Lancashire Police and Crime Panel – Panel Arrangements

1. General Principles

1.1. Blackburn with Darwen Borough Council ['BWDBC'] shall act as the host authority for the Police and Crime Panel. BWDBC will act as Secretary to the Panel and shall be responsible for ensuring that the necessary officer support is provided and that any necessary arrangements are made to promote the role of the Panel.

1.2. The Panel must be made up of a minimum of 15 councillors and 2 independent co-opted members.

1.3. The constitution of the Panel should take account of, as far as is practical, both political and geographical proportionality, as well as the necessary knowledge, skills and experience to discharge its functions effectively – “the balanced appointment” objective.

1.4. Additional members may be co-opted on to the Panel to enable the balanced appointment objective to be met, as long as the size does not exceed 20 and the Secretary of State approves the co-options. Additional Members may or may not be councillors.

2. Membership

2.1. The constituent councils on the Panel are the County Council, the two unitary authority councils and the twelve district councils in Lancashire.

2.2. The Panel’s membership will be made up of one councillor from each constituent Council and 2 independent co-opted members, plus any additional Councillors from specific authorities in order to achieve the balanced appointment” objective.

2.3. All County Councillors and District Councillors are eligible to be members of the Panel.

2.4. All Councillors on the Panel will serve a term of 12 months.

2.5. Each constituent council may send a substitute member to meetings, as notified to the Secretary of the Panel, and this substitute member will be
permitted to act as a substitute member with full voting rights at meetings of the Panel and any Task Groups appointed by the Panel. A substitute member must be from the same party as the member appointed by the constituent council. If the panel member is an independent councillor then any substitute must also be an independent councillor.

3. Independent Members

3.1. The Panel has previously agreed to co-opt two independent members onto the Panel for a term of four years.

3.2. The lead authority will undertake the selection process on behalf of the Panel for co-opting independent members which will include a reasonable period of public advertisement for the positions. The closing date for the receipt of applications will not be less than two weeks from the date the advertisement is first placed.

3.3. Information packs will be prepared and sent to those requesting application forms.

3.4. The Panel will determine and agree its Selection Panel in accordance with the “balance appointment objective”.

3.5. Following the interviews, the five members Selection Panel will make recommendations to the Panel about the appointments.

3.6. The Selection Panel may recommend appointment of additional Independent co-opted members to the Panel who may act as substitutes at meetings in the event of the absence of one or both of the term appointed (see 3.1 above) independent members of the Panel”.

4. Vacancies

4.1. A vacancy on the Panel arises when a County Councillor, District Councillor or an independent member ceases to be a member of the Panel for any reason.

4.2. Each council will fill vacancies for elected members in accordance with the arrangements in their constitution. Vacancies for independent members will be filled in accordance with the selection process outlined in section 3.
5. **Removal of, or resignation of, appointed and co-opted Members**

5.1. Co-opted members will cease membership of the Lancashire Police & Crime Panel after a maximum of 8 years (2 x 4 year terms).

5.2. Any co-opted member who fails to attend three consecutive meet of the Lancashire Police & Crime Panel shall cease to be a member unless the failure was due to some reason approved by the Lancashire Police & Crime Panel.

5.3. A person may resign as a co-opted member of the Lancashire Police & Crime Panel by written notice served on the Secretary and the resignation shall take effect on the date specified in the notice.

5.4. Where a co-opted member ceases to be a member for any reason, the Lancashire Police & Crime Panel shall appoint a replacement for a term of 4 years.

6. **Conditions for reappointment of members**

6.1. Councillors may serve more than one 12 month term.

6.2. Co-opted members may be eligible to apply for a subsequent four year term but may not serve more than two consecutive four year terms.

7. **Costs of the Panel**

7.1. The costs of the Panel will be borne by the constituent councils. The Home Office has agreed to provide funding for administrative costs.

7.2. Subject to Grant Funding being received the following single annual payments (based on 4 ordinary meetings per year) are payable:

   - The Chair of the Panel £600.00
   - The Vice Chair of the Panel £480.00
   - Task and Finish Group Lead £400.00
   - Task and Finish Group Members £300.00

   These payments also cover expenses and are subject to regular attendance at all meetings. The other members of the Panel can claim expenses for attendance at the panel as and when they arise on proof of expenditure.

7.3. The lead authority will have responsibility for the financial arrangements to support the operation of the Panel, including the receipt of funds (whether paid
by the Home Secretary or otherwise) and the making of payments between the constituent councils and to panel members.