

## **Strategic Performance and Resources Meeting**

### **MEMBERSHIP AND ATTENDANCE**

This Meeting is chaired by the Police and Crime Commissioner, or in his absence, his Deputy.

It does not have a fixed membership although the Chief Constable and/or Deputy, other Force Chief Officers, and the Commissioner's Chief Executive and Chief Finance Officer, are expected to attend. The Commissioner may also invite other people to participate in Meetings, for example chief officers of other organisations and representatives of community groups and subject experts.

Any member of the public and press may attend to observe, and the Commissioner may invite them to participate.

### **AIM OF MEETINGS**

1. To provide a public forum for the Commissioner and his Deputy to scrutinise the performance of Nottinghamshire Police Force and to make decisions. It will enable the Commissioner to maintain an oversight of the totality of policing and hold the Chief Constable to account for the delivery against the Police and Crime plan.
2. The principal terms of reference are:
  - To monitor and maintain an overview of the Forces performance and delivery against the strategic themes, targets and activity in the Police and Crime Plan.
  - To scrutinise, support and challenge the overall performance of the Force.
  - To monitor the Force actual spend against budget, to review forecast budget and agree cement requests.

- To agree and monitor the Commissioner and Nottinghamshire Police responsibilities in relation to safeguarding and equality.
  - To provide a decision making mechanism in relation to business cases for change, any amendments to policies, commissioning and awarding of grants.
  - Ensure timely and appropriate responses to public and victim consultation and research findings.
3. To consider and discuss different themes or subjects for scrutiny and challenge of the Force and other partners. Such themes may include: domestic violence, hate crime, victims and witness care and support, young people as victims and offenders and speeding up the criminal justice system.
  4. To encourage greater partnership working.

## **PROCEDURE FOR MEETINGS**

To ensure Meetings run smoothly and are conducted properly, some procedural requirements are set out below.

### **1. Frequency of Meetings**

Meetings will normally take place every 8 weeks.

### **2. Notice of Meetings**

At least five clear working days' notice of all meetings will be given unless an item of business is considered sufficiently urgent to justify shorter notice. The agenda and reports will normally be published at least five clear working days before the meeting.

### **3. Decision-making (Commissioner or Deputy Commissioner)**

3.1. The chair of the meeting will take a decision on each individual agenda item once discussion has concluded, if required, providing he or she is authorised to do so under Scheme of Delegation.

### **4. Record-keeping**

- 4.1. The minutes of all Meetings and decisions taken will be published prior to the next meeting, and the minutes will be presented for approval at the next meeting.
- 4.2. The Commissioner will supply copies of the publicly available documents to any person who requests them but may make a charge for costs incurred such as postage and photocopying.

## **5. Public Access to meetings and information about meetings**

If non-public or confidential information is required to enable a proper decision to be taken, or to enable a full discussion, the press and public may be excluded from a meeting, and reports and minutes may not be published. Please refer to 'Public Access to meetings and information about meetings' for more information.

# COMMUNITY STAKEHOLDER FORUMS

## Membership

Meetings will be chaired by the Police and Crime Commissioner or his representative. The forum will have a wide membership; approximately [xx] members will be invited to any single meeting, depending on location and the topics to be discussed.

Membership is open to anyone who lives in, is employed in or training in the Nottinghamshire area, or anyone who represents a community group or organisation in the area. Membership of the Forum will comprise of representatives from victims organisations, private and third sector organisations. It will also include representatives from Nottinghamshire Police Independent Advisory Group structure. Anyone under 16 can be a forum member and may be accompanied by an adult supporter if necessary.

(Meeting attendance is limited to invited forum members).

Community based or other organisations may be invited to contribute to the forum in an advisory capacity.

## Aim of the Forum

The forum provides members of local communities with a direct channel of communication with the Police and Crime Commissioner. The forum also acts as an ongoing consultative body for the Office of the Police and Crime Commissioner.

The forum will:

- Identify local concerns
- Provide advice and information on experiences of policing and community safety services
- Enable the Commissioner and Deputy Commissioner to keep the public updated with their work and decisions.

The forum will not deal with specific concerns relating to individuals; these can be dealt with outside the forum structure.

## Information about Forum Meetings

Invitations will be sent out [x] weeks prior to the meetings, with a call for agenda items [x] days before the meetings.

The outcomes of meetings will be published on the Commissioner's website prior to the next meeting.

## **PROTOCOL**

The following guidelines are intended to facilitate forum meetings and ensure they are conducted in an open and orderly manner and in an environment safe for all in attendance.

### **Confidentiality**

- Where possible issues should be discussed without identifying people by name/address etc. Where this is unavoidable forum members should keep such information confidential.
- No photos, audio or film recording may be taken without the written consent of those involved.
- In some circumstances the Commissioner or his representative may refer information to social services, the Police Force or another appropriate body if a child or vulnerable adult is thought to be at risk of harm, or where a serious crime has taken place.

### **Respect**

- Forum members should respect the viewpoints of others even when these differ from their own. Any discriminatory language or behaviour will not be tolerated.
- Mobile phones and other electronic devices should be turned off, or put on silent mode.
- Any person making personal, defamatory or profane remarks or who engages in any disorderly conduct which disrupts or disturbs the peaceful conduct of the meeting will be asked to leave by the chairman.

### **Integrity**

- All comments and observations during the meeting should be factually based.
- Members should recognise the different life experiences and opportunities that affect people, and endeavour to provide feedback and concerns received from their communities, even if they themselves do not perceive the issue to be a problem.

## **PUBLIC ACCESS TO MEETINGS AND INFORMATION ABOUT MEETINGS**

### **INTRODUCTION**

The Commissioner is committed to the principles of openness and accountability and encourages the public to attend meetings and take an active interest in matters that affect them. The Commissioner is committed to making available agendas, minutes and reports for public inspection as far as possible.

### **REPORTS**

1. Meeting reports and discussion documents will normally be available to the public 5 clear working days before the meeting. However if non-public or confidential information is required to enable a proper decision to be taken, it will be placed in an appendix to the report. **The terms 'non-public' and 'confidential' are explained below.**
2. Reports which include non-public information will set out the reason it has not been made not available in the body of the report and explain why it is not in the public interest to make that information available at that time.
3. On rare occasions it may be necessary for a whole report to be non-public or confidential and not publicly available due to the nature of the information it contains.

### **MEETINGS**

Members of the public will be excluded when non-public or confidential information is discussed.

### **PUBLIC ACCESS TO DOCUMENTS AFTER THE MEETING**

Copies of meeting documents and decision records will be made publicly available unless they relate to non-public or confidential information.

### **WHAT IS NON-PUBLIC AND CONFIDENTIAL INFORMATION?**

#### **Non-public Information**

4. Information can be **non-public** if it falls within one of the categories listed below and the public interest in not making it available outweighs the public interest in disclosing the information.

1. Information relating to any individual, such as names, addresses, telephone numbers, or job titles
2. Information which is likely to reveal the identity of an individual, such as names, addresses, telephone numbers, or job titles
3. Information relating to the financial or business affairs of individuals or organisations (including the Police Force and the Police and Crime Commissioner). This could include contemplated as well as past or current activities.
4. Information relating to any consultations or negotiations on employee relations
5. Information to which legal professional privilege applies
6. Information which discloses the Commissioner's intention to issue a formal legal notice or make a formal legal order or direction
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

5. Information which may be considered sensitive, for example because it reveals poor performance, is related to a contentious issue or might cause reputational damage, will be published unless it falls under one of the categories listed above.

6. A document marked 'restricted' or 'confidential' will not automatically be considered non-public; the content must in the opinion of the Police and Crime Commissioner's Monitoring Officer (the Chief Executive) fall under one of the categories above.
7. Information must be published if it is required by law to be publicly available.

### **Confidential Information**

8. **Confidential** information is defined as: -
  - a. information given to the Commissioner or the Chief Constable by a Government Department on terms which do not permit its public disclosure
  - b. information which cannot be publicly disclosed by virtue of any enactment or by Court Order.
  - c. Information which in the view of the Chief Constable it would be against the interests of national security to publicly disclose, or might jeopardise anyone's safety or might prejudice the prevention or detection of crime if disclosed.
9. If information is **confidential** there is no requirement for public interest considerations to be set out. This is different to 'non-public information' where the public interest always needs to be taken into account.

### **THE FREEDOM OF INFORMATION ACT**

10. Any request for non-public and confidential information will be considered under the provisions of the Freedom of Information Act.