



## SUSSEX POLICE AND CRIME PANEL

MONDAY, 4 JULY 2016

10.30 AM COUNCIL CHAMBER, COUNTY HALL, LEWES

MEMBERSHIP - Councillor Watson (Chairman)  
Councillor Bill Bentley (Vice Chairman), Councillor Simmons, Councillor  
Wotherspoon, Councillor Simson, Councillor Daniel, Councillor Lintill,  
Councillor Jones, Councillor Ungar, Councillor St. Pierre, Councillor Davies,  
Councillor Rowbottom, Councillor Nicholson, Councillor Webster, Councillor  
Kirby, Councillor Dowling, Councillor Turner, Councillor Jones, Councillor  
Prail and Councillor Hill

### AGENDA

1 Appointment of Chairman and Vice- Chairman

The Panel is asked to appoint a Chairman and Vice-Chairman for a period of one year.

2 Declarations of Interest

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt contact Democratic Services, West Sussex County Council before the meeting.

3 Minutes of previous meeting (*Pages 5 - 12*)

To confirm the minutes of the previous meeting on 22 January 2016

4 Urgent Matters

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency.

5 Review of Panel Membership and Proportionality (*Pages 13 - 18*)

Report by the Clerk to the Police and Crime Panel

The Panel is required to undertake an annual review of proportionality to take account of any changes to the political composition of constituent authorities during the course of the previous year. The report provides the latest political composition of local authorities in Sussex and a calculation of proportionality of the Panel.

The Panel is also required to consider the appointment of those members of the Panel with a one year term of office including Independent Co-opted Members, and one additional member from each of the two county councils in Sussex to address any perceived imbalance in political proportionality.

The Panel is also asked to amend its Constitution to allow the appointment of

substitutes for Independent Co-opted Members, and to appoint an individual to that role.

## 6 Public Question Time

A maximum of 45 minutes will be allowed for questions from the public to the Police and Crime Commissioner and the Panel.

Better responses can be provided when we receive advance notice of questions. Therefore it would be helpful if questions could be submitted by noon on 27 June to allow substantive answers to be provided. If you intend asking a question of the Commissioner or the Panel under this section of the agenda please can you contact Rachel Allan prior to the meeting by calling 0330 22 28966 or email [pcp@westsussex.gov.uk](mailto:pcp@westsussex.gov.uk).

The questioner will be able to ask his/her question at the meeting, to which the Commissioner will provide a verbal response. On hearing the response, the questioner will have the opportunity to ask a supplementary question (one further question, which must be on the same subject as the original question). Supplementary questions, due to their nature, need not be submitted in advance. Members of the Panel may be allowed to pose followup questions, at the discretion of the Chairman. In the event that the questioner is unable to attend the Chairman can ask the question on their behalf.

Questions can be posed to the Commissioner or to the Panel.

Questions to the Commissioner:

- Should relate to the role of the Commissioner, (strategic/policy issues), and not to operational matters or to individual grievances.
- Must not be defamatory, frivolous, vexatious or offensive
- Must not require the disclosure of confidential information

Questions to the Panel:

- Should relate to the role of the Panel (which is to hold the PCC to account).
- Must not be defamatory, frivolous, vexatious or offensive
- Must not require the disclosure of confidential information

## 7 Police and Crime Commissioner's Annual Report (*Pages 19 - 30*)

Report by the Police and Crime Commissioner

The Police and Crime Panel is required to review the Commissioner's annual report. The Commissioner will outline the attached annual report which provides an update on the performance against the priorities, objectives and measures set out in the Police and Crime Plan for the period 1 April 2015 – 31 March 2016.

The Panel is asked to review, put questions to the Commissioner, and make recommendations on the annual report if necessary. All recommendations agreed by the Panel will be published in a report from the Chairman to the Commissioner.

## 8 Police & Crime Plan 2017/21 (*Pages 31 - 32*)

The PCC has a statutory duty to set the police and crime objectives for their area through a Police & Crime Plan.

The Panel is asked to agree for the Police and Crime Plan Working Group to act as a critical friend to development of the Plan.

The Panel is further asked to note the current membership, to appoint an Independent Member to the Group, and make any other changes to the membership as appropriate.

- Bill Bentley, East Sussex County Council
- Tony Nicholson, Lewes District Council
- Dave Simmons, Adur District Council
- Brad Watson OBE, West Sussex County Council (Chairman)
- Vacancy, Independent Member

9 Annual Report from the Host Authority (*Pages 33 - 36*)

Report by the Clerk to the Police and Crime Panel

The Host Authority is required to submit to the Panel an annual budget report (attached) detailing income and expenditure of the Panel during the previous year. The report also includes a summary of the main achievements of the Panel over the last year.

The Panel is asked to consider and comment on the annual budget report.

10 Police and Crime Panel Work Plan 2016/17 (*Pages 37 - 38*)

Report by the Clerk to the Police and Crime Panel

The Panel is asked to agree the attached Work Plan for 2016/17 and suggest any further topics to be added to the work programme as either agenda items or for the establishment of a Working Group.

11 Quarterly Report of Complaints (*Pages 39 - 42*)

The Panel is asked to consider the report of any complaints

received since the previous meeting in January 2016 and the initial handling of complaints by the Monitoring Officer. The report also provides progress on those complaints previously reported to the Police and Crime Panel. Four correspondents have contacted the Panel since its last meeting.

12 Written Questions (*Pages 43 - 46*)

Written questions may be submitted by members of the public up to two weeks in advance of a meeting for which the Panel Chairman and Commissioner will be invited to provide a response by noon of the day before the meeting.

There have been 6 written questions received prior to this meeting of the Panel.

The questions to the Commissioner and the responses provided are attached for the Panel to note.

Please can members ensure that any supplementary questions relate to the subject matter of the written question.

13 Commissioner's Question Time

The Panel is asked to raise any issues or queries concerning crime and policing in Sussex with the Commissioner.

14 Procedure to be Followed at Confirmation Hearings (*Pages 47 - 50*)

The attached report sets out the procedure to be followed at confirmation hearings.

15 Confirmation Hearings - Police and Crime Commissioner Chief Finance Officer (*Pages 51 - 68*)

The report by the Police and Crime Commissioner provides details of the proposed appointment of the Police and Crime Commissioner's Chief Finance Officer.

16 Date of next meeting

The next meeting of the Police and Crime Panel will take place on Friday 23 September 2016 at County Hall, Lewes.

The Panel is asked to note the forthcoming meeting dates:

- **Friday 20 January 2017**
- **Thursday 20 February 2017 (Provisional meeting, if required, to consider the revised precept)**
- **Friday 7 April 2017**

24 June 2016

Contact Ninesh Edwards, Senior Adviser, Democratic Services, West Sussex County Council (033 022 22542),

033 022 22542

Email: [pcp@westsussex.gov.uk](mailto:pcp@westsussex.gov.uk)

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[www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm](http://www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm)

# Agenda Item 3

Agenda Item No. 3

Unconfirmed minutes – subject to amendment/confirmation at the next meeting of the Police and Crime Panel

## **Sussex Police and Crime Panel**

22 January 2016 – at a meeting of the Panel held at 10.30 a.m. at County Hall, Lewes.

Present:

David Simmons	Adur DC
Len Brown (1)	Arun DC
Lee Wares (2)	Brighton and Hove CC
Carol Purnell (3)	Chichester DC
Michael Jones	Crawley BC
John Ungar	Eastbourne BC
Bill Bentley	East Sussex CC
Rosalyn St Pierre	East Sussex CC
Colin Fitzgerald (4)	Hastings BC
Kate Rowbottom	Horsham DC
Tony Nicholson	Lewes DC
Norman Webster	Mid Sussex DC
Eleanor Kirby-Green	Rother DC
Claire Dowling	Wealden DC
Brad Watson OBE	West Sussex CC
Graham Jones	West Sussex CC
Val Turner	Worthing BC
Graham Hill	Independent

- (1) Substitute for Paul Wotherspoon
- (2) Substitute for Dee Simson
- (3) Substitute for Eileen Lintill
- (4) Substitute for Warren Davies

Apologies for absence were received from Emma Daniel (Brighton and Hove CC), Warren Davies (Hastings BC), Eileen Lintill (Chichester DC), Sandra Prail (Independent), Dee Simson (Brighton and Hove CC) and Paul Wotherspoon (Arun DC)

In attendance: Katy Bourne, Sussex Police and Crime Commissioner; Mark Streater, Chief Executive and Monitoring Officer of the Office of the Sussex Police and Crime Commissioner (OSPCC); Carl Rushbridge, Chief Finance Officer of the OSPCC; and Ninesh Edwards and Matthew Evans (Host Authority - West Sussex CC).

## **Welcome and Introductions**

54. The Chairman welcomed attendees to the meeting and informed the Panel that Sandra Prail would be stepping down from her role on the Panel as an independent member. The Chairman outlined his gratitude for the work undertaken by Mrs Prail and the Panel agreed that a letter would be sent from the Chairman to confirm its thanks to Mrs Prail. Following the current meeting there would be a vacancy on the Panel for an independent member; a recruitment exercise would be commenced shortly to fill the vacancy.

Unconfirmed minutes – subject to amendment/confirmation at the next meeting of the Police and Crime Panel

**Declarations of Interest**

55. In accordance with the code of conduct members of the Panel declared the personal interests contained in the table below.

<b>Panel Member</b>	<b>Personal Interest</b>
Brad Watson	Member of Horsham Safety Partnership
Graham Hill	Volunteer at Victim Support charity
Dave Simmons	Chairman of Safer Communities Partnership, Adur and Worthing  Vice-Chairman of Safer West Sussex Partnership
Bill Bentley	Chairman of East Sussex Safer Community Board
Paul Wotherspoon	Member of Safer Arun Partnership
Claire Dowling	Chairman of Safer Wealden Partnership
Emma Daniel	Member of Brighton and Hove Safe in the City Partnership Board
Eleanor Kirby-Green	Member of Safer Rother Partnership
Eileen Lintill	Member of Chichester Community Safety Partnership
Tony Nicholson	Chairman of Lewes Community Safety Partnership
Val Turner	Member of Safer Communities Partnership, Adur and Worthing
Michael Jones	Chairman of Safer Crawley Partnership
Kate Rowbottom	Chairman of the Community Safety Partnership at Horsham
Warren Davies	Chairman of the Safer Community Partnership at Hastings
Lee Wares	Applicant to funding provided by the Commission on behalf of a Local Action Team
Colin Fitzgerald	Employee of Solace Women’s Aid (see minute 64)

**Minutes**

56. The Panel noted two matters arising from the minutes of the previous meeting; under minute 49 a volunteer from East Sussex District and Borough Councils was sought to participate on the Police Complaints Working Group; and under minute 51 the outstanding response to the written question at the previous meeting had been tabled at the current meeting (copy appended to the signed version of the minutes).

57. Resolved – That the minutes of the meeting of the Sussex Police and Crime Panel held on 9 October 2015 be confirmed as a correct record.

**Police and Crime Plan Working Group**

58. The Panel received a report from the Clerk to the Police and Crime Panel which set out the recommendations arising from the meetings of the Working Group to review the Police and Crime Plan and the draft budget for 2016/17 (copy appended to the signed version of the minutes).

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59. The Panel raised the following issues during the discussion:

- The use of the term ‘visible policing’ was queried and whether changing this to ‘responsive policing’ would be more appropriate.
- The community warden schemes were not necessarily associated with the Police therefore the role of the Commissioner to promote the wardens was questioned.
- Greater detail regarding the difficult financial situation and current pressures faced by the Police should be included in the report.
- The role of community wardens in rural areas was queried and the lack of detail regarding accountability and liability around the provision of this service. The possibility that there could be duplicate payments for community wardens through Parish Council precept and the Commissioner’s precept was raised. There was concern that coverage of community wardens would be inconsistent across areas of Sussex depending on the enthusiasm or the capacity of local councils to afford the service. As a consequence of this lack of detail some members were unable to support recommendation three. *Clarification was provided that Sussex Area Local Councils (SALC) was leading on projects for Community Wardens.*

60. The Panel voted on each of the three recommendations separately. Each was agreed by a simple majority of votes.

61. Resolved – That the Panel agrees the three recommendations arising from the Police and Crime Plan Working Group below:

The Plan

1. That the incoming Commissioner involves the Group as the performance measures for the new Plan’s objectives are developed, to help ensure these are valid, reliable, and not in conflict with one another.

Proposed Precept

2. That the Commissioner continues to work with Sussex Police to explain to residents the evidence underlying the challenge of maintaining a visible policing presence throughout Sussex, given the changing nature of crime in the UK.
3. That the Commissioner encourages the concept of local communities funding their own community warden, where residents consider there to be a need.

**Revenue and Capital Budget 2016/17**

62. The Panel received a report from the Police and Crime Commissioner concerning the proposed Revenue and Capital Budget for 2016/17 (copy appended

Unconfirmed minutes – subject to amendment/confirmation at the next meeting of the Police and Crime Panel to the signed version of the minutes). The report was introduced by the Chief Finance Officer of the OSPCC who advised the Panel that: the review of distributing funding to forces had been postponed and there was a potential impact on medium-term financial planning if the review occurred in the next financial year; the Medium Term Financial Forecast assumed a precept at the highest allowable level; savings were required in order to meet the changes to National Insurance which would produce a liability of £5.6 million; it was estimated that savings amounting to £35 million would be required in 2016/17; and the Comprehensive Spending Review had introduced significant investment areas but without certainty regarding sources of funding.

### **Precept Option 2016/17**

63. The Panel considered a report from the Police and Crime Commissioner concerning the proposed precept (copy appended to the signed version of the minutes). The precept represented an increase of £5 a year on a Band D property which was within the threshold that would trigger the requirement for a referendum. A public consultation exercise had been undertaken on the proposed precept and over two thirds of respondents had supported the increase.

64. The Panel raised the following issues during the discussion:

- The increases in the reporting of child abuse, rape and domestic abuse raised the need for an increase in the provision of refuges. It was questioned if such priorities were assessed against counter-terrorism which could be seen as a distraction to local policing priorities. *Counter-terrorism was funded nationally, £30 million had been allocated as a transformation fund in the Autumn Statement to fund counter-terrorism however clarity over these arrangements was required and a report was expected which would provide greater detail on funding. Sussex Police was responsible for armed officers at Gatwick Airport. The proposed precept would support two investment areas; digital forensics and protecting vulnerable people.*
- The risk posed by employment tribunal cases was raised. *There was a risk resulting from a recent ruling on overtime, holiday pay and entitlement; Bear Scotland v Fulton.*
- There was concern regarding the impact on Neighbourhood Policing of the savings requirements. *The Commissioner was working with the Chief Constable to understand the impact on Neighbourhood Policing.*
- It was the perception of some members of the public that the consultation had informed local residents where investment would be allocated rather than allowing them an input in determining funding of significant local issues. *Through the consultation exercise local residents had been offered the opportunity to make additional comments including specific mention of local issues. The Commissioner was happy to speak to members of the public unhappy with the consultation arrangements.*
- The investment priority of protecting vulnerable people was welcomed to help address an increase in serious sexual crime and domestic abuse reporting rates. It was recognised that the increase in reporting rates necessitated a greater level of resources dedicated to the investigation of such crimes.
- It was noted that reserves had reduced but assurance was requested that sufficient reserves existed to provide adequate contingency. *There was*



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*assurance that the level of reserves was appropriate to meet future anomalies.*

- The use of performance data in determining policies and the operational plan. *There was a data analyst in the OSPCC who had access to all performance and operational data and assessed the relevance of priorities and policies against this information.*
- The Policing Together programme and how this realise greater levels of savings. *Work was on-going between the Chief Constables of Sussex and Surrey Police to investigate opportunities for greater collaboration between the two Forces. Hampshire and Thames Valley Police were also party to discussions and a recent example of collaboration was the project to introduce Niche across all four areas.*
- The Panel expressed concern regarding the late settlement notification and the remaining uncertainty that existed regarding funding. *There was clarity regarding the budget for the 2016/17 year with only changes of 1 or 2 % expected in the figures in the report. Medium term planning was less clear with unknown elements including the level of funding for counter-terrorism.*
- Local Residents did not support the reduction of PCSOs and it was queried how PCSOs could be reduced at a time when Anti-Social Behaviour was increasing. It was noted that the policy related to PCSOs has changed dramatically since 2004. *There was a current consultation operating on the future of PCSOs and the Chief Constable was looking at additional roles and powers. The interest of local residents in PCSOs was understood and the outcome of the consultation exercise would result in a decision on the future of PCSOs.*
- It was questioned whether the role of the Commissioner was to simply increase the precept by the maximum allowable amount every year. *The Commissioner explained that a significant element of the role of the office was to ensure that victim support services were commissioned to ensure that adequate services existed in the local area for victims of crime. Setting the precept was a large part of the role but the Commissioner was responsible for setting strategy, holding the Chief Constable to account, commissioning services and supporting the work of CSPs.*
- The settlement received for the local area was relatively poor and the Commissioner was urged to send a stronger message to government that the area needs a better deal. *The Commissioner explained that she had delivered strong messages to government about the settlement provided.*

65. Colin Fitzgerald declared a personal interest as an employee of Solace Women's Aid.

66. The Panel made the comments below in the discussion which continued below:

- Support was expressed for the proposed funding to support work to address Domestic Abuse.
- There was concern regarding the level of savings proposed in the budget and the potential impact on local policing. *Police Forces were under considerable pressure to deliver savings and Sussex Police had received a good rating from HMIC regarding its financial future. Progress with the savings plans would be kept under constant review and assurances would be sought from the Chief Constable that policing standards would be maintained.*

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67. Michael Jones left the meeting at 12.05 p.m. and returned at 12.07 p.m.

68. The Panel noted the Revenue and Capital Budget 2016/17.

69. A motion was proposed and seconded to agree the proposed precept of 3.4%. The motion was agreed by a majority of members.

70. Resolved – that the Panel:

1) notes the draft revenue budget, 2016/17; the latest Medium Term Financial Forecast; the latest savings schedule to 2019/20; and the draft capital budget for 2016/17 and capital and investment programme to 2019/20; and

2) agrees the Commissioner's proposed precept of 3.4%.

71. There was a brief adjournment at 12.08 p.m. The meeting reconvened at 12.21 p.m.

72. Tony Nicholson and Norman Webster left the meeting at 12.08 p.m.

### **Police and Crime Plan 2014 – 2017 Refresh**

73. The Panel considered a report by the Police and Crime Commissioner containing an updated version of the Police and Crime Plan 2014 – 2017 (copy appended to the signed version of the minutes). It was explained that following the elections for Police and Crime Commissioners in May 2016 there would be an entirely new version of the Plan produced for the next 4-year term.

74. The Panel sought details of the outcomes of the objectives contained in the Plan. *It was explained that the outcomes would be reported to the Panel as part of the Annual Report at the summer meeting of the Panel.*

75. The Panel agreed the refreshed version of the Police and Crime Plan 2014 – 2017.

76. Resolved – that the Panel agrees the refreshed version of the Police and Crime Plan 2014 – 2017.

### **Progress on the Local Policing Model**

77. The Panel received and noted a report from the Commissioner regarding progress on work to develop the Local Policing Model (copy appended to the signed version of the minutes). The development of a new model was intended to instigate a new local policing programme based on three key areas: prevention; partnerships; and investigations. The Chief Constable would present to the Commissioner the outcomes of this work and a proposal for a future model.

78. The Commissioner was asked if she was content with the work undertaken on the new model to date. *It was explained that work was still at a relatively early stage of development but a positive element of the new model was the resolution*

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*centre which the Commissioner had visited recently. The centre helped the Force to reduce the level of demand on local policing and was a significant element of the new model in the future.*

### **HMIC Police Effectiveness, Efficiency and Legitimacy (PEEL) programme**

79. The Panel received and noted a report from the Commissioner regarding the outcomes of HMIC's annual inspection of Sussex Police (copy appended to the signed version of the minutes). HMIC had undertaken reviews of Efficiency and Effectiveness (Vulnerability) which were intended to assess the 'health' of Sussex Police. The two inspections had resulted in 'Good' ratings for Sussex Police. The Effectiveness (Vulnerability) report looked at the performance of the Force in respect of domestic abuse and child sexual exploitation and made mention of the involvement of the Commissioner and effective partnership working. The areas that had been highlighted as requiring improvement were being actively addressed.

### **Quarterly Report of Complaints**

80. The Panel received and noted a report providing an update on complaints received in the last quarter and progress made on live complaints (copy appended to the signed copy of the minutes). No new complaints received by the Panel over the last quarter pertained to issues within the remit of the Panel.

### **Written Questions**

81. The Panel received and noted the schedule of written questions submitted prior to the meeting and the responses from the Commissioner's Office (copy appended to the signed copy of the minutes).

### **Commissioner's Question Time**

82. The Panel raised the following issues and questions of the Commissioner:

- The increasing incidence of rough sleeping in Sussex. *Sussex Police were working with partners and an analyst had been engaged to compile data to facilitate a greater understanding of the issue. Sussex Police was working with Health representatives, social services and housing services to target areas with a 'pop-up' hub and triage rough-sleepers. The Commissioner was keen to support the work being undertaken by local authorities.*
- The attendance of officers at community meetings such as Local Community Panels. *The new policing model would contain arrangements to ensure that a link between the Police and local communities was retained.*
- The morale within Sussex Police following reorganisation and any survey of satisfaction undertaken within the Force. *When the Commissioner was first elected it was recognised that there was an issue regarding morale in the Force. The Commissioner has met with Unison, associations of officers and staff groupings to raise awareness of changes and developments in the Force.*
- How policing informs licencing and substantiating objections from the Police to licensing applications. *The issue would be raised with senior officers.*
- Restorative justice and outcomes of the policy. *The programme had been arranged through the Commissioner's Office and had been considered a*

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*success with 500 cases delivered successfully since its introduction. The programme had been recognised as an effective method of preventing crime and reducing reoffending.*

- Update on Special Constables. *The number of Special Constables was increasing with a further 30/40 to be recruited in February 2016.*
- The perspective of the Commissioner on the consultation regarding Police and Fire Service collaboration. *The Commissioner welcomed the opportunity for greater collaboration between the Police and local Fire and Rescue Services.*

**Date of next meeting**

83. The next meeting date of 22 April 2016 would be cancelled if no substantive business arose.

The meeting ended at 12.58 p.m.

Chairman

## Sussex Police and Crime Panel

4 July 2016

### Annual Review of Membership and Proportionality

#### Report by The Clerk to Sussex Police and Crime Panel

##### Recommendations

That the Panel:

1. Renews the appointment of Mr Graham Hill, Independent Co-opted Member, to take effect immediately.
2. Agrees the appointment of Mr Peter Nightingale as an Independent Co-opted Member of the Panel for a one-year term, renewable for up to five years.
3. Agrees to amend its Constitution to permit Independent Co-opted Members to have substitutes (per para 2.8); and
4. Subject to agreeing recommendation 3, agrees the appointment of Ms Susan Scholefield as a substitute Independent Co-opted Member.
5. Agrees whether either or both of East and West Sussex County Councils should be invited to appoint an additional local authority member (see para 2.16), for a one-year period of office; and
6. Subject to agreeing recommendation 5, agrees the appointment of a Liberal Democrat councillor from East Sussex County Council, and a United Kingdom Independence Party councillor from West Sussex County Council, to take effect immediately.

#### 1. Background

- 1.1 The Constitution of Sussex Police and Crime Panel requires it to review its political make-up and size once a year, at its annual meeting.
- 1.2 To inform this consideration, following May's local authority (LA) elections, officers in each of the 15 local authorities in Sussex provided the host authority with details of the political make-up of their authority, summarised in [Appendix 1](#).
- 1.3 For comparison, [Appendix 2](#) gives the equivalent data for 2014/15.

#### 2. Discussion

- 2.1 The Panel is required to consider the political composition of borough, county, district and unitary authorities across Sussex to ensure that the political proportionality of the Panel mirrors (as closely as is practical) the political make-up of Sussex as a whole. During the review of the membership

the Panel must agree: if it approves the reappointment of the independent co-opted members; if the County Councils in Sussex should provide a second representative; and the political affiliation of any additional County Council members.

### **Independent Members**

- 2.2 Independent Co-opted Members have one-year terms and can be re-appointed annually for up to five years before the position must be re-advertised. The renewal of the appointment should be considered in the light of experience of the Panel's previous year of operation.
- 2.3 Following the resignation of Mrs Sandra Prail, the Panel had a vacancy for an Independent Co-opted Member. The Act requires the Panel to have a minimum of 2 Independent Co-opted Members. A recruitment process was undertaken which identified 13 candidates, of whom seven were invited for interview. The interview panel comprised Cllr Watson OBE, Cllr Bentley and Cllr Simmons. The Panel is asked to agree the appointment of Mr Peter Nightingale, the recommended candidate, to the role of Independent Co-opted Member.
- 2.4 Mr Graham Hill has given notice that he does not wish to re-apply for the position of Independent Co-opted Member when it becomes vacant in July 2017. In order to avoid the cost and bureaucracy associated with running another recruitment process in 2017, the Chairman and Vice Chairman decided to recruit for candidates for both vacancies during the process outlined in 2.3 above. The recommended candidate for appointment as Independent Co-opted Member at the annual meeting in 2017 will be Ms Susan Scholefield.
- 2.5 The Panel's Constitution does not currently make provision for Independent Members to have substitutes, which is at odds with the provision for LA Members. However, the Act makes it clear that two Independent Members is the minimum requirement. Due to unavoidable commitments and illness, it has sometimes been the case that the Panel has met with only one Independent Member in attendance. Under the present circumstances, allowing the recommended candidate for 2017 to act as substitute for the Independent Members in 2016/17 would allow them to be better prepared for their appointment in July 2017, and would provide cover in case either Independent Member is ever unable to attend PCP business during this time.
- 2.6 The Panel's Constitution currently states "Two independent persons will also be co-opted to the Panel, with no provision for substitution."
- 2.7 It is proposed to amend the Panel's Constitution to instead state "*Two independent persons will also be co-opted to the Panel. The Panel shall have the ability to appoint substitute Independent Co-opted Members. Any substitute Independent Co-opted Member will be subject to the same terms of recruitment, appointment and membership as applies for full Independent Co-opted Members.*".

2.8 It is proposed to appoint Ms Susan Scholefield to the role of substitute Independent Member for 2016/17.

**Additional Local Authority Members**

2.9 Schedule 6, paragraph 31 of the Police Reform and Social Responsibility Act 2011 requires the Panel to consider (“from time to time”) whether available seats could be assigned to additional LA Members to enable the balanced appointment objective to be met, or more effectively met. If so, the Act requires the Panel to exercise this option. The balanced appointment objective is that the LA Members of the Panel (when taken together) represent the political make-up of the relevant local authorities (when taken together).

2.10 The Panel can have no more than 20 members. Given that two must be Independent Members, the Panel can have a maximum of 18 LA Panel Members.

2.11 Subject to the agreement of the Home Secretary, the Constitution grants Brighton and Hove City Council (B&HCC) an additional seat, to address geographical imbalance. The additional seat needs to be re-appointed by B&HCC annually, and must be used, as far as possible, to redress any political imbalance.

2.12 It is expected that each local authority appoints a representative to the Panel from its majority party.

2.13 As B&HCC have no Liberal Democrat or United Kingdom Independence Party (UKIP) councillors, the allocation of the second B&HCC seat to a Conservative councillor for 2016/17 is the most effective means of contributing towards the balanced appointment objective.

2.14 For clarity, (including an additional Conservative member from B&HCC) the political party make-up of a 16-councillor Panel for 2015/16 would comprise:

Conservative:	12
Labour	3
Liberal Democrat:	1

Total “core” LA members: 16

2.15 The Constitution states that an additional Local Authority Member may be appointed from each of the county councils on the agreement of the Panel, to address any perceived imbalance in political proportionality. Such members will have a one-year period of office. The Panel should review its proportionality against the political make-up of Sussex and determine the arrangement it wishes to operate for 2016/17.

- 2.16 In 2015/16 East and West Sussex County Councils were invited to appoint an additional Liberal Democrat councillor and an additional UKIP councillor respectively. Considering the data in appendix 1, and given that the additional member from B&HCC 2016/17 is again Conservative, the most politically proportionate Panel would again arise if one county council appointed a Liberal Democrat councillor, and the other appointed a UKIP councillor for 2016/17.
- 2.17 Since the Liberal Democrats remain the largest minority group in East Sussex County Council, and UKIP the largest minority group in West Sussex County Council, appointments along these lines are proposed.
- 2.18 For clarity, make-up of the resulting 18-councillor Panel, by political party, will be:

Conservative:	12
Labour	3
Liberal Democrat:	2
UKIP	1

Total LA Members 18

### 3. **Resource Implications and Value for Money**

- 3.1 For 2016/17, the Home Office will provide up to £920 per Panel Member for travelling expenses.

### 4. **Risk Management Implications**

- 4.1 The Panel must strive to be politically and geographically proportionate. Failure to adequately do so risks breaching the relevant terms of the Act.

### 5. **Other Considerations – Equality – Crime Reduction – Human Rights**

- 5.1 Not applicable.

#### **Tony Kershaw**

Clerk to Sussex Police and Crime Panel

#### **Contact:**

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#### **Appendices**

[Appendix 1](#) - Political Make-up of Sussex Local Authorities (16/17)

[Appendix 2](#) - Political Make-up of Sussex Local Authorities (15/16)



Political Make-Up of Sussex Local Authorities (May 2016)

Agenda item no. 5 Appendix 1

Authority	Control	Con	Lab	LD	UKIP	Green	Ind <sup>1</sup>	Ind Dem	CDC Ind Group	ESCC Ind Group	LDC Ind Group	WSCC Ind Group	AOI <sup>2</sup>	Vacancy	Total
Adur	Con	16	3	0	8	0	2	0	0	0	0	0	0	0	29
Arun	Con	42	1	5	4	0	2	0	0	0	0	0	0	0	54
Brighton & Hove	NOC Labour	20	23	0	0	11	0	0	0	0	0	0	0	0	54
Chichester	Con	42	0	3	0	0	0	0	3	0	0	0	0	0	48
Crawley	Lab	17	20	0	0	0	0	0	0	0	0	0	0	0	37
East Sussex	NOC Con	20	7	10	7	0	0	2	0	3	0	0	0	0	49
Eastbourne	LD	9	0	18	0	0	0	0	0	0	0	0	0	0	27
Hastings	Lab	8	24	0	0	0	0	0	0	0	0	0	0	0	32
Horsham	Con	39	0	4	0	0	1	0	0	0	0	0	0	0	44
Lewes	Con	24	0	11	1	3	0	0	0	0	2	0	0	0	41
Mid Sussex	Con	54	0	0	0	0	0	0	0	0	0	0	0	0	54
Rother	Con	30	0	3	0	0	1	0	0	0	0	0	3	1	38
Wealden	Con	49	0	0	0	0	2	4	0	0	0	0	0	0	55
West Sussex	Con	44	6	7	9	0	2	0	0	0	0	3			71
Worthing	Con	32	0	2	2	1	0	0	0	0	0	0	0	0	37
<b>Total</b>		<b>446</b>	<b>84</b>	<b>63</b>	<b>31</b>	<b>15</b>	<b>10</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>670</b>

Proportionality		66.57%	12.54%	9.40%	4.63%	2.24%	1.49%	0.90%	0.45%	0.45%	0.30%	0.45%	0.45%
Seats	16	10.65	2.01	1.50	0.74	0.36	0.24	0.14	0.07	0.07	0.05	0.07	0.07
Seats	17	11.32	2.13	1.60	0.79	0.38	0.25	0.15	0.08	0.08	0.05	0.08	0.08
Seats	18	11.98	2.26	1.69	0.83	0.40	0.27	0.16	0.08	0.08	0.05	0.08	0.08

Summary of council control across Sussex:

Conservative	11
Labour	3
Liberal Democrat	1

Notes:

Ind<sup>1</sup> Proportionality calculated for a group. However, since this category comprises 10 separate independent members, the actual proportionality is 0.15% each  
 AOI<sup>2</sup> Association of Independents

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Agenda item no. 7a

<b>To:</b>	The Sussex Police & Crime Panel
<b>From:</b>	The Sussex Police & Crime Commissioner
<b>Subject:</b>	The Sussex Police & Crime Commissioner's Annual Report 2015/16
<b>Date:</b>	4 July 2016
<b>Recommendations:</b>	That the Panel review, put questions to the Commissioner and make recommendations on the Annual Report. All recommendations agreed by the Panel will be published in a report from the Chairman to the Commissioner.

## 1.0 Introduction

- 1.1 This report provides an update on performance against the priorities, objectives and measures set out in the Police & Crime Plan for the period 1 April 2015 to 31 March 2016.
- 1.2 The report also provides information relating to the progress made by the Commissioner in 2015/16 across each of the four priority areas.
- 1.3 In addition, the Financial Outturn Report for 2015/16 is included as an Appendix to the Annual Report.

## 2.0 Performance against the Police & Crime Plan

- 2.1 The Commissioner refreshed the Police & Crime Plan in March 2016. The four priority areas which the Plan is structured around remain unchanged; Crime & Community Safety, Public Confidence, Victim Focus and Value for Money.
- 2.2 The changes to the Plan again reflected the recommendations made by the Police & Crime Panel Working Group.
- 2.3 The achievements against the objectives and performance against the measures are summarised under each of the priority areas.

## 3.0 Progress made across 2015/16

- 3.1 The progress made by the Commissioner in 2015/16 across each of the four priority areas is detailed in the Annual Report. Highlights include the following:
  - ✓ Crime & Community Safety – allocation of £281,644 from the Safer in Sussex Community Fund to support 53 local projects which tackle crime and improve community safety
  - ✓ Victims Focus – creation of an online directory of support services in Sussex and investment in a hate crime reporting app.
  - ✓ Public Confidence – establishment of a Sussex Elders' Commission to give older people an opportunity to have a voice on policing and crime; and
  - ✓ Value for Money – successful award of Home Office funding worth £2.078m as part of the Police Innovation Fund.

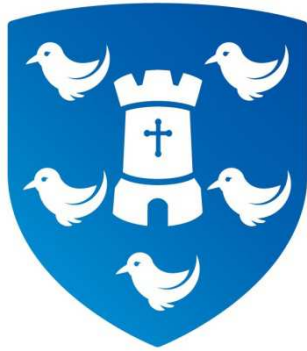
#### **4.0 Financial Outturn Report**

4.1 The Financial Outturn Report for the year ended 31 March 2016 is included as an Appendix to the Annual Report.

**Recommended** – that the Panel review, put questions to the Commissioner and make recommendations on the Annual Report. All recommendations agreed by the Panel will be published in a report from the Chairman to the Commissioner.

**Mark Streater**  
**Chief Executive & Monitoring Officer**  
**Office of Police & Crime Commissioner for Sussex**

Appendix – Financial Outturn Report



# Sussex Police & Crime Commissioner

## **2015/16 Annual Report**

## **Contents**

1. Introduction
2. Progress made against the Police & Crime Plan objectives
  - 2a. Crime & Community Safety
  - 2b. Victim Focus
  - 2c. Public Confidence
  - 2d. Value for Money
3. Progress made against the Police & Crime Plan measures
4. Summary of financial performance 2015/16
5. Emerging priorities 2016/17

## 1. Introduction

Welcome to my 2015/16 Annual Report setting out what I have successfully delivered as your Sussex Police & Crime Commissioner during the period 1 April 2015 to 31 March 2016.

I'm extremely honoured to have been re-elected as the Sussex Police & Crime Commissioner for a further four year term of office. It is a responsible role that I take seriously and I am looking forward to getting back to work to continue to deliver on the priorities that matter to people in Sussex.

This continues to be a very difficult time for the police service and, despite this, I am still pleased to be able to report that Sussex Police continues to deliver efficient and effective policing across the county, meeting the priorities set out in my Police & Crime Plan.

I am particularly pleased that Her Majesty's Inspectorate of Constabulary recognised Sussex as one of only five police force areas nationally to achieve a rating of "good" or "outstanding" across all core Police Effectiveness Efficiency and Legitimacy inspection areas.

I am also pleased to note that Sussex remains a low crime area and has seen an overall 32% reduction in recorded crime since 2005. I sought to increase public confidence in the reporting of domestic abuse, serious sexual offences, anti-social behaviour and hate crimes in 2015/16, to enable better identification of vulnerable victims in Sussex. As a result, recorded crimes per 1,000 population increased by 4% across the year. These increases were in line with national trends and can also be attributed to an improvement in the accurate recording of crime by Sussex Police, rather than an actual increase in offending.

I have continued to use monthly Performance & Accountability Meetings (PAMs) to hold the Chief Constable to account for the performance of Sussex Police against the priorities, objectives and measures set out in the Police & Crime Plan. As a result of these PAMs, notable improvements have been made to burglary dwelling and burglary other than a dwelling performance across 2015/16.

Further achievements include the investment in personal-issue body-worn video cameras for all primary responders, development of an online directory of all support services available in Sussex, the creation of a Elders' Commission and a refreshed Youth Commission and the successful award of Home Office funding worth £2.078m as part of the Police Innovation Fund.

I have also made additional investment in areas that pose the greatest risk to the residents of Sussex. This investment is being used to strengthen front-line policing, safeguard the most vulnerable children and victims and tackle cyber crime.

Throughout the last year, I have continued to provide residents with the opportunity to inform local policing and budget decisions directly through my programme of public engagement events. This two-way dialogue ensures that I am made aware of any concerns and can respond accordingly.

I look forward to building on these achievements and working with the public and partners over the next four years to keep us all Safer in Sussex.

Katy Bourne  
Sussex Police & Crime Commissioner



## 2. Progress made against the Police & Crime Plan objectives

### 2a. Crime & Community Safety

- *Keeping Sussex a low crime area;*
- *Commissioning new and lasting initiatives to reduce offending and re-offending;*
- *Taking account of community priorities and their contributing factors (such as alcohol and drugs).*

The Commissioner's 2015/16 precept increase was invested in front-line policing, safeguarding and cyber crime. Outcomes and successes included:

**Frontline Policing** – Support was provided for the on-going use of approximately 1,800 mobile policing devices which were introduced to improve the productivity and effectiveness of officers in frontline line roles and to enable greater visibility and customer service.

**Safeguarding** – Funding was made available for the recruitment of 36 Sexual Offences Liaison Officers (SOLOs) to enable dedicated full time 24/7 provision of investigation into sexual offences, high-risk domestic abuse, child abuse and child sexual exploitation. In 2015/16, 14 SOLOs were recruited and the Commissioner and the Chief Constable converted the remaining 22 posts into Safeguarding Investigator posts to support the increased demand in the Safeguarding Investigation Unit.

**Cyber Crime** – A three-year plan for tackling cyber crime has been developed by Sussex Police and Surrey Police in response to the lead that has been taken in this area by the National Crime Agency. The delivery of this plan includes the introduction of a joint Cyber Crime Unit and Cyber Crime Strategy for Sussex Police and Surrey Police, enhanced cyber crime training for all front-line staff to assist officers and staff in recognising and detecting denial of service, defacement and hacking crimes, and continued membership of the national Cyber Security Information Sharing Partnership.

**Safer in Sussex Community Fund** – The Commissioner allocated £281,644.33 from the Safer in Sussex Community Fund (SiSCF) in 2015/16 to support 53 local projects which tackle crime and improve community safety. In total, £704,285.05 has been allocated to support 138 projects since the SiSCF was created.

In 2015/16, the SiSCF was divided into two separate funds; Community Safety Fund and Victims' Services Fund. The Community Safety Fund provides financial support to local organisations and projects that aim to reduce crime and improve community safety. The Victims' Services Fund provides financial support to voluntary and third-sector organisations in Sussex that help individuals to cope and recover from the impact of crime.

**Body Worn Video** – The Commissioner has invested in the purchase and rollout of over 1,000 body worn video devices. This has ensured that all primary responders in the Neighbourhood Response Teams are equipped with personal-issue body-worn video cameras in Sussex. This enables officers to capture real-time evidence in an easy to use and accessible digital format.

**Retail Crime Partnership** – A two-year project, funded until March 2017, was launched in 2015/16 which aims to create a sustainable and strategic partnership between Sussex Police, the business community and existing Business Crime Reduction Partnerships. Five Business Wardens were deployed to two pilot sites across Eastbourne and Arun districts to help prevent and detect crimes. The Business Wardens are independent of Sussex Police and have the capabilities to provide crime prevention advice, take statements, gather evidence and upload intelligence and CCTV footage directly to Sussex Police, on behalf of businesses through a third-party reporting system.





## 2b. Victim Focus

- *Build trust in the police and the criminal justice system;*
- *Remove proceeds of crime from criminals and reinvest that money in our communities;*
- *Encourage the development of volunteering to make us Safer in Sussex.*

**Domestic Abuse** – The Commissioner has continued to serve on the National Oversight Group for Domestic Abuse, following her appointment by the Home Secretary, to inform, advise and set the direction for national policy.

Support has also been provided for the “Drive”, a project which aims to reduce the number of child and adult victims of domestic abuse by developing a ‘whole system response’ that influences perpetrators to change their behaviour.

**Safe:Space Sussex** – The Commissioner launched the first online directory of all support services across Sussex. Through a range of search options, “Safe:Space Sussex” allows residents to find the most relevant support service for them, through a safe and confidential route. This approach complements the Victims’ Code of Practice, which entitles all victims of crime to a support service regardless as to whether or not they choose to report to the police or not.

**Hate Crime Reporting App** – The Commissioner has invested in a Self-Evident app which enables victims of all hate crimes to record, capture and report evidence of these crimes being committed against them and directly access support services without the need to report directly to the police.

**Child Sexual Exploitation** – A dedicated Child Sexual Exploitation (CSE) Analyst has been funded by the Commissioner to identify ‘hot-spots’ of vulnerable victims throughout Sussex. The intelligence gathered as part of this analysis has resulted in the creation targeted communications campaigns to encourage reporting. This work was cited as good practice by Her Majesty’s Inspectorate of Constabulary (HMIC) during the ‘Effectiveness (Vulnerability)’ strand of the Police, Effectiveness, Efficiency and Legitimacy (PEEL) annual assessment in 2015/16.

The Commissioner also funded a project to improve the recognition and identification of boys and young men as victims of sexual exploitation to ensure that appropriate support and assistance is offered and specific projects to support victims of CSE, including the creation of a specialist educational pack to work with children and young people with learning disabilities. In addition, a two-year CSE project to deliver a targeted secondary school/college programme, development of a champion scheme and a community awareness-raising and empowerment campaign were also funded by the Commissioner in 2015/16.

**Growing the Voluntary Market** – The Commissioner established and launched a competed fund to assist the activities of the Voluntary Community and Social Enterprise (VCSE) sector in supporting all victims of crime across Sussex. The grants programme includes seed-funding for new or innovative pilot-projects and in 2015/16 over £80,000 was invested in this capacity to fill current gaps in service provision and to inform future commissioning decisions.

The Commissioner has also created an Enhanced Victims’ Services Fund which supports well-established services across Sussex. Through this stream, £210,000 has been awarded which has created a stable platform for VCSE organisations to ensure services will continue to be available for victims across the county.



## 2c. Public Confidence

- *Improve the experience that victims and witnesses have of the criminal justice system;*
- *Enhance, develop and commission initiatives to bring justice for victims;*
- *Effective policing, responsive to the needs of victims and vulnerable people.*

**Sussex Youth Commission** – The Sussex Youth Commission (SYC) was refreshed in 2015/16 presented their final report from the “Big Conversation” to the Commissioner in 2015/16. The report gathered the views of over 2,000 young people across the county on five priority issues; hate crime, cyber-bullying and online harassment, drug and alcohol abuse, supporting young offenders and relations with the police. The conclusions were used to inform, challenge and support the priorities set out in the Police & Crime Plan, and shape future youth engagement in Sussex.

The SYC also received the national ‘Compact 2015 Award’ for “meaningful engagement within the community through excellence in partnership working between the voluntary sector and the public sector” in 2015/16.

**Sussex Elders’ Commission** – The Commissioner created a Sussex Elders’ Commission (SEC) in 2015/16 to give older people the same opportunity to have a voice on policing and crime. The SEC members had over 1,500 conversations about policing, crime and community safety across 80 public meetings throughout Sussex. Consultation with peers captured over 6,000 concerns regarding eight priority issues; financial abuse, fear of crime, nuisance calls and scams, local policing, cyber crime, anti-social behaviour, isolation and road safety. The conclusions will be used to develop best practice and identify areas for improvement and were also used to support, challenge and inform the priorities set out in the Plan. The Commissioner presented the final report from the SEC “Big Conversation 2016” to the ‘All-Party Parliamentary Group for Ageing and Older People’ in Westminster.

**Performance & Accountability Meetings** – The Commissioner continued to use monthly Performance & Accountability Meetings (PAMs) to hold the Chief Constable to account for the performance of Sussex Police. As a result of these PAMs, improvements were made to burglary dwelling and burglary other than a dwelling performance across 2015/16 and challenges were made regarding 101 non-emergency call handling and the use of body worn video. The Local Policing Programme was also developed further following challenge at these meetings. The PAMs continue to be recognised as best practice nationally by both the Home Secretary and the Minister for Policing, Crime and Criminal Justice and Victims.

**Police Efficiency Effectiveness and Legitimacy Inspection** – The Commissioner has continued to hold Sussex Police to account for police effectiveness, efficiency and legitimacy (PEEL) to improve the service provided to people in Sussex. In 2015/16, Her Majesty’s Chief Inspector of Constabulary, Sir Tom Winsor, recognised Sussex as one of only five police force areas nationally to achieve a rating of “good” or “outstanding” across all core PEEL inspection areas in his State of Policing Report 2015.

**Access to Justice** – The Commissioner continues to lead the Video Enable Justice programme on behalf of criminal justice partners across Sussex, Surrey, London and Kent. A target operating model has been developed identifying how up to £30m of efficiency savings could be realised by adopting an innovative scheduling and management service for courts using video technology. The Commissioner has also been successful in securing £1.3m from the 2016/17 Police Innovation Fund on behalf of the partnership to progress this initiative to the next stage and develop a detailed business case. This work is being undertaken in conjunction with the national criminal justice reform agenda.



## 2d. Value for Money

- *Improve efficiency across the criminal justice system;*
- *Further collaboration and partnership working;*
- *Effective and innovative commissioning of services and procurement of assets.*

**Office of the Sussex Police & Crime Commissioner** – The office remains one of the most cost-efficient Police & Crime Commissioners’ offices in England and Wales, according to HMIC’s “Value for Money Profile”, costing just 68p per household per annum compared to the national average £1.03 per annum.

**Estates Investment** – The Commissioner oversaw progress against the Estates Strategy in 2015/16, including the sale of Slaugham Manor for a capital receipt in excess of £2.5m, and agreement to other disposals, including Ferring Police Station, Sussex House (Hollingbury) and two residential police houses. Revenue savings from changes to the estate totalled more than £712,000 in 2015/16 and capital receipt income was reinvested into the refurbishment of John Street (Brighton), Sussex Police Headquarters (Lewes) Crawley Police Station, Hastings Police Station and Haywards Heath Police Station. Work in 2016/17 will focus on the remaining sales and provision set out in the Estates Strategy, with the aim of delivering further significant capital receipts.

**Facilities** – The Commissioner has ensured that all lights used across the police estate have been replaced with lo-cost LEDs when the bulbs are at their end of life. This will amount to a 30% saving on the electricity bill for the Force.

**Policing Together with Surrey** – The Commissioner continued to work closely with the Surrey Police & Crime Commissioner to oversee significant savings in the “Policing Together” programme between both police force areas. Savings of £1.321m from collective Information Technology, Human Resources and Shared Business Services functions and £824,000 from Specialist Crime were achieved across 2015/16. In total, £5.488m of savings have been realised through this programme since 2011/12.

**Police Innovation Fund** – Sussex Police was successful in four bids to the Home Office’s Police Innovation Fund. Funding worth £2.078m was received in 2015/16 to deliver the following projects; Minerva, Unmanned Aerial Vehicles, Retail Crime Partnership and Video Enabled Justice.

### 3. Progress made against the Police & Crime Plan measures

The progress made against the measures set out in the Police & Crime Plan across the period 1 April 2015 to 31 March 2016 is summarised below:

2015/16 Measure	2014/15 Performance	2015/16 Performance	% Difference
<b>Crime &amp; Community Safety</b>			
Reduce the recorded crimes per 1,000 population	54.894	57.299	+ 3%
<b>Victim Focus</b>			
Support improvements to victim satisfaction in their overall experience of the criminal justice system	-	81.1% against 83.0%	- 2%
<b>Public Confidence</b>			
Increase the reporting of:	<i>Recorded crimes</i>		<i>% Increase</i>
• domestic abuse;	9,179	10,641	+ 16%
• serious sexual offences;	2,024	2,381	+ 18%
• anti-social behaviour; and	20,994	23,862	+ 14%
• hate crimes	1,363	1,722	+ 26%
<b>Value for Money</b>			
Working with Sussex Police and partners to meet the financial challenges ahead whilst delivering Crime & Community Safety, Victim Focus and Public Confidence objectives and identifying opportunities to improve	-	£13.510m against £14.076m	- 4%

The performance headlines for 2015/16 can be summarised as follows:

Recorded crimes per 1,000 population increased by 4% across 2015/16, in comparison to 2014/15. This increase was in line with national trends and the additional recorded crimes can be attributed to an improvement in the accurate recording of crime by Sussex Police, rather than an actual increase in offending. Sussex remains a low crime area and has seen a 32% reduction in recorded crime since 2005.

The Commissioner sought to increase the reporting of domestic abuse, serious sexual offences, anti-social behaviour and hate crimes, to enable better identification of vulnerable victims in Sussex. Increases in the recorded number of crimes were welcomed for domestic abuse (+1,462 and +16%), serious sexual offences (+357 and +18%), anti-social behaviour (+2,868 and +14%) and hate crimes (+359 and +26%) across the Performance Plan Year, in comparison to the same period a year earlier.

Satisfaction in the overall experience of the criminal justice system reduced to 81.1% against a baseline of 83.0% across 2014/15. This was a reduction of 2%. Ongoing work with the SCJB and the Video Enabled Justice programme is addressing this performance. In addition, user satisfaction with treatment received from Sussex Police was 92% across the same period.

In total, £13.510m of savings were found in 2015/16. This is £0.566m less than the planned savings from the police budget of £14.076m.

#### 4. Summary of Financial Performance 2015/16

Sussex Police & Crime Commissioner Direct Operating Costs		Cost £	Total Cost £
Sussex Police & Crime Commissioner Direct Operating and Commissioning Costs	Democratic representation Commissioning costs Office of the Police & Crime Commissioner <i>less Government Grant funding</i>	0.1m 3.6m 1.1m <i>(£1.8m)</i>	<hr/> 3.0m
Policing services provided by Sussex Police	Police Officers Police Staff PCSOs Buildings and Transport IT and Mobile Technology Other spend* <i>less Sussex Police income</i>	143.3m 62.9m 8.5m 15.0m 11.1m 28.9m <i>(35.6m)</i>	<hr/> 240.9m
Capital Financing	Capital financing costs <i>Less interest income on balances</i>	2.6m <i>(1.0m)</i>	<hr/> 1.6m
Planned transfers to/(from) reserves			1.6m
Total Cost of Services			247.1m
Funded by	Funding from Government Council Tax  Total funding	(167.6m) (83.1m)  <i>(250.7m)</i>	
Net revenue (surplus)/deficit			<i>(3.6m)</i>

\* Includes police supplies and services, community safety funding and victims' services

The figures shown in the above table are as per the Statement of Accounts 2015/16. They include all office costs and services commissioned by the Police & Crime Commissioner, and the cost of all activities carried out by Sussex Police.

The 2015/16 net annual underspend of £3.6m equates to 1.4% of the approved net revenue budget of £250.6m, demonstrating effective financial management.

For further information about the summary finances reported above, please visit the PCC website ([www.sussex-pcc.gov.uk](http://www.sussex-pcc.gov.uk)) for a copy of the full Statement of Accounts.

## 5. Emerging priorities 2016/17

The Commissioner has identified the following emerging priorities for the period 1 April 2016 to 31 March 2017 which were funded by the precept increase:

**Public Protection** – New dedicated teams have been created to respond to and investigate some of the worst crimes carried out against vulnerable children and adults. This currently equates to 42% of all Criminal Investigation Department investigations in Sussex. However, further specialist investigators are needed to tackle the volume and complexity of those crimes that continue to come to light.

**Digital Forensics** – Technology provides police investigators with the ability to examine enormous amounts of data held on mobile digital devices and computers of suspects and victims swiftly and safely. The requirement for this has increased by up to 90% in the last four years and retrieving digital exhibits will help save police time and, most importantly, ensure more offenders are brought to justice.

Other emerging priorities for 2016/17 and beyond:

**Implementation of the Local Policing Programme** – The Commissioner has supported the Chief Constable in the development of a Local Policing Programme (LPP). The four-year LPP encompasses crime prevention, response and investigation based on threat, risk and harm and will enable Sussex Police to operate more efficiently in the future. Now that implementation has begun, the Commissioner will continue to hold the Chief Constable to account for the delivery of the LPP.

**New Threats, Challenges and Types of Crime** – The Commissioner recognises that new threats, new challenges and new types of crime have surfaced, with a shift away from traditional crime types to emerging threats in areas such as cyber crime, to exploit the expanding digital environment. The Commissioner will ensure that the Chief Constable has the appropriate level of resources to respond flexibly and effectively to these changing types of crime and the needs of the public.

**Savings Required** – The Comprehensive Spending Review and Police Grant Settlement confirmed that overall police spending would be protected in 2016/17 (in line with inflation). In order to meet additional inflationary and operational pressures Sussex Police will be required to make savings of approximately £35m over 4 years. The savings required for 2016/17 are £11.5m and the Commissioner will continue to monitor the performance of Sussex Police against this target.

**Blue Light Emergency Services** – The Commissioner remains supportive of the Blue Light Emergency Service programme to explore further opportunities to share services with partners in order to make the most effective use of available and anticipated resources. The Commissioner will continue to seek opportunities to collaborate where it is in the best interest of Sussex residents to do so.

<b>To:</b>	The Sussex Police & Crime Panel
<b>From:</b>	The Sussex Police & Crime Commissioner
<b>Subject:</b>	Police & Crime Plan 2017/21
<b>Date:</b>	4 July 2016
<b>Recommendation:</b>	That the Police & Crime Panel note the report.

## **1.0 Police & Crime Commissioner Election 2016**

- 1.1 The Police & Crime Commissioner (PCC) election for England and Wales took place on 5 May 2016 and Mrs Katy Bourne was re-elected PCC for Sussex.
- 1.2 Mrs Bourne was formally appointed in office on 6 May 2016. Under the provisions of the Police Reform and Social Responsibility Act 2011 (PR&SRA) the elected PCC is required to issue a Police & Crime Plan as soon as practicable after taking office and the purpose of this report is to outline the context for designing and developing the Police & Crime Plan 2017/21.

## **2.0 Police & Crime Plan 2017/21**

- 2.1 The PCC has a statutory duty to set the police and crime objectives for their area through a Police & Crime Plan. The content of the Plan is set out in Chapter 3 – Section 7(1) of the PR&SRA.
- 2.2 The Plan will also be developed in accordance with the Association of Policing and Crime Chief Executives' – *Guidance and Practice Advice*.
- 2.3 Work on a new Plan has begun and will involve shaping, developing and designing community safety priorities which reflect accurately the expectations of the public.
- 2.4 The Plan is intended to cover the four-year term of office of the PCC but will be refreshed annually.
- 2.5 A Police & Crime Plan Reference Group has been established to assist in the development of the new Plan. The Reference Group will comprise of representative members from Sussex Police, community safety and criminal justice partners. The Terms of Reference and membership of the Group are detailed in Appendix A for information.
- 2.6 In developing the Plan, the PCC is also required to consider the views of the local community and victims of crime. These views will be sought via public consultation and engagement.

- 2.7 A further report will be presented to the Sussex Police & Crime Panel meeting on 23 September 2016 updating members on progress made and core priorities emerging.
- 2.8 The new draft Plan will be presented to the Sussex Police & Crime Panel meeting on 20 January 2017 for them to formally review in accordance with Chapter 4 – Section 28(3) of the PR&SRA.
- 2.9 Further to any recommendations made by the Panel, the new Plan will be launched as soon as is practicable after the meeting and, in any case, before the 31 March 2017.
- 2.10 The PCC invites the Panel to establish a Working Group to scrutinise and monitor progress made in the development of the new Plan.

**Mark Streater**  
**Chief Executive, Office of the Police & Crime Commissioner**

**Contact: Mark Streater, Chief Executive**

Email: [mark.streater@sussex-pcc.gov.uk](mailto:mark.streater@sussex-pcc.gov.uk)

Tel: 01273 481584



## Sussex Police and Crime Panel

4 July 2016

### Annual Report from the Host Authority

#### Report by The Clerk to Sussex Police and Crime Panel

##### Recommendations

That the Panel:

1. Notes the budget outturn for 2015/16;

#### 1. Background

1.1 The Panel incurred the costs below in respect of its operation in the period 1 April 2015 to 31 March 2016.

- £60,403 for administrative expenses.
- £3,127 for members' expenses.

Total: £63,530

In line with the terms of the grant, the Host Authority (West Sussex County Council) submitted a claim for this amount in April 2016.

1.2 The Panel considers a summary of its operating costs every year, at its Annual Meeting. A breakdown of expenses can be found on the Panel's webpage: [www.westsussex.gov.uk/pcp](http://www.westsussex.gov.uk/pcp).

#### 2. Discussion

2.1 The Panel formally met four times formally in 2015/16 to undertake its statutory duties.

2.2 In order to implement the Chief Constable's Local Policing model, the Panel was briefed on the technologies Sussex Police plans to adopt to maximise the productivity of frontline officers, and was given an interactive demonstration. The Panel raised concerns around connectivity, reliability, and security, and was encouraged to learn how these issues had been addressed.

2.3 Reflecting ongoing concerns raised by residents, the Panel continued to monitor performance of the non-emergency 101 call handling arrangements. The Panel considered a performance update report in April 2015. Noting that the Commissioner had continued to challenge the Chief Constable on the

issue, the Panel was pleased to learn that performance had improved significantly, and took the opportunity to question the Commissioner around the resilience of the service.

- 2.4 At its 2015 Annual Meeting the Panel sought reassurance from the Commissioner that the increase in reported crimes related to domestic abuse, serious sexual offences, anti-social behaviour and hate crimes was due to the promotion and encouragement of reporting of these crimes, and did not reflect an increased incidence of crime. The Panel learned about the Local Policing Model, due to be implemented over the following 4-5 years, but, while understanding the changing nature of crime, voiced concerns around the plans for PCSOs across Sussex.
- 2.5 The Panel considered the PCC's work in enabling the approach to tackling child sexual exploitation, and in working closely with the Chief Constable to understand what Sussex Police (in partnership with the relevant agencies) had done to develop a local problem profile and action plan. The Panel posed questions around trust in the police, the adequacy of resources, support for victims, and reporting mechanisms.
- 2.6 Following discussion at the Annual Meeting, and, again, reflecting concerns raised with Panel members by residents, and an increase in the numbers killed and seriously injured on Sussex roads, the Panel requested an item on Road Safety. The particular area of focus was enforcement of speed limits, and the PCC offered to feed back concerns to an upcoming meeting of Sussex Safer Roads Partnership.
- 2.7 The Panel worked closely with the Commissioner, both in formal session, and in Working Group meetings (see 2.8) to develop a budget and proposed precept in the light of the financial outlook. Over the course of the process Panel members voiced concerns about morale, reserves and neighbourhood policing. The Panel urged the Commissioner to help Sussex Police better make the case for a shift away from a visible policing presence, in the face of significant public disquiet. The progress on work to save money through closer collaboration with neighbouring police forces was an area the Panel continued to press the Commissioner on.
- 2.8 The Police and Crime Plan Working Group acted as a critical friend to the development of the "refreshed" Police and Crime Plan and the budget, and presented its report to the Panel's meeting in January 2016. The Victims' Services Working Group (VSWG) visited the Victims Assessment and Referral Centre, in order to inform its work, and scrutinised the Commissioner's work in respect of restorative justice.

### **3. Funding for 2016/2017**

- 3.1 The Home Office has confirmed that funding will remain unchanged for 2016/17, comprising £53,300 for Panel administration costs, and up to £18,400 (20 x £920), available for members' allowable expenses). However, since there is no longer a ring fence, an underspend in member expenses can now be used to offset an overspend in administrative costs.
- 3.2 The funding will be paid in arrears, in six-monthly instalments. The PCP must publish details of all Panel expenditure, including administration costs and individual Panel member claims for expenses, on its website.
- 3.3 It is anticipated that the staff costs of administering the Panel will be achieved within the envelope of funding provided by the Home Office for the forthcoming year.

### **4. Resource Implications and Value for Money**

- 4.1 The Constitution of Sussex Police and Crime Panel states that its total running costs shall be contained within the funding provided by the Home Office.

### **5. Risk Management Implications**

- 5.1 None

### **6. Other Considerations – Equality – Crime Reduction – Human Rights**

- 6.1 Not applicable

#### **Tony Kershaw**

Clerk to Sussex Police and Crime Panel

#### **Contact:**

Ninesh Edwards

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### **Appendix**

- 1. Work Programme 2016/17

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**Police and Crime Panel – Work Programme 2016/17**

Item	Lead Officer	Objectives and comments	Update
<b>Committee 4 July 2016 – Annual Meeting</b>			
PRAM despatch: 6 June                      PRAM date: Mon 13 June, 10.30 a.m.                      Formal despatch: Wed 22 June			
Appointment of Chairman and Vice Chairman		To appoint the Chairman and Vice-Chairman for the forthcoming year.	
PCCs Annual Report and half yearly monitoring report	OSPCC	To scrutinise the Commissioner's Annual Report – including half year monitoring report for the period Oct 2013 – Mar 2014	
Public question time (45 mins)		A public question time of 45 minutes will follow the confirmation of the minutes.	
Review of proportionality and membership	Clerk to the Panel	The Panel to consider any changes to proportionality and resultant changes upon membership and composition of the Panel.	
Quarterly Review of PCC Complaints	Clerk to the Panel	Review of the complaints received, complaints handling and current status.	
Work Plan and future meeting dates	Clerk to the Panel	A rolling work plan for the remainder of the current year – until June – and outline plan for 2013/14 will be considered by the Panel. Future meetings to be proposed as part of the work plan.	
<b>Committee 23 September</b>			
PRAM despatch: tbc                      PRAM date: tbc                      Formal despatch: Wed 14 September			
Medium Term Financial Forecast and Budget Timetable 2016/17	OSPCC	Report setting out the MTFF and the budget timetable ahead of the panel meeting in January 2017.	
Quarterly Review of PCC Complaints	Clerk to the Panel	Review of the complaints received, complaints handling and current status.	
<b>Committee 20 January 2017</b>			
PRAM despatch: 3 January 2017                      PRAM date: 9 January 2017                      Formal despatch: 11 January 2017			
Proposed Precept	OSPCC	To review and make reports and recommendations on the	

2017/18		proposed precept for 2017/18.	
Police and Crime Plan	OSPCC	To approve the proposed Police and Crime Plan for to the Police and Crime Plan 2017/21.	
Final report of the Annual Plan/Precept Working Group	Clerk to the Panel	To report the outcomes of the Police and Crime Plan working group, which has acted as critical friend to the development of the proposed precept, budget and plan.	
Half-yearly Police and Crime Plan Monitoring Report	OSPCC	Report providing an update on performance against objectives in the Police and Crime Plan (to be combined with the Amendment to Plan item).	
Complaints against the PCC	Clerk to the Panel	Quarterly summary of complaints	
<b>Committee 20 February 2016</b>			
PRAM despatch:		PRAM date:	Formal despatch: 9 February
Provisional meeting for consideration of the revised precept		Provisional meeting date for consideration of the revised precept for 2017/18 (if needed).	
<b>Committee 7 April 2016</b>			
PRAM despatch: tbc		PRAM date: tbc.	Formal despatch: 29 March
Complaints against the PCC	Clerk to the Panel	Quarterly summary of complaints	

## Sussex Police and Crime Panel

4 July 2016

### Complaints about the Police and Crime Commissioner

#### Report by The Clerk to Sussex Police and Crime Panel

##### Recommendations

That the Panel considers the complaints against the Commissioner since the last meeting, and any action that the Panel might take in respect of these.

#### 1. Background

- 1.1 In accordance with the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2011, the Sussex Police & Crime Panel (PCP) is responsible for the initial handling of complaints against Sussex Police and Crime Commissioner (PCC).
- 1.2 At its meeting of 26 November 2012 the Panel decided to delegate its initial handling duties to the Clerk to Sussex Police and Crime Panel, and to consider a report of the complaints received, quarterly.
- 1.3 Serious complaints (those alleging criminal conduct) are referred automatically to the Independent Police Complaints Commission (IPCC). A sub-committee meets to consider complaints against the PCC requiring informal resolution (those considered "non-serious").

#### 2. Correspondence Received from 9 January 2016 to 20 June 2016

- 2.1 The Panel takes the view that all correspondence raising issues with policing in Sussex should be recorded, whether or not the issues fall within the Panel's statutory remit.
- 2.2 During the subject period, four people contacted the Panel to raise five issues, and all were recorded. The Clerk to the Panel considered this correspondence to determine if any matters raised fell within the remit of the Panel.

##### Complaints

- 2.3 During the subject period one correspondent raised issues which constituted a serious complaint, as defined by the Regulations (see 1.3).
- 2.4 One correspondent raised an issue which constituted a non-serious complaint, as defined by the Regulations (see 1.3).

**Correspondence Recorded, but not Considered by the Clerk to be a Complaint within the Panel's Remit:**

2.5 Concerning correspondence received and determined by the Clerk to the Panel not to be (within the terms of the Regulations) a complaint within the Panel's remit:

- The IPCC forwarded one complaint to the Panel which mentioned the Commissioner, but concerned operational policing matters, which are the responsibility of the Chief Constable and not the Commissioner.
- An individual copied the Panel into correspondence addressed to the Commissioner, asking a number of questions but raising no substantive issues.
- An individual contacted the Panel to complain about actions which were undertaken by the Commissioner's officers, and not by the Commissioner.

**Correspondence Recorded, and Considered by the Clerk to be a Complaint within the Panel's Remit:**

2.6 Concerning correspondence received and determined by the Clerk to the Panel to be (within the terms of the Regulations) a complaint within the Panel's remit:

- One individual alleged that the Commissioner had failed to become adequately involved in a complaint about Sussex Police. The Clerk to the Panel determined that the Commissioner had taken a greater interest in the case than her statutory duties called for, and had satisfied herself that Sussex Police had handled the case appropriately.
- One individual alleged that the Commissioner had breached the terms of the Police and Crime Commissioner Elections Order 2012. The Clerk to the Panel considered the allegation and determined that any breach, even if proven, was insufficiently significant to warrant further action.

**3. Resource Implications and Value for Money**

3.1 The cost of handling complaints is met from the funds provided by the Home Office for the operation and administration of Sussex Police and Crime Panel.

**4. Risk Management Implications**

4.1 It is important that residents can have confidence in the integrity of the system for handling complaints against Sussex Police and Crime Commissioner and her Deputy (where one has been appointed).

**5. Other Considerations – Equality – Crime Reduction – Human Rights**

5.1 Not applicable

**Tony Kershaw**

Clerk to Sussex Police and Crime Panel

**Contact:**

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## Sussex Police and Crime Panel

4 July 2016

### Written Questions

#### Report by the Clerk to the Police and Crime Panel

The table below provides a schedule of the written questions received prior to this meeting and where possible responses have been included. Responses will be tabled at the meeting that were not available at the time of despatch. Written Questions must be received 2 weeks before a meeting of the Panel and the Commissioner or Panel Chairman is invited to provide a response by noon of the day before the meeting.

Questions that relate to operational matters of Sussex Police will be passed to a relevant officer at Sussex Police for a response and a brief summary of the question will be provided below. For the current meeting two questions have been received for a response by the Commissioner.

Question	Response
<p>During the Sussex PCC term of office she has set up elders and youth panels but has not got a panel for those with disabilities like autism, specific learning disabilities and mental health. If the PCC is re-elected on 5th May 2016, would she set up a disability panel of people who are registered with Sussex Police under the Pegasus Scheme. Can the PCC advise how many people like myself with autism are registered on Pegasus Scheme?</p> <p>Richard Nixon of Crawley</p>	<p>Sussex Police has a representative disability forum that informs the services they provide.</p> <p>There are currently 154 Pegasus card holders, information on the scheme can be found here: <a href="http://www.sussex.police.uk/contact-us/accessible-contact-methods/pegasus-scheme/">http://www.sussex.police.uk/contact-us/accessible-contact-methods/pegasus-scheme/</a></p> <p>Sussex Police has established an external disability reference group; information on this and how to get involved is published on their website here: <a href="http://www.sussex.police.uk/about-us/governance/equality-and-diversity/equality-and-diversity-disability-and-mental-health/">http://www.sussex.police.uk/about-us/governance/equality-and-diversity/equality-and-diversity-disability-and-mental-health/</a></p> <p>I hold a bi-annual Equality and Diversity meeting where I hold the Chief Constable to account for the way Sussex Police deliver their services to all groups within the community, including those with disabilities.</p> <p>I also have existing partnership and consultation arrangements with several external groups representing people with a range of disabilities, including the Eastbourne Disability Involvement Group run by Eastbourne Borough Council.</p>

<p>A question was asked on an ongoing investigation in Crawley. The questioner is asked to liaise with Sussex Police directly on this matter.</p> <p>Richard Nixon of Crawley</p>	
<p>Why has little or nothing happened to resolve the awful parking situation which exists in some parts of Sussex?</p> <p>In our town, parking enforcement is the responsibility of the police and yet they continually refuse to meet their obligations on this issue. People park their vehicles on corners, double yellow lines, loading bays,, 2hour spaces, disabled bays etc all day without any penalties ever issues.</p> <p>What will the PCC do within his/her Police and Crime Plan to address this?</p> <p>Stephen Atkinson-Jones of Bexhill on Sea.</p>	<p>As Mr Atkinson-Jones has said, enforcement of parking within the Rother District is the responsibility of Sussex Police and not the Police &amp; Crime Commissioner. Temporary Superintendent Warren Franklin will be attending a meeting of the Rother District Council Scrutiny Committee on the 25 July 2016. The meeting will be held in public and will include a detailed discussion on parking in Rother. Details of the meeting are available on the Rother District Council website: <a href="http://www.rother.gov.uk">www.rother.gov.uk</a>. The agenda will be published on the 15 July 2016.</p>
<p>My experience when calling in a domestic infraction such as excessive noise from a neighbour or dogs' chronic barking etc is that it leads to a drawn out affair, a great deal of passing the buck, such as it's not our jurisdiction or you have to write in to the authority and specify times and dates etc.</p> <p>Homeowners want immediate action on these issues. Our taxes which pay your salaries should be respected by your response to call-outs being dealt with appropriately and to the satisfaction of the plaintiff or complainant.</p> <p>Dr. J Silver, St Leonards on Sea</p>	<p>The Chief Constable aims to ensure the Force makes the most effective use of available resources to provide Sussex with appropriate levels of local policing.</p> <p>The Chief Constable is reviewing the way local areas are policed through a 'Local Policing Programme (LPP)' and in the future local prevention teams will be focused on targeted problem solving activity based on threat, risk and harm by more multi-skilled officers and PCSO's, making the role more responsive to solve local problems.</p> <p>As PCC, I am closely monitoring the roll out of the LPP with the Chief Constable and his senior team and continuously engaging with the many communities I meet as to how best this will support the policing requirements the public of Sussex want and need.</p>

<p>I live right next to Brighton station. There is often rowdy drunken behaviour late at night. There is also a lot of people who could have the reassurance of a police presence if you had a permanent police box there on the plaza.</p> <p>A small investment for a significant impact as visitors would see this as they enter Brighton as well</p> <p>Richard Partridge, Brighton.</p>	<p>I quite understand the sentiments that Mr Partridge has raised here. A similar issue was brought to my attention by members of the public in St Leonards on Sea and I fully supported the Force in the development of a police hub in the area. Having said that, the Station Plaza in Brighton falls under the jurisdiction of the British Transport Police (BTP), whose own station is approximately 500 yards away. The Plaza is private premises and is specifically policed by BTP and their wider partners linked to the railway infrastructure.</p> <p>Dedicated officers from Sussex Police are actively patrolling the night time economy on Friday and Saturday nights. The patrols are intelligence led, focused, and target known hot spots for crime and disorder, anti-social behaviour (ASB) and other vulnerable locations linked to wider crime risks.</p> <p>Sussex Police has a close working relationship with local the BTP and the issues raised by the questioner will be shared with BTP.</p> <p>In the last two weeks Sussex Police, along with Trading Standards, Environmental Health, Immigration and HMRC visited a number of premises, including a pub next to the station and it has been closed since.</p>
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No Background Papers

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## Procedure to be followed at Confirmation Hearings for Senior Appointments

### **The Panel's Role in Confirming Senior Appointments**

Senior appointments are those of Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner made by the Police and Crime Commissioner (PCC). It is the duty of the Police and Crime Panel to hold a public confirmation hearing and to review, make reports and recommendations in respect of proposed senior appointments and to publish their reports or recommendations.

### **The Rules Relating to Confirmation Hearings**

The rules concerning confirmation hearings for senior appointments are set out in Schedule 1 of the Police Reform and Social Responsibility Act.

Schedule 1 concerns the appointment of the PCC's Chief executive, Chief Finance Officer and any Deputy Police and Crime Commissioners.

- i) Confirmation hearings are meetings of the Panel held in public;
- ii) The PCC must to notify the Panel of proposed senior appointments;
- iii) The Panel shall review the proposed senior appointment and make a report to the PCC, including recommendations relating to the candidate's appointment;
- iv) This process must take place within a period of three weeks of the receipt of notification from the PCC;
- v) The candidate may be requested to appear for the purpose of answering questions relating to the appointment; and
- vi) The PCC must respond to the report and recommendations of the Panel to confirm whether they accept or reject the recommendation. There is no duty upon the PCC to give reasons for their decision.

### **The procedure for Confirmation Hearings is set out Below:**

#### **1) Notification of a Proposed Senior Appointment**

The PCC will notify the Panel of a proposed senior appointment in writing to the chairman of the Panel and to the clerk. The notification of a proposed senior appointment from the PCC should be accompanied by background information such as a CV or a personal statement to assist the Panel in its assessment of professional competence and personal independence of the candidate. At the very least the PCC is required to provide the following information:

- name and contact details of the candidate;
- criteria used to assess the suitability of the candidate for the appointment;

- how the candidate satisfies those criteria; and
- the terms and conditions on which the candidate is to be appointed.

Personal independence is defined in the guidance relating to confirmation hearings as a candidate's ability to act in a manner that is operationally independent of the PCC. This applies to the three officer appointments. In relation to the role of Deputy Commissioner the Panel may question the ability of the candidate to recognise and understand the separation of political and operational responsibilities in relation to the post.

## **2) Arrangement of Confirmation Hearing and Notifying the Candidate**

Following the receipt of notification from the PCC a confirmation hearing will be arranged, which will take place within three weeks of the date of receipt of notification. The Chairman of the Panel or the Clerk will write to the candidate to confirm the date of the hearing and notify them of the principles of professional competence and personal independence on which they propose to evaluate the candidate. The letter will set out the legislative provisions underpinning the hearing and inform the candidate that any information they provide will be placed in the public domain.

If the candidate's references are to be distributed to the Panel it is the responsibility of the PCC to inform relevant referees of the placing of references in the public domain.

## **3) Briefing and Pre-meeting**

The Panel will try to have a pre-meeting prior to a confirmation hearing to allow for a consideration of the background information provided by the PCC. The pre-meeting is intended to provide members of the Panel with an opportunity to consider the scope and thrust of their questioning at the hearing. It is expected that questioning will concern the professional competence of the candidate and their personal independence and will rely on the background information provided.

The pre-meeting will be held in private and, where possible, will be attended by the Clerk or a legal adviser, or a senior HR adviser, to assist the Panel in the provision of specialist and technical advice. Additional information relating to the candidate, not provided by the PCC but available elsewhere, should be considered by the Clerk and the HR adviser to ensure that the process is fair, and that it will help the Panel assess competence and independence.

## **4) The Hearing**

With preparation and planning at the pre-meeting, confirmation hearings will be short and focused. The hearing will be a two stage process:



- The Panel will question the candidate to determine if he/she meets the criteria set out in the role profile and whether they possess the professional competence and personal independence to carry out the role; and
- The Panel will determine whether to endorse the candidate's appointment, or to recommend that the candidate should not be appointed. This second stage of the hearing will be held in closed session (see below).

At the start of the hearing the Chairman will outline the order of business and will explain the process and powers of the Panel. The candidate will be permitted to ask any procedural questions before the questioning starts.

The Panel will question the candidate and will ensure that the candidate is treated fairly and politely at all times.

At the end of the session the candidate has the opportunity to clarify any answers that he or she has given in the course of the hearing, and ask any procedural questions of the Panel, for example about the next steps or the decision-making process.

## **5) The Decision-making Process**

Immediately following the completion of questioning and points of clarification, the Panel will go into closed session to take its decision and prepare any recommendations to the PCC.

If the Panel is content with the proposed senior appointment it can agree to report to the PCC its endorsement of the appointment.

In the event that the Panel determines that a Schedule 1 candidate does not meet the requirements for the post the Panel may provide advice and recommendations to the PCC in its report.

Where a candidate meets the standards, but the Panel has concerns about their suitability, such concerns can form part of the Panel's report and recommendations to the PCC.

In the event that the Panel determine that a Schedule 1 candidate does not meet the minimum requirements for the post, providing advice and recommendations to the PCC in its report is the only option open to the Panel.

### Making Recommendations on Schedule 1 appointments

The Panel will decide whether to recommend to the PCC that the appointment be made, or that it not be made. A recommendation that an appointment is not made is not the same as a veto; the PCC can exercise the right to make the appointment despite a recommendation that the candidate be not appointed.

The Chairman of the Panel will write to the PCC on the next working day following the confirmation hearing to outline the decision and recommendations of the Panel. The candidate will also be sent a copy of the letter.

The Panel will agree an embargo period during before it publishes any information about its recommendations unless it is agreed with the PCC that this information can be released at an earlier stage. Members should treat the outcome as confidential until the embargo period has expired.

The Panel will ensure that the PCC has received and acknowledged receipt of the Panel's recommendations before making its recommendations public.



To	The Sussex Police & Crime Panel
From	The Sussex Police & Crime Commissioner
Subject	Notification of preferred candidate for the position of Chief Finance Officer
Date	4 July 2016
Recommendation	That the Panel commend the appointment of Iain McCulloch as Chief Finance Officer for the Sussex Police & Crime Commissioner

## **1.0 Introduction**

- 1.1 The Police Reform and Social Responsibility Act 2011 (the Act) provides that the Police and Crime Commissioner for a police area must appoint a person to be responsible for the proper administration of the Commissioner's financial affairs (referred to in the Act as the Chief Finance Officer). As a consequence a selection procedure for a new CFO was undertaken and a preferred candidate Mr Iain McCulloch has been identified.
- 1.2 On the 2 June the current postholder, Mr Carl Rushbridge formally provided notice that he would be leaving at the end of September.
- 1.3 The post of Chief Finance Officer is a statutory post for the Office of the Sussex Police and Crime Commissioner and is currently budgeted for within the organisational structure.
- 1.4 Under Schedule 1, paragraph 9, of the Act, the Sussex Police & Crime Commissioner must notify the Sussex Police and Crime Panel (the Panel) of her proposed appointment to the post.
- 1.5 The Commissioner must include the following information in the notification:
  - a) The name of the person whom the Commissioner is proposing to appoint (the candidate)
  - b) The criteria used to assess the suitability of the candidate for the appointment
  - c) How the candidate satisfies those criteria
  - d) The terms and conditions on which the candidate is to be appointed.

- 1.6 Under paragraph 10 of Schedule 1, the Panel must review the proposed appointment and make a report to the Commissioner within a period of three weeks beginning with the day on which the Panel receives notification from the Commissioner of the proposed appointment, including a recommendation to the Commissioner as to whether or not the candidate should be appointed.
- 1.7 In accordance with Paragraph 12 of Schedule 1, the Commissioner must notify the Panel of the decision whether to accept or reject the recommendation of the Panel.

## **2.0 The Recruitment and Selection Process**

- 2.1 An advert for the post was published in May on the OSPCC website, Sussex Police website, CIPFA on-line website, Guardian On-line, LinkedIn and Public Finance, with a closing date of 10 June. Nine applications were received.
- 2.2 Applications were shortlisted by the Police & Crime Commissioner, the Chief Executive & Monitoring Officer and the current Chief Finance Officer having regard to the job description and person specification. Five applicants were shortlisted although one applicant withdrew prior to interview.
- 2.3 The interview panel comprised the Sussex PCC, the Chief Executive & Monitoring Officer and the Chief Finance Officer. An independent HR professional from East Sussex County Council observed the interviews and reviewed the recruitment processes to ensure the procedure was fair and appropriate. As part of the interview candidates were asked to deliver a ten minute presentation on a chosen aspect of the role of the Chief Finance Officer.
- 2.4 A copy of the advert is attached at Appendix A.
- 2.5 The job description is attached at Appendix B
- 2.6 The person specification is attached at Appendix C

### **3.0 Statement from HR**

- 3.1 Mr Greg Nicol, Head of HR Advisory, Business Services Department, East Sussex County Council attended the interviews as an advisor to the Panel. He has made the following statement:

'I joined the panel at the beginning of the interview process. The panel set out the framework for questions/assessment. Each candidate was provided with an opportunity to give a presentation on a topic notified in advance. Thereafter, each candidate was asked a range of questions and each panel member was involved in this process. Following each interview a total score for each candidate based on their answers to the questions and the presentation was agreed between the panel.

I was satisfied that a fair and equitable process was followed from an independent HR recruitment perspective.'

### **4.0 Preferred candidate**

- 4.1 Following the assessment process the Commissioner proposes to appoint Iain McCulloch to the post of Chief Finance Officer for Sussex.
- 4.2 The Panel is asked to review the proposed appointment and make a report to the Commissioner on the proposal, including a recommendation as to whether or not the candidate should be appointed. The Commissioner will consider the report when issued and decide whether to accept or reject the Panel's recommendation on the proposed appointment. Until the conclusion of this process, Iain McCulloch remains the preferred candidate for the appointment.

### **5.0 Criteria**

- 5.1 The criteria used to assess the suitability of the candidate for the appointment are set out in the person specification at Appendix C.
- 5.2 The essential criteria applied were:
- qualified member of a chartered accounting body. The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988.
  - significant experience at a senior level as a finance professional in a public sector organisation, including experience advising political leaders on financial matters and developing financial plans and strategies.

5.3 The following statements provide a summary of evidence as to how Mr McCulloch meets the criteria:

- member of the Chartered Institute of Public Finance and Accountancy (1984)
- extensive experience in public sector finance including almost 2 years at a senior level within a policing environment
- has operated at a senior strategic level on a departmental management team and within a political environment

5.4 A copy of the application form received is attached in Part 2 of the papers for this meeting.

#### **6.0 The terms and conditions on which the candidate is to be appointed**

6.1 A summary of the terms and conditions relating to the post of Chief Finance Officer are attached at Appendix D.

#### **7.0 Financial implications**

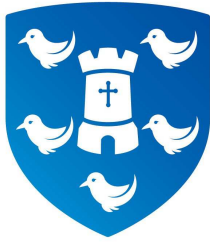
7.1 The salary and employer on-costs will be provided for within existing budgetary provisions.

#### **Background papers**

None

#### **Contact Officer:**

**Mary Clarke, Senior Governance Manager  
Office of Police & Crime Commissioner for Sussex**



# Sussex Police & Crime Commissioner

## **Job advert**

### **Chief Finance Officer Circa £78k**

#### **Use your financial acumen to make Sussex safer.**

- Act as the PCC's strategic financial adviser.
- Help shape policing issues at a local and national level.
- Ensure the financial affairs of the Police and Crime Commissioner (PCC) are properly administered.

## **Job Summary**

You will drive the delivery of the Police and Crime Plan through effective resourcing and financial management. A dynamic leader you will work closely with the Chief Executive and Monitoring Officer to implement strategy. As part of the Commissioner's Senior Management Team, you will lead on the development of our medium term financial strategy and deliver good financial management so that public money is used appropriately, economically, efficiently and effectively.

Under the leadership of the Police and Crime Commissioner (PCC), we are working to make Sussex safer through new ideas, innovation, and partnership work with colleagues in community safety and criminal justice.

## **Key Expertise**

- You will need to have experience of public sector finance, ideally working closely with elected officials.
- You must hold a full CCAB qualification, preferably CIPFA, and have significant senior level experience.
- Known for your integrity and openness to innovation, you will have the ability to build public confidence in policing and criminal justice systems and services.

- Above all, you will need the credibility and energy to provide comprehensive and at times critical advice to senior managers and political leaders.

If you would like to talk to the Chief Executive or Chief Finance Officer informally about the role, please contact Gina Wheatley on [Gina.Wheatley@sussex-pcc.gov.uk](mailto:Gina.Wheatley@sussex-pcc.gov.uk) or 01273 481561 to organise a suitable time.

To apply please download the application form from our website [www.sussex-pcc.gov.uk](http://www.sussex-pcc.gov.uk).

Closing date: 10 June 2016.  
Telephone interview: 17 June 2016.  
Final Interview: 27 June 2016.  
Police & Crime Panel confirmation hearing: 4 July 2016.

### **LinkedIn**

Hello. I am contacting you on behalf of The Office of the Sussex Police and Crime Commissioner (OPCC). We are looking for a talented finance professional, who can help shape policing issues at a national level. Of course, if it is not the right time to make a move, but you feel someone in your professional network would be interested, please do not hesitate to forward on.

Closing date: 10 June 2016.  
Telephone interview: 17 June 2016.  
Final Interview: 27 June 2016.  
Police & Crime Panel confirmation hearing: 4 July 2016.

### **Chief Finance Officer Circa £78k**

You will drive the delivery of the Police and Crime Plan through effective resourcing and financial management. A dynamic leader you will work closely with the Chief Executive and Monitoring Officer to implement strategy. As part of the Commissioner's Senior Management Team, you will lead on the development of our medium term financial strategy and deliver good financial management so that public money is used appropriately, economically, efficiently and effectively

Under the leadership of the Police and Crime Commissioner (PCC), we are working to make Sussex safer through new ideas, innovation, and partnership work with colleagues in community safety and criminal justice.



It is likely you will have experience of public finance in a local authority, policing or criminal justice agency. You will definitely be CCAB qualified with significant senior level experience. Known for your integrity and openness to innovation, you will have the ability to build public confidence in policing and criminal justice systems and services. Above all, you will need the credibility and energy to provide comprehensive and at times critical advice to senior managers and political figures.

To apply please download the application form from our website [www.sussex-pcc.gov.uk](http://www.sussex-pcc.gov.uk).



## JOB DESCRIPTION

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**Job Title:** Chief Finance Officer

**Responsible to:** Reporting to the Sussex Police & Crime Commissioner (SPCC)

### **Job Summary**

The key purpose of the role is to ensure that the financial affairs of the SPCC are properly administered and that adequate financial management arrangements are in place across the OSPCC and Force. The Chief Finance Officer (CFO) also acts as the SPCC's strategic financial adviser, ensuring all policies and plans are appropriately resourced.

This is a statutory role and the statutory responsibilities of the CFO of the SPCC are set out in the following legislation:

- paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011
- section 114 of the Local Government Finance Act 1988.

This role is the Section 151 Officer for the Police and Crime Commissioner for Sussex.

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### **Key Working Relationships**

- The Police and Crime Commissioner, Deputy Commissioner and Chief Executive
- The Police and Crime Panel
- Audit Committee
- Sussex Police Director of Finance
- Sussex Police Chief Constable and Chief Officers
- National and regional treasurer and finance officer bodies and networks

- Local authority and partnership finance leads

### **Key strategic and management responsibilities**

The Chief Finance Officer is the SPCC's professional adviser on financial matters and will:

- be a key member of the SPCC's Senior Management Team, working closely with the Chief Executive to implement strategy and to resource and deliver the SPCC's strategic objective sustainably and in the public interest;
- lead on development of the SPCC's medium term financial strategy;
- be actively involved in, and able to bring influence to bear on, all strategic business decisions, of the SPCC, ensuring that all financial implications, opportunities and risks are fully considered, and align with the SPCC's financial strategy;
- lead the promotion and delivery by the SPCC of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively; and must ensure that the finance function is resourced to be fit for purpose;
- liaise with the Force Director of Finance to advise the SPCC and Chief Constable on value for money in relation to all aspects of SPCC and Chief Constable/Force expenditure;
- represent the SPCC at national and regional networks including the Police and Crime Commissioners Treasurers Society (PaCCTs), East Sussex Finance Officers' Association (ESFOA), West Sussex Finance Officers Association (WSFOA);
- to manage the Democracy and Engagement Manager, and work closely with other SPCC staff to develop and support the team;
- ensure publication of Statement of Accounts and other external reporting requirements of the SPCC;
- lead on the development of the Treasury Management Strategy;
- jointly responsible with Director of Finance for managing the Internal Audit function and supporting the Audit Committee.
- any other reasonable duties as required by the SPCC.

### **Statutory responsibilities**

The Chief Finance Officer of the SPCC is responsible for:

- ensuring that the financial affairs of the SPCC are properly administered and that financial regulations are observed and kept up to date;

- ensuring regularity, propriety and Value for Money (VfM) in the use of public funds;
- ensuring that the funding required to finance agreed programmes is available from government funding, precept, other contributions and recharges;
- reporting to the SPCC, the Police and Crime Panel and to the external auditor any unlawful, or potentially unlawful, expenditure by the SPCC or officers of the SPCC;
- reporting to the SPCC, the Police and Crime Panel and to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure;
- advising the SPCC on the robustness of the budget and adequacy of financial reserves;
- ensuring production of the statements of accounts of the SPCC;
- ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts;
- liaising with the external auditor;
- advising the SPCC on the application of value for money principles by the police force to support the SPCC in holding the Chief Constable to account for efficient and effective financial management; and
- advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.

**NB** The CFO of the SPCC has certain statutory duties which cannot be delegated, namely, reporting any potentially unlawful decisions by the SPCC on expenditure and preparing each year, in accordance with proper practices in relation to accounts, a statement of the SPCC's accounts, including group accounts. The Chief Finance Officer of the SPCC is the SPCC's professional adviser on financial matters.

## **Political Restrictions**

The Chief Finance Officer is a politically restricted post. The Local Government and Housing Act 1989 places an obligation upon staff of the Police and Crime Commissioner to prepare a list of all posts which are regarded as politically restricted. The Act imposes restrictions on public political activity by the holders of such posts. All staff of the Police and Crime Commissioner, except for the Commissioner and the Deputy Police and Crime Commissioner, are politically restricted.

In summary, the restrictions imposed on postholders include:

- Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly for Wales, of the European Parliament or of the House of Commons, or Police and Crime Commissioner;
- Announcing, or allowing others to announce, ones candidature for one of the aforementioned offices;
- Holding office in a political party;
- Canvassing at elections; and
- Speaking or writing publicly on matters of party political controversy

## **Selection Criteria**

### **Qualifications and experience**

- Member of a chartered accounting body. The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988.
- Significant experience at a senior level as a finance professional in a public sector organisation, including experience advising political leaders on financial matters and developing financial plans and strategies.

### **Skills and qualities**

1. Demonstrable public service ethos and ability to build public confidence in policing and criminal justice systems and services.
2. Ability to act with integrity in line with values, standards and codes of corporate governance.

3. Ability to devise sound and effective financial strategies, and to be innovative in developing better ways to deliver value for money and improved services.
4. Ability to identify, assess and manage financial risk effectively.
5. Ability to provide clear, authoritative and impartial advice based on objective financial analysis and interpretation of complex situations.
6. Ability to operate with sensitivity in a political environment.
7. Ability to give clear professional advice to political leaders and senior colleagues including the ability to challenge where legal and professional standards are not being upheld.
8. Ability to make sound and timely decisions weighing up the wider impact of costs, benefits and risks involved.
9. Ability to work with and influence senior finance and other operational colleagues to achieve agreed objectives.
10. Ability to network and build effective stakeholder relationships at a local and national level.
11. Ability to lead and manage staff giving direction but building enthusiasm and commitment, and effectively leading colleagues through change.

## **Person Specification**

### **Qualifications and experience**

- Member of a chartered accounting body. The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988.
- Significant experience at a senior level as a finance professional in a public sector organisation, including experience advising political leaders on financial matters and developing financial plans and strategies.

### **Skills and qualities**

12. Demonstrable public service ethos and ability to build public confidence in policing and criminal justice systems and services.
13. Demonstrate experience of commissioning and partnerships at a senior level.
14. Ability to act with integrity in line with values, standards and codes of corporate governance.
15. Ability to devise sound and effective financial strategies, and to be innovative in developing better ways to deliver value for money and improved services.
16. Ability to identify, assess and manage financial risk effectively.
17. Ability to provide clear, authoritative and impartial advice based on objective financial analysis and interpretation of complex situations.
18. Ability to operate with sensitivity in a political environment.
19. Ability to give clear professional advice to political leaders and senior colleagues including the ability to challenge where legal and professional standards are not being upheld.
20. Ability to make sound and timely decisions weighing up the wider impact of costs, benefits and risks involved.
21. Ability to work with and influence senior finance and other operational colleagues to achieve agreed objectives.
22. Ability to network and build effective stakeholder relationships at a local and national level.
23. Ability to lead and manage staff giving direction but building enthusiasm and commitment, and effectively leading colleagues through change.

## Chief Finance Officer

### Summary of Terms and Conditions of Appointment

Office of the Sussex Police & Crime Commissioner  
Sackville House  
Brooks Close  
Lewes  
East Sussex, BN7 2FZ

This Contract of Employment, together with The Police and Social Responsibility Act 2011, (Section 18 and Schedule 1), sets out the employment relationship between the Parties. Where references and procedures are non-contractual, these may be reviewed and changed from time to time. Any references made are intended to refer to the current Version in force at the time of writing.

The Chief Finance Officer will be employed by the Sussex PCC and be subject to a contract of employment which will generally reflect the terms and conditions applying to the PCC's staff. This post is a "politically restricted" post within the terms of the Local Government and Housing Act 1989 and Local Government (Political Restrictions) Regulations 1990.

As this post represents a new statutory role, the delegated functional responsibilities of the post and associated terms and conditions will be subject to review at the discretion of the Commissioner.

Notwithstanding the above, the main terms and conditions of appointment are:-

<b>Job Title</b>	Chief Finance Officer (CFO)
<b>Responsibilities</b>	The CFO is responsible for the proper administration of the financial affairs of the Police and Crime Commissioner for Sussex
<b>Term of Contract</b>	This is a permanent contract of employment. The employment is subject to the provisions regarding Notice as set out below.



<b>Job Description</b>	The Sussex Police & Crime Commissioner will advise the CFO of the normal duties required of the role however it may be necessary for these to be amended or changed from time to time in accordance with organisational need, which may include specific responsibilities of a similar or lesser graded post. Any changes which the Sussex Police & Crime Commissioner considers require formal consultation with you will be subject to such consultation.
<b>Place of Work</b>	The main place of work for the CFO will be Sackville House, Lewes although he may be required to work in other venues across Sussex from time to time. The role will also require regular travel around Sussex.
<b>Eligibility to Work</b>	It is also a condition of employment that the CFO is and remains eligible to work in the United Kingdom. The CFO may be dismissed without notice if it comes to our attention at any time that he is not eligible to work in the United Kingdom.
<b>Hours of Work</b>	This will be a full-time position of 37 hours a week.
<b>Basic Salary – Full Time</b>	The full time gross salary for this role will be £78,000 per year
<b>Pension Scheme</b>	The CFO is entitled to join the Local Government Superannuation Scheme. A Contracting Out certificate under the Pension Schemes Act 1993 is in force in respect of the employment.
<b>Deductions from Pay</b>	During the employment and upon its termination, as well as the normal National Insurance, income tax and any agreed pension deductions, we may also make deductions from the CFO salary in respect of any sums owed to us including any overpayment of wages, loans, elective training provided, loss or damage to organisational property, expenses and any excess holiday pay received. Where this applies the CFO will be consulted prior to the deduction to discuss the terms of the repayment.
<b>Holidays</b>	The CFO will be entitled to the annual bank and national holidays where these fall annually.  The annual leave entitlement for the CFO will be 27 days plus bank and public holidays.

<b>Holiday Pay</b>	<p>Holiday pay is paid at the basic rate for contracted hours.</p> <p>Any leave request must be agreed with the Chief Executive in advance</p>
<b>Sick Pay &amp; Rules</b>	<p>The CFO will be entitled to statutory sick pay in the event of properly notified sickness absence, where the necessary criteria are met.</p>
<b>Notice</b>	<p>The CFO may bring his employment with the Office of the Sussex Police &amp; Crime Commissioner to an end at any time by giving three months notice in writing.</p> <p>The Office of the Sussex Police &amp; Crime Commissioner may otherwise bring the CFO's employment to an end by giving three months written notice.</p>
<b>Conduct</b>	<p>The Office of the PCC code of conduct will apply.</p>
<b>During Notice</b>	<p>The CFO will be entitled to contractual pay during any notice period provided the correct amount of notice in writing has been given.</p>
<b>Equal Opportunities</b>	<p>The Office of the Sussex Police &amp; Crime Commissioner operates equality of opportunity in compliance with legislation. We recognise and accept our responsibility to promote equal opportunities both as an employer and a provider of services.</p>
<b>Dignity at Work</b>	<p>The CFO must respect the dignity of everyone he comes into contact with during his employment and must not unlawfully discriminate against, harass, victimise or bully any other person. Such behaviour is regarded as gross misconduct and may lead to dismissal without notice.</p>

<b>Data Protection</b>	<p>The CFO must consent to the Office of the Sussex Police &amp; Crime Commissioner processing their personal data including information about their sex, status, racial or ethnic origin, in order to properly fulfil its obligations under this Agreement, and as otherwise required by law in relation to your employment in accordance with the Data Protection Act 1998.</p> <p>The processing of this data will principally be for personnel, administrative and payroll purposes and the CFO will be entitled to access personal information held on request.</p>
<b>Security vetting</b>	The CFO is required to be security vetted.

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