

## **Derbyshire Police and Crime Panel**

### **Panel Arrangements**

#### **1. Operating Arrangements**

Derbyshire County Council shall act as the host authority in establishing the Police and Crime Panel and provide necessary officer support.

#### **2. Membership**

2.1 The Panel shall be made up of 1 councillor from each of the 10 constituent authorities (8 District/Borough Councils, 1 City Council, 1 County Council), together with at least two independent members and sufficient co-opted councillor members as are necessary to achieve the balanced appointment objective.

2.2 All members of the Police and Crime Panel may vote in proceedings of the Panel.

#### **3. Casual Vacancies**

3.1 A vacancy on a Police and Crime Panel arises when a councillor or independent member resigns from the membership of the Panel.

3.2 Each council will fill vacancies for their councillor representative(s) on the Panel in accordance with the arrangements in their constitution. Vacancies for independent members will be filled in accordance with the selection process outlined in section 4.

#### **4. Independent Members**

4.1 The Police and Crime Panel shall co-opt at least two independent members onto the Panel. Independent members' terms of office shall be four years.

4.2 The selection process for co-opting independent members should include a reasonable period of advertising for the positions. A closing date for the receipt of applications should be given of at least two weeks from the date the advert is first placed.

4.3 Information packs should be prepared and sent to those requesting application forms.

- 4.4 The applications will be considered against a agreed eligibility criteria and then the Chairman and Vice-Chairman of the Panel will consider applications and interview candidates.
- 4.5 Following the interviews, the Chairman and Vice-Chairman will make recommendations to the Panel about membership.

## **5. Appointment of Councillor Members**

Councillor members will normally be appointed at the Annual General Meeting of each council. It is recognised that each council may choose to appoint from within the membership of the majority group. However, councils should also have regard to the requirement in the Act that appointments shall be made with a view to ensuring that the 'balanced appointment objective' is met so far as is reasonably practicable.

## **6. Term of Office**

- 6.1 A councillor member shall be appointed annually to the Panel to hold office for the following municipal year and all such appointments shall be notified to the host authority no later than 31 May in each year, subject to the proviso that he or she shall cease to be a member of the Panel if he or she ceases to be a member of the appointing council (and does not on the same day again become a member of that council).
- 6.2 An independent member shall be appointed in accordance with section 4 for a term of four years.
- 6.3 Each council will give consideration to the 'balanced appointment objective' in its annual appointment process. Where possible a council will give consideration to continuity of membership to enable the Panel's expertise and skills to be developed for the effective scrutiny of the Police and Crime Commissioner.

## **7. Resignation and Removal of Councillor Members**

- 7.1 A council may decide in accordance with its procedures to remove its member(s) from the Panel at any time and upon doing so shall give written notice to the host authority of the change in its member(s).
- 7.2 A member may resign from the Panel at any time by giving notice to the appointing council who will inform the host authority.

- 7.3 In the event that any member resigns from the Panel, or is removed from the Panel by his or her council, the council shall immediately take steps to nominate and appoint an alternative member to the Panel, in accordance with the agreed arrangements.

## **8. Non-Attendance at Meetings**

- 8.1 Where a councillor member fails, throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the Panel then the host authority shall recommend to the relevant council that due consideration be given to removing the member from the appointment to the Panel and the appointment of a replacement member from that council.
- 8.2 Where an independent member fails, throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the Panel then the Panel may terminate his or her appointment and shall immediately take steps to co-opt a replacement independent member in accordance with section 4 above.

## **9. Allowances and Expenses**

- 9.1 Each council has the discretion to pay its representative(s) on the Panel special responsibility allowances and to reimburse reasonable expenses incurred. No allowance or expenses payments will be made by the Panel itself to councillor members. Any allowances or expenses which may be made to councillor members arising out of Panel membership shall be determined and borne by the appointing council for each Panel member individually.
- 9.2 The host authority, on behalf of the Panel will reimburse reasonable expenses to independent members provided that this is agreed as part of the annual budget approved by the Panel.

## **10. Conduct**

- 10.1 All councillor members must observe the Code of Conduct of their appointing council and any related protocols as agreed by the Panel.
- 10.2 Independent members must observe the Code of Conduct of the host authority and any related protocols as agreed by the Panel.

## **11. Validity of Proceedings**

The validity of the proceedings of the Panel shall not be affected by a vacancy in the membership of the Panel or a defect in appointment.