



ACCOUNTABILITY AND ENGAGEMENT FRAMEWORK

(Including the Accountability and Performance Panel Schedule of Future
Business and Meetings Timetable)

ACCOUNTABILITY AND ENGAGEMENT FRAMEWORK

Accountability and Performance Panel

Purpose:	To hold the Chief Constable to account and to enable issues to be discussed and where appropriate make decisions in public.
Frequency:	6 meetings per year.
Open/Closed:	The meetings will be held in public unless the nature of the business to be transacted (or part thereof) requires to be considered in closed session. This will be determined by reference to the Government's Protective Marking Scheme.
Attendances:	Police and Crime Commissioner (and members of staff from their Staff Team). Chief Constable and members of the Chief Officer Team and Senior Staff as appropriate to the business under discussion.
Venue:	Police Headquarters (and as otherwise determined by the Police and Crime Commissioner).
Records and Publication:	There will be agendas, reports and minutes produced and published (having regard to the publication of material in the light of the Government Protective Marking Scheme) in respect of all meetings and where appropriate published via the Police and Crime Commissioner's website.
Business	The Panel will be the principal vehicle for holding the Chief Constable to account upon the delivery of those elements of the Police and Crime Plan that fall to the Chief Constable. Accordingly delivery against the Plan will be considered where appropriate at each meeting. The further business to be transacted including financial reporting will be specified in a Schedule of Future Business. The requirements for the provision of written reports to the Panel will be specified by the Police and Crime Commissioner.

Audit Committee

Arrangements under development.

Annual District Forums (One Forum for each of the Districts)

Purpose:	To enable engagement by the Police and Crime Commissioner with partners and the public.
Frequency:	Annually (i.e. one Forum for each of the seven districts). Total – 7 per year.
Open/Closed:	The meetings will be public meetings.
Method:	<p>The Forums will be held during the summer (June/July) at accessible locations within each District during early evening. Partners (including business and community groups) and the public will be invited.</p> <p>The events will be a combination of presentations and questions and will, by way of example, provide opportunities to consider:</p> <ul style="list-style-type: none">• the Police and Crime Plan and its delivery;• Performance;• Consultation;• Policing;• Local Issues; <p>as well as an opportunity to meet and question the Police and Crime Commissioner.</p>
Attendances:	<p>Police and Crime Commissioner (and members of staff from their Staff Team).</p> <p>Chief Constable and members of the Chief Officer Team, Senior Staff and Policing Commanders as appropriate to the business under discussion. Representatives of partners, business and community groups and members of the public.</p>
Venue:	Accessible locations within each District.
Records and Publication:	A note will be taken to record the proceedings of each event and which will be published via the Police and Crime Commissioner's website.
Business:	As set out above.
NB:	Whilst it is proposed to run the Forums to involve business partners, businesses will also be able to engage directly with the Police and Crime Commissioner through the Business Forums (see page 5).

District Panels (One Panel for each of the Districts)

Purpose:	To enable regular engagement by the Police and Crime Commissioner with partners and representatives of community groups.
Frequency:	To meet twice during 2013 (subject to review – further meetings may be planned following consideration of the success or otherwise of the Panel meetings for 2013) in each of the seven Districts (i.e. total of 14 meetings).
Open/Closed:	The meetings will be held in public.
Method:	<p>The Panel meetings will be held during March/April and September/October to be complementary to the Annual District Forums.</p> <p>The meetings will allow for two-way dialogue between the Police and Crime Commissioner and partners/representatives of community groups and will provide opportunities, by way of example, to discuss:</p> <ul style="list-style-type: none">• the Police and Crime Plan and its delivery;• Performance;• Consultation issues;• Local Policing issues.
Attendances:	<p>Police and Crime Commissioner (and members of staff from their Staff Team).</p> <p>Strategic and Local Policing Commanders (i.e. Superintendents and Inspectors).</p> <p>Representatives of partners, business and community groups.</p>
Venue:	Accessible locations within each District.
Records and Publication:	Minutes and agendas will be prepared and published via the Police and Crime Commissioner's website for each meeting.
Business:	As set out above.
Surgeries:	After each Panel meeting the Police and Crime Commissioner will hold a surgery for members of the public to discuss matters of concern or interest individually and confidentially. This will provide 14 opportunities for members of the public to meet one-to-one with the Commissioner.

Business Forums

Purpose:	To enable regular engagement by the Police and Crime Commissioner and Suffolk Constabulary with the representatives of the business community.
Frequency:	To meet four times during 2013. Dates for 2013 will be agreed at the first meeting on 31 January 2013.
Open/Closed:	The meetings will be for the nominated attendees of the business community. One of the four meetings will be opened up to wider attendance from the business community and public.
Attendances:	Police and Crime Commissioner (and members of staff from their Staff Team). Assistant Chief Constable, three Strategic Commanders – Superintendents and other nominated Constabulary staff. Representatives of the business community.
Venue:	Police Headquarters (and as otherwise determined by the Police and Crime Commissioner).
Records and Publication:	Minutes and agendas will be prepared and published via the Police and Crime Commissioner’s website for each meeting as appropriate.
Business:	To include discussion of issues relating to the business community and in particular performance upon business crime and updates on intelligence.

Norfolk/Suffolk Collaboration Panel

Purpose:	To consider issues of mutual interest and to discharge the governance responsibilities of the PCCs in relation to collaboration between Norfolk and Suffolk.
Frequency:	4 meetings scheduled per year.
Open/Closed:	The meetings will be held in public unless the nature of the business to be transacted requires to be considered in closed session. This will be determined by reference to the Government Protective Marking Scheme.
Attendances:	Police and Crime Commissioners (and members of staff from their Staff Teams). Chief Constables and members of the Chief Officer Team and Senior Staff as appropriate to the business under discussion.
Venue:	Alternate Norfolk and Suffolk Headquarters.
Records and Publications:	There will be agendas, reports and minutes produced and published (having regard to the publication of material in the light of the Government Protective Marking Scheme) in respect of all meetings and where appropriate published via the Police and Crime Commissioner's website.

Regional Collaboration

Arrangements under development.

ACCOUNTABILITY AND PERFORMANCE PANEL

SCHEDULE OF FUTURE BUSINESS

The following table sets out the required reports for the Accountability and Performance Panel. The PCC will decide, on the basis of the content of these reports, which ones should be discussed at the Panel meeting. Some reports might be published but not form part of the agenda. Other items will be added to the list of business as circumstances develop through the year.

Thursday 28 February

- Financial Monitoring;
- Performance Monitoring (to 31 December 2012);
 - Authority's Policing Plan measures/Health Check;
 - Protective Services;
- Human Resources Update;
- Collaboration Update;
- Estates Update;
- Constabulary Risk Register and Chief Officer Risk Report.

Tuesday 30 April

- Financial Monitoring;
- Police Relationships : update on progress with HMIC recommendations;
- Human Resources Update: Year-end 31 March 2013;
- Complaints and Professional Standards Update (for year to 31 March 2013);
- Custody Visiting Annual Report;
- Performance Monitoring: Year-end;
 - Authority's Policing Plan measures/Health Check;
 - Protective Services;
- Collaboration Update;
- Estates Update;
- Constabulary Risk Register and Chief Officer Risk Report.

Friday 7 June

- Financial Monitoring;
- Strategic Policing Requirement;
- Stop and Search (year-end to 31 March 2013) including update on HMIC inspection;
- Budget Out-turn 2012/13;
- Equality, Diversity and Human Rights compliance;
- Constabulary Risk Register and Chief Officer Risk Report.

Tuesday 13 August

- Financial Monitoring;
- Performance Monitoring:
 - P&C Plan measures/Organisational Health Check;
 - Protective Services;
- HR Update;
- Estates Update;
- Consultation outcomes including from the Annual District Forums;
- Collaboration Update;
- Constabulary Risk Register and Chief Officer Risk Report.

Thursday 31 October

- Financial Monitoring;
- Performance Monitoring:
 - P&C Plan measures/Organisational Health Check;
 - Protective Services;
- HR Update;
- Collaboration Update;
- Children and Young People Update;
- Constabulary Risk Register and Chief Officer Risk Report.

Thursday 5 December

- Financial Monitoring;
- Strategic Policing Requirement;
- Stop and Search;
- Complaints and Professional Standards (to 30 September 2013);
- Constabulary Risk Register and Chief Officer Risk Report;
- Performance Monitoring:
 - P&C Plan measures/Organisational Health Check;
 - Protective Services.



Timetable of Business 2013

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Police and Crime Panel	25	22 (provisional)	4				5					
Accountability and Performance Panel 9.30		28		30		7		13		31		5
Audit Committee												
Annual District Forums (7 meetings)						To be arranged						
District Panels (7 Panels) (14 meetings)			To be arranged						To be arranged			
Norfolk/Suffolk Collaboration Panel				26			16			15		
Business Forums	31											