

**HAMPSHIRE  
POLICE & CRIME  
PANEL**

**POLICE AND CRIME PLAN WORKING GROUP**

**TERMS OF REFERENCE**

**1. Role and Purpose of the Police and Crime Plan Working Group**

The Police and Crime Plan Working Group is a permanent working group of the Hampshire Police and Crime PCP (PCP), with membership agreed annually at the PCP's Annual Meeting.

The Police and Crime Plan Working Group's purpose is to take a lead on the PCP's proactive scrutiny work programme as well as supporting the PCP in their statutory responsibility to contribute to the development of the Police and Crime Commissioner's (PCC) police and crime plan.

**2. Scope of the Police and Crime Plan Working Group**

*Objectives:*

1. To review the draft police and crime plan, ahead of its scrutiny by the full PCP. Through this activity Members of the working group will make recommendations to the PCC. This responsibility also extends to reviewing any subsequent updates to the police and crime plan as required.
2. To take a lead on the PCP's proactive scrutiny work programme. Key activities include:
  - Making recommendation to the full PCP upon themes for the proactive scrutiny reviews
  - Drafting the scope for proactive scrutiny sessions, including the identification of written witnesses to approach for written and oral evidence, and lines of enquiry for the review.
  - Reviewing written evidence received , and identifying lines of enquiry for and oral witnesses to invite to the public evidence sessions.
  - Leading the drafting of scrutiny reports prior to full PCP approval, including the identification of conclusion and recommendation areas.
  - Reviewing the PCC's response to the recommendations of the PCP's scrutiny reports and monitoring progress against the recommendations made.

In undertaking their responsibilities, the working group will consider how outcomes from scrutiny reviews can support the PCC in the delivery of

the police and crime plan and inform and enhance the approach to tackling crime and improving community safety across Hampshire and the Isle of Wight.

*Exclusions:*

The working group will only consider matters which relate to the role and duties of the PCC, and not those which specifically regard operational policing or the responsibility of other statutory bodies.

**3. Method**

The working group will meet a minimum of four times per year, with additional meetings scheduled in advance as required to support the review of the police and crime plan or the needs of the scrutiny programme. The four scheduled meetings will take place approximately six weeks before date of the full PCP meetings.

The working group may call on any member of the PCP to join them as an 'expert' adviser, in order to support the effective discharge of their responsibilities.

Where the working group requires further information in order to enhance the efficiency of the proactive scrutiny work programme, such information will be requested.

Additionally members of this working group will usually represent the PCP at conferences hosted by the Office of the Police and Crime Commissioner for Hampshire (OPCC) and other organisations which focus upon on the thematic scrutiny topics being reviewed and considered by the PCP.

**4. Membership**

Membership for the year is determined during the Annual Meeting, where Members can volunteer for nomination to the working group, with the final membership agreed by the full PCP. All members of the PCP are eligible for membership.

The working group shall be a cross party group made up of five members.

The working group will co-opt any additional members as they may find advantageous in the course of their considerations. The working group may also invite representatives of the OPCC or other expert advisers to attend meetings in order to provide advice, but these members will not be full members of the working group.

**5. Outcomes**

The working group will provide reports and updates, including outlining any recommendations, to the Police and Crime PCP.

## **Annexe**

### **Background**

The Police and Crime Plan Working Group was set up in 2012 in order to review the draft Police and Crime Plan prior to the PCP's scrutiny of it in March 2013.

The PCP agreed at their January 2014 meeting to build on the 'statutory functions' by moving to a fuller work-programme focusing on core elements of the PCC's Police and Crime Plan. This included an agreement to:

- Hold two sessions at each meeting, with the morning session agenda items relating to the PCP's statutory functions and the afternoon session hosting a proactive scrutiny evidence gathering session.
- Hold additional meetings of the Police and Crime Plan working group in order to set the agenda for the afternoon sessions of the PCP, which would be based on the priorities of the Police and Crime Plan.
- Plan scrutiny sessions in advance so that information can be invited from the PCC, key partner stakeholders, and the public (written and oral evidence as specified by the members) in a timely fashion.
- Report to the PCC conclusions and recommendations outlining the PCP's findings following their scrutiny session.

The Plan Working Group has remained active since this time for the purpose of monitoring the implementation plan and through this to set themes for the proactive scrutiny and lead on the work in this area on behalf of the PCP.

Further information can be found online:

<http://www3.hants.gov.uk/hampshire-pcp/pcc-proactivescrutiny.htm>