

**Leicestershire Police and Crime Panel Arrangements
(to be agreed by all relevant local authorities)**

Operating arrangements

1. Leicestershire County 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 paragraph 8 below and may be appointed in accordance with paragraph 16 below.

Note:

The representation on the Panel above reflects statutory provisions.

Appointment of Independent Members

8. The Panel shall co-opt two independent members on to the Panel for a term being the length of the term of office of the Police and Crime Commissioner, with a view to ensuring the Panel has the necessary skills, knowledge and experience to carry out its functions.
9. 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.

10. Information packs shall be prepared and sent to those requesting application forms.
11. Applications shall be considered against an agreed eligibility criteria and then the Chairman and Vice-Chairman of the Panel will be invited to meet to consider the applications and interview candidates.
12. Following the interviews, the Chairman and Vice-Chairman will make recommendations to the Panel for appointment.
13. 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, a MP, a 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

14. Members of the Panel will be appointed by each relevant local authority in accordance with its procedures.
15. 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.
16. The Panel, once established, may agree to co-opt additional members drawn from the local authorities to ensure the balanced appointment requirement, as far as reasonably practicable.

Substitutes

17. Substitutes are permitted subject to the arrangements of the relevant local authority. The clerk to the Panel must be notified of the attendance of any substitute at least 24 hours before the meeting.

Resignation/Removal of Members

18. 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.
19. 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.

Payments/Allowances

20. 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

21. 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.
22. The Panel will operate as a forum to represent the views of stakeholders and the public to the Police and Crime Commissioner.

Budget

23. Leicestershire County 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.