

PROCEDURE FOR QUESTIONS TO BE PUT TO THE POLICE AND CRIME COMMISSIONER (PCC) AT MEETINGS OF THE POLICE AND CRIME PANEL (PCP)

1. Questions to be submitted to the Secretariat to the PCP (sam.weston@leics.gov.uk). Questions submitted 15 working days (or more) prior to a PCP meeting will be taken at that PCP meeting. Any questions which are received less than 15 working days prior to a PCP meeting will be submitted to the following PCP meeting.
2. In order for a question to be accepted, it **must**:
 - (a) Relate to the strategic functions of the PCC (including his Police and Crime Plan) and **not** relate to the operational management of Leicestershire Police*.
 - (b) **Not** be substantially similar to a question put at a meeting within the preceding six months.
 - (c) **Not** require the disclosure of exempt or confidential information.
 - (d) **Not** be vexatious or defamatory.

*(*Any questions relating to the operational management of Leicestershire Police will automatically be directed to the Office for the Chief Constable, who will endeavour to respond in the normal way – the questioner will be notified that it has been forwarded. These questions will therefore **not** be taken in public at PCP meetings.)*
3. If the Secretariat, acting as appropriate, in consultation with the Chairman of the PCP, considers that a question does not comply with paragraph 2, it shall advise the questioner accordingly and, as appropriate, direct the question to the appropriate public body. If the Secretariat considers that the question **does** comply with paragraph 2, the question will be treated as having been accepted by the PCP and subject to the procedure below.
4. Questions adopted by the PCP in accordance with paragraph 3 above, will be submitted to the PCC who will issue a response which will be made available to the questioner and PCP members by noon on the day prior to the PCP meeting at which the question is to be submitted.
5. The question and answer will be “taken as read” at the beginning of the meeting. The questioner **must** be present at the meeting to ask any supplementary questions which must relate to the nature of the initial question and not raise new issues. The Chairman of the PCP may invite the questioner to ask a supplementary question. Only **one** supplementary question will be permitted for each initial question. Supplementary questions and responses will be included in the formal minute of the meeting. If the questioner is not present at the meeting, only the original question and response will be included in the formal minute of the meeting. It will be accepted that the PCP will allow up to 10 minutes for public questions, though it may wish to lengthen this in the appropriate circumstances.
6. There will be instances where the PCC (or his/her officers) are unable to respond to a supplementary question put at the meeting. In instances such as these, a written response will be issued to the questioner by the PCC within five working days of the meeting and a copy of the response provided to the Secretariat.

For information

Meetings of the PCP are webcast live to the public and therefore, by submitting a question and being present to ask a supplementary question, you accept that you will be filmed and that this footage will be owned by, and archived in perpetuity on the website of, the County Council.

The public are reminded that the PCC has his own channels of communication through which the public are encouraged to engage, including a “Have Your Say” area of the PCC’s website: <https://www.leics.pcc.police.uk/Have-Your-Say/Comments.aspx> and his direct email address: police.commissioner@leics.pcc.pnn.gov.uk.

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