: Media interviews, funding or commissioning meetings, events and regional meetings.</p>
1.4	Number of ICV Volunteers	20	<p>The number of ICV volunteers has reduced by one from the previous quarter. 1 ICV resigned due to pressures from his council duties and other volunteering responsibilities.</p> <p>The number of volunteered hours and visits has slightly increased compared to the first quarter of 2020/21. More ICVs have returned to visiting as the lockdown restrictions due to Covid-19 eased. From September 2020, ICVs have visited custody on a fortnightly basis,</p>

	Number of ICV Volunteered hours	24	<p>totalling 23hrs 42 mins throughout the quarter. Beaumont Leys Custody Suite remains closed. The travel time to and from the custody suites is included in the total volunteered hours.</p> <p>In quarter 2 of 2020/21, the average travel time for all volunteers to all suites was approximately 41 minutes and the average length of visit across all suites was 48 minutes, making the average visit length 1 hour 29 minutes. This quarter the ICVs achieved a 100% visit rate, attending 8/8 scheduled visits.</p> <p>No thematic issues were recorded, and small requests such as medication/food drink were fulfilled either at the time of the visit or shortly after. Issues followed up by the OPCC were resolved and detailed within the custody records.</p>
	Number of ICV Visits	 8	
1.5	Number of A/L days taken by OPCC staff	 112	<p>The number of annual leave days taken by OPCC staff in quarter two currently stands at 112 days taken. This is significantly higher than the previous quarter, which saw staff take 24 days, in line with the target.</p> <p>Staff accrue approximately two annual leave days per month, which, when multiplied by staff numbers, generates the target. Senior</p>



	Flexi time balance held by OPCC Staff	267  hours	<p>members of staff have a larger annual leave allowance and hence are not included in the figures quoted.</p> <p>The flexi time balance held by OPCC Staff currently stands at 267 hours owed across 15 staff members. This is over the policy cap, which is 225 hours for 15 employees. The maximum carried by one staff member was 66 hours, with 3 other members of staff carrying more than 15 hours on their flexi time balance.</p> <p>Not all members of staff are on the flexi time scheme, senior managers being the exception. Policy guidance states that an employee should not be carrying more than 15 hours at one time.</p>
1.6	Office Sickness	33	<p>During quarter two, 33 calendar days were lost to sickness. This sickness was in relation to one member of staff.</p> <p>This means that 2.4% of all calendar days available across all staff in the office were lost in quarter one due to sickness.</p>
1.7	OPCC Headcount	15	<p>The Office of the Police and Crime Commissioner currently has 15 permanent employees. In addition, there are also 2 contractors, 3 members of agency, 1 temporary employee and 1 member of staff currently on maternity leave within the office. These are not included in the headcount.</p> <p>The proportion of females in the OPCC is 73% and the proportion of males is 27%.</p> <p>The BAME representation of the OPCC at the end of quarter two 2020/21 was 40%.</p> <p>The Violence Reduction Network is hosted by the OPCC. The headcount will be reported separately to the Panel, but are not</p>

			included in the OPCC numbers above. The VRN currently consists of six full time members of the team, including one police officer, one performance analyst and two Public Health England Consultants seconded to the network.
1.8	Number of OPCC Vacancies	3	During quarter three, the OPCC has advertised 3 vacancies. These vacancies were Partnership officer – an appointment has been made (selected candidate currently going through vetting procedures), Community Development Officer, which is currently at the shortlisting stage; and Engagement Officer, which is also at the shortlisting stage.

## Office of the Police and Crime Commissioner Performance Report

### 2. Engagement

KPI	Measure	Performance Q2 2020/21	Commentary
2.1	Number of Engagement Events	6	<p>In the second quarter of 20/21, the Commissioner attended 6 engagement events. These included meetings regarding disabilities and the Black Lives Matter movement. This is the same as the previous quarter, although other OPCC staff attended other events on his behalf: see below. Overall, the number of engagement events remains low because of COVID-19.</p> <p>A further two engagement events were attended by members of the OPCC on behalf of the Commissioner.</p>
2.2	Number of Engagement Hours	10.5	<p>The PCC and Deputy PCC have spent 10.5 hours on direct engagement activity during Q2 of 20/21. This is the same number of hours as the previous quarter reflecting the ongoing impact of COVID.</p> <p>The commissioner has also been posting a weekly blog on the OPCC Facebook page, which has had a positive effect in terms of increasing engagement with the public and has covered a variety of topics. Engagement has continued virtually where feasible and a significant survey has been undertaken, which first went live to the public to complete on the 16<sup>th</sup> September and closed at the end of October.</p> <p>Members of the OPCC have completed a further 5 engagement hours on behalf of the Commissioner.</p>

2.3	Number of Projects	55	As of the end of quarter two of the 20/21 year, the Office of the Police and Crime Commissioner is managing 15 internal projects and there are 40 within the Strategic Partnership Board (SPB). The projects within the SPB include those sitting under the VRN and other sub-groups of SPB. Many of the SPB projects focus on reducing the prevalence of harmful behaviour. Internal projects include the OPCC annual report, ICV recruitment, Covid-19 strategy plan and SPB Development. The Early Intervention Youth Fund project was successfully completed during the quarter. A few projects have had to be put on hold because of COVID.
2.4	Number of Tweets	128	<p>During quarter two, 128 tweets were sent from the Police and Crime Commissioners Corporate twitter account (@LeicsPCC). This is a 35% increase from the previous quarter. These tweets have reached 106.9K people with 1331 Profile visits and 599 mentions.</p> <p>At the end of September 2020, the Police and Crime Commissioner's twitter account had 5,965 followers, the number of followers increasing month on month.</p>
2.5	Number of Facebook Reaches	17,272	The number of people who had any content from our page enter their screen. By the end of September 2020, the Office of the Police and Crime Commissioner Facebook page had 414 unique user likes, acquiring 40 likes throughout the quarter.

2.6	Number of Website Hits	19,402	Throughout the second quarter of the 20/21 financial year, the public has viewed the OPCC website 19,402 times. This is 958 more views than throughout the last quarter. The views were from 8,809 users, 97% of which were new visitors to the website. The average session length on the website was 1 minute and 6 seconds.
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## Office of the Police and Crime Commissioner Performance Report

### 3. Commissioning

KPI	Measure	Performance Q2 2020/21	Commentary
3.1	Number of Contracts	115	The commissioning team hold 115 contracts (funding agreements) on the MCR.
3.2	Number of Bids Awarded	2	The Commissioning Team successfully bid for funding under the Safer Streets Programme during Quarter 2 of 2020/21. The Programme supported all three of the areas that the team bid, these are: Westcotes, Braunstone Frith, and the Dishley/Warwick Way Estate of Charnwood. Safer Streets aims to reduce the amount of acquisitive crime through environmental/target hardening measures in susceptible communities. A bid for additional funding for ISVAs was also awarded during this quarter for £69,922 this year and £109,247 next year.
	Number of Bids Submitted	2	The Commissioning Team has submitted two new bids during this quarter: one of £370k for the Child Sexual Abuse Transformation Fund; the other of £247k was to the Domestic Abuse Perpetrator Fund. Results will be known in the next quarter.
3.3	Number of New Contracts	38	The Commissioning Team issued 38 payments for new contracts during Quarter 2. This included money to Therapeutic Support Contracts and MoJ extraordinary SVDA funding paid.

3.4	Number of Applications for Prevention Funding	6	The commissioning team received 6 applications for Prevention Funding in Quarter 2 of 2020/21.
3.5	Amount of Prevention Funding Paid to Organisations	£99,945	The Commissioning Team paid £99,945 of prevention funding to local organisations in the second quarter of 2020/21. Some of these payments related to decisions made in the previous quarter
3.6	Victim First – Number of Referrals	3,799	Victim First received 3,799 referrals throughout Quarter 2 of 2020/21.
	Victim First – Number of Victims Provided with 'Enhanced' Support	660	660 victims received enhanced support from Victim First during the quarter, including cases requiring emotional support

## Appendix B

<b>Glossary:</b>	
<b>Twitter Impression</b>	The total amount of times a tweet shows up in someone's twitter timeline.
<b>Twitter Engagement</b>	This is the total number of times a user has interacted with a tweet. This could be anything from clicking on the tweet, retweeting, replying, following, liking and hash tagging for example.
<b>Facebook reach</b>	The total number of unique people who saw the content.
<b>Daily Total Impressions</b>	The number of times any content from the page entered a person's screen.
<b>Correspondence</b>	Complaints or enquiries received through either the Police Commissioner inbox or the post.
<b>FOI</b>	Freedom of information requests
<b>Independent Custody Visitors (ICV)</b>	Independent Custody Visitors go into police custody suites to check on the rights, entitlements and wellbeing of detainees.
<b>BAME</b>	Black, Asian and Minority Ethnic

20



## **POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE POLICE AND CRIME PANEL**

Report Of	<b>POLICE AND CRIME COMMISSIONER</b>
Subject	<b>QUARTER 2 FORCE PERFORMANCE EXCEPTION REPORT 1<sup>ST</sup> JULY 2020 – 30<sup>th</sup> SEPTEMBER 2020</b>
Date	<b>09/12/2020</b>
Author	<b>CLARE HAGGIOANNU, PERFORMANCE ANALYST, OFFICE OF POLICE AND CRIME COMMISSIONER</b>

### **Purpose of Report**

1. To provide the Police and Crime Panel with the assurance work conducted by the Police and Crime Commissioner to maximise the performance of Leicestershire Police. The performance detail is contained in the report at Annex A.

### **Recommendation**

2. The Panel is invited to raise questions concerning the content of the report, focussing on the role of the PCC, which is to monitor and scrutinise police performance to ensure that the most effective outcomes are achieved. The direct scrutiny of police performance takes place at the Strategic Assurance Panel, which precedes this Panel.
3. Subject to the satisfactory resolution of questions raised, the Panel is asked to approve the report.

### **Background**

4. The Panel will be familiar with the structure and design of the report which has been developed using Power BI and has been presented to the Panel on a number of occasions now.
5. The analysis sets parameters for variations in performance for each crime type, described as upper and lower control limits. The level of scrutiny is heightened when the performance breaches these control limits, with the aim of understanding what has caused the breach and, if appropriate, establishing a new baseline to reflect the changing pattern.
6. At the Panel's last meeting the OPCC agreed to update the report following discussion between the police and PCC at the Strategic Assurance Board (SAB), which usually precedes the Police and Crime Panel. That has not been possible on this occasion because SAB takes place the day before this

meeting of the Panel. However it will be possible to verbally update the Panel on the findings from SAB.

### **Highlights:**

7. The measures reported in the full report have been analysed on the performance based on the Statistical Process chart principles set out below:
  - a. Single point exceptions (special cause variation), depicted by a red/green colour circle. This indicates that the measure has breached the upper/lower control limit. A significant operation (i.e. Operation Lionheart) would affect the chart in this way, for example. Further analysis to understand the cause of this is recommended.
  - b. Stable, depicted by an amber circle. This indicates that the measure is stable between the 3 standard deviation control limits.
  - c. Stable above/below the mean (step shift), depicted by an amber up/down arrow. This suggests that there has been an uplift/lower trend of reporting low and in general recording remains stable. This impact of a change in recording practices would affect the chart in this way, for example. Recommendation is to reset the control limits when the reason for the uplift/lower levels are understood.
  - d. Significant increasing/decreasing trend (out of control), depicted by a red/green up or down arrow. This suggests there has been a prolonged period of significantly higher report and this needs to be investigated. The month on month recorded values will generally be larger than the last. Further analysis is recommended to understand the drivers of the increase. A trend such as this was witness during the launch of online crime reporting.
8. The measures showing indicators for further analysis will be included in the highlight section of this report to be discussed further at the meeting.
9. The quarterly comparisons will still be reported on in the report to supplement the longer term trend analysis as set out above.

### **Quarter 4 Performance Exceptions:**

10. The statistical process chart for Violence with Injury presented in the Quarter 2 performance report shows a breach of the upper control limits. Quarter 1 (2020/21) performance report indicated that the previous quarter's data point (June 2020) had also breached the upper three standard deviation control limit. However, changes to the way violence with injury offences are recorded have had an effect on this significant increase. The reason for this is a change in the recording of Violence against the Person offences whereby all common assaults are now reviewed and often re classified as violence with injury. The recording is becoming more stable now, but it has resulted in a significant increase of recordings since March. This however is not reflective of an increase in occurrences. The comparison to the same quarter of the previous year is indicating a +72% increase (+1412 offences) when comparing the two periods and this is a reflection of the above explanation.

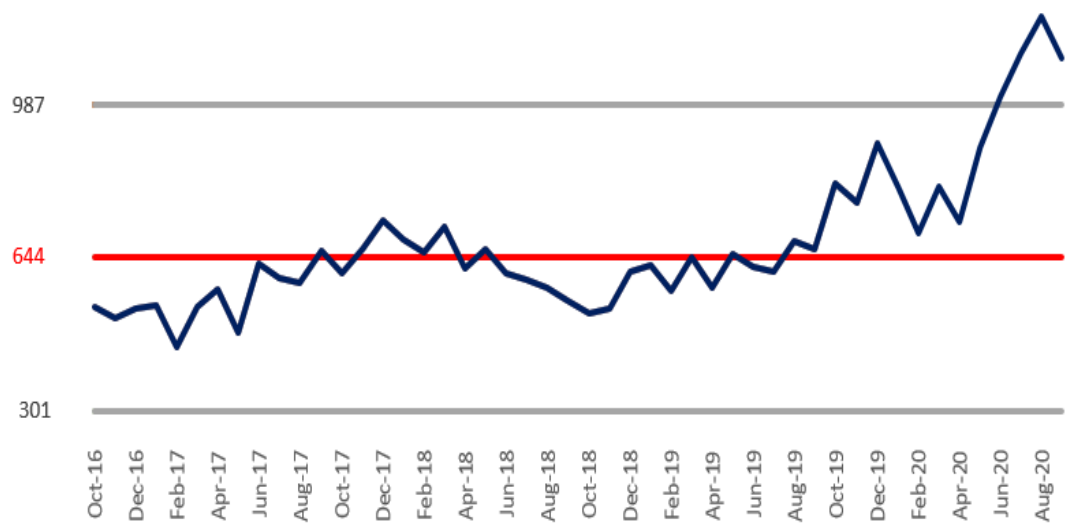


Figure 1. Violence with Injury Chart

11. The statistical process chart for Rape Offences shows that whilst the number remains within the control limits, it reached the maximum point considered within the control limits (115 offences in August). However, the control limits were not breached and the figure appears to have decreased slightly in September with 106 offences. Further analysis is recommended to understand the increase in August 2020.

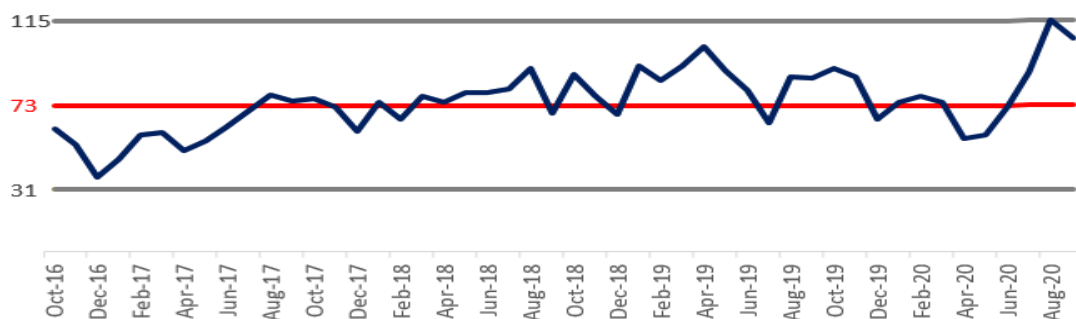


Figure 2. Rape offences chart.

12. Historical Rape offences have been showing sporadic changes throughout the entire period contained on the chart. Quarter 2 of 20/21 has seen a continued breach of the upper control limits, following a breach in June last quarter. Further to this, the comparison to the same quarter of the previous year is indicating a 113% increase when comparing the two periods. Further analysis is recommended to understand this increase.

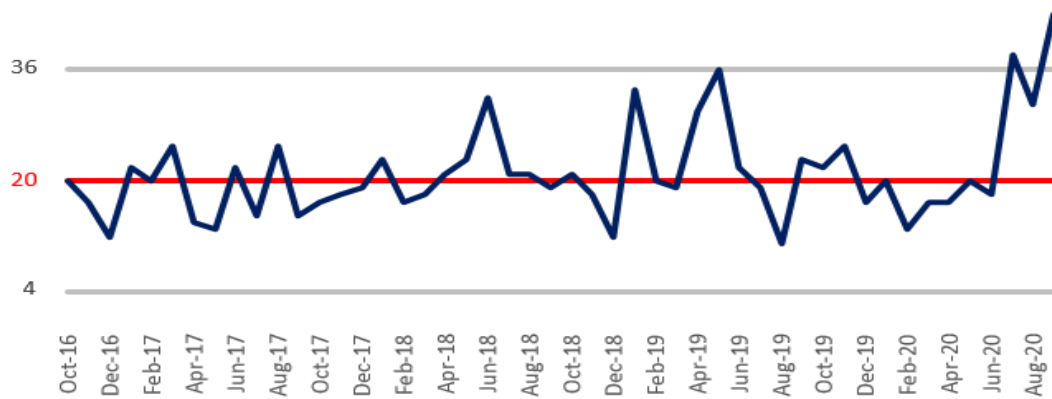


Figure 3. Historical Rape Offences chart.

13. The statistical process chart for Stalking and Harassment offences shows a prolonged increasing trend, with the most recent data point in September 2020 breaching the upper control limit. The comparison to the same quarter of the previous year is indicating a +60% increase. However, changes in the recording of stalking and harassment offences are most likely the reason for this increase. Stalking and harassment are now recorded as two separate offences often for the same incident (stalking is harassment in a domestic context, therefore if a stalking or harassment offence occurred in this setting, both stalking and harassment would be recorded separately for the same incident). This has resulted in a significant increase in stalking and harassment reports, whereas the actual number of occurrences has not significantly increased. As the monthly figures appear to have stabilised at similar figures each month, it is recommended that the control limits are reset to be representative of the change in recording practices.

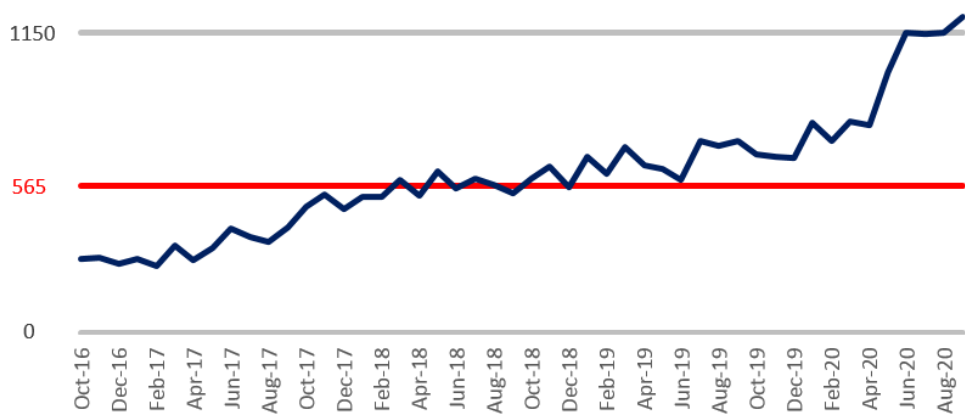


Figure 4. Stalking and Harassment Chart

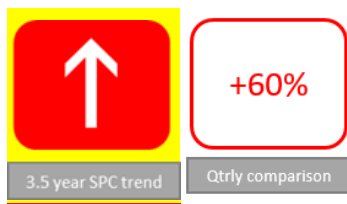


Figure 5. Stalking and Harassment comparators

14. The statistical process control chart for hate offences has continued to breach the upper control limit in quarter 2 of 20/21 following an initial breach in June 2020. These recent increases are following a period wherein these offences were relatively stable (October 2016-June 2020). The comparison to the same quarter of the previous year shows a +47.4% increase (+238 offences). Further analysis is recommended to understand the cause of this breach. Recent social media postings from Leicestershire Police encourage the reporting of hate crimes, which may have contributed to this figure.

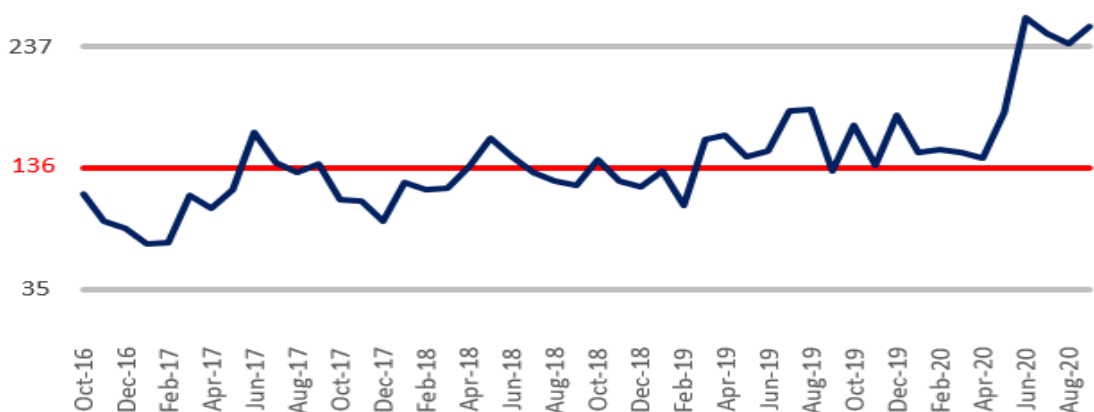


Figure 6. Hate Offences Chart

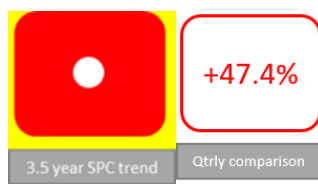


Figure 7. Hate Offences comparators

## Person to Contact

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**POLICE & CRIME**  
**COMMISSIONER**  
for Leicestershire


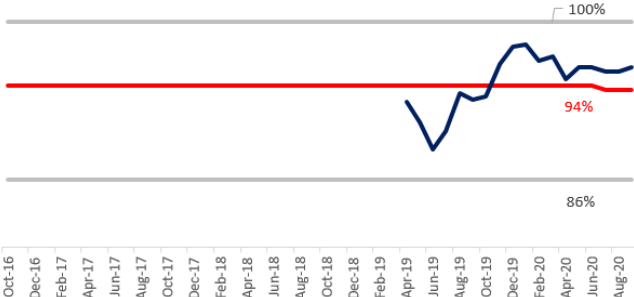
Prevention | Partnership | Protection

# **PERFORMANCE REPORT**

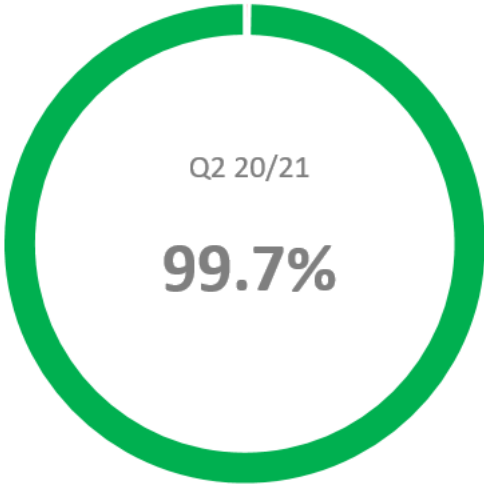
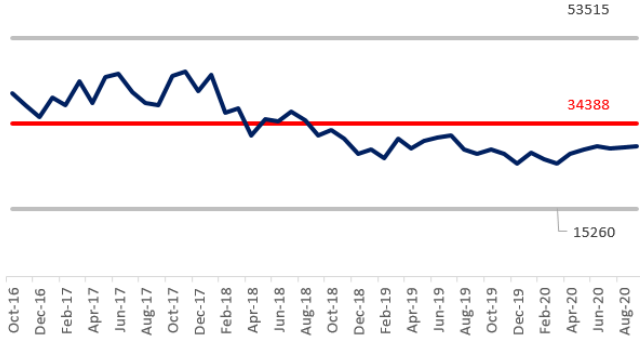
Q2 2020/21

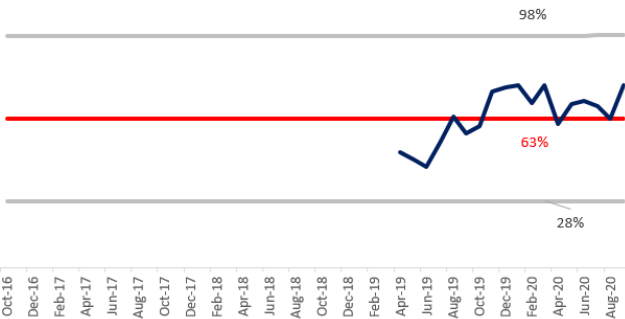
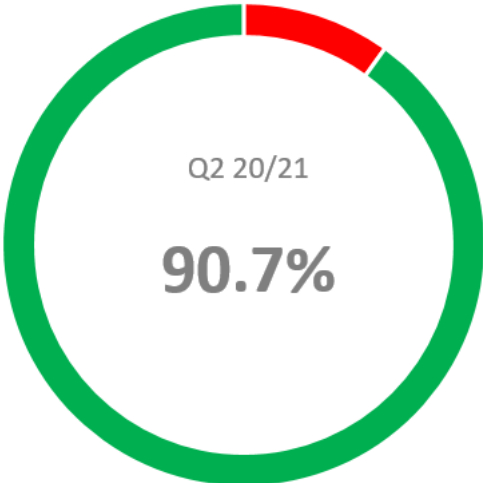
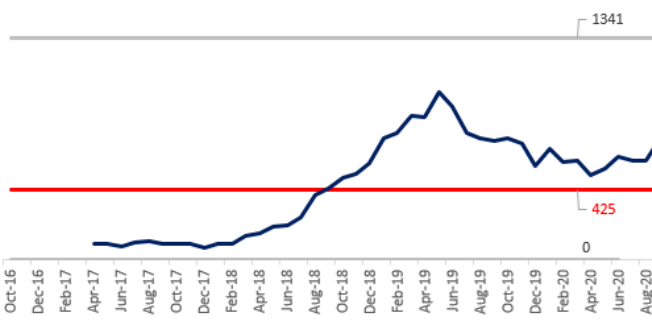
# Leicestershire Police Performance Report

## 1. Calls

KPI		Performance	Commentary
1.1	Number of 999 Calls	 <p>15808</p> <p>12159</p> <p>8510</p> <p>Oct-16 Dec-16 Feb-17 Apr-17 Jun-17 Aug-17 Oct-17 Dec-17 Feb-18 Apr-18 Jun-18 Aug-18 Oct-18 Dec-18 Feb-19 Apr-19 Jun-19 Aug-19 Oct-19 Dec-19 Feb-20 Apr-20 Jun-20 Aug-20</p> <p>3.5 year SPC trend</p> <p>-13.5%</p> <p>Qtrly comparison</p>	<p>The statistical process control chart indicates that the number of 999 calls is stable within the upper and lower control limits.</p> <p>A seasonal trend clearly exists in the chart, however for the last financial year this appears to be at a higher level. The volume of 999 calls recorded over the last quarter have seen an increase, resulting in the average being slightly above the mean.</p> <p>The quarterly comparison to the previous year suggests a -13.5% decrease.</p>
1.2	999 Calls answered within 10 seconds	 <p>100%</p> <p>94%</p> <p>86%</p> <p>Oct-16 Dec-16 Feb-17 Apr-17 Jun-17 Aug-17 Oct-17 Dec-17 Feb-18 Apr-18 Jun-18 Aug-18 Oct-18 Dec-18 Feb-19 Apr-19 Jun-19 Aug-19 Oct-19 Dec-19 Feb-20 Apr-20 Jun-20 Aug-20</p> <p>3.5 year SPC trend</p> <p>+4pp</p> <p>Qtrly comparison</p>	<p>At the end of quarter 2, on average, 96% of all 999 calls were answered within 10 seconds.</p> <p>Performance has improved throughout last year due to the introduction of a new software that enables call handlers to more easily switch between 999 and 101 calls. This has improved the performance for both 999 and 101 calls. This can be seen on the chart.</p> <p>The quarterly comparison to the previous year suggests an increase of 4 percentage points in the number of 999 calls answered within 10 seconds.</p>



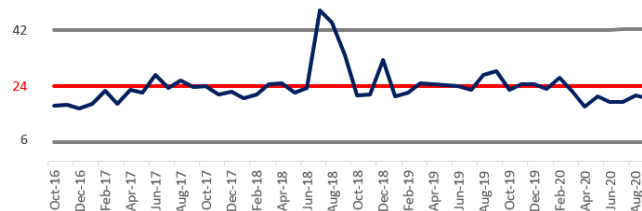
1.3	999 Abandonment Rate	 <p>Q2 20/21</p> <p><b>99.7%</b></p>	<p>The abandonment rate at the end of quarter 2 20/21 was 0.3%.</p> <p>The average time to answer a 999 call for quarter one was 2 seconds, which has remained stable.</p>
29 1.4	Number of 101 Calls	 <p>53515</p> <p>34388</p> <p>15260</p> <p>Oct-16 Dec-16 Feb-17 Apr-17 Jun-17 Aug-17 Oct-17 Dec-17 Feb-18 Apr-18 Jun-18 Aug-18 Oct-18 Dec-18 Feb-19 Apr-19 Jun-19 Aug-19 Oct-19 Dec-19 Feb-20 Apr-20 Jun-20 Aug-20</p> <p>3.5 year SPC trend</p> <p>-1.1%</p> <p>Qtrly comparison</p>	<p>The statistical process control chart indicates that the number of 101 calls is stable within the upper and lower control limits. There has been a series of points (25 months data) where the volume of 101 calls has been below the mean value, this suggests some prolonged bias exists. This suggests that there has been a large, prolonged shift from the average and for better statistical monitoring it is recommended that the control limits are reset.</p> <p>The quarterly comparison to the previous year suggests a -1.1% decrease, which supports the above theory.</p>

1.5	101 Calls answered within 30 seconds	 <div><div>3.5 year SPC trend</div><div>+12pp</div><div>Qtrly comparison</div></div>	<p>At the end of quarter two, on average 69% of all 101 calls were answered within 30 seconds. This represents a significant improvement in performance when compared to the proportions seen earlier in the year.</p>
1.6	101 Abandonment Rate		<p>The abandonment rate at the end of quarter two was 9.93%. The largest abandonment recorded over the second quarter was 10.4% in July.</p> <p>The average time to answer a 101 call for quarter one (2020/21) was 1 minute and 9 seconds, which has increased from Quarter 1 performance (1 minute and 2 seconds).</p>
1.7	Number online crime reports	 <div><div>3.5 year SPC trend</div><div>-12.5%</div><div>Qtrly</div></div>	<p>The statistical process chart for the number of online crime reports is stable within the control limits. There was a sustained increasing trend for the period Mar 18 – June 2019 however this has now started to fall and return to around the mean values.</p> <p>The volume of online crime reports recorded over the past 12 months have remained stable with approximately 650 reports recorded each month.</p>

# Leicestershire Police Performance Report

## 2. Incidents

KPI	Performance	Commentary
<div data-bbox="44 774 127 1214"> <div>2.1</div> <div>Total number of Incidents</div> </div>	<div data-bbox="454 774 1303 1214"> <p>The chart displays the total number of incidents recorded quarterly from October 2016 to August 2020. The data points fluctuate around a 3.5-year trend line of 20,242 incidents. A recent quarterly comparison shows a 3% decrease.</p> </div>	<div data-bbox="1303 774 2195 1214"> <p>The statistical process control chart indicates that the number of incidents recorded is stable within the upper and lower control limits.</p> <p>There does appear to be a seasonal pattern with a peak in summer months. However, the decrease in this year began during quarter 2, presumably related to COVID. Many crime types have generally seen a decrease since COVID.</p> <p>The quarterly comparison represents a 3% decrease in total incidents when compared to the same quarter of the previous year.</p> </div>

Response Time  
by grade

Grade 1



3.5 year SPC trend

-20%

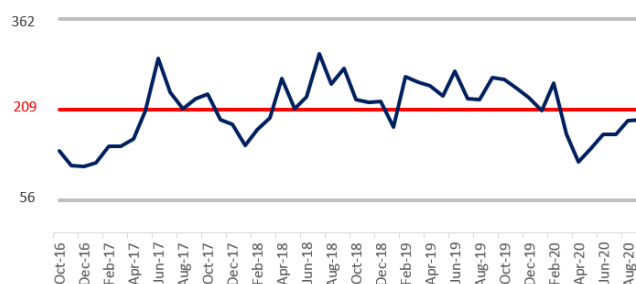
Qtrly comparison

The statistical process control chart for Grade 1 response time indicates that the average time to respond to a grade 1 incident has generally been stable around the mean value of 24 minutes, with quarter 2 continuing to be below the mean. This shows that response times have continued to improve meaning officers are attending grade 1 incidents in a shorter amount of time.

The quarterly comparison suggests that there has been an improvement in response times, with a significant decrease in the Grade 1 response times compared to last year.

The statistical process control chart for Grade 2 response time indicates that the average time to respond to a grade 2 incident is also stable and below the mean.

There has been a significant reduction in the average response time for Grade 2 incidents in March 2020 as can be seen on the chart, this coincides with the introduction of the Force's new Target Operating Model.



Grade 2



3.5 year SPC trend

-23.1%

Qtrly

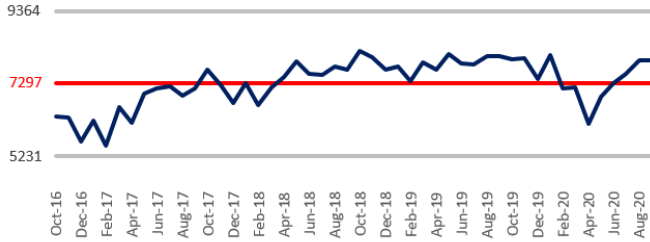

The chart suggests more monthly variation when compared to the response times for Grade 1 incidents. The chart does display a slight seasonal pattern with an increase in average response times over the summer months, this correlates with the seasonal trend in the number of incidents recorded, however these rates are still significantly lower than last year.

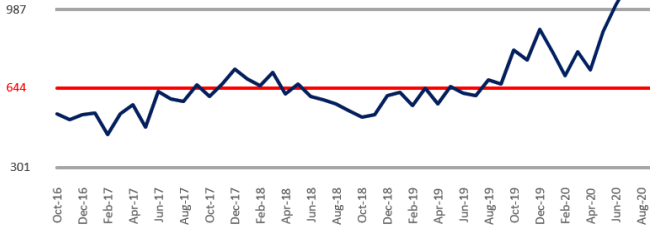

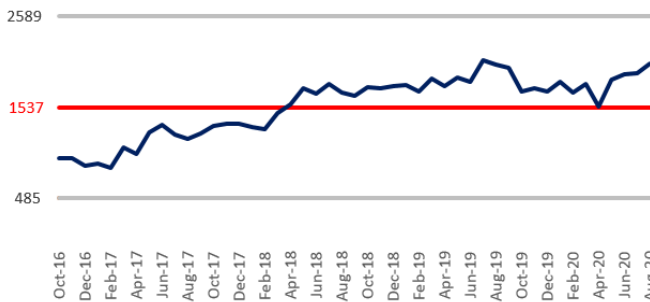

The quarterly comparison to the previous year suggests that response times for grade 2 incidents have continued to be significantly lower than last year.

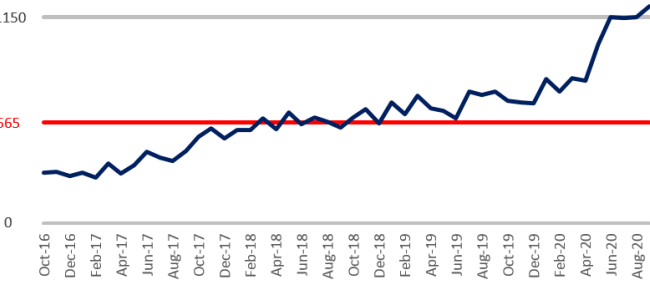


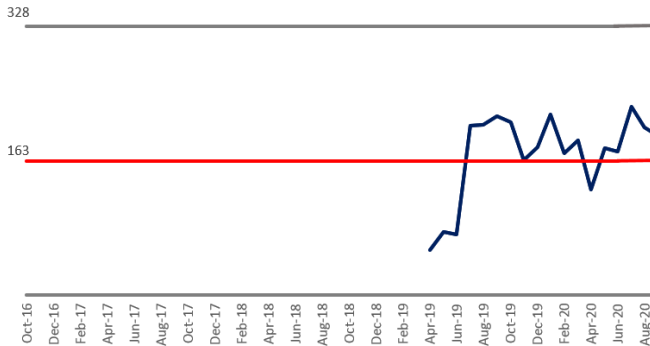


2.3	Number of ASB Incidents		 3.5 year SPC trend  Qtrly	<p>The statistical process control chart for the number of ASB incidents indicates that whilst the number recorded on a monthly basis is stable between the control limits, there also exists a shift from the mean.</p> <p>A seasonal trend clearly exists in the chart, which is supported by the peaks in ASB incidents in the most recent quarter (2020/21 Q2). This is supported by the large percentage increase in ASB incidents reported in the quarterly comparison. However, it is likely that COVID-19 could be attributed to this increase.</p>
2.3	Number of Missing Person Incidents		 3.5 year SPC trend  Qtrly	<p>The statistical process control chart for missing person incidents is stable around the mean and within the control limits.</p> <p>The quarterly comparison suggests that there has been a small increase in the number of missing person incidents in this quarter, compared to the same quarter of the previous year.</p>
2.5	Number Domestic Incidents		 3.5 year SPC trend  Qtrly	<p>The statistical process control chart for the number of Domestic incidents indicates that the number of domestic incidents is below the mean, following a quarter of being above.</p> <p>Despite there being an overall decrease compared to the previous quarter, when compared to the same period of the previous year there has been a significant increase.</p>

# Leicestershire Police Performance Report

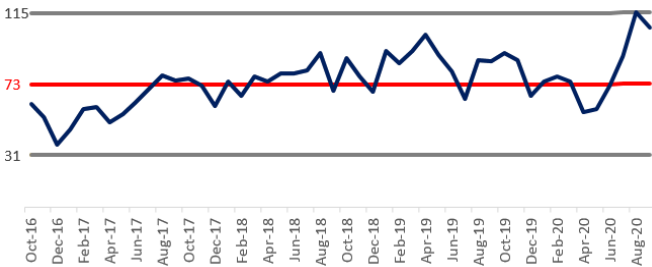

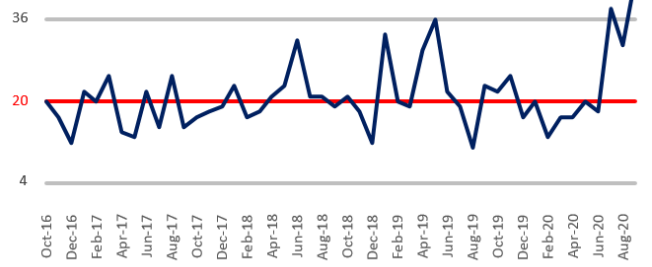

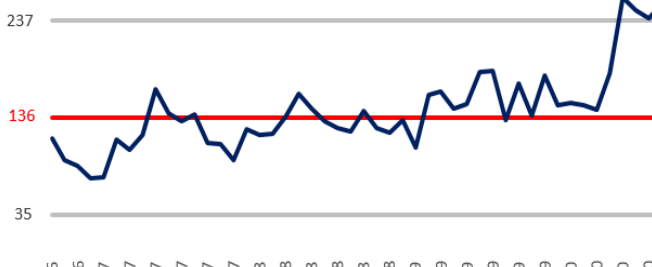

## 3. Crime

KPI		Performance	Commentary
3.1 34	All Crime	 <p>3.5 year SPC trend</p> <p>-2.1%</p> <p>Qtrly comparison</p>	<p>The statistical process control chart indicates that the total volume of recorded crime is extremely stable within the upper and lower control limits around the mean.</p> <p>There have been only slight shifts from the mean since April 2018, with the exception of a slight drop in April 2020.</p> <p>Following a reduction in April most likely due to COVID, there has been gradual increase back to expected levels of crime in the most recent quarter.</p> <p>The quarterly comparison showing only a slight reduction in the number of total crimes recorded compared to the same quarter of the previous year approves the above evaluation.</p>
3.2	Homicides	 <p>Q2 2020/21</p> <p>-2</p>	<p>In quarter one 2020/21 there have been 0 homicides, which is two less homicides than in the same period of the previous year.</p>

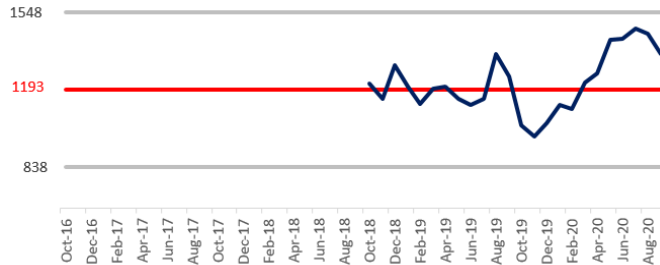
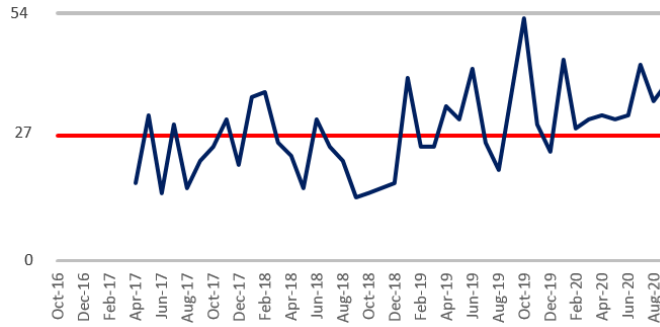
3.3	Violence with Injury offences		 <p>3.5 year SPC trend</p> <p>+72%</p> <p>Qtrly comparison</p>	<p>The statistical process control chart indicates that the number of violence with injury offences recorded throughout quarter 2 2020/21 have breached the upper control limit for a second quarter in a row. The reason for this is a change in the recording of Violence against the Person offences whereby all common assaults are now reviewed and re classified as violence with injury. The recording is becoming more stable now, but it has resulted in a significant increase of recordings since March. This however is not reflective of an increase in occurrences.</p> <p>The above is supported by the quarterly comparison which is significantly higher than the previous year. It is recommended that the control limits are reset to be reflective of the changes to the recording of Violence with Injury offences.</p>
3.4	Violence without Injury offences		 <p>3.5 year SPC trend</p> <p>-2.4%</p> <p>Qtrly comparison</p>	<p>The statistical process control chart indicates that the volume of violence without injury offences recorded is extremely stable within the upper and lower control limits.</p> <p>There has been a number of points (since April 2018) where the volume of recorded violence without injury offences has been above the mean value, this suggests some prolonged bias exists and could indicate that the control limits could be reset for the two distinct periods on the chart. This can in part be explained by a rise in stalking and harassment offences which make up a large proportion of the category.</p>

3.4.1	Stalking and Harassment Offences		 <div data-bbox="1160 296 1296 320">3.5 year SPC trend</div>  <div data-bbox="1160 536 1296 560">Qtrly comparison</div>	<p>The statistical process control chart indicates that the volume of stalking and harassment offences recorded has breached the upper control limit in quarter 2 of 2020/21. This follows June in quarter 1 where the upper limit was almost breached.</p> <p>There has been a series of points (since April 2018) where the volume of stalking and harassment offences has consistently been above the mean value and the trend appears to be continually increasing. However, in recent months large increases can be seen due to the change in recording of stalking and harassment offences whereby harassment and stalking are recorded as two separate offences for one occurrence, and not necessarily representative of a large increase in occurrences.</p>
36 3.5	Knife offences		 <div data-bbox="1160 871 1296 895">3.5 year SPC trend</div>  <div data-bbox="1160 1078 1296 1102">Qtrly comparison</div>	<p>The statistical process control chart indicates that the volume of knife offences recorded has been extremely stable around the mean and within the upper and lower control limits.</p> <p>In the most recent quarter the number of knife offences has remained stable, and the quarterly comparison is only showing a small decrease in knife offences when compared to the same quarter of the previous year.</p> <p>There have been changes in the way that knife offences are recorded due to them previously being quite inaccurate. The data is currently reviewed and updated to increase accuracy which has caused changes to previously reported data. Therefore, only data from April 2019, where it was first updated has been included and the control limits reset to be able to analyse the data more accurately. Without doing this, a significant decrease in knife offences would have been seen, which would only have been attributed to inaccurate recordings of knife offences and unlikely to be a decrease in actual knife crime.</p>



3.6	Rape Offences		 3.5 year SPC trend	<p>In quarter 2, rape offences have seen a significant increase, particularly in August 2020 where the figure reached the highest point within the upper control limit without breaching it.</p> <p>The above is shown further by the quarterly comparison whereby there has been a significant increase in the number of rape offences recorded in the last quarter when compared to the same quarter of the previous year.</p> <p>Further analysis should be undertaken to understand the increase.</p>
37 3.6.1	Historical Rape offences		 3.5 year SPC trend	<p>The statistical process control chart indicates that the volume of historical rape offences (365 days between start date and recorded date) recorded has breached the upper control limits.</p> <p>It can be seen on the chart that this measure experiences large fluctuations in recorded offences, particularly in the previous financial year. However, in the last quarter, a significant increase in reports can be witnessed, and further analysis is recommended to understand this increase.</p> <p>The above is supported by the quarterly comparison whereby there has been a significant increase in the number of historic rapes recorded when compared to the same time period of the previous year.</p>
3.7	Hate Offences		 3.5 year SPC trend	<p>The statistical process control chart indicates that the volume of hate offences recorded has continued to breach the upper control limits in quarter 2 which continues from a trend in quarter 1. Further analysis is recommended to understand the cause of this breach.</p> <p>The quarterly comparison shows a significant increase in the number of hate offences recorded in the most recent quarter compared to the same quarter of the previous year. In the</p>

			<div>+47.4%</div> <div>Qtrly comparison</div>	<p>most recent quarter, there has been a large variation in the monthly volumes recorded compared to previous months where this has been more stable.</p>
3.8	Burglary Offences		<div>↓</div> <div>3.5 year SPC trend</div> <div>-32.9%</div> <div>Qtrly comparison</div>	<p>The statistical process control chart indicates that the volume of residential burglary offences recorded is stable within the upper and lower control limits.</p> <p>The most recent months have seen significant reductions recorded in burglary residential offences. The most recent quarter has volumes of burglary offences beginning to rise towards the mean. It is likely that these overall lower numbers can be attributed to COVID-19.</p> <p>The quarterly comparison shows a significant decrease in burglary offences in the most recent quarter when compared to the same quarter of the previous year. This reduction approves the above theory.</p>
3.9	Drug Offences		<div>↑</div> <div>3.5 year SPC trend</div> <div>+23.4%</div> <div>Qtrly comparison</div>	<p>The statistical process control chart indicates that the volume of drugs offences recorded is stable within the upper and lower control limits.</p> <p>The trend appears to be generally increasing overall, however there is a large variation in the volume of drug offences month on month, with a peak in drug offences being seen in May 2020, and a decrease being seen since.</p> <p>The quarterly comparison shows that there has been an increase in the number of drug offences recorded in the most recent quarter, when compared to the same quarter of the previous year.</p> <p>The chart shows a single point exception which breaches the 3</p>

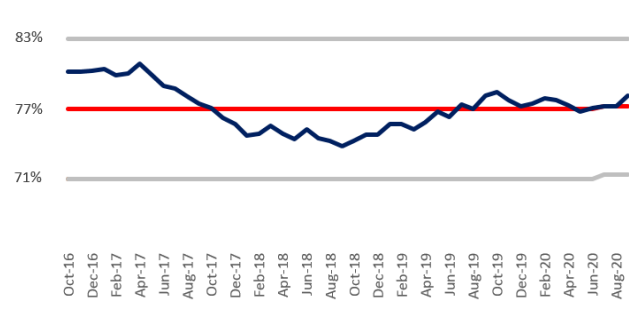


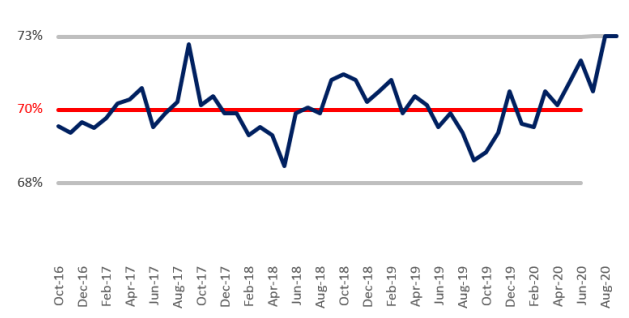


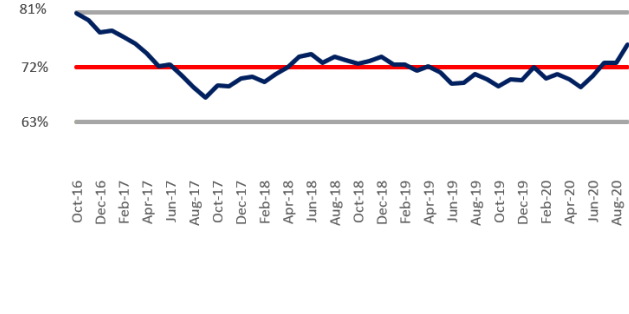
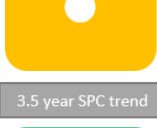
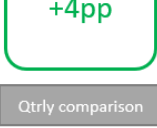
				standard deviation control limit in May 2019, this can be attributed to the proactive activity undertaken throughout Op Lionheart.
3.10	Domestic Abuse Crimes	 <div data-bbox="1158 351 1288 456"></div> <div data-bbox="1164 470 1281 491">3.5 year SPC trend</div> <div data-bbox="1169 584 1276 614">+13.9%</div> <div data-bbox="1164 683 1281 702">Qtrly comparison</div>	<p>The statistical process control chart indicates that the volume of domestic abuse crimes recorded is stable within the upper and lower control limits, but in the most recent quarter has been above the mean value.</p> <p>There was a significant reduction in domestic abuse offences in November 2019, and since then the monthly volumes recorded have been increasing, with the monthly values now above the mean and nearing the upper control limit. If this trend continues further analysis could be warranted.</p> <p>The quarterly comparison supports the above, with a significant increase seen in the most recent quarter.</p>	
3.11	CSE Offences	 <div data-bbox="1158 944 1288 1051"></div> <div data-bbox="1164 1072 1281 1093">3.5 year SPC trend</div> <div data-bbox="1169 1185 1276 1216">+42.7%</div> <div data-bbox="1164 1283 1281 1303">Qtrly comparison</div>	<p>The statistical process control chart indicates that the volume of child sexual exploitation offences recorded is stable within the upper and lower control limits, despite exhibiting large variation throughout the period. However, the most recent quarter, there has been less month on month variation, with the volume of CSE offences remaining at similar levels just above the mean.</p> <p>The quarterly comparison shows a significant increase when compared to the same quarter of the previous year, however large percentage changes are expected to show as they represent levels which have altered so radically each month.</p> <p>There is a single point exception in October 2019 where the monthly number of recorded offences is only one less than the 3 standard deviation control limit.</p>	

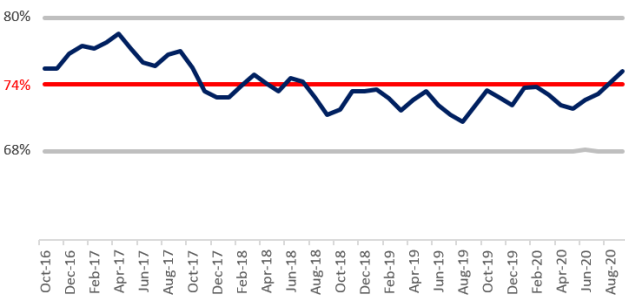

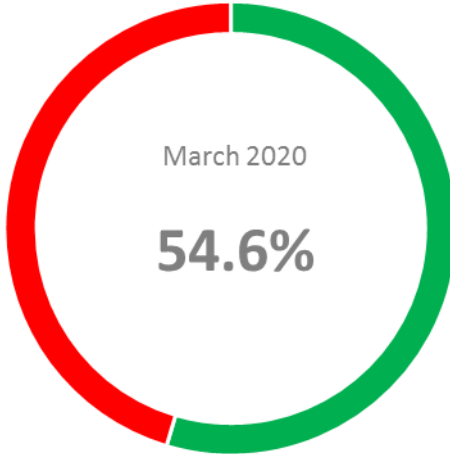


# Leicestershire Police Performance Report

## 4. Outcomes

KPI		Performance	Commentary
4.1	Volume of positive outcomes	<p>3.5 year SPC trend</p> <p>12.1%</p> <p>Qtrly comparison</p>	<p>The statistical process control chart indicates that the volume of positive outcomes recorded is stable within the upper and lower control limits. In the last quarter, the volume of positive outcomes has remained above the mean.</p> <p>The quarterly comparison shows that there has been a small increase in the number of positive outcomes in the most recent quarter.</p> <p>There is a single point exception breaching the 3 standard deviation control limits in May 2019, this could be attributed to the Op Lionheart activity.</p>
		<p>3.5 year SPC trend</p> <p>20.6%</p> <p>Qtrly comparison</p>	<p>The statistical process control chart indicates that the number of outcomes where the victim has declined support breached the upper control limits in August 2020 of quarter 2. Further analysis is recommended to understand the reason for this breach.</p> <p>There has been a series of points (20 months data) where the volume of these outcomes has been above the mean value, this suggests some prolonged bias exists and for better statistical monitoring it is recommended that the control limits are reset.</p> <p>The quarterly comparison shows that the number of Outcome 16s has seen an increase compared to the same period of the previous year.</p>

4.3	Victim Satisfaction		 3.5 year SPC trend  Qtrly comparison	<p>The statistical process control chart indicates that victim satisfaction is stable within the upper and lower control limits around the mean.</p> <p>The satisfaction rate had dipped at the beginning of 2018, however has been increasing steadily since October 2018, however in the most recent quarter, the percentage of victim satisfaction has remained stable and around the mean.</p> <p>The quarterly comparison supports the above with there being no percentage point move in the most recent quarter compared to the same quarter of the previous year.</p>
4.4	ASB Satisfaction		 3.5 year SPC trend  Qtrly comparison	<p>The statistical process control chart indicates that ASB satisfaction has reached the upper control limits in quarter 2 of 20/21, although has not breached it.</p> <p>For the most recent quarter, the percentage ASB satisfaction has been above the mean and there has been a significant increase in September 2020 in ASB satisfaction which is also shown by the quarterly comparison increase of ASB satisfaction.</p>
4.5	Hate Crime Satisfaction		 3.5 year SPC trend  Qtrly comparison	<p>The statistical process control chart indicates that Hate crime satisfaction is stable within the upper and lower control limits.</p> <p>In the most recent quarter, the percentage of hate crime satisfaction has been above the mean, averaging 74% satisfaction for quarter 2. The quarterly comparison shows that there has been an increase in satisfaction when compared to the same time period of the previous year.</p>

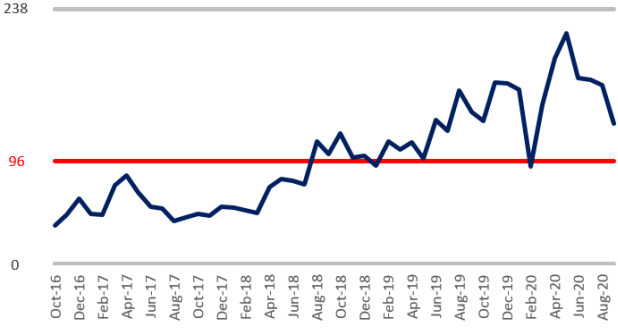



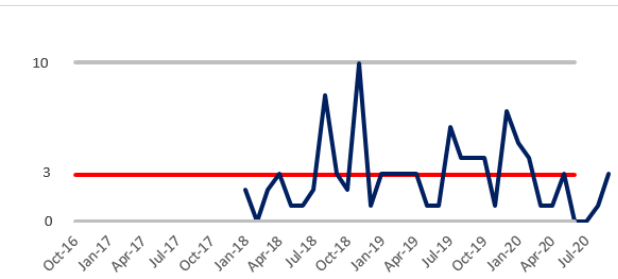



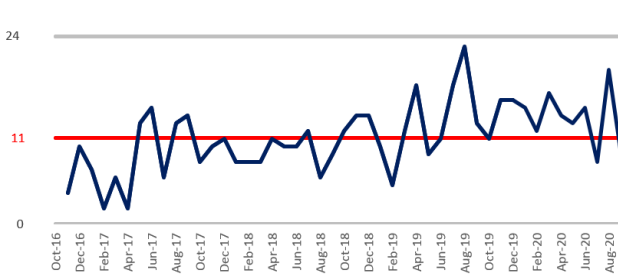

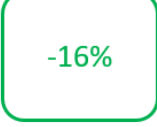

4.6	Violent Crime Satisfaction	 <div data-bbox="1120 151 1288 542">  <p>3.5 year SPC trend</p> <div data-bbox="1120 359 1276 494"> <p>+3pp</p> </div> <p>Qtrly comparison</p> </div>	<p>The statistical process control chart indicates that Violent crime satisfaction is stable within the upper and lower control limits.</p> <p>Quarter 2 of 20/21 has seen the satisfaction level above the mean value for the first time in 17 months. These levels should be monitored over the next quarters to see if levels remain stable or fall below the mean again, which may suggest a prolonged bias and possibly resetting the control limits.</p>
4.7	CSEW: Police doing good or excellent job	 <p>March 2020</p> <p>54.6%</p>	<p>The CSEW data is updated every quarter, the values are based on 12 month rolling figures. Approximately 700 persons are surveyed in a rolling year. Data is not available at any lower levels so further analysis is not possible.</p> <p>The latest data for the end of the rolling year to March 2020, 54.6% of people surveyed believed that Leicestershire Police do a good or excellent job. This is an increase of 0.6 percentage points when compared to the previous period ending December 2019 (54%) and an increase of 2.8 percentage points when compared with the figure at March 2019</p> <p>More recent CSEW data has not been updated.</p>

# Leicestershire Police Performance Report

## 5. Prevention

KPI		Performance	Commentary
44	5.1	<div> <div>Number Stop and Searches</div> <p>719</p> <p>295</p> <p>0</p> <p>Oct-16 Dec-16 Feb-17 Apr-17 Jun-17 Aug-17 Oct-17 Dec-17 Feb-18 Apr-18 Jun-18 Aug-18 Oct-18 Dec-18 Feb-19 Apr-19 Jun-19 Aug-19 Oct-19 Dec-19 Feb-20 Apr-20 Jun-20 Aug-20</p> </div> <div> <div>↑</div> <div>3.5 year SPC trend</div> <div>+36.3%</div> <div>Qtrly</div> </div>	<p>The statistical process control chart indicates that although the number of stop searches is within the upper and lower control limits, there is a shift above the mean. In the most recent quarter there has been a decrease in the number of stop and searches which is closer to the mean than the previous quarter.</p> <p>The quarterly comparison shows an increase when comparing the most recent quarter with the same period of the previous year however it is not as significant an increase as last quarter.</p> <p>There has been a series of points (26 months data) where the volume of stop searches has been above the mean value. This suggests some prolonged bias exists and for better statistical monitoring it is recommended that the control limits are reset.</p>
	5.2	<div> <div>Stop and Search Arrests</div> <p>103</p> <p>47</p> <p>0</p> <p>Oct-16 Dec-16 Feb-17 Apr-17 Jun-17 Aug-17 Oct-17 Dec-17 Feb-18 Apr-18 Jun-18 Aug-18 Oct-18 Dec-18 Feb-19 Apr-19 Jun-19 Aug-19 Oct-19 Dec-19 Feb-20 Apr-20 Jun-20 Aug-20</p> </div> <div> <div>↑</div> <div>3.5 year SPC trend</div> <div>0%</div> <div>Qtrly</div> </div>	<p>The statistical process control chart indicates that the number of stop and search arrests has remained stable between the upper and lower control limits.</p> <p>In the most recent quarter, the number of stop and search arrests has returned close to the mean. The quarterly comparison shows that there has been no change in the number of stop and search arrests compared to the same quarter of the previous year.</p>



5.3	Stop and Search Positive Outcomes		 3.5 year SPC trend  +9.6%  Qtrly	<p>In line with the volume of stop and searches, with the volume of arrests there has been a step change since September 2018. This indicates that the volume of positive outcomes achieved has stayed proportionate to the volume of searches completed.</p>
5.4	Deaths on Roads		 3.5 year SPC trend  -71%  Qtrly comparison	<p>The statistical process control chart for the fatal casualties on Leicestershire's road remains sporadic but within the control limits.</p> <p>The quarterly comparison represents a significant reduction when compared to the same quarter of the previous year. However, due to the small monthly values of death on roads recorded each month, the quarterly comparison can exhibit large percentage changes.</p>
5.5	Fatal4 offences			Due to COVID-19, this information has not been recorded.
5.6	DVPO		 3.5 year SPC trend  -16%  Qtrly	<p>The number of domestic violence prevention orders remains within the control limits, although the monthly variation of violence prevention orders varies significantly. However this variation appears to have narrowed over the most recent months.</p> <p>Due to the small monthly number of Domestic Violence Prevention Orders recorded, the quarterly comparison can exhibit large percentage changes. However, the quarterly comparison does show that there has been a lower percentage of DVPOs in the most recent quarter when compared to the previous quarter of the same year.</p>



**LEICESTER, LEICESTERSHIRE AND RUTLAND**  
**POLICE AND CRIME PANEL – 9<sup>TH</sup> DECEMBER 2020**

**REPORT OF THE CITY BARRISTER – LEICESTER CITY COUNCIL**

**REVISIONS TO THE CONSTITUTION OF THE LEICESTER, LEICESTERSHIRE**  
**& RUTLAND POLICE & CRIME PANEL**

**Purpose of Report**

1. The report recommends revisions to the Constitution following review of it by the Monitoring Officer in accordance with the duty under Part 3 paragraph 115 to do so once per year.

**Background**

2. Leicester City Council became the Host Authority for the administration of the Police & Crime Panel in May 2020. Pursuant to that change of status, the Monitoring Officer has undertaken a review of the provisions within the Constitution to consider whether any revisions are needed. These are set out in the attached Schedule and comprise a combination of
  - A. (i) formatting adjustments to improve readability;  
(ii) clearer citation of enabling legislation and  
(iii) addition of clauses to support the intention in the Rules of Procedure.
  - B. Adjustments to Part 4 (Complaints about the PCC) designed to clarify, in accordance with the statutory provisions which apply, some aspects of how such complaints need to be handled. This primarily concerns the “recording “of complaints, as well as the introduction of an online form.
  - C. A revision of Part 5 Schedule 2 (Questions from the Public) to enable such questions to be put by members of the public at a PCP meeting, in contrast to the current procedure which neither permits members of the Public to put their own questions, or demands that the question and answer is read-out at the meeting.

**Recommendations**

The Panel is asked to consider the revisions proposed, and either agree, amend or reject each of them.

**Officer to Contact:**

Kamal Adatia

City Barrister & Head of Standards

Monitoring Officer  
Leicester City Council

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## Schedule of Changes

### New Index page

- Numbering may alter once track changes finalised

### Part 1 Terms of Reference

- No changes

### Part 2 Panel Arrangements

- Para 1: references to Host Authority amended to Leicester City Council
- Para 18 to 25: new section to provide for substitutions and vacancies arising
- Para 29: references to Host Authority amended to Leicester City Council

### Part 3 Rules of Procedure

- Para 9: hyperlink inserted to Access to Information Procedure Rules at Part 4B Leicester City Council Constitution
- Para 15: proposed that the procedure for Public Questions be amended as set out in new Schedule (*new procedure to be drafted*)
- Para 41: provision for secret ballot where there is more than one candidate for Chairman/Vice-Chairman inserted
- Para 42: cross referenced to para 87 and para 104 to distinguish between simple majority voting and two thirds rule, and reference to virtual meetings added
- Para 43: provision for a casting vote inserted
- Para 51: slight amends to refer to “any relevant interest” and “Leicester City Council”
- Para 52 – 54: section on subcommittees and task groups moved from later in the rules of procedure to read more consistently, (old para 70-73)
- Para 68: new paragraph requiring Panel to produce an Annual Report in accordance with the Home Office Grant Agreement
- Para 75: reference to para 77 – 108 corrected
- Para 84 hyperlink to procedure for “confirmatory hearings” inserted
- Para 109: amended to read “Complaints against the Police and Crime Commissioner **may...**” replacing word “**will**”
- Para 111: “Part 4 of this Constitution deals with such complaints” inserted

### Part 4 Making a Complaint about the PCC or Deputy PCC

*New section – procedure to be drafted*

- References to Host authority updated
- Tidied-up provisions relating to recording of complaints.

### Part 5 Role of the Police and Crime Commissioner

- Section title changed from “Protocol” to “Role” of the Police and Crime Commissioner

## Part 6 Role of the Police and Crime Panel

- Section deleted as role of the Police and Crime Panel already cited elsewhere within the Leicester, Leicestershire and Rutland Police and Crime Panel Constitution

## Schedule 1

No changes

## Schedule 2 Public Questions Procedure

New section – procedure amended to permit the public to ask qualifying questions (and a supplementary question) in person at the meeting

## **Leicester, Leicestershire and Rutland Police and Crime Panel**

### **Constitution**

#### INDEX

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PART 2 - Panel Arrangements	<a href="#">page 5.</a>
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SCHEDULES	<a href="#">page 35.</a>

# PART 1

## TERMS OF REFERENCE



## 1. TERMS OF REFERENCE

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### Introduction

The Leicester, Leicestershire and Rutland Police and Crime Panel will publicly scrutinise the actions and decisions of the Police and Crime Commissioner (PCC) in the context of relevant sections of the Police Reform and Social Responsibility Act 2011, with a view to supporting and challenging the PCC in the effective exercise of his or her functions, acting as a critical friend.

References in this document to the 'PCP' are references to the Police and Crime Panel.

### Terms of Reference (as agreed by all relevant local authorities)

The Police and Crime Panel will be a joint Committee of Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley and Bosworth Borough Council, Leicester City Council, Leicestershire County Council, Melton Borough Council, North West Leicestershire District Council, Rutland County Council and Oadby and Wigston Borough Council.

To enable it to effectively scrutinise and support the Police and Crime Commissioner in the exercise of his or her functions, the PCP will:

- Review and report/make recommendations to the PCC in respect of his/her draft Police and Crime Plan (this is a document setting out the PCC's objectives for policing and reducing crime and disorder in the area, how policing resources will be allocated and agreements for funding and reporting on the work) or any draft variation to their prevailing plan;
- Review and report/make recommendations to the PCC on his/her annual report;
- Review or scrutinise decisions made, or other action taken, by the PCC in connection with the discharge of his/her functions and make reports or recommendations to the PCC with respect to the discharge of those functions;
- Review and report back to the PCC on appointments s/he proposes to make to the following posts:
  - The Commissioner's Chief Executive
  - The Commissioner's Director of Finance (Chief Finance Officer)
  - The Deputy Police and Crime Commissioner
  - The Chief Constable

*(Note: for this purpose, the PCP is required to hold “confirmation hearings” in public at which the PCC’s proposed appointee will be requested to appear for the purpose of answering questions relating to the appointment. The Panel’s subsequent report to the Commissioner must include a recommendation as to whether or not the candidate should be appointed, which the PCC may choose to accept or not. In respect of the appointment of a Chief Constable, the PCP may veto the proposed appointment, provided at least 2/3 of the total PCP membership at that time vote to do so)*

- Review and report/make recommendations to the PCC on his/her proposed precept for the financial year;

*(Note: the PCP has the power to veto the proposed precept provided at least 2/3 of the total PCP membership at the time vote to do so)*

- Review and report/make recommendations to the PCC on any proposal by him/her to call on the Chief Constable (CC) to retire or resign;

*(Note: in undertaking any such review, the PCP may consult the Chief Inspector of Constabulary for a professional view and must hold a scrutiny hearing in private which both the PCC and the CC are entitled to attend for the purposes of making representations. The PCC may either accept or reject the PCP’s recommendation)*

The PCP will also have the power:

- To suspend the PCC if s/he has been charged with an offence (in the UK, the Channel Islands or the Isle of Man) which carries a maximum term of imprisonment exceeding two years;
- Appoint a Deputy PCC as the Acting PCC pending the outcome of a by-election in the event of a PCC vacancy occurring (through death or resignation) as per Part 5 of the Policing and Crime Act 2017.
- Appoint an acting PCC where the incumbent PCC is incapacitated, resigns or is disqualified and there is no Deputy PCC;
- Require the relevant PCC and Members of his/her staff to attend before the PCP (at reasonable notice) to answer any questions that the PCP considers necessary in order to carry out its functions;
- Require the PCC to respond in writing within a reasonable period determined by the PCP, to any report or recommendation the PCP has made to the PCC;

*(Note: Where the PCP has required the PCC to attend before it, the PCP may also request the Chief Constable to attend before it on the same occasion in order to answer any questions the Panel consider necessary in order to carry out their functions)*

# PART 2

## PANEL ARRANGEMENTS

## **2. Panel Arrangements**

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### Operating arrangements

1. Leicester City 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. A scheme of expenses and allowances for the two Independent Co-opted Members will be established by the Panel and administered by the host Authority.

### 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. Leicester City 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.

# PART 3

## RULES OF PROCEDURE



### **3. RULES OF PROCEDURE**

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#### **Chairman of Panel**

1. The Chairman of the Panel will be elected in June of each year from amongst the elected Members sitting on the Panel. All panel Members including Independent Members will be entitled to vote but Independent Members will not be eligible to stand for Chairman.
2. A Vice-Chairman will be elected in June of each year from amongst the elected Members sitting on the Panel. All panel Members including Independent Members will be entitled to vote but Independent Members will not be eligible to stand for Vice Chairman.
3. In the event of the resignation or removal of the Chairman, a new Chairman will be elected at the next meeting, from amongst the elected Members sitting on the Panel in accordance with the arrangements set out in rules 1 and 2 above.
4. If both the Chairman and Vice-Chairman are absent from a meeting, the Members present shall choose one of their number from amongst the elected Members to preside over the meeting, subject to Rule 5 below.
5. If the Chairman arrives at a meeting of the Panel or Vice-Chairman arrives at such a meeting from which the Chairman is absent after the time for which the meeting has been summoned, he or she shall preside over the meeting after any question under discussion on his or her arrival has been disposed of but not before then.
6. Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

#### **Quorum**

7. The quorum of the Panel shall be at least one quarter of the whole number of the Panel. Members present as substitutes shall be included in calculating whether the meeting is quorate.
8. If during any meeting of the Panel the Chairman, after counting the number of Members present declares that there is not a quorum present, the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time to be fixed by the Chairman, or, if he or she does not fix a time, to the next ordinary meeting of the Panel.

### **Access to Information**

9. The Access to Information Procedure Rules laid down by the Host Authority will apply with any necessary modifications [Link to Access to Information Procedure Rules contained in Part 4B of the Leicester City Council's Constitution](#)

### **Order of Business**

10. Except as otherwise provided by Rule 13. below, the order of business at ordinary meetings of the Panel shall be:
- (a) to choose a person to preside if the Chairman and Vice-Chairman be absent;
  - (b) to confirm the minutes of the last meeting of the Panel;
  - (c) to dispose of business (if any) remaining from the last meeting;
  - (d) to consider reports as specified on the agenda;
  - (e) to consider motions in the order in which the notice has been received;
  - (f) any other items which the Chairman decides are urgent;
11. Business falling under items (a), (b) or (c) of Rule 10 shall not be displaced, but subject thereto the foregoing order of business may be varied: -
- (a) by the Chairman at his or her discretion; or
  - (b) by a resolution passed at that meeting. A motion to vary the order of business shall be moved and seconded formally and put without discussion.

### **Minutes of the Panel**

12. At a meeting of the Panel at which minutes of a previous meeting are submitted for approval as a correct record, the Chairman shall move that those minutes be so approved.
13. No motion or discussion shall take place upon the minutes, except upon their accuracy, and any matter concerning their accuracy shall be raised by amendment.
14. If no such matter is raised, or if it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.

### **Public Question Time**

15. The Panel accepts questions from members of the public which can be put to the Police and Crime Commissioner at its meetings. The Procedure for how to put a question at these meetings is set out in Schedule 2.

### **Amendments to motions**

16. An amendment shall be relevant to the motion and shall be either: -
- (a) to refer a subject of debate to a subcommittee or the Police and Crime Commissioner for consideration or re-consideration;
  - (b) to leave out words;
  - (c) to leave out words and insert or add others;
  - (d) to insert or add words;
- but such omission, insertion or addition of words shall not only have the effect of negating a motion before the Panel.
17. Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of; provided that the Chairman may permit two or more amendments to be discussed (but not voted on) together if he or she considers that this course would facilitate the proper conduct of the Panel's business.
18. If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

### **Alterations or withdrawal of motion or amendment**

19. A proposer of a motion may, with the concurrence of the seconder and the consent of the Panel, alter the motion if the alteration is such that it could properly be affected by an amendment of the motion. A proposer of an amendment may, with the like concurrence and consent, alter the amendment if the amendment as altered could properly have been moved in that form as an amendment. The altered motion or amendment shall if required by the Chairman be reduced into writing and handed to him or her before the consent of the Panel to the alteration is sought.
20. A proposer of a motion or of an amendment may, with the concurrence of the seconder and the consent of the Panel, withdraw the motion or amendment which he or she has proposed, and no Member shall speak upon it after the proposer has thus asked permission for its withdrawal, unless such permission shall have been refused.
21. The giving or refusal of the consent of the Panel to the alteration or withdrawal of a motion or amendment shall be signified without discussion.

### **Motions and amendments generally**

22. A Member may not propose or second a motion or amendment on which he or she is disqualified from voting.

### **Conduct of Members**

23. If any Member in the opinion of the Chairman signified to the Panel, misconducts himself or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Panel, or by tedious repetition or unbecoming language in his or her speech, the Chairman or any other Member may move "That the Member named be not further heard", and such a motion if seconded shall be put and determined without discussion.
24. If the Member named continues his or her misconduct after a motion under the last previous paragraph has been carried, the Chairman shall either: -
- (a) move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or
  - (b) adjourn the meeting of the Panel for such period as he or she in his or her discretion shall consider expedient.

### **Motions affecting persons employed by the Police and Crime Commissioner**

25. If any question arises at a meeting of the Panel or a subcommittee as to the appointment, promotion, dismissal, salary, pension, conditions of service or the conduct of any person employed by the Police and Crime Commissioner, such question shall not be the subject of discussion until the body concerned has decided whether or not the power of exclusion of the public shall be exercised, with the exception of confirmatory hearings for the Chief Constable, Deputy Police and Crime Commissioner, Chief Executive and Chief Financial Officer which are required to be held in public.

### **Right of reply**

26. The proposer of a motion shall have the right of reply to the debate: -
- (a) at the close of the debate on the motion;
  - (b) at the close of the debate on an amendment to the motion;
  - (c) before a motion to proceed to next business or that the Panel adjourn or a motion or amendment to refer the subject of debate to a subcommittee or the Police and Crime Commissioner is put;
  - (d) after the closure is carried;
27. The proposer of an amendment shall not have the right of reply to either the debate on the amendment or to the debate on a substantive motion formed by the carrying of the amendment.

### **Points of order and personal explanations**

28. A Member may speak on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of these rules or statutory provision and the Member shall specify the rule or statutory provision and the way in which he or she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him or her which may appear to have been misunderstood in the present debate.
29. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

### **Next business etc**

30. A Member who seeks to avoid a decision being taken on a matter under discussion may, at the conclusion of a speech of another Member, unless the Chairman considers that the matter has been insufficiently discussed, move "that the Panel proceed to the next business" or, if there is no other business to be transacted, "that the Panel adjourn".
31. The proposer of such a motion may speak thereon for five minutes but the seconding of the motion shall be formal and without comment and there shall be no debate on the motion.
32. After the seconding of the motion, the Chairman shall give the mover of the original motion an opportunity to speak on it for not more than five minutes and then put to the vote the motion to proceed to the next business or to adjourn the Panel.
33. If that motion is carried, the original motion shall be considered as withdrawn.

### **Adjournment of debate**

34. A Member who seeks to interrupt a debate so that it may be continued at a later hour or on another occasion may, at the conclusion of the speech of another Member, move that the debate be adjourned to that hour or occasion.
35. If the Member does not specify an hour or occasion, the motion shall be deemed to intend that the debate shall be resumed at the next ordinary meeting of the Panel.
36. The proposer of such a motion may speak thereon for five minutes but the seconding of the motion shall be formal and without comment and there shall be no debate on the motion except that the mover of the original motion may speak on it for not more than five minutes.

37. On the resumption after adjournment of an interrupted debate, the Panel shall proceed to the further consideration of the adjourned business as though the meeting had been continuous for the purposes of these Rules of Procedure.

### **Closure**

38. A Member may at the conclusion of the speech of another Member move "that the proposition under discussion be now put" (which is in these Rules referred to as "the closure").
39. The proposal and seconding of the closure motion shall be formal and without comment and there shall be no debate on it. The closure motion shall be put forthwith to the vote unless it appears to the Chairman that the proposition to which it is sought to apply the closure has not been sufficiently discussed.
40. If the closure is carried, the motion or amendment which is the subject of the interrupted debate shall be put without further discussion, subject to the mover of the original motion, first having the right of reply given by Rules 33 - 36.

### **Voting**

41. Every proposition shall, unless otherwise required by these Rules of Procedure or Statute, be determined by show of hands or, at the discretion of the Chairman, by voices. Secret ballots are not permissible under these Rules of Procedure save for voting on the election of a Chairman/Vice Chairman where there is more than one candidate.
42. Subject to para 87 and para 104 of these rules of procedure, every matter shall be determined by a simple majority from amongst those Members present and eligible to vote. *(The meaning of the word "present" shall be in accordance with legislation and, where relevant, can include remote/virtual attendance only in the circumstances permitted by law).*
43. In the case of equality of votes the Chairman of the meeting shall have a casting vote, whether he or she has or has not voted previously on the same proposition, but no Member in any other circumstance shall cast more than one vote.
44. If an automatic system of recording votes is in operation, the Chairman shall have power to order votes to be given and counted in accordance with the system.
45. In taking the votes on any proposition, those Members only shall be entitled to vote who are present in the meeting room when the proposition is put from the Chair.
46. Any Member present who is a substitute for a regular Member is entitled to vote, if present when the proposition is put.

47. After a proposition is put from the Chair but before the vote is taken, any three Members rising in their places may require that the voting shall be recorded in the minutes of the meeting so as to show whether each Member present gave his or her vote for or against that proposition or abstained from voting.
48. Where immediately after a vote is taken any Member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his or her vote for the question or against the question or whether he or she abstained from voting.

### **General disturbances**

49. If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him or her. If he or she continues the interruption the Chairman shall order his or her removal from the room. In case of general disturbance in any part of the room open to the public the Chairman shall order that part to be cleared.
50. If, in the opinion of the Chairman, misconduct or obstruction renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power vested in him or her, may without the question being put suspend the meeting for a period not exceeding 30 minutes.

### **Interests in contracts and other matters**

51. If any Member of the Panel has any relevant interest as defined within the Code of Conduct of their appointing Authority (or, in the case of Independent Co-opted Members, Leicester City Council's Code of Conduct) in any contract, proposed contract, or other matter, that Member shall declare that interest and withdraw from the meeting while the contract, proposed contract, or other matter, is under consideration by the Panel unless the inability to discuss that matter imposed upon him or her by the Code has been removed by Leicester City Council .

### **Subcommittees and task groups**

52. Time limited task and finish groups (subcommittees) may be established from time to time by the Panel to undertake specific task-based work.
53. Subcommittees and task groups shall not have the power to co-opt additional members.
54. The work undertaken by a subcommittee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

### **Meetings of the Panel and Subcommittees**

55. The Chairman of the Panel or the chairman of a subcommittee may cause a special meeting of the body concerned to be called at any time. In the absence of the Chairman of the body concerned, the Deputy Chairman of that body may exercise the powers conferred on the Chairman by this Rule.
56. A special meeting of the Panel or subcommittee shall be called on the request of at least one quarter of the whole number of Members of the body concerned by Notice in writing signed by them and given to the Clerk to the Panel and specifying the business for which the meeting is to be called. Appropriate adjustments will be made by the Clerk to accommodate the receipt of such a meeting requisition by electronic means.

### **Proceedings of the Panel and subcommittees**

57. The quorum of a subcommittee, unless a special quorum is otherwise prescribed, shall be at least one quarter of the whole number of the body concerned, provided that in no case shall a quorum be less than three Members.
58. Subject to the provisions of Section 100 of the Local Government Act 1972, all reports and all documents marked as "confidential" or "not for publication" shall be treated as confidential until they become public in the ordinary course of the Panel's or Police and Crime Commissioner's business.
59. No act of a subcommittee shall have effect until approved by the Panel except to the extent that the subcommittee has itself power to act without the approval of the Panel.

### **Variation and revocation of Rules of Procedure**

60. Any motion to add to, vary or revoke these Rules of Procedure shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Panel.

### **Interpretation of the Rules of Procedure**

61. The ruling of the Chairman as to the construction or application of any of these Rules of Procedure, or as to the proceedings of the Panel, shall not be challenged at any meeting of the Panel.

### **Frequency of Meetings**

62. Meetings of the Panel will generally take place six times a year, but extra meetings may be convened with the agreement of the Chairman.



### **Additional Co-opted Members**

63. 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. 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.

### **Work Programme**

64. The Police and Crime Panel will be responsible for setting its own work programme taking into account the priorities defined by the Police and Crime Commissioner. In setting the work programme, the Police and Crime Panel will also take into account the wishes of its Members.
65. The work programme must include the functions described in the terms of reference for the Panel.
66. Any Member of the Police and Crime Panel shall be entitled to give notice to the Secretariat of the Panel that he or she wishes an item relevant to the functions of the Panel to be included on the agenda for the next available meeting, including notice of any motion which he or she wishes to put to the meeting.

### **Reports from the Police and Crime Panel**

67. Where the Police and Crime Panel make a report to the Police and Crime Commissioner, it will publish the report or recommendations (subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended) and send copies to all the relevant local authorities.
68. The Police and Crime Panel must, by writing, require the Police and Crime Commissioner, as appropriate, within one month of the date on which he or she receives the report or recommendations to:
- (a) consider the report or recommendations;
  - (b) respond in writing to the Panel indicating what (if any) action the Police and Crime Commissioner proposes to take;
  - (c) where the Panel has published the report or recommendations, publish the response;
  - (d) where the Panel has provided a copy of the report or recommendations to a Member, provide a copy of the response to the Member.

69. The Police and Crime Panel will produce an Annual Report detailing progress against KPIs in achieving outcomes and targets, and highlight how value for money (e.g. benefits, savings, efficiencies etc.) is being achieved and send a copy to the Home Office before 31<sup>st</sup> July in accordance with the Home Office Grant Agreement

The Key Performance Indicators (KPIs) to be monitored and reported on are:

- a) The number of public meetings held,
- b) Scrutiny documents and publications produced, including the Panel's annual report,
- c) Engagement with the work of the Panel by members of the public and the Police and Crime Commissioner for Leicestershire Police.

### **Police and Crime Commissioner and officers giving account**

70. The Police and Crime Panel will scrutinise, and review decisions made, or actions taken in connection with the Police and Crime Commissioner's role. To this end, the Panel may require any papers in the Commissioner's possession (except those that are operationally sensitive) which appear to the Panel to be necessary in order to carry out its functions. In addition, it may require the Police and Crime Commissioner and Members of that Commissioner's staff, to attend before the Panel (at reasonable notice) to answer any questions which appear to the Panel to be necessary in order to carry out its functions.
71. The Panel may not require any Member of the Police and Crime Commissioner's staff to give any evidence, or produce any document, which discloses advice given to the Commissioner by that person.
72. Where the Police and Crime Commissioner, or a Member of that Commissioner's staff, is required to attend the Panel under this provision, the Chairman will inform them in writing giving, where practicable, fifteen days' notice of the meeting. The notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required for production for the Panel. Where it is necessary to produce a report, sufficient time will be given to allow preparation of that report.
73. If the Police and Crime Panel requires the Police and Crime Commissioner to attend before the Panel, the Panel may (at reasonable notice) request of the Commissioner that the Chief Constable also attend on the same occasion to answer any questions which appear to the Panel to be necessary in order for it to carry out its functions.

### **Attendance by others**

74. The Police and Crime Panel may invite people other than those referred to above to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, councillors

who are not Members of the Panel and officers in other parts of the public sector.

### **Carrying out 'Special Functions'**

75. The special functions of the Panel may not be discharged by a subcommittee of the Panel or a task group. Special functions are those functions conferred on a Panel by: -
- a. Section 28(3) of the Police Reform and Social Responsibility Act 2011 (scrutiny of Police and Crime Plan)
  - b. Section 28(4) of the Police Reform and Social Responsibility Act 2011 (scrutiny of annual report)
  - c. Paragraphs 10 and 11 of Schedule 1 of the Police Reform and Social Responsibility Act 2011 (review of senior appointments)
  - d. Schedule 5 of the Police Reform and Social Responsibility Act 2011 (issuing precepts)
  - e. Part 1 of Schedule 8 of the Police Reform and Social Responsibility Act 2011 (scrutiny of appointment, suspension or removal of the Chief Constable)
76. Reports and recommendations made in relation to the functions outlined in the terms of reference will be carried out in accordance with the procedures outlined at paragraphs 77- 108.

### **Police and Crime Plan (Section 28 Police Reform & Social Responsibility Act 2011)**

77. The Police and Crime Commissioner must issue a Police and Crime Plan within the year in which he or she is elected. The Commissioner may vary the Plan or issue a new one during that time.
78. The Police and Crime Commissioner must send the draft Police and Crime Plan or variation to the Police and Crime Panel in good time to enable the Panel to consider the plan.
79. The Police and Crime Panel, having considered the draft Police and Crime Plan or variation will make a written report or recommendation to the Police and Crime Commissioner in relation to the draft Plan or variation. The Panel will require a written response to the report or recommendation.

**PCC's Annual Report (Section 28 Police Reform and Social Responsibility Act 2011)**

80. The Police and Crime Commissioner will produce an Annual Report on the exercise of his functions in the financial year and on the progress made on meeting the objectives in the Police and Crime Plan and send a copy to the Police and Crime Panel.
81. The Police and Crime Panel will hold a public meeting, which the Police and Crime Commissioner must attend to present the Annual Report and respond to questions from the Panel.
82. The Police and Crime Panel will make a written report or recommendations on the Annual Report to the Police and Crime Commissioner. The Panel will require a written response to the report or recommendations.

**Senior Appointments (Schedule 1 Police Reform and Social Responsibility Act 2011)**

83. The Panel has a duty to review the Police and Crime Commissioner's proposed appointments of the Chief Constable, a Chief Executive, a Chief Finance Officer and a Deputy Police and Crime Commissioner. The Panel is required to hold public confirmation hearings for these posts.
84. The Panel will be notified of the need for a confirmatory hearing in respect of proposed senior appointments made by the Police and Crime Commissioner. This will be held at the next available meeting of the Panel unless the appointment timescale requires an earlier hearing, in which case an extraordinary meeting will be arranged. Guidance on convening confirmatory hearings exists here: <https://cfgs.org.uk/wp-content/uploads/police-and-crime-panels-on-confirmation-hearings.pdf>

**Appointment of Chief Constable (Schedule 8 Police Reform & Social Responsibility Act 2011)**

85. Where a Chief Constable is to be appointed, the Panel is required to hold a confirmatory hearing within the period of three weeks from the day on which the Panel received notification from the Police and Crime Commissioner.
86. Confirmatory hearings will be held in public and the candidate will be requested to appear for the purpose of answering questions relating to the appointment. Following this hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.
87. Having considered the appointment, the Panel will be asked to either:
  - a. support the appointment without qualification or comment
  - b. support the appointment with associated recommendations

- c. veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are Members of the Panel at the time when the decision is made)
- 88. If the Panel vetoes the appointment of the Chief Constable, the report to the Commissioner must include a statement that the Panel vetoed the appointment with reasons.
- 89. Where the Panel exercises its power of veto of the proposed appointment, the Commissioner shall then propose a 'reserve candidate' for appointment as Chief Constable.
- 90. When a reserve candidate has been proposed, the Panel is required to hold a confirmatory hearing within the period of three weeks from the day on which the Panel received notification from the Police and Crime Commissioner.
- 91. Having considered the appointment the Panel will be asked to make a report to the Commissioner, which will include a recommendation to the Commissioner as to whether or not the reserve candidate should be appointed.
- 92. The Commissioner must have regard to the report and will notify the Panel of his decision as to whether or not he accepts or rejects the recommendation.

**Appointment of an Acting Police and Crime Commissioner (Part 1 Chapter 6 Section 62 Police Reform and Social Responsibility Act 2011)**

- 93. The Panel must appoint a person as Acting Police and Crime Commissioner if:
  - a. no person holds the office of Police and Crime Commissioner
  - b. the Police and Crime Commissioner is incapacitated
  - c. the Police and Crime Commissioner is suspended
- 94. The Police and Crime Panel may appoint a person as Acting Police and Crime Commissioner only if the person is a Member of the Police and Crime Commissioner's staff at the time of the appointment or if he or she is the Deputy PCC in which case the Deputy PCC's term of office will run until the acceptance of office by the newly elected PCC, whereupon it will automatically terminate.
- 95. In appointing a person as Acting Police and Crime Commissioner in a case where the Police and Crime Commissioner is incapacitated, the Panel must have regard to any representations made by the Commissioner in relation to the appointment.
- 96. The appointment of an Acting Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events:

- a. the election of a person as Police and Crime Commissioner;
- b. the termination by the Police and Crime Panel, or by the Acting Police and Crime Commissioner, of the appointment of the Acting Commissioner;
- c. in a case where the Acting Police and Crime Commissioner is appointed because the Police and Crime Commissioner is incapacitated, the Commissioner ceasing to be incapacitated;
- d. in a case where the Acting Police and Crime Commissioner is appointed because the Police and Crime Commissioner is suspended, the Commissioner ceasing to be suspended.

### **Suspension and Removal of the Chief Constable**

- 97. Where the Police and Crime Commissioner suspends a Chief Constable from duty, he will inform the Police and Crime Panel as soon as practicable.
- 98. Where the Police and Crime Commissioner intends to seek the resignation or retirement of the Chief Constable, the Commissioner must provide the Chief Constable with a written explanation of the reasons why he is proposing to call for their resignation or retirement. The Commissioner will also notify the Police and Crime Panel in writing and provide the Panel with a copy of the explanation provided to the Chief Constable.
- 99. The Police and Crime Commissioner may not call upon the Chief Constable to resign or retire until the scrutiny process involving the Police and Crime Panel has been completed.
- 100. The Chief Constable will make representations to the Police and Crime Commissioner, which the Commissioner must have regard to and must provide a copy of to the Police and Crime Panel as soon as reasonably practicable. If, following consideration of the written representations, the Commissioner still intends to seek the resignation or retirement of the Chief Constable, he or she must notify the Panel.
- 101. The Police and Crime Panel will hold a meeting, at which the Police and Crime Commissioner and the Chief Constable may make representations to consider whether or not the Commissioner should call for the resignation or retirement of the Chief Constable.
- 102. Within six weeks of the notification in paragraph 97 the Panel will make a written recommendation to the Police and Crime Commissioner as to whether he or she should call for the resignation of the Chief Constable. The Panel will require a response to the recommendation.

**Proposed precept (Schedule 5 Police Reform & Social Responsibility Act 2011)**

103. The Police and Crime Commissioner will notify the Panel of the precept which the Commissioner is proposing to issue for the financial year by 1 February of the relevant financial year. The Panel must review the proposed precept and make a report including recommendations by 8 February of the relevant financial year.
104. Having considered the precept, the Panel will either:
- a. support the precept without qualification or comment;
  - b. support the precept and make recommendations;
  - c. veto the proposed precept (by the required majority of at least two thirds of the persons who are Members of the Panel at the time when the decision is made).
105. If the Panel vetoes the proposed precept, the report to the Police and Crime Commissioner must include a statement that the Panel has vetoed the proposed precept with reasons, including an indication as to whether it considers the proposed precept is too high or too low. The Panel will require a response to the report and any such recommendations.
106. Where the Panel exercises its power of veto, the Commissioner must issue a response, notifying the Panel of the revised precept he intends to issue. (If the Panel had vetoed the proposed precept because it was too high, the revised precept must be lower; and if the Panel had vetoed the proposed precept because it was too low, the revised precept must be higher.)
107. When notified of a revised precept, the Panel shall, by 22 February of the relevant financial year, review the revised precept and make a report to the Commissioner, which may indicate with the Panel accepts or rejects the revised precept (a rejection does not prevent the Commissioner from issuing the revised precept as the precept for the financial year) and make recommendations.
108. The Commissioner shall have regard to the second report (and any recommendations) and will issue a response (to be published) to that report, by 1 March of the relevant financial year.

**Complaints**

109. Complaints against the Police and Crime Commissioner may be brought to the attention of and recorded by the Panel subject to procedures to be agreed by the Panel. Complaints involving suspicion that a criminal offence has been committed must be referred to the Independent Office for Police Conduct.
110. Non-criminal complaints in relation to the Police and Crime Commissioner or any Deputy Police and Crime Commissioner can be considered by the Panel through a hearing. The Panel can examine this through a subcommittee.

111. The Panel may delegate the initial handling of complaints and conduct matters but not its functions relating to the final resolution of a complaint. Part 4 of this Constitution deals with such complaints.
112. A Police and Crime Panel may suspend the Police and Crime Commissioner if it appears to the Panel that:
- a. the Commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence;
  - b. the offence is one which carries a maximum term of imprisonment of two years or more.
113. The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of the following events:
- a. the charge being dropped;
  - b. the Police and Crime Commissioner being acquitted of the offence;
  - c. the Police and Crime Commissioner being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction;
  - d. the termination of the suspension by the Police and Crime Panel.

#### **Working with Local Authority Scrutiny Bodies**

114. The Panel will act in accordance with any Protocols developed between the Police and Crime Panel and Local Authorities.

#### **Review of Constitution**

115. This constitution may be amended at any time by the Police and Crime Panel. The Host Authority will conduct an annual review of the provisions of the Constitution and report to the Panel on the outcome of that review should it be considered appropriate to make any amendments. The Host Authority will carry out a review of the provisions of Schedule 1 at any time upon the occurrence of a change in political balance in the authorities represented on the Panel and report to the Panel on any proposed changes.



# PART 4

## MAKING A COMPLAINT ABOUT THE POLICE & CRIME COMMISSIONER OR DEPUTY POLICE & CRIME COMMISSIONER

## **4. Making a Complaint about the Police and Crime Commissioner or Deputy Police and Crime Commissioner**

**(Elected Local Policing Body (Complaints and Misconduct) Regulations 2012, Part 4)**

### **Introduction**

This section explains:

- how to complain about the Leicester, Leicestershire and Rutland Police and Crime Commissioner and/or Deputy PCC ('PCC/DPCC').
- what type of complaints the Leicester, Leicestershire and Rutland Police and Crime Panel ('the Panel') can consider.
- the process that will be followed in handling and resolving these complaints.

### **Background**

On 20th December 2012, the Panel delegated authority to the Director of Law and Governance, Leicestershire County Council to:

- i. act as the first point of contact for complaints (and that the Chairman and Vice-Chairman of the Panel act as second or reserve points of contact);
- ii. make decisions, in consultation with the Chairman of the Panel if appropriate, as to whether:
  - (1) a complaint has been made which requires resolution under the complaint's procedures;
  - (2) that complaint should be referred to the Independent Office of Police Conduct (IOPC);
  - (3) the complaint should be subject to the informal resolution process; and
  - (4) to make arrangements for the process of informal resolution;
- iii. produce such further procedures, notes of guidance and forms as may be helpful to assist in the operation of the process and the provision of information to complainants;

At the same meeting the Panel delegated authority to the Director of Law and Governance, in consultation with the Chairman and Vice-Chairman, to:

- i. resolve complaints informally, or
- ii. arrange for a meeting of a sub-committee to be drawn from the full membership of the Police and Crime Panel, to resolve complaints informally.

References to the Panel in this document include therefore the Director of Law and Governance acting on behalf of the Panel, or to the equivalent postholder in the relevant Host Authority from time to time.

## Objectives

The objectives of the complaints process are to:

- Handle complaints in a fair and independent way
- Deal with complaints as quickly and effectively as possible
- Keep all parties informed of progress until the complaint reaches a conclusion

## What complaints can the Panel look at?

The Panel is responsible for dealing with complaints about the conduct of the PCC/DPCC. This means the way things are done or not done, statements that are made and the way decisions are taken.

Any complaint alleging criminal conduct will first be passed onto the Independent Office for Police Conduct (IOPC) for investigation.

Other non-criminal complaints are logged and then handled by the Panel, in accordance with the decisions and delegations referred to above, usually through a process of Informal Resolution.

## What the Panel is unable to do

There are certain complaints the Panel cannot consider because it does not have the legal power to do so. There are separate procedures for the following complaints:

- Complaints about operational policing matters
- Complaints about the Chief Constable
- Complaints relating to the administration of the Panel
- Complaints relating to the conduct of Members of the Panel.

If it is decided that your complaint should be directed to another body because it falls beyond the Panel's remit, the Panel will explain why and offer to direct it to the appropriate body.

The Panel cannot consider complaints about the merits of a PCC/DPCC decision, for example where someone disagrees with a policy the PCC/DPCC has introduced.

It is important to note that the Panel has no power to investigate complaints in any way, although it may ask the PCC/DPCC to provide information or comment on the complaint.

## Submitting a complaint

Complaints should be sent in writing to:

Kamal Adatia  
City Barrister and Monitoring Officer  
Leicester City Council  
Leicester  
LE1 1FZ

Or by email to [Monitoring-Officer@leicester.gov.uk](mailto:Monitoring-Officer@leicester.gov.uk)

You can arrange for someone to act on your behalf, such as a friend or relative. However, you must provide written confirmation that you have given your consent before the Panel can discuss your case with them.

## **How the Panel will deal with your complaint (Elected Local Policing Body (Complaints and Misconduct) Regulations 2012, Reg 9 etc)**

### **Step 1 – Initial Assessment**

Your complaint will be checked to see that it is about the conduct of the Leicester, Leicestershire and Rutland PCC/DPCC.

If the complaint is about operational policing matters or the performance of the Leicestershire Police or any of its officers, you will be redirected to the Leicestershire Constabulary.

If the complaint is about the Chief Constable, it will be passed to the PCC.

### **Step 2 – Recording your Complaint**

If your complaint relates to the conduct of the PCC/DPCC it will be recorded, unless the matter has been or is currently being dealt with by criminal proceedings.

If it is decided not to record your complaint, the reason for this will be explained to you.

Where a complaint is recorded:

- a) You will be supplied with a copy of the record made of the complaint; and
- b) The PCC/DPCC will be supplied with a copy of the complaint.

A copy of a complaint supplied may be in a form which keeps anonymous your identity or the identity of any other person.

A copy of the complaint may not be supplied where to do so may:

- a) Prejudice any criminal investigation or pending proceedings, or
- b) Would otherwise be contrary to the public interest.

Where it is decided not to supply a copy of a complaint, that decision shall be kept under regular review.

### **Step 3 – Deciding how your complaint will be handled**

#### **Option A – Is it a serious complaint that should be passed to the Independent Office for Police Conduct (IOPC)?**

If your complaint alleges criminal conduct (or appears to involve a criminal offence that can be triable in England and Wales) it will be passed to the IOPC. The IOPC will then decide how to deal with your complaint.

#### **Option B – Are there grounds to reject the complaint?**

It may be decided to reject your complaint and take no action in the following circumstances:

- a) The complaint is by a member of the PCC staff, arising from their work;

- b) The complaint is more than 12 months old where there is no good reason for the delay, or the delay would be likely to cause injustice;
- c) The complaint is about conduct that is already the subject of another complaint;
- d) The complaint is anonymous;
- e) The complaint is vexatious, oppressive or otherwise an abuse of the procedures for dealing with complaints; or
- f) The complaint is repetitious.
- g) The complaint is trivial, unevidenced, circumstantial or otherwise wholly inferential

If it is decided to take no action regarding your complaint you will be notified of the reasons for this.

### **Option C – Has the complaint already been satisfactorily dealt with?**

If it appears your complaint has already been satisfactorily dealt with by the time it comes to the Panel's attention, it may decide to take no further action.

### **Option D – Should the complaint be taken forward to Informal Resolution?**

If your complaint has not been passed to the IOPC, rejected, or already been dealt with, it will usually be taken forward to informal resolution.

## **What is Informal Resolution of Complaints?**

Informal Resolution is a way of dealing with a complaint without investigation or formal proceedings. It is a flexible process that may be adapted to the needs of the complainant and the individual complaint.

Informal Resolution may be conducted by the Director of Law and Governance (in consultation with the Chairman and Vice Chairman of the Panel) or by the Panel or a sub-committee of the Panel. Examples of informal resolution include:

- Resolution by telephone
- Providing information
- Concluding the matter through correspondence and explaining the circumstances
- Individual communication between the PCC/DPCC and the complainant via the office of the Director of Law and Governance
- An apology made by the person complained about
- A face to face meeting between the complainant and the person subject to the complaint facilitated through the office of the Director of Law and Governance
- Identification of 'lessons to be learnt' and changes in practice communicated to the complainant

In attempting to secure a resolution the Panel will consider whether further information, clarification or explanation is required and/or whether any actions are required and can be agreed with all parties.

The Panel cannot tender an apology on behalf of the person who is subject to the complaint unless he or she is agreeable to this.

The Panel has no powers to investigate complaints (including seeking corroborating witness statements) but is allowed to ask the person complained against to provide information and documents and /or attend to answer questions.

The Panel cannot impose formal sanctions on the person you have complained about because it does not have the power to do so.

## **Outcome of Informal Resolution**

A record of the outcome of your complaint will be sent to both parties and shall not be published unless (i) both parties have been given the chance to comment on the proposed publication And (ii) it is deemed in the public interest to publish the outcome.

## **Timescales for Handling your Complaint**

Wherever reasonably possible your complaint will be acknowledged within 5 working days. Your complaint will be concluded, insofar as reasonably practicable within 12 weeks if it is dealt with through informal resolution.

However, each case is different, and the time taken to reach a conclusion will depend on the nature of the complaint.

All parties will be kept updated of progress until the complaint reaches a conclusion.

If the complaint is criminal in nature it must be passed to the IOPC as soon as possible. You will be notified if that happens. The IOPC will then decide how to deal with the complaint and will contact you.

## **Withdrawing a Complaint**

If you wish to withdraw your complaint you (or someone authorised to act on your behalf) must say this in writing via post or email. It is however for the Panel to determine whether a complaint should be withdrawn.

## **Appeals**

There is no right of appeal regarding the outcome of the complaint. The Local Government and Social Care Ombudsman has the power to investigate the administration of the complaint process.

If you are unhappy with the way your complaint was handled, you can refer the matter to the Local Government Social Care Ombudsman.

# PART 5

## ROLE OF THE POLICE AND CRIME COMMISSIONER

## **5. Role of the Police and Crime Commissioner**

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Directly elected Police and Crime Commissioners (PCCs) and Police and Crime Panels (PCPs) were introduced by the 2011 Police Reform and Social Responsibility Act. The role of the PCC is to be the voice of the people and to hold the Chief Constable to account.

The PCC is responsible for setting priorities for the police force within their area, having regard to needs and demands of communities and ensuring that local and national priorities are suitably funded by setting a budget and for the local performance of the force. He or she will do this by, inter alia:

1. representing all those who live and work in the communities in Leicester, Leicestershire and Rutland and identifying their policing needs
2. Setting priorities that meet those needs by agreeing a force level strategy plan for Leicestershire Police (the police and crime plan)
3. Holding the Chief Constable to account for achieving these priorities as efficiently and effectively as possible, ensuring that value for money is achieved
4. Agreeing the Leicestershire Police budget and setting the precept
5. Hiring the Chief Constable and, if necessary, calling upon the Chief Constable to retire or resign
6. Having regard to reports and recommendations made by the Police and Crime Panel



# SCHEDULES

### **MEMBERS TO THE LEICESTERSHIRE POLICE AND CRIME PANEL**

1. The statutory requirement is for a Panel of 10 Councillors and 2 Independent Members. The ten Councillors **must** include one from each local authority in the area – i.e. City, County, Rutland and 7 Districts. However, in establishing the Panel it is necessary to ensure the membership: -
  - i) Represents all parts of the relevant police area (geographic balance);
  - ii) Represents the political make-up of the relevant authority or relevant authorities (when taken together);
  - iii) Has the necessary skills, knowledge and experience to discharge the functions effectively.
2. When the Panel was established in 2012 the decision was taken to establish a Panel of 15 Members made up as follows:
  - 8 Members representing the County Area (7 nominated by the Districts and 1 by the County)
  - 4 City Members
  - 1 Rutland Member
  - 2 Independent Co-opted Members
3. This make-up was to ensure that 'all parts of the relevant police area were appropriately represented hence the decision to allow 4 City representatives to reflect the fact it accounts for nearly 1/3<sup>rd</sup> of the population served by the Police.
4. The other considerations are the political balance of the 'area as a whole' and the view taken by all Authorities that powers of the Panel were considered so significant that an Executive Member would represent their Authority. Based on this and the current political balance and control of local authorities (see table below) the membership is as follows:

<ul style="list-style-type: none"><li>• 7 Conservatives</li><li>• 4 Labour</li><li>• 2 Liberal Democrats</li><li>• 2 Independent Co-opted Members</li></ul>	<ul style="list-style-type: none"><li>Nominees from - County Council, Rutland, Harborough, Melton, Charnwood, Blaby, NWLDC)</li><li>City Council</li><li>(Nominees from Hinckley &amp; Bosworth and Oadby &amp; Wigston)</li></ul>
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*(Note 1– Due to the geographical balance requirement the Labour Party has a slightly higher representation than the overall political balance would suggest. The political balance will be reviewed after every election – the next review will take place following the County Council elections in 2021.*

*Note 2 – The size of the PCP was agreed with the Home Office and any decision to increase the size would need Home Office approval. It is therefore proposed that the size of the Panel remain unchanged).*

### **QUESTIONS FROM THE PUBLIC**

1. The Agenda for Ordinary meetings of the Panel shall include the opportunity for members of the public to ask questions of the Panel members on issues under the purview of the Panel.
2. The Agenda item will ordinarily allow no more than 10 minutes for this item, though the Chair of the Panel may reduce or extend this in their absolute discretion.
3. Anyone living, working or studying within the area of the constituent authorities will be entitled to ask questions.
4. A questioner can submit up to two questions per Panel either in their own right or on behalf of one organisation.
5. Notice of questions must be received by the Lead Authority for the Panel no later than 15 clear working days before the Ordinary Panel meeting is held.
6. In order for a question to be accepted, it must relate to the strategic functions of the PCC (including his Police and Crime Plan) and not relate to the operational management of Leicestershire Police \*

*(\* Any questions relating to the operational management of Leicestershire Police will automatically be directed to the Office for the Chief Constable, who will endeavour to respond in accordance with normal practice – the questioner will be notified that it has been forwarded. These questions will therefore not be taken in public at PCP meetings.)*

7. Questions may not:
  - Require the disclosure of exempt or confidential information
  - Repeat a question asked at a Panel meeting in the previous 6 months
  - Be defamatory, frivolous or offensive
8. In circumstances where a questioner is unable to attend personally or be represented at the Panel meeting at which his/her question is to be considered, the answer will be presented to the Panel and forwarded in writing to the questioner.
9. Where the questioner or their representative attends the Panel in person to receive the answer to their question the questioner (or representative as the case may be) may in the Chair's discretion be permitted to ask one supplementary or follow up question on the same subject matter as their original questions and to receive an answer orally through the Chair.

### For Information

*Meetings of the PCP are webcast live to the public and this footage will be owned by and archived in perpetuity on the website of the Leicester City Council.*

*The public are reminded that the PCC has his own channels of communication through which the public are encouraged to engage, including a “Have Your Say” area of the PCC’s website:*

*<https://www.leics.pcc.police.uk/Have-Your-Say/Comments.aspx> and his direct email address: [police.commissioner@leics.pcc.pnn.gov.uk](mailto:police.commissioner@leics.pcc.pnn.gov.uk)*

## **LEICESTER, LEICESTERSHIRE AND RUTLAND POLICE AND CRIME PANEL – 9th DECEMBER 2020**

### **Report of the Senior Democratic Services Officer, Leicester City Council**

#### **Subject: Work Programme 2021**

##### **Purpose of this Report**

1. The purpose of this report is to enable Panel members to consider and agree its outline work programme for 2021 and suggest further topics for inclusion; and to consider other related matters.

##### **Background and current arrangements**

2. The Leicester, Leicestershire and Rutland Police and Crime Panel is formally responsible for scrutinising and supporting the Police and Crime Commissioner (PCC) for Leicester, Leicestershire and Rutland in relation to the delivery of his responsibilities. Transparency plays a key role in the Panel's approach to scrutiny of the PCC.
3. It is good practice to agree a work programme that provides a framework for the Panel's activity throughout the year. The work programme is intended to assist with the Panel's agenda management and forward planning.
4. The work programme is made up of a combination of statutory and discretionary business; matters relating to the governance of the Panel; and any supporting activities such as briefings, workshops/training and working task and finish groups.
5. The work programme should be kept under regular review and modified and updated as necessary in conjunction with the Chairman and Vice-Chairman, with a view to ensuring that it is focused on the aim of using available capacity to best effect.

##### **Outline Work Programme 2021**

6. An outline draft work programme for 2021 is included with this report (at Appendix A) for consideration by the Panel.
7. The draft work programme reflects the different content highlighted in paragraph 4 above. It has been informed by liaison between the Chairman, Vice-Chairman, the Office of the Police and Crime Commissioner and the Panel Secretariat.
8. The work programme set by the Panel can be informed by input from a range of sources, including suggestions from individual Panel Members and from the PCC. Ultimately, the Panel should consider suggested topics from all sources

on their merits, with a view to developing a work programme that reflects the Panel's remit, has the support of Panel Members, is realistically deliverable within available capacity and that has the potential to produce the most worthwhile outcomes.

9. The outline draft work programme includes suggestions for specific focus, that would align to a Strategic Priority Theme of the Police and Crime Plan, at regular intervals.
10. All Panel Members are welcome to suggest items for possible inclusion in the work programme.

### **Task and finish working**

11. Panels may set up informal task and finish groups and use other informal systems for information sharing and analysis to support their formal activity. This may involve a short course of informal meetings, undertaking site visits, workshops and focus groups.
12. It is suggested that over the next 12 months a maximum of two working task and finish groups be set up to enhance the scrutiny and support of the PCC. This would enable the Panel to look at core elements of the Police and Crime Plan focusing on topics of public interest or newly emerging issues. The outline draft work programme includes suggestions for thought.

### **Future Meetings 2021**

13. It is for the Panel to determine its number of meetings. It is anticipated that the Panel will require a minimum of 6 ordinary meetings in public in each municipal year to carry out its functions.
14. In addition to the scheduled ordinary meetings, additional meetings may be called from time to time, in accordance with the Panel's Rules of Procedure.
15. The Panel may also be required to hold additional meetings should the PCC wish to appoint to specific posts within their staff.
16. The proposed 2021 meeting dates for the Panel are listed below. Members are requested to reserve each date in their diaries:
  - Wednesday 27<sup>th</sup> January 2021
  - Thursday 11<sup>th</sup> February 2021 (if Pre-Sept vetoed at January meeting)
  - Thursday 25<sup>th</sup> March 2021
  - Thursday 20<sup>th</sup> May 2021
  - Thursday 10<sup>th</sup> June 2021
  - Thursday 29<sup>th</sup> July 2021
  - Thursday 30<sup>th</sup> September 2021
  - Thursday 2<sup>nd</sup> December 2021

Each meeting is proposed to take place at 1pm unless otherwise indicated.

17. If necessary, the Panel will continue to meet remotely using Zoom, in line with the rules contained within The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 until such time as physical meetings can be convened. It is proposed that a report be brought to the March meeting to consider the venue arrangements when restrictions on physical meetings are lifted or eased.
18. **Recommendations**
  1. That the Work Programme, subject to any recommendations made at the meeting is agreed.
  2. That the dates of meetings for 2021 be noted

**Officer to Contact:**

Anita James, Senior Democratic Service Officer

Tel: 0116 4546358 Email: [anita.james2@leicester.gov.uk](mailto:anita.james2@leicester.gov.uk)





**THE LLR POLICE AND CRIME PANELS WORK PROGRAMME 2021**

<b>DATES</b>	<b>ITEM</b>	<b>COMMENTS</b>
<b>Wed 27 Jan 21 at 1pm</b>	<ol style="list-style-type: none"> <li><b>1. Proposed Precept</b></li> <li><b>2. OPCC budget</b></li> <li><b>3. Complaints against PCC Annual Report</b></li> </ol>	<p>To consider and take a decision on the PCC's proposed precept</p> <p>To provide an overview on complaint activity.</p>
<b>Thurs 11 Feb 21 at 1pm</b>	<ol style="list-style-type: none"> <li><b>1. Proposed Precept (if original Precept vetoed)</b></li> </ol>	<p>If precept approved in January this meeting will be cancelled</p>
<b>Thurs 25 March 21 at 1pm</b>	<ol style="list-style-type: none"> <li><b>1. Covid-19 Pandemic, 1 year on</b></li> <li><b>2. Police Recruitment, Retention and Dismissals</b></li> <li><b>3. End of Term delivery update on Police and Crime Plan from PCC</b></li> <li><b>4. Qtr. 3 Performance Report (20/21) – Leicestershire Police</b></li> <li><b>5. Qtr. 3 Performance Report – OPCC</b></li> <li><b>6. Venues for Panel Meetings review</b></li> </ol>	<p>To understand the impact of the Covid 19 pandemic on the budget position, funding and delivery of operational policing and community safety.</p> <p>To understand progress against police recruitment targets</p> <p>To consider the arrangements for venue of Panel meetings when restrictions on physical meetings lifted</p>
<b>Special Meeting  Thurs 20 May 21 at 1pm</b>	<b>The role of the PCC and understanding the role of the Police and Crime Panel.</b>	<p>For Members to discuss the role of the PCC and understand their purpose as a Panel.</p>

<b>Thurs 10 June 21 at 1pm</b>	<ol style="list-style-type: none"> <li>1. Election of Chair/Vice-Chairman 2021/22</li> <li>2. Confirm Panel Memberships</li> <li>3. Confirm Terms of Reference for Panel</li> <li>4. Initiatives the new PCC proposes to be funding and how the impact is measured</li> </ol>	
<b>Thurs 29 July 21 at 1pm</b>	<ol style="list-style-type: none"> <li>1. PCC's Annual Report</li> <li>2. Qtr. 4 Performance Report (20/21) – Leicestershire Police</li> <li>3. Qtr. 4 Performance Report (20/21) - OPCC Ethics Committee Annual report</li> <li>4. Police and Crime Plan Implementation</li> </ol>	<p>To receive outgoing PCC's Annual Report (by October)</p> <p>To provide an update on progress made with developing/implementing the Police and Crime Plan</p>
<b>Thurs 30 September 21 at 1pm</b>	<ol style="list-style-type: none"> <li>1. PCP Independent Members status</li> <li>2. PCP Grant Monitoring – Annual Report</li> <li>3. Qtr. 1 Performance Report (21/22) OPCC</li> <li>4. Qtr. 1 Performance Report (21/22) Leicestershire Police</li> </ol>	<p>PCP to decide whether to extend the term or recruit new Independent Members. (Current terms expire 31 Dec 21)</p> <p>To provide an overview of the PCP's work for the previous year</p>
<b>Thurs 2 December 21 at 1pm</b>	<ol style="list-style-type: none"> <li>1. Qtr. 2 Performance Report (21/22) OPCC</li> <li>2. Qtr. 2 Performance Report (21/22) Leicestershire Police</li> <li>3. Complaints against Police and Crime Commissioner Annual Report</li> </ol>	Monitoring Officer to provide an overview on complaint activity
<b>Suggested items to be</b>	See Below	

<b>scheduled</b>  <b>** see below</b>		
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**Notes: Budget/Precept:** Proposed Precept must be notified to Panel by 1 Feb and Panel must consider by 8 Feb If veto used, Panel's consideration must be completed by 22 February and PCC issue the final precept by 1 March

### Suggestions:

- **Themed Meetings or Scrutiny Reviews on Topical Issues:**

Mental Wellbeing

Human Trafficking/Modern Slavery

Women and the Criminal Justice System

- **Working Task and Finish Groups – non-public meeting, shows panel scrutiny and support of the PCC.**

**Finance/Budget workshops** – budget monitoring throughout the year, pre-scrutinise the precept and receive updates against the financial performance of the PCC;

**Plan** – Work with OPCC to include opportunities for PCP to be involved in induction of the PCC and preparation of the Police and Crime Plan;

**Collaboration** – to work with other PCP's in the East Midlands/Midlands to understand how PCC's are working in collaboration;

