

Cleveland Police and Crime Panel

Rules of Procedure

1. These are the rules of procedure for the Cleveland Police and Crime Panel (“the Panel”).
2. Stockton-on-Tees Borough is the lead authority for the purposes of these rules of procedure.
3. The Chair and Vice-Chair of the Panel will be appointed by the Panel from amongst its members.
4. The terms of office of the Chair and Vice-Chair shall be for the period up to the first meeting of the Panel after the Annual Meetings for the four Cleveland Local Authorities (“the Local Authorities”), subject however to the prior resignation or removal of the Chair and/or Vice-Chair.
5. There are no restrictions on how many times a Panel member may be appointed as Chair or Vice-Chair of the Panel.
6. The Chair and/or Vice-Chair of the Panel may be removed as Chair or Vice-Chair at any time at a Panel meeting, but will remain Panel members.
7. If the Chair and/or the Vice-Chair of the Panel resign as Chair or Vice-Chair or cease to be elected members of the Cleveland Local Authorities, the Panel will appoint other Panel members to be the Chair and/or Vice-Chair.
8. The Panel will agree a diary for their meetings during each municipal year as soon as practicable after the Annual Meetings of the Local Authorities.
9. The Chair in consultation with any Vice-Chair may call a meeting of the Panel at any time.
10. The agenda for any Panel meeting shall be determined in consultation with the Chair or with the Vice-Chair in the Chair’s absence or when the Chair is otherwise unable to act.
11. Except with the approval of the Chair (to be given only in a case of clear urgency) five clear working days at least before a Panel meeting, a summons to attend the meeting specifying the business proposed to be transacted thereat will be sent to every member of the Panel and a copy thereof shall be sent to the Chief Executive or other authorised representative of each of the Local Authorities.
12. Meetings shall be held at such place, and at such times as the Panel may determine from time to time.
13. The Local Authorities may not appoint a substitute to attend in the place of their named Panel members.
14. If the Chair and Vice-Chair of the Panel are not present at a meeting of the Panel, the remaining Panel members, if they constitute a quorum, shall elect a Chair for the duration of the meeting.

15. The Panel will consider the following business at its meetings:-
 - (i) Minutes of their last meeting.
 - (ii) Declarations of Interest
 - (iii) Any urgent item of business which is not included on the agenda but which the Chair agrees should be considered
 - (iv) The business otherwise set out on the agenda for the meeting.
16. Save where specified otherwise in the Police Reform and Social Responsibility Act 2011 ("the Act") or any related regulations or orders ("related legislation") issued by the Secretary of State, every matter arising at a meeting shall be determined by a majority of the votes of the members present in the room and voting at the time on the question or when the motion is put. Voting will be by shows of hands, or if no dissent by the affirmation of the meeting. All members, whether appointed by the Local Authorities, or co-opted by the Panel will each have one vote.
17. The Chair shall however be entitled to exercise a casting vote in the case of an equality of votes.
18. One third of the membership of the Panel shall form a quorum provided that not less than two of the four Local Authorities are represented at the meeting.
19. The Panel may invite such observers to attend its meetings as it may determine from time to time.
20. A minute book shall be provided and a record of the proceedings duly recorded therein. The minutes of any meeting shall be submitted to the next meeting of the Panel for approval.
21. Copies of the minutes of each meeting shall be sent to each member of the Panel and to the Chief Executive or other authorised representative of each of the Local Authorities within 7 days after the date of the meeting.
22. The Panel may appoint such sub-committees of their members as they may from time to time determine.
23. The composition and quorum of any such sub-committees shall be consistent, on a pro-rata basis, with the composition and quorum of the Panel.
24. A Sub-Committee of the Panel may not discharge any of the following functions of the Panel:-
 - (i) Co-opt members
 - (ii) Section 28(3) of the Act (Scrutiny of Police and Crime Plan)
 - (iii) Section 28(4) of the Act (Scrutiny of the Annual Report)
 - (iv) Paragraphs 10 and 11 of Schedule 1 of the Act (Scrutiny of Senior Appointments)
 - (v) Schedule 5 of the Act (issuing precepts); and
 - (vi) Part 1 of Schedule 8 of the Act (Scrutiny of the appointment of chief constables)
25. Meetings of the Panel and its Sub-Committees will be public meetings for the purposes of the Access to Information provisions of the Local Government 1972 Act, save where specified otherwise in the Act or related legislation.

26. The interests provisions of the Code of Conduct for Local Authority Members, approved by Stockton-on-Tees Borough Council in accordance with the Localism Act 2011, including any statutory extension, modification, or amendment or replacement of the same, will be deemed to apply to all members of the Panel when conducting the Panel's business.
27. The conduct of meetings of the Panel and its Sub-Committees will be regulated by the Chair (or other person chairing the meeting) in accordance with the general principles and conventions which apply to the conduct of local authority meetings.
28. In the event of the need arising because there is no meeting of the Panel convened in time to provide the necessary authorisation, officers of the lead authority are authorised, in consultation with the Chair and/or Vice-Chair to take such action as they consider appropriate or necessary to facilitate the role and function of the Panel, having regard to the Panel's terms of reference, the Panel's arrangements approved under the Act and any provision of the Act or related legislation and subject to any such action being reported to the next available meeting of the Panel for ratification.
29. The validity of the proceedings of the Panel and its Sub-Committees is not affected by a vacancy in the membership of the Panel or a defect in appointment.