

HAMPSHIRE POLICE AND CRIME PANEL

Report

Date considered:	6 July 2018	Item:	13
Title:	Update to Governance Documents		
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1. Executive Summary

- 1.1 The purpose of this paper is to set out revised governance documents previously adopted by the Hampshire Police and Crime Panel (PCP)

2. Terms of Reference for the Panel's Complaints Sub-committee

- 2.1 The Complaints Sub-Committee is responsible for handling complaints made against the Police and Crime Commissioner for Hampshire (PCC), and for informally resolving non-criminal complaints, as well as complaints or conduct matters that are referred to the Panel by the IPCC.
- 2.2 The Chair of the Sub-Committee has proposed, following legal advice, that the Complaints Sub-Committee be appointed as a formal Sub-Committee of the Panel, as opposed their current status as a working group. The reasoning for this proposition is that it has been recognised that the Sub-Committee now reach determinations regarding the informal resolution of complaints on behalf of the Panel.
- 2.3 To better enable the Sub-Committee to reach the required quorum of three Members for each meeting, it has been requested that the total membership of the group be increased to five, from four.
- 2.1. The wording of the terms of reference have been updated to provide greater clarity regarding the political balance of the membership of the Sub-Committee, to reflect that of the full Panel.
- 2.4 A number of other amendments have been suggested, in response to the proposals above and to enhance the clarity of the document. The proposed updated terms of reference can be found at appendix one.

3. Protocol for the Informal Resolution Procedure Regarding Complaints made Against the PCC

- 3.1. The protocol outlines the timescales under which the Complaints Sub-Committee will seek to determine complaints. Revisions have been proposed to enhance the clarity and transparency of the timelines, reflecting them in clear working days.

- 3.2. It has been agreed that the Panel will now receive an annual report on complaints activity, as opposed to the previous quarterly reporting. It was felt that reviewing data on a 12 monthly basis provided greater clarity and transparency for the comparison and interpretation of the data. The protocol has been updated accordingly to reflect this.
- 3.3. A number of other amendments have been suggested, in response to the proposals above and to enhance the accuracy of the document. The proposed updated protocol can be found at appendix two.

3 Recommendations

- 3.1 That the Panel agree updated Terms of Reference for the Panel's Complaints Sub-Committee and the updated Protocol for the Informal Resolution Procedure Regarding Complaints made Against the PCC.**

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

N/A

N/A