

**Gwent Police
and Crime Panel**

**Panel Heddlu
Gwent a Throseddu**

GWENT POLICE AND CRIME PANEL – PANEL ARRANGEMENTS

INTRODUCTION

1. The Police Reform and Social Responsibility Act 2011 (Schedule 6, Part 4, Paragraph 24) requires the creation of 'Panel Arrangements' for the establishment and maintenance of a Police and Crime Panel.

SUMMARY

2. Panel Arrangements must make provision for the following:

Membership of the Gwent Police and Crime Panel

- The term of office of appointed Members and Co-opted Members of the Panel.
- Resignation and removal of appointed Members and Co-opted Members of the Panel.
- Conditions for re-appointment of appointed Members and Co-opted Members of the Panel.

Promotion and Support for the Gwent Police and Crime Panel

- The role of the Police and Crime Panel to be promoted.
- Administrative and other support to be given to the Police and Crime Panel and its Members.
- In relation to the functions of the Police and Crime Panel, support and guidance to be given to; Members of the relevant local authorities, Members of the executives of relevant local authorities and officers of the relevant local authorities.

Allowances

3. Panel Arrangements may make provision for:
 - The payment of allowances to Members of the Gwent Police and Crime Panel.

Compliance with Panel Arrangements

4. The following must comply with the Panel Arrangements:

- Each relevant local authority; namely, Blaenau Gwent County Borough Council, Caerphilly County Borough Council, Monmouthshire County Council, Newport City Council and Torfaen County Borough Council.
- Each Member of the Gwent Police and Crime Panel.

PANEL ARRANGEMENTS

Membership of the Gwent Police and Crime Panel

- 5.1 The following Panel Arrangements will apply to the Gwent Police and Crime Panel:

Blaenau Gwent County Borough Council – 2 Members
 Caerphilly County Borough Council (Host Authority) – 3 Members
 Monmouthshire County Borough Council – 2 Members
 Newport City Council - 3 Members
 Torfaen County Borough Council - 2 Members

- 5.2 The Gwent Police Panel shall co-opt 2 Co-opted Members onto the Panel for a term of four years.

Term of Office

- 5.3 The term of office of the nominated Members shall be a matter for each nominating local authority, subject to a minimum planned term of one municipal year. The term of office for Co-opted Members shall be until 31st October of the same year as the next ordinary Police and Crime Commissioner election.

Resignation and Removal of Appointed Members and Co-opted Members of the Panel

- 5.4 Any Member may resign at any time, by giving notice in writing to the Chair of the Panel and their nominating authority (if appropriate).
- 5.5 The Secretary of State will remove any appointed member at the request of their nominating authority at any time and any appointed Member maybe removed by the Secretary of State at any time.
- 5.6 A Co-opted Member can be removed from office through a majority vote of the Panel present, provided the Member has been given no less than four weeks' notice of a proposal to remove, and provided the Member has an opportunity to make representations about the proposal. Examples of reasons for removal of office include (but are not limited to) being absent from 3 consecutive meetings without consent from the Panel or being convicted of a criminal offence.

Conditions for re-appointment of appointed Members and Co-opted Members of the Panel

- 5.7 Local authority Members are eligible for re-appointment on the expiry of their term. There are no restrictions on the number of terms of office that can be served.

- 5.8 Co-opted Members term of office shall be until 31st October of the same year as the next ordinary Police and Crime Commissioner election. The positions must be re-advertised; however this does not restrict Co-opted Members from reapplying or being re-appointed to the position.
- 5.9 The recruitment and selection process for co-opting members shall include a reasonable period for advertising the positions. To reflect the geographical area that the Panel represents, as far as practical, adverts shall be placed through media and other sources that have equality of access for residents within the Gwent Police area.
- 5.10 A closing date for applications will be a minimum of 2 weeks after the date of the first advert.
- 5.11 Application packs will be prepared and made available to those who request an application form. The applications will be considered by the Chair, Vice Chair and another Member of the Panel, and supported by the Lead Officer to the Panel, against an agreed person specification criteria and shortlisted accordingly.
- 5.12 If no applications are received or if all applications received fall below the minimum eligibility criteria, the vacancies shall be re-advertised in accordance with this section. The Chair and Vice Chair of the Panel and another Member of the Panel (the interview panel) supported by the Lead Officer to the Panel, will interview those shortlisted.
- 5.14 Following the interviews, the interview panel will make recommendations to the Panel. In making those recommendations the interview panel shall consider the balance of the Panel in accordance with the Equalities Act 2010 and the skills required to enhance the Panel.

Promotion and Support for the Gwent Police and Crime Panel

- 5.15 The Panel shall be promoted through a dedicated website (with appropriate links to other relevant websites) including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications.
- 5.16 Administrative support, guidance, advice, and training shall be made available by the host authority to Panel Members in support of the functions of the Panel. The host authority shall ensure that it disseminates information and best practice made available by the Home Office.
- 5.17 The host authority will attend any meeting with Executive Members, Scrutiny Members or Officers of relevant authorities to explain and promote the work of Gwent Police and Crime Panel.

Allowances

- 5.18 Panel Members are paid a daily rate fee. The rate shall be the same as the full daily rate fee determined from time to time by the Independent Remuneration Panel for Wales for the Chair and Co-opted Ordinary

Member of local authority Standards Committees. The daily rate fee is capped at a maximum of 6 days a year per Panel Member. Discretionary additional payments can be where attendance is required in respect of statutory responsibilities. Payments are made for meeting time or attendance at training/ conferences only and are inclusive of preparation time and travelling.

Payment of Travel and Subsistence Allowances

5.19 Travel allowances can be claimed for 'approved duties' defined as:

- (a) attendance at a meeting of the Panel or of any subcommittee of the Panel.
- (b) a duty undertaken for the purpose of or in connection with the discharge of the Panel's functions.
- (c) attendance at any training or developmental event approved by the Panel.

5.20 The rates of travel claims shall be at the HMRC rates of mileage.

5.21 Members can claim for other forms of travel (bus, train & taxi) and appropriate receipts showing the actual expense incurred must accompany claims. Members should always be mindful of choosing the most cost effective method of travel.

5.22 Subsistence for overnight accommodation and meals are available to Panel Members whilst undertaking an approved duty. The rates of subsistence shall be the same as determined by the Independent Remuneration Panel for Wales for Members of Local Authorities. Claims must be supported by receipts.

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