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To: All Members and Officers of the
Staffordshire Police and Crime Panel.

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My Ref:

Your Ref:

Date: 30 January 2013

Dear Sir/Madam,

Staffordshire Police and Crime Panel - Monday, 4th February, 2013

I have recently forwarded to you a copy of the agenda for the next meeting of the Staffordshire Police and Crime Panel.

I am now able to enclose, for consideration at next Monday, 4th February, 2013 meeting of the Staffordshire Police and Crime Panel, the following reports that were unavailable when the agenda was printed.

6. **Scrutiny of Reports considered by the Police and Crime Commissioner for Staffordshire at quarterly meeting 30 January 2013**
 - a) Staffordshire Police Force Performance 1 April to 31 December 2012 (Pages 1 - 8)
 - b) Professional Standards Quarterly Report (October - December 2012) (Pages 9 - 14)
 - c) Use of Resources - Quarterly Data (Pages 15 - 18)
7. **Dates of Future Meetings and Work Programme (Pages 19 - 26)**

2 reports requesting formal decisions by the Police and Crime Commissioner in relation to:

- The recruitment and selection of Independent Persons to serve on Misconduct Panels
- A Joint Media Protocol for the Office of the PCC and Staffordshire Police.

These documents are submitted in response to members' requests to receive details of decisions made by the PCC to help determine their work programme.

All of the above items are to be considered formally by the PCC at his own quarterly meeting today (Wednesday 30 January 2013)

Hard copies of these documents will be issued in this evening's post.

Regards

John Tradewell
Director of Law and Governance

Secretary to the Panel

Please note: This form will be used for information and scrutiny items presented to meetings with the PCC.



SCRUTINY ITEM FOR POLICE & CRIME COMMISSIONER

Date scrutiny item to be considered: 30 January 2013

For completion by OPCC only:-

Information Item Number: OPCC/I/2013/001

Date Received: 14 January 2013

Where will scrutiny take place: Quarterly Meeting

Title	Force Performance 1 April to 31 December 2012
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Purpose of information provided:
 To present Force performance against targets between 1 April and 31 December 2012

Recommendation:
 That the PCC consider the performance data.

Chief Executive:
 I hereby approve the provision of information for scrutiny.

Signature	Date
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PART I – NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

1. Introduction and background
 Current Force performance is presented to the Office of the Police and Crime Commissioner in respect of the aforementioned performance measures. These support and are detailed in the document entitled 'Policing Staffordshire Strategy and Plan 2012/15'.

These figures are presented at this time as they feature in the current Policing Plan. Work is currently underway on developing the new Police and Crime Plan, and once that plan is published, scrutiny of performance against that Plan will be undertaken. Work is currently ongoing as part of the development of the Police & Crime Plan to best identify how scrutiny of that Plan should be undertaken.

2. Issues for consideration/exceptions

The Force has set 11 targets for 2012/13 that focus on:

- Delivering quality services
- Reducing crime and disorder
- Protecting the public from harm

Currently, the Force is achieving target against 5 of the 11 indicators. A further 2 are close to target and the remaining 4 are presenting a performance challenge to the Force.

Performance Achievements

The Percentage of Victims Who Are Satisfied With the Overall Service Provided by the Police (ASB)

The satisfaction target for 2012/13 is 87%.

Between April and December this year 89.2% of ASB victims were either completely, very or fairly satisfied with the service provided to them. This is a 2.1% increase compared to the same time last year and the overall trend is improving.

Action taken and being kept informed are key drivers in influencing overall satisfaction. Between April and December this year the percentage of victims satisfied with the action taken was 91% compared with 86% during the same time last year. Between April and December this year the percentage of victims satisfied with being kept informed was 86% compared with 83% during the same time last year.

The Number of Serious Acquisitive Crimes

The target for 2012/13 is to reduce these types of offences compared to the previous year. Between April and December this year the Force has achieved a 1.5% reduction compared to last year. This reduction represents 105 fewer offences. The breakdown in performance for all the offence types that make up serious acquisitive crime are as follows:

Domestic Burglary – 8.4% reduction, 198 fewer crimes [3rd in MSG, improving trend]

Theft of Motor Vehicles – 2.2% increase, 20 more crimes [4th in MSG,

improving trend]

Theft from Motor Vehicles – 2.4% increase, 63 more crimes [1st in MSG, stable trend]

Business Robbery – 24.4% increase, 11 more crimes [6th in MSG, stable trend]

Personal robbery – 1.8% increase, 5 more crimes [6th MSG, improving trend]

The Force experienced an increase in vehicle crime between April and May 2012. Thefts of catalytic converters in the south, fuel and motorcycle theft in the north have had the biggest impact. Interventions put in place particularly around Operation Impact have had an effect as these offences are now reducing and the force is expecting to achieve a reduction in vehicle crime by the end of the year.

The Force is placed in 1st position in its MSG in the 3 month period to November 2012 and the trend in reduction is consistent and in line with peers.

Resolution Rate for Hate Crime

The target for 2012/13 is to achieve a resolution rate of 57%. The resolution rate is calculated from the number of sanction detections and the number of community resolutions including professional judgement. Resolutions include:

- resolved with a local resolution
- resolved in proportion to offence without victims consent
- resolved in accordance with victims wishes
- offender on restorative justice scheme
- harassment notices (included from November 2011)
- fixed penalty notices (included from November 2011)

Between April and December 2012 the Force achieved a resolution rate of 60.5% which is better than target and 4.7% higher than the same time last year.

45% of the offences resolved this period resulted in a charge or summons compared to 42% last year. The proportion of offences resolved by means of a caution was 9% for the year compared with 12% last year. The proportion of offences resolved by means of a resolution was 46% for the period compared with 46% last year.

Performance Challenges

The Number of Violence with Injury Crimes

The target for 2012/13 is to reduce these types of offences by 5% on the previous year. Between April and December this year the Force has seen a 0.2% increase compared to the same time last year. This increase represents 11 more offences. Priority violent crime which is made up the more serious elements of overall violence with injury has seen a reduction of 9.3% or 57 fewer offences. Less serious violence has seen a slight increase during this 9 month period of 1.5% or 68 more offences.

The current violence with injury crime rate indicates that the Force should achieve a reduction of 1.2% by year end.

During the 3 month period to November 2012 the Force is ranked 8th when compared to its peers (MSG). However, the Force trend is stable and in line with its peers.

Sanction Detection Rate for Serious Acquisitive Crime

The target for 2012/13 is to achieve a detection rate of 21%. Between April and December 2012 the force achieved a detection rate of 18.6% which is off target and is 3.5% lower than the same time last year. 60% of the offences detected resulted in a charge or summons compared to 50% last year. The proportion of offences detected resulting in a caution was 5% for the year compared with 9% last year. The proportion of offences detected resulting in a TIC (offences taken into consideration) was 35% compared with 36% last year.

The level of performance achieved places the Force in 1st position within its MSG but with a deteriorating trend.

Sanction Detection Rate for Rape and Other Serious Sexual Offences

The target for 2012/13 is to achieve a detection rate of 31%. Between April and December 2012 the force achieved a detection rate of 21.8% which is off target and is 10% lower than the same time last year. However, the number of detections achieved is similar to last year.

There has been a 35% increase overall in the number of rapes and serious sexual assaults compared to last year. In terms of rape there has been a 76% increase equating to 114 more offences recorded.

The increase in recorded crime is a combination of an increase in the number of allegations received and an increase in the proportion of allegations that are converted to crimes. The age profile of the victims shows an increase in the number of rapes of a child victim.

94% of the offences detected this period resulted in a charge or summons which is higher than the proportion achieved last year (88%).

The level of performance achieved places the Force in 6th position within its MSG with a deteriorating trend being observed.

Number of People Killed or Seriously Injured in Road Traffic Collisions

The target for 2012/13 is to reduce the 2011/12 level. Between April and December 2012 there have been 240 people killed or seriously injured. This compares with 227 during the same period last year which is an increase of 5.7%.

39 people were killed during this period compared to 42 during the same

period last year.

The increase this year has been due to serious injuries and the LPT's that have seen the biggest increases are : East Staffs, Moorlands, Cannock

In terms of the most recent national comparison (1 April to 30 June 2012) the force has the lowest casualty rate (all people killed or seriously injured) of the 43 forces in England and Wales, and the 7th lowest casualty rate for children under the age of 16.

Strategy Employed to reduce KSI

Nationally the four target areas for casualty reduction are known as the fatal four; these consist of Speeding-Seat belts-Drink/Drive and Distracted driving (Mobile phone use etc).

The Force works closely with partner agencies and works with the Staffordshire Safer Roads Partnership (SSRP) to identify and target any high risk locations/roads and implement road safety initiatives to reduce casualties and improve driver awareness.

A number of targeted operations are conducted across the force aimed at the above reductions. These operations include:-

- Operation Herald – conducted on LPT's by the Roads Policing Team and the Staffordshire Safer Roads Partnership.
- ACPO TISPOL (the European Roads Network) campaign – Targeting Drink/Drug driving campaign.
- Road Camera Safety Team – Used to focus on reducing speed in a high visibility capacity tasked through J.O.G at local policing on pre identified routes.
- Bike Safe – This operation is focused on motorcyclists and is aimed at education on improving rider safety and road awareness.
- Op Octane – Motorcyclist operation focused on the identified 'ride it right routes' in the County (Those routes identified as suffering with high motorcycle accidents).
- Op Mermaid - Aimed at heavy goods vehicles and the carriage of dangerous goods. This operation looks at the haulage aspect of road safety.
- Op Tourist – This operation focuses on the public service vehicle element of road users (coach operators).

All of the above operations are completed and supported by our partners in the community safety partnerships across the Force, by the Tactical Support Department including RPT/ARV/DSU and TST, by local policing, CMPG and other partner agencies.

Further data is detailed in an **Appendix** to this report.

<p>3. Background/supporting papers</p> <p>Quarterly Meeting Report January 2013</p>
<p>4. Public access to information</p> <p>Form to be published on the OPCCs website.</p>

ORIGINATING OFFICER DECLARATION:

Author	Mark Lewis, Force Service Development Manager
Signed	Mark Lewis
Date	14 January 2013



Additional Performance Data April to December 2012



A summary of performance against the 11 targets for 2012/13 is presented in the table below:

Policing Priorities 2012/13 (Results correct as at 6 th January 2013)	April to December 2012 Performance	April to December 2012 Target
Percentage of victims who are satisfied with the overall service provided by the police (Crime)	88.1% (- 0.6%)	89%
Percentage of victims who are satisfied with the overall service provided by the police (Anti-Social Behaviour)	89.2% (+ 2.1%)	87%
Number of violence with injury crimes	5240 (+ 0.2%)	4968
Number of serious acquisitive crimes	6115 (- 1.5%)	6210
Sanction detection rate for priority violence with injury	61.1% (+ 0.1%)	62%
Sanction detection rate for serious acquisitive crime	18.6% (- 3.5%)	21%
Sanction detection rate for rape and other serious sexual offences	21.8% (- 9.9%)	31%
Resolution rate for hate crime	60.5% (+ 4.7%)	57%
Number of people killed or seriously injured in road traffic collisions	240 (+ 5.7%)	227
Value for Money (i) : No more than 8.5 days sickness for all categories of employee (i.e. officers, staff and PCSO's)	5.96	6.37
Value for Money (ii) : Force expenditure for 2012/13 will be within the range +1% to -2% when compared to the 2012/13 budget.	On Target	

Between April and December 2012 the Force recorded 45805 crimes representing a 6.9% reduction on the same period last year or 3397 fewer crimes.

During the 3 month period to November 2012 the Force is ranked 5th when compared to its peers (MSG) and lower than the group average. The Force continues to reduce overall crime in line with its peers.

The Percentage of Victims Who Are Satisfied With the Overall Service Provided by the Police (Crime)

The satisfaction target for 2012/13 is 89%.

Between April and December this year 88.1% of crime victims were either completely, very or fairly satisfied with the service provided to them. This is a 0.6% decrease compared to the same time last year and is not statistically significant.

Compared with the other 42 forces in England and Wales the Force was ranked in 14th position at the year-end September 2012 and 2nd when ranked against its most similar group (MSG) of 8 forces.

In relation to the elements that drive satisfaction the Force is ranked as follows:

Ease of contact - 1st in MSG; 4th nationally
Action taken – 1st in MSG; 5th nationally
Kept informed – 6th in MSG; 29th nationally
Treatment – 2nd in MSG; 14th nationally

Action taken and being kept informed are key drivers in influencing overall satisfaction. Between April and December this year the percentage of victims satisfied with the action taken was 88% compared with 93% during the same time last year. Between April and December this year the percentage of victims satisfied with being kept informed was 74% compared with 82% during the same time last year.

Interventions have been put in place to reverse the downward trend in the percentage of victims satisfied with being kept informed and action taken. A regime that delivers a proportionate victim contact for crime and ASB drawing on THRIVE principles and processes for the life of a crime has been developed and is now embedded. Since September 2012 the percentage of victims satisfied with being kept informed has improved significantly.

Reducing Crime and Disorder

The Number of Serious Acquisitive Crimes

The Force experienced an increase in vehicle crime between April and May 2012. Thefts of catalytic converters in the south, fuel and motorcycle theft in the north have had the biggest impact. Interventions put in place particularly around Operation Impact have had an effect as these offences are now reducing and the Force is expecting to achieve a reduction in vehicle crime by the end of the year.

Protecting the Public from Harm

Sanction Detection Rate for Priority Violent Crime

The target for 2012/13 is to achieve a detection rate of 62%. Between April and December 2012 the Force has achieved a detection rate of 61.1% which is slightly off target but at the same level as last year. 86% of these types of offences detected this period resulted in a charge or summons which is consistent with last year.

No national comparison against other forces is available for this target.

Please note: This form will be used for information and scrutiny items presented to meetings with the PCC.



SCRUTINY ITEM FOR POLICE & CRIME COMMISSIONER

Date scrutiny item to be considered: 30 January 2013

For completion by OPCC only:-

Information Item Number: OPCC/I/2013/002

Date Received: 28 January 2013

Where will scrutiny take place: Quarterly Meeting

Title	Professional Standards Quarterly Report (October to December 2012).
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Purpose of information provided :

To present Force Professional Standards Quarterly Report (October to December 2012).

Recommendation:

(1) the report be received

(2) any queries relating to performance detailed within the report to be raised during the meeting

Chief Executive:

I hereby approve the provision of information for scrutiny.

Signature	Date
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PART I – NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

1. Introduction and background

This document presents Professional Standards performance information for Staffordshire Police. It highlights emerging trends and comparisons with other Forces.

2. Issues for consideration/exceptions

i. Formal complaints – These are complaints against Police/Staff made by or on behalf of members of the public where it is alleged breaches of Standards of Professional Behaviour have occurred.¹

a) Quarterly view

- October to December 2012 = 85 (7% reduction)
- October to December 2011 = 91

b) Two-year view

- April to December 2012 = 294 (14% reduction)
- April to December 2010 = 342

c) Top three allegation types YTD

- 2010/11 – Other Neglect 24%, Other Assault 23%, Incivility 18%
- 2011/12 – Other Neglect 27%, Incivility 18%, Other assault 16%
- 2012/13 – Other Neglect 30%, Other Assault 14%, Oppressive Conduct or Harassment 14%

(See **Appendix A** for a table of allegations over a three year period with outcomes).

d) Independent Police Complaints Commission (IPCC) complaints bulletin April 2012 to September 2012.

	Measure	Actual	Most Similar Force (MSF) Average	National Result
Key Indicators in the handling of complaints	Average Number of Days to Locally Resolve Allegations	67	64	54
	Average Number of Days to Finalise Complaint Cases (NOT inc sub judice)	62	84	91
	Average Number of Days to Finalise Complaint Cases (inc sub judice)	73	96	101
Contextual Information on Allegations Recorded and Outcome	# of Allegations per 1000 employees	99	99	115
	% of 'Incivility, Impoliteness & Intolerance' Allegations	13%	17%	16%
	% of 'Neglect or Failure in Duty' Allegations	33%	30%	29%
	% of 'Oppressive Conduct or Harassment' Allegations	15%	7%	6%
	% of 'Other Assault' Allegations	10%	13%	11%
	% of Investigated Allegations Resulting in an Upheld Finding	11%	16%	12%

ii. Service Recovery – These are occasions where an individual feels dissatisfied with the advice/response they received at the time but there is no allegation of misconduct. We attempt to resolve these matters in a timely fashion to the satisfaction of the individual in order to improve satisfaction levels i.e nobody

¹ Since 22nd November 2012 complaints include Direction and Control matters

returned property, not update sufficiently.

- October to December 2012 = 147
- October to December 2011 = 45
- 227% increase
- **Why?** *There is no single reason identified. The process of recording service delivery is not mandated but was an initiative introduced in Staffordshire to provide better outcomes for members of the public. A proper recording regime also allows us to analyse trends. Over time we are becoming more rigorous in recording these cases however, the increase confirms that the public expect an attentive, thorough and professional service throughout their contact with us. The Force has embarked on a major project to improve service throughout the victim journey.*

iii. Internal Misconduct Cases (including Police Staff and Officers)

These take place when there has been a potential breach of police/staff conduct regulations.

- YTD 2010/11 – 72
 - YTD 2011/12 – 134
 - YTD 2012/13 – 76
 - October to December 2012 = 14
 - October to December 2011 = 24 42% decrease
- Consistent allegation type is 'duties and responsibilities' – basically not doing the job properly

iv. Formal Disciplinary Outcomes

Formal Disciplinary Outcomes	Police Officer Hearing	Police Officer Meeting	Officer/Staff Dismissed	Officer/Staff Final Written Warning	Officer/Staff Extension to Final Written Warning	Officer/Staff Written Warning	Officer/Staff Verbal Warning
YTD 2010/11	0	12				3	4
YTD 2011/12	6	19	1	2	1	5	9
YTD 2012/13	2	8				4	1

v. IPCC referrals

The force will refer events or incidents to the IPCC – often voluntarily – where there has been an incident of serious injury or harm during or following police contact or where there is a potential significant impact in public confidence.

- April to December 2010 - 36 (Full year April 10 to March 11 – 53)
- April to December 2011 - 52 (Full year April 11 to March 12 – 74)
- April to December 2012 - 48

vi. Analysing trends to support prevention

a) Complaint trends

- 'Other neglect' is a key focus
- *What we're doing*: early intervention visits and briefings with staff and managers, performance procedures where necessary

b) Integrity trends

- Inappropriate information disclosure from force systems
- Abuse of authority (particularly involving vulnerable individuals)
- Personal debt and financial management problems.

3. Background/supporting papers

Please see **Appendix A**

4. Public access to information

Form to be published on the OPCCs website.

ORIGINATING OFFICER DECLARATION

Author	Detective Superintendent Mark Hardern
Signed	Mark Hardern
Date	25.1.13

NOT PROTECTIVELY MARKED

APPENDIX A

Allegations Recorded	Total 2010/11 YTD	Allegations Upheld	Total 2011/12 YTD	Allegations Upheld	Total 2012/13 YTD	Allegations Upheld
A. Serious Non-Sexual Assault	18	0	20	1	7	0
B. Sexual assault	2	1	1	0	1	0
C. Other assault	153	7	98	2	73	2
D. Oppressive conduct or harassment	32	0	71	6	70	1
E. Unlawful/unnecessary arrest or detention	32	0	20	2	14	0
F. Discriminatory Behaviour	15	2	10	0	16	0
G. Irregularity in evidence/perjury	12	0	8	0	10	0
H. Corrupt Practice	1	0	4	0	4	1
J. Mishandling of property	11	1	9	1	10	1
K. Breach Code A PACE	3	0	2	1	1	0
L. Breach Code B PACE	14	1	5	0	5	0
M. Breach Code C PACE	42	4	20	6	20	1
N. Breach Code D PACE	0	1	0	0	1	0
Q. Lack of fairness and impartiality	21	0	27	0	22	0
S. Other neglect or failure in duty	158	25	168	20	154	24
T. Other irregularity in procedure	11	0	29	6	18	2
U. Incivility, impoliteness and intolerance	115	3	108	4	66	3
V. Traffic irregularity	4	0	3	0	3	0
W. Other	5	0	3	0	3	0
X. Improper disclosure of information	16	6	8	0	13	0
Y. Other sexual conduct	0	0	1	0	0	0
Total	651	51	615	49	512	35



Please note: This form will be used for information and scrutiny items presented to meetings with the PCC.

SCRUTINY ITEM FOR POLICE & CRIME COMMISSIONER

Date scrutiny item to be considered: 30 January 2013

For completion by OPCC only:-

Information Item Number: OPCC/I/2013/003

Date Received: 16 January 2013

Where will scrutiny take place: Quarterly Meeting

Title	Use of Resources Quarterly Data
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Purpose of information provided :

To inform the PCC of the key Human Resources and Financial Information as at 31 December 2012.

Recommendation:

That the PCC consider the data.

Chief Executive:

I hereby approve the provision of information for scrutiny.

Signature

Date

PART I – NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

1. Introduction and background

The information in this form shows:-

- staffing reductions in 2012/13 in line with the glidepaths
- that sickness is now reduced to within the target
- the number of restricted Police Officers within the staffing numbers
- the number of fit officers in non-operational roles and
- the financial monitoring for 2012/13 predicting an underspend (-0.5%)

to be within the agreed target

2. Issues for consideration/exceptions

All targets are being met. However

- Further work is being undertaken by Human Resources to maximise the number of fully fit officers to be operationally available
- The budget is predicted to be under-spent and options are being developed for the utilisation of this money

3. Financial Monitoring 2012/13

The forecast under spend for 2012/13 is £947k, being £343k lower than previously forecast as the following are included:

Fleet Management capital costs to be funded from revenue	£178k
Officer bonus payments	£115k
Additional consultancy costs re DMS setup	£71k
Additional costs redundancy and actuarial strain	£288k
Rates rebates received not forecast	(£108k)
Adjustment Safer Camera Partnership	(£81k)
Mutual Aid (CLS)	(£55k)
Forensic Costs	(£50k)

(bracketed figures are receipts or lower than previously forecast)

	<u>Budget</u> <u>2012/13</u>	<u>Forecast</u> <u>Outturn</u>	<u>Variance</u>
	£,000	£,000	£,000
Total Employee	154,749	151,464	3,285
Premises	5,527	5,826	(299)
Transport & Travel	5,066	4,777	289
Supplies and Services	14,278	15,200	(922)
Total third party payments	4,963	4,721	242
Capital Financing	400	1,392	(992)
Gross Operational Budget	184,983	183,379	1,604
Total Income	(10,041)	(11,249)	1,490
Force Operational Budget	174,942	172,130	2,812
Pensions	3,309	5,583	2,274
2012/13 Carry Forwards	(631)	(631)	0
Police Authority	878	915	(38)
Capital Financing	4,234	4,068	166
Total Budget	182,732	182,067	947

Establishment Numbers

The Force's establishment target is stated within the agreed glidepaths and the position as at 31 December 2012 is provided in the table below.

	Actual at year end 31.3.12 FTE	Actual as at 30.12.12 FTE	Monthly Variance FTE	Year to Date Variance FTE
Police Officer	1,938.20	1,860.00	-14.80	-78.20
Police Staff	1,176.99	1,151.00	-11.60	-25.99
PCSO	208.90	208.00	0	-0.90
Total	3,324.09	3,219.00	-26.40	-105.09

Management of Sickness

The Force's annual target is set at no more than 8.5 days per person. The position as at 31 December 2012 is provided in the table below.

	Force Annual Target - Days	Cumulative year to date days lost as at 31.12.12	Average days lost per person at 31.12.12	Projected year end figure 31.3.13
Police Officer	8.5	11,734.00	5.99	7.99
Police Staff	8.5	7,942.00	6.00	7.99
PCSO	8.5	1,534.00	7.10	9.47
Total	8.5	21,210.00	5.96	7.95

Restricted Officers

The number of restricted officers currently stands at 95 with postings in both frontline and support functions. HRD are working to keep this number to a minimum whilst acknowledging the Force's responsibility to accommodate officers with restrictions wherever possible.

Fit Officers in non-operational roles

The number of fit officers currently in non-operational roles is around 67 which includes officers at PC, Sgt and Inspector Ranks. HRD are developing a strategy to effect a phased reduction in these numbers.

4. Public access to information

Form to be published on the OPCCs website.

ORIGINATING OFFICER DECLARATION:

Author	Graham Liddiard, Director of Resources
Signed	<i>Graham Liddiard</i>
Date	16 January 2013



Please note: This form will be published on the OPCC website immediately a decision is made unless the author of the report indicates otherwise at sections 7 or 8 below

REQUEST FOR DECISION BY POLICE & CRIME COMMISSIONER

Date decision required by: 30 January 2013

If an urgent approval is required, please state reasons: N/A

For completion by OPCC only:-

Decision Number: OPCC/D/2013/014

Date Received: 14 January 2013

Who is empowered to make decision: PCC

If decision to be made by OPCC, at what level (1-6): 1

Title	Independent Persons on Misconduct Panels
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Summary:

The OPCC is required to maintain a list of Independent Persons to sit on Force Misconduct Panels and Hearings as one member of a three person Panel. These individuals are independent of both the OPCC and the Force and add an additional layer of transparency to Force Stage 3 misconduct arrangements.

It is proposed that the OPCC make arrangements for the selection and recruitment of some four to six Independent Persons, to serve from 1 April 2013 for a period of four years.

Recommendation:

That the OPCC make arrangements for the recruitment, selection and appointment of between four to six Independent Persons to sit on Misconduct Panels to serve for a four year period from 1 April 2013.

Chief Executive:

I hereby approve the recommendation for consideration.

Signature	Date
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PART I – NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

1. Introduction and background

The Performance and Conduct Regulations 2008 govern police misconduct proceedings and provide for a three stage process, including a fast track procedure for gross incompetence matters. These Regulations require the OPCC to compile and maintain a list of Independent Persons to sit on the Stage 3 misconduct panels in disciplinary cases arising from a complaint. One of the three members of the Panel should be a person independent of the Police, the other two being senior police officers.

The OPCC has inherited a list of five Independent Persons, who undertook this role on behalf of the Police Authority. They have all served two terms of office, since their original appointment from 1 April 2004, and their current term expires on 31 March 2013.

The OPCC is looking to establish and maintain a new list of between four to six Independent Persons, who will be appointed for an initial period of 4 years, with an option for the OPCC to extend the appointment, at their discretion, for a further period. An advert is proposed to be placed on 30/31 January 2013.

2. Issues for consideration

The PCC could choose to extend further the period of office of the existing Independent Persons for, say, a period of twelve months, with the reassurance that these individuals are suitably trained and that feedback from those involved in such Panels has always been positive as to the independent scrutiny they provide. This would remove the costs of the recruitment and training process.

However, it is recommended that it is now timely to review the Approved List at the end of the current term of office on 31 March 2013 given the period of time in which the existing Independent Persons have served.

3. Financial Comments

Independent Persons are asked to commit to three to four days per annum as a minimum requirement. They receive a daily fee of £183 for undertaking their duties.

In 2004 a benchmarking exercise showed that a daily rate of £150 was the appropriate level of remuneration. This figure has risen to £183 over the last eight years in line with inflationary increases. Expenses are also agreed for payment, including a mileage rate of 0.45ppm, being the HMRC recommended rate for payment. For 2011/12 the total cost of Independent Persons' expenses was £1,400.55.

If a new appointment process is agreed, consideration will need to be given to a daily fee. It may be worth noting that the Home Office's current rate for members sitting on Police Appeals Tribunals is £211.50 for a full day.

The cost of advertising these positions in local press circulating in the Force-area would cost between £800 and £1,000. An alternative approach would be to issue a press release; post details on the OPCC's website; advertise the opportunity on the Police Volunteer Website; and make full use of Twitter. These avenues will ensure wide coverage at little cost.

4. Legal Comments

N/A

5. Equality Comments

In recruiting independent persons, the OPCC will ensure that no applicant is treated more or less favourably on the grounds of gender, sexual orientation, age, disability, marital status, race, colour, nationality, ethnicity or religion.

6. Background/supporting papers

None published.

7. Public access to information

This report is not protectively marked and can be published.

8. Is the publication of this form to be deferred?

No.

ORIGINATING OFFICER DECLARATION:

Author	Alyson Holmes, Principal Officer, OPCC
Signed	<i>Alyson Holmes</i>
Date	15 January 2013

APPROVAL (for completion by OPCC only)

Rationale for approval

PCC/Chief Executive/Chief Financial Officer (delete as appropriate)

Signature

Date

Please note: This form will be published on the OPCC website immediately a decision is made unless the author of the report indicates otherwise at sections 7 or 8 below

REQUEST FOR DECISION BY POLICE & CRIME COMMISSIONER

Date decision required by: 30 January 2013

If an urgent approval is required, please state reasons:

For completion by OPCC only:-

Decision Number: OPCC/D/2013/015

Date Received: 15 January 2013

Who is empowered to make decision: PCC

If decision to be made by OPCC, at what level (1-6): 1

Title	Office of the Police & Crime Commissioner and Staffordshire Police Media Communications Protocol
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Summary:

A joint document for approval to ensure a clear, co-ordinated and consistent approach to dealing with the media.

Recommendation:

That the Joint Media Communications Protocol be agreed.

Chief Executive:

I hereby approve the recommendation for consideration.

Signature	Date
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PART I – NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

1. Introduction and background

This Protocol covers the areas of

- Day-to-day operational media enquiries
- Organisational media enquiries
- Pre-planned major policy announcements
- Pre-planned policing operations and
- Critical and major incidents

It sets out general principles of working between the OPCC and the Force, whilst recognising the distinct separation between the two.

2. Issues for consideration

The adoption of this Protocol provides a clear framework for dealing with media enquiries in the future.

3. Financial Comments

N/A

4. Legal Comments

N/A

5. Equality Comments

N/A

6. Background/supporting papers

Copy of the proposed Protocol is attached as an **Appendix** to this form.

7. Public access to information

This document is not protectively marked and can be made available to the public.

8. Is the publication of this form to be deferred?

No.

ORIGINATING OFFICER DECLARATION:

Author	Ian Fegan, Head of Corporate Communications
Signed	Ian Fegan
Date	15 January 2013

APPROVAL (for completion by OPCC only)

Rationale for approval

PCC/Chief Executive/Chief Financial Officer (delete as appropriate)

Signature

Date



Office of the Police and
Crime Commissioner
STAFFORDSHIRE



Office of the Police and Crime Commissioner and Staffordshire Police Media Communications Protocol

1. Purpose

The purpose of this document is to ensure a clear, coordinated and consistent approach to dealing with the media. It covers the following key areas:

- day-to-day operational media enquiries
- organisational media enquiries
- pre-planned major policy announcements
- pre-planned policing operations
- critical and major incidents.

The protocol recognises the distinct separation between the Office of Police and Crime Commissioner (OPCC) and the force. It also recognises the operational independence of the Chief Constable which is enshrined in law.

2. General principles

1. The force and the OPCC will work in conjunction with one another to ensure that each is briefed and aware on the other's corporate communication plans. The main conduit for this activity will be the Corporate Communications Department.
2. To support the Chief Constable in delivering the Police and Crime Plan, the force will develop and deliver all **operationally focused** communications plans, messages and products. However, these will be shared with the OPCC for information as part of the pre-launch planning process.
3. The force will ensure, wherever possible, that the OPCC is provided with all of the necessary advance communications briefings and key messages relating to major incidents, trials and operations, particularly where there is likely to be significant media interest is anticipated.
4. The force will ensure that spontaneous incidents or ongoing issues that could have a significant impact upon public reassurance and generate

significant media interest are brought to the attention of the OPCC at the earliest opportunity.

3. Day-to-day operational media enquiries on crime and incidents

- Media enquiries relating to operational policing matters will be handled by the force as 'business as usual' either directly by local policing team commanders or by the HQ press office. These include all enquiries relating to the force's core operational priorities. This will be done in accordance with the force's media policy (see force policy database).
- As set out in principle 4 above, the Corporate Communications Department will brief the OPCC on any incident they're aware of which could impact upon public confidence or generate significant media interest.
- Any media inquiry relating to a matter which challenges the force's handling of specific incidents or issues, questioning the effectiveness and efficiency of the force, will be brought to the attention of the OPCC.

4. Organisational media enquires

- Media enquiries relating to wider organisational issues such as the way that the force is structured to deliver services to local people, how it uses its money, people and other resources will need to be discussed with both the OPCC and the Chief Constable's office to determine who is best placed to respond or whether a joint response is required.
- Where Staffordshire Police is cited in a national report relating to its performance in a specific area for example crime levels, public perceptions, complaints, use of resources etc, the approach set out in the bullet point above will be adopted.

5. Pre-planned major policy announcements

- Major policy announcements, based on manifesto / Police and Crime Plan priorities, will be led upon by the PCC.
- To ensure consistency and appropriate coordination, such announcements will be discussed in advance by the PCC and Chief Constable at one of their regular meetings and, ideally, the Head of Corporate Communication or his/her deputy should be involved wherever possible in these early discussions. Such communication strategies should be developed in advance of policy announcements to ensure the appropriate level of resource can be provided to get the maximum benefit.
- The Chief Constable may wish to set out the force's position on such announcements in preparation for responding to media enquiries.

6. Pre-planned major policing operations

- The force will lead on the communications planning and implementation for all major pre-planned operations
- However, following the general principles set out above, the force will ensure that the PCC is briefed on all major pre-planned operations and has the opportunity to be involved on the day to engage with those communities affected

7. The pre-election ‘purdah’ period

The OPCC and force will adhere to the relevant national guidance which sets out an obligation on it to maintain strict neutrality and impartiality during the pre-election period.

8. OPCC media spokespeople

- As the elected representative of the people of Staffordshire, the PCC will usually be the single media spokesperson on all matters relating to his/her role and responsibilities
- However, during exceptional absence (eg holiday abroad or when non-contactable for other reasons), the DPCC will deputise for the PCC
- The DPCC may also be asked to be the lead spokesperson on issues relating to specific projects as directed by the PCC. This will be discussed and agreed in advance so that there is clarity over who does what and when
- All media interview requests for the PCC and DPCC will be initially referred to the press office (wherever possible) or if not confirmed after the event to enable media monitoring / ongoing support with other media.
- All media enquiries relating to the OPCC – including media interview requests – should be recorded by a press officer on the Solcara Press Bureau system to ensure such media interactions are recorded and disclosable (if absolutely necessary) in the interests of wider openness and transparency).

9. Critical and major incidents

Definition

The nationally accepted definition of a critical incident is:

“any incident where the effectiveness of the police response is likely to have a significant impact on the confidence of the victim, their family and/or the community.”

The definition should include those incidents likely to generate significant local or national press and/or community interest or serious internal incidents involving staff if not covered by the above definition.

Notification of a critical incident

When the on-call ACPO officer becomes aware of a critical incident, they will consider notifying the OPCC.

With prolonged incidents, regular updates will be provided to the Commissioner (or his representative) at agreed intervals. The Chief Executive will also consider whether the nature of the incident requires further oversight.

3. Gold Group

Where a Gold Group is formed to oversee a particular critical incident, the involvement of the Commissioner (or his representative) will be discussed. The role of the Commissioner will be to observe the Group's proceedings and gain an oversight of the incident, and satisfy themselves that the appropriate measures to maintain public confidence have been taken.

January 2013