

# **Leicester, Leicestershire and Rutland Police and Crime Panel Rules of Procedure**

(to be agreed by the Panel)

# **A**

## **Conduct of Meetings**

### Chairman of Panel

1. The Chairman of the Panel will be elected in June of each year from amongst the elected members sitting on the Panel.
2. A Vice-Chairman will be elected in June of each year from amongst the elected members sitting on the Panel.
3. In the event of the resignation or removal of the Chairman, a new Chairman will be elected at the next meeting, from amongst the elected members sitting on the Panel.
4. If both the Chairman and Vice-Chairman are absent from a meeting, the members present shall choose one of their number from amongst the elected members to preside over the meeting, subject to Rule 5 below.
5. If the Chairman arrives at a meeting of the Panel or Vice-Chairman arrives at such a meeting from which the Chairman is absent after the time for which the meeting has been summoned, he or she shall preside over the meeting after any question under discussion on his or her arrival has been disposed of but not before then.
6. Any power or duty of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

### Quorum

7. The quorum of the Panel shall be at least one quarter of the whole number of the Panel.
8. If during any meeting of the Panel the Chairman, after counting the number of members present declares that there is not a quorum present, the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time to be fixed by the Chairman, or, if he or she does not fix a time, to the next ordinary meeting of the Panel.

### Access to Information

9. The Access to Information Procedure Rules laid down by the Host Authority will apply with any necessary modifications.

## Order of Business

10. Except as otherwise provided by Rule 13. below, the order of business at ordinary meetings of the Panel shall be: -
  - (a) to choose a person to preside if the Chairman and Vice-Chairman be absent;
  - (b) to confirm the minutes of the last meeting of the Panel;
  - (c) to dispose of business (if any) remaining from the last meeting;
  - (d) to consider reports as specified on the agenda;
  - (e) to consider motions in the order in which the notice has been received;
  - (f) any other items which the Chairman decides are urgent.
11. Business falling under items (a), (b) or (c) of Rule 12 shall not be displaced, but subject thereto the foregoing order of business may be varied:-
  - (a) by the Chairman at his or her discretion; or
  - (b) by a resolution passed at that meeting. A motion to vary the order of business shall be moved and seconded formally and put without discussion.

## Minutes of the Panel

12. At a meeting of the Council at which minutes of a previous meeting are submitted for approval as a correct record, the Chairman shall move that those minutes be so approved.
13. No motion or discussion shall take place upon the minutes, except upon their accuracy, and any matter concerning their accuracy shall be raised by amendment.
14. If no such matter is raised, or if it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.

## Amendments to motions

15. An amendment shall be relevant to the motion and shall be either:-
  - (a) to refer a subject of debate to a subcommittee or the Police and Crime Commissioner for consideration or re-consideration;
  - (b) to leave out words;
  - (c) to leave out words and insert or add others;
  - (d) to insert or add words;

but such omission, insertion or addition of words shall not only have the effect of negating a motion before the Panel.

16. Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of; provided that the Chairman may permit two or more amendments

to be discussed (but not voted on) together if he or she considers that this course would facilitate the proper conduct of the Panel's business.

17. If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

#### Alterations or withdrawal of motion or amendment

18. A proposer of a motion may, with the concurrence of the seconder and the consent of the Panel, alter the motion if the alteration is such that it could properly be effected by an amendment of the motion. A proposer of an amendment may, with the like concurrence and consent, alter the amendment if the amendment as altered could properly have been moved in that form as an amendment. The altered motion or amendment shall if required by the Chairman be reduced into writing and handed to him or her before the consent of the Panel to the alteration is sought.
19. A proposer of a motion or of an amendment may, with the concurrence of the seconder and the consent of the Panel, withdraw the motion or amendment which he or she has proposed, and no member shall speak upon it after the proposer has thus asked permission for its withdrawal, unless such permission shall have been refused.
20. The giving or refusal of the consent of the Panel to the alteration or withdrawal of a motion or amendment shall be signified without discussion.

#### Motions and amendments generally

21. A member may not propose or second a motion or amendment on which he or she is disqualified from voting.

#### Conduct of Members

22. If any member in the opinion of the Chairman signified to the Panel, misconduct himself or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Panel, or by tedious repetition or unbecoming language in his or her speech, the Chairman or any other member may move "That the member named by not further heard", and such a motion if seconded shall be put and determined without discussion.
23. If the member named continues his or her misconduct after a motion under the last previous paragraph has been carried, the Chairman shall either:-
  - (a) move "That the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or

- (b) adjourn the meeting of the Council for such period as he or she in his or her discretion shall consider expedient.

#### Motions affecting persons employed by the Police and Crime Commissioner

24. If any question arises at a meeting of the Panel or a subcommittee as to the appointment, promotion, dismissal, salary, pension, conditions of service or the conduct of any person employed by the Police and Crime Commissioner, such question shall not be the subject of discussion until the body concerned has decided whether or not the power of exclusion of the public shall be exercised, with the exception of confirmatory hearings for the Chief Constable, Deputy Police and Crime Commissioner, Chief Executive and Chief Financial Officer which are required to be held in public.

#### Right of reply

25. The proposer of a motion shall have the right of reply to the debate:-
- (a) at the close of the debate on the motion;
  - (b) at the close of the debate on an amendment to the motion;
  - (c) before a motion to proceed to next business or that the Panel adjourn or a motion or amendment to refer the subject of debate to a subcommittee or the Police and Crime Commissioner is put;
  - (d) after the closure is carried.
26. The proposer of an amendment shall not have the right of reply to either the debate on the amendment or to the debate on a substantive motion formed by the carrying of the amendment.

#### Points of order and personal explanations

27. A member may speak on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the member shall specify the Standing Order or statutory provision and the way in which he or she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him or her which may appear to have been misunderstood in the present debate.
28. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

#### Next business etc

29. A member who seeks to avoid a decision being taken on a matter under discussion may, at the conclusion of a speech of another member, unless the Chairman considers that the matter has been insufficiently discussed, move "that the Panel proceed to the next business" or, if there is no other business to be transacted, "that the Panel adjourn".

30. The proposer of such a motion may speak thereon for five minutes but the seconding of the motion shall be formal and without comment and there shall be no debate on the motion.
31. On the seconding of the motion, the Chairman shall first give the mover of the original motion an opportunity to speak on it for not more than five minutes and then put to the vote the motion to proceed to the next business or to adjourn the Panel.
32. If that motion is carried, the original motion shall be considered as withdrawn.

#### Adjournment of debate

33. A member who seeks to interrupt a debate so that it may be continued at a later hour or on another occasion may, at the conclusion of the speech of another member, move that the debate be adjourned to that hour or occasion.
34. If the member does not specify an hour or occasion, the motion shall be deemed to intend that the debate shall be resumed at the next ordinary meeting of the Panel.
35. The proposer of such a motion may speak thereon for five minutes but the seconding of the motion shall be formal and without comment and there shall be no debate on the motion except that the mover of the original motion may speak on it for not more than five minutes.
36. On the resumption after adjournment of an interrupted debate, the Council shall proceed to the further consideration of the adjourned business as though the meeting had been continuous for the purposes of these Rules of Procedure.

#### Closure

37. A member may at the conclusion of the speech of another member move "that the proposition under discussion be now put" (which is in these Standing Orders referred to as "the closure").
38. The proposal and seconding of the closure shall be formal and without comment and there shall be no debate on it. The closure shall be put forthwith to the vote unless it appears to the Chairman that the proposition to which it is sought to apply the closure has not been sufficiently discussed.
39. If the closure is carried, the motion or amendment which is the subject of the interrupted debate shall be put without further discussion, subject to the mover of the original motion, first having the right of reply given by Rules 33 - 36.

## Voting

40. Every proposition shall, unless otherwise required by these Rules of Procedure or Statute, be determined by show of hands or, at the discretion of the Chairman, by voices.
41. If an automatic system of recording votes is in operation, the Chairman shall have power to order votes to be given and counted in accordance with the system.
42. In taking the votes on any proposition, those members only shall be entitled to vote who are present in the meeting room when the proposition is put from the Chair.
43. After a proposition is put from the Chair but before the vote is taken, any three members rising in their places may require that the voting shall be recorded in the minutes of the meeting so as to show whether each member present gave his or her vote for or against that proposition or abstained from voting.
44. Where immediately after a vote is taken any member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his or her vote for the question or against the question or whether he or she abstained from voting.

## General disturbances

45. If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him or her. If he or she continues the interruption the Chairman shall order his or her removal from the room. In case of general disturbance in any part of the room open to the public the Chairman shall order that part to be cleared.
46. If, in the opinion of the Chairman, misconduct or obstruction renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power vested in him or her, may without the question being put suspend the meeting for a period not exceeding 30 minutes.

## Interests in contracts and other matters

47. If any member of the Panel has any pecuniary interest as defined within the Code of Conduct of their appointing authority or, in the case of independent co-opted members, the Host Authority's Code of Conduct in any contract, proposed contract, or other matter, that member shall declare that interest and withdraw from the meeting while the contract, proposed contract, or other matter, is under consideration by the Panel unless the disability to discuss that matter imposed upon him or her by the Code has been removed by the Host Authority.

### Record of attendance

48. Every member attending a meeting of the Panel or subcommittee of which he or she is a member, shall sign his or her name in the attendance book or sheet provided for that purpose.

### Meetings of the Panel and subcommittees

49. The Chairman of the Panel or the chairman of a subcommittee may cause a special meeting of the body concerned to be called at any time. In the absence of the Chairman of the body concerned the Deputy Chairman of that body may exercise the powers conferred on the Chairman by this Rule.
50. A special meeting of the Panel or subcommittee shall be called on the request of at least one quarter of the whole number of members of the body concerned by notice in writing signed by them and given to the Clerk to the Panel and specifying the business for which the meeting is to be called.

### Proceedings of the Panel and subcommittees

51. The quorum of a subcommittee, unless a special quorum is otherwise prescribed, shall be at least one quarter of the whole number of the body concerned, provided that in no case shall a quorum be less than three members.
52. Subject to the provisions of Section 100 of the Local Government Act 1972, all reports and all documents marked as "confidential" or "not for publication" shall be treated as confidential until they become public in the ordinary course of the Panel's or Police and Crime Commissioner's business.
53. No act of a subcommittee shall have effect until approved by the Panel except to the extent that the subcommittee has itself power to act without the approval of the Panel.

### Variation and revocation of Rules of Procedure

54. Any motion to add to, vary or revoke these Rules of Procedure shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Panel.

### Interpretation of the Rules of Procedure

55. The ruling of the Chairman as to the construction or application of any of these Rules of Procedure, or as to the proceedings of the Panel, shall not be challenged at any meeting of the Panel.

### Frequency of Meetings

56. Meetings of the Panel will generally take place four times a year but extra meetings may be convened with the agreement of the Chairman.

## **Working Arrangements of the Panel**

### Additional co-opted members

57. The Panel is entitled, in order to achieve the balanced appointment objective, to recommend to the Secretary of State that additional members be co-opted to the Panel. Such co-opted members will be elected members of the local authorities, nominated in accordance with Schedule 1. Any local authority providing additional co-opted members will nominate the individual members to act in that capacity and the Panel will accept the nomination. Schedule 1 may be amended from time to time to reflect changes in membership required to achieve the balanced appointment objective.

### Work Programme

58. The Police and Crime Panel will be responsible for setting its own work programme taking into account the priorities defined by the Police and Crime Commissioner. In setting the work programme, the Police and Crime Panel will also take into account the wishes of its members.
59. The work programme must include the functions described in the terms of reference for the Panel.
60. Any member of the Police and Crime Panel shall be entitled to give notice to the Clerk of the Panel that he or she wishes an item relevant to the functions of the Panel to be included on the agenda for the next available meeting, including notice of any motion which he or she wishes to put to the meeting.

### Reports from the Police and Crime Panel

61. Where the Police and Crime Panel make a report to the Police and Crime Commissioner, it will publish the report or recommendations (subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended) and send copies to all the relevant local authorities.
62. The Police and Crime Panel must, by writing, require the Police and Crime Commissioner, as appropriate, within one month of the date on which he or she receives the report or recommendations to:
  - (a) consider the report or recommendations;
  - (b) respond in writing to the Panel indicating what (if any) action the Police and Crime Commissioner proposes to take;
  - (c) where the Panel has published the report or recommendations, publish the response;
  - (d) where the Panel has provided a copy of the report or recommendations to a member, provide a copy of the response to the member.



63. If the Police and Crime Panel cannot unanimously agree on one single final report to the Police and Crime Commissioner, then one separate report may be prepared and submitted for consideration along with the majority report.
64. The basis of any minority report prepared under the paragraph above must have been discussed and been the subject of a proposal at the meeting of the Panel and must have the support of more than one member.

#### Police and Crime Commissioner and officers giving account

65. The Police and Crime Panel will scrutinise and review decisions made or actions taken in connection with the Police and Crime Commissioner's role. To this end, the Panel may require any papers in the Commissioner's possession (except those that are operationally sensitive) which appear to the Panel to be necessary in order to carry out its functions. In addition, it may require the Police and Crime Commissioner and members of that Commissioner's staff, to attend before the Panel (at reasonable notice) to answer any questions which appear to the Panel to be necessary in order to carry out its functions.
66. The Panel may not require any member of the Police and Crime Commissioner's staff to give any evidence, or produce any document, which discloses advice given to the Commissioner by that person.
67. Where the Police and Crime Commissioner, or a member of that Commissioner's staff, is required to attend the Panel under this provision, the Chairman will inform them in writing giving, where practicable, fifteen days notice of the meeting. The notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required for production for the Panel. Where it is necessary to produce a report, sufficient time will be given to allow preparation of that report.
68. If the Police and Crime Panel requires the Police and Crime Commissioner to attend before the Panel, the Panel may (at reasonable notice) request the Chief Constable to attend on the same occasion to answer any questions which appear to the Panel to be necessary in order for it to carry out its functions.

#### Attendance by others

69. The Police and Crime Panel may invite people other than those referred to above to address it, discuss issues of local concern and/or answer questions. It may, for example, wish to hear from residents, stakeholders, councillors who are not members of the Panel and officers in other parts of the public sector.

#### Subcommittees and task groups

70. Time limited task and finish groups (subcommittees) may be established from time to time by the Panel to undertake specific task based work.

71. Subcommittees and task groups shall not have the power to coopt additional members.
72. The special functions of the Panel may not be discharged by a subcommittee of the Panel or a task group. Special functions are those functions conferred on a Panel by:-
  - (a) Section 28(3) of the Police Reform and Social Responsibility Act 2011 (scrutiny of Police and Crime Plan);
  - (b) Section 28(4) of the Police Reform and Social Responsibility Act 2011 (scrutiny of annual report);
  - (c) Paragraphs 10 and 11 of Schedule 1 of the Police Reform and Social Responsibility Act 2011 (review of senior appointments);
  - (d) Schedule 5 of the Police Reform and Social Responsibility Act 2011 (issuing precepts); and
  - (e) Part 1 of Schedule 8 of the Police Reform and Social Responsibility Act 2011 (scrutiny of appointment, suspension or removal of the Chief Constable).
73. The work undertaken by a subcommittee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

#### Carrying out 'Special Functions'

74. Reports and recommendations made in relation to the functions outlined in the terms of reference will be carried out in accordance with the procedure outlined at paragraphs 61 to 64.

#### *Police and Crime Plan*

75. The Police and Crime Commissioner must issue a Police and Crime Plan within the year in which he or she is elected. The Plan is to be for a period of five years. The Commissioner may vary the Plan or issue a new one during that time.
76. The Police and Crime Commissioner must send the draft Police and Crime Plan or variation to the Police and Crime Panel in good time to enable the Panel to consider the plan.
77. The Police and Crime Panel, having considered the draft Police and Crime Plan or variation will make a written report or recommendation to the Police and Crime Commissioner in relation to the draft Plan or variation. The Panel will require a written response to the report or recommendation.

#### *Annual Report*

78. The Police and Crime Commissioner will produce an Annual Report on the exercise of his functions in the financial year and on the progress made on

meeting the objectives in the Police and Crime Plan and send a copy to the Police and Crime Panel.

79. The Police and Crime Panel will hold a public meeting, which the Police and Crime Commissioner must attend to present the Annual Report and respond to questions from the Panel.
80. The Police and Crime Panel will make a written report or recommendations on the Annual Report to the Police and Crime Commissioner. The Panel will require a written response to the report or recommendations.

### *Senior Appointments*

81. The Panel has powers to review the Police and Crime Commissioner's proposed appointments of the Chief Constable, a Chief Executive, a Chief Finance Officer and a Deputy Police and Crime Commissioner. The Panel is required to hold public confirmation hearings for these posts.
82. The Panel will be notified of the need for a confirmatory hearing in respect of proposed senior appointments made by the Police and Crime Commissioner. This will be held at the next available meeting of the Panel unless the appointment timescale requires an earlier hearing, in which case an extraordinary meeting will be arranged.

### *Appointment of Chief Constable*

83. Where a Chief Constable is to be appointed, the Panel is required to hold a confirmatory hearing within the period of three weeks from the day on which the Panel received notification from the Police and Crime Commissioner.
84. Confirmatory hearings will be held in public and the candidate will be requested to appear for the purpose of answering questions relating to the appointment. Following this hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.
85. Having considered the appointment, the Panel will be asked to either:
  - (a) support the appointment without qualification or comment;
  - (b) support the appointment with associated recommendations; or
  - (c) veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made).
86. If the Panel vetoes the appointment of the Chief Constable, the report to the Commissioner must include a statement that the Panel vetoed the appointment with reasons.

87. Where the Panel exercises its power of veto of the proposed appointment, the Commissioner shall then propose a 'reserve candidate' for appointment as Chief Constable.
88. When a reserve candidate has been proposed, the Panel is required to hold a confirmatory hearing within the period of three weeks from the day on which the Panel received notification from the Police and Crime Commissioner.
89. The process as outlined in paragraph 84 will apply.
90. Having considered the appointment the Panel will be asked to make a report to the Commissioner, which will include a recommendation to the Commissioner as to whether or not the reserve candidate should be appointed.
91. The Commissioner must have regard to the report and will notify the Panel of his decision as to whether or not he accepts or rejects the recommendation.

#### *Appointment of an Acting Police and Crime Commissioner*

92. The Panel must appoint a person as Acting Police and Crime Commissioner if:-
  - (a) no person holds the office of Police and Crime Commissioner;
  - (b) the Police and Crime Commissioner is incapacitated; or
  - (c) the Police and Crime Commissioner is suspended.
93. The Police and Crime Panel may appoint a person as Acting Police and Crime Commissioner only if the person is a member of the Police and Crime Commissioner's staff at the time of the appointment.
94. In appointing a person as Acting Police and Crime Commissioner in a case where the Police and Crime Commissioner is incapacitated, the Panel must have regard to any representations made by the Commissioner in relation to the appointment.
95. The appointment of an Acting Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events:
  - (a) the election of a person as Police and Crime Commissioner;
  - (b) the termination by the Police and Crime Panel, or by the Acting Police and Crime Commissioner, of the appointment of the Acting Commissioner;
  - (c) in a case where the Acting Police and Crime Commissioner is appointed because the Police and Crime Commissioner is incapacitated, the Commissioner ceasing to be incapacitated; or
  - (d) in a case where the Acting Police and Crime Commissioner is appointed because the Police and Crime Commissioner is suspended, the Commissioner ceasing to be suspended.

### *Suspension and Removal of the Chief Constable*

96. Where the Police and Crime Commissioner suspends a Chief Constable from duty, he will inform the Police and Crime Panel.
97. Where the Police and Crime Commissioner intends to seek the resignation or retirement of the Chief Constable, the Commissioner must provide the Chief Constable with a written explanation of the reasons why he proposing to call for their resignation or retirement. The Commissioner will also notify the Police and Crime Panel in writing and provide the Panel with a copy of the explanation provided to the Chief Constable.
98. The Police and Crime Commissioner may not call upon the Chief Constable to resign or retire until the scrutiny process involving the Police and Crime Panel has been completed.
99. The Chief Constable will make representations to the Police and Crime Commissioner, which the Commissioner must have regard to and must provide a copy of to the Police and Crime Panel as soon as reasonably practicable. If, following consideration of the written representations, the Commissioner still intends to seek the resignation or retirement of the Chief Constable, he or she must notify the Panel.
100. The Police and Crime Panel will hold a meeting, at which the Police and Crime Commissioner and the Chief Constable may make representations to consider whether or not the Commissioner should call for the resignation or retirement of the Chief Constable.
101. Within six weeks of the notification in paragraph 92 the Panel will make a written recommendation to the Police and Crime Commissioner as to whether he or she should call for the resignation of the Chief Constable. The Panel will require a response to the recommendation.

### *Proposed precept*

102. The Police and Crime Commissioner will notify the Panel of the precept which the Commissioner is proposing to issue for the financial year by 1 February of the relevant financial year. The Panel must review the proposed precept and make a report including recommendations by 8 February of the relevant financial year.
103. Having considered the precept, the Panel will either:
  - (a) support the precept without qualification or comment;
  - (b) support the precept and make recommendations; or
  - (c) veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made).

104. If the Panel vetoes the proposed precept, the report to the Police and Crime Commissioner must include a statement that the Panel has vetoed the proposed precept with reasons, including an indication as to whether it considers the proposed precept is too high or too low. The Panel will require a response to the report and any such recommendations.
105. Where the Panel exercises its power of veto, the Commissioner must issue a response, notifying the Panel of the revised precept he intends to issue. (If the Panel had vetoed the proposed precept because it was too high, the revised precept must be lower; and if the Panel had vetoed the proposed precept because it was too low, the revised precept must be higher.)
106. When notified of a revised precept, the Panel shall, by 22 February of the relevant financial year, review the revised precept and make a report to the Commissioner, which may indicate with the Panel accepts or rejects the revised precept (a rejection does not prevent the Commissioner from issuing the revised precept as the precept for the financial year) and make recommendations.
107. The Commissioner shall have regard to the second report (and any recommendations) and will issue a response (to be published) to that report, by 1 March of the relevant financial year.

### Complaints

108. Complaints against the Police and Crime Commissioner will be brought to the attention of and recorded by the Panel. Complaints involving suspicion that a criminal offence has been committed must be referred to the Independent Police Complaints Commission.
109. Non-criminal complaints in relation to the Police and Crime Commissioner or any Deputy Police and Crime Commissioner can be considered by the Panel through a hearing. The Panel can examine this through a subcommittee.
110. The Panel may delegate the initial handling of complaints and conduct matters but not its functions relating to the final resolution of a complaint.
111. A Police and Crime Panel may suspend the Police and Crime Commissioner if it appear to the Panel that:
  - (a) the Commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence; and
  - (b) the offence is one which carries a maximum term of imprisonment of two years or more.
112. The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of the following events:
  - (a) the charge being dropped;
  - (b) the Police and Crime Commissioner being acquitted of the offence;

- (c) the Police and Crime Commissioner being convicted of the offence but not being disqualified under Section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction; or
- (d) the termination of the suspension by the Police and Crime Panel.

#### Working with Local Authority Scrutiny Bodies

- 113. The Panel will act in accordance with such Protocols as may be developed between the Police and Crime Panel and Local Authority Crime and Disorder Scrutiny Bodies.

#### Review of Constitution

- 114. This constitution may be amended at any time by the Police and Crime Panel. The Host Authority will conduct an annual review of the provisions of the Constitution and report to the Panel on the outcome of that review should it be considered appropriate to make any amendments. The Host Authority will carry out a review of the provisions of Schedule 1 at any time upon the occurrence of a change in political balance in the authorities represented on the Panel and report to the Panel on any proposed changes.

## Schedule 1

### Scheme for the cooption of additional local authority members to the Leicestershire Police and Crime Panel

The Police Reform and Social Responsibility Act 2011 suggests that the Panel should, as far as is reasonably practicable, reflect the political make-up of the relevant local authorities (when taken together) across the force area and should also represent all parts of the relevant police area.

The population distribution across the City, County and Rutland is as follows:

	Population	%
Leicester City	295 000	29
County	640 000	64
Rutland	60 000	6

The political balance on all authorities across Leicester, Leicestershire and Rutland is as follows:

	Seats	%
Conservatives	199	51
Labour	102	26
Liberal Democrat	75	19
Other	13	3

This is based on the current political balance on all Councils so may change after every election. The next elections (County) are due to take place in May 2013 and District and City Elections in May 2015.

To achieve a Panel that better reflects the populations served by the Leicestershire and Rutland Police Force, 3 additional local authority members shall be nominated by the County and City Councils in accordance with the following table:

Conservatives	7 members	Drawn from ruling groups in authorities
Labour	4 members	One from Leicester City Council by law, three co-opted from the City Council
Liberal Democrat	2 members	Drawn from ruling groups in authorities