



DECISION PAPER

DECISION: 2018/03	DATE: 19 APRIL 2018
TITLE: DECISION MAKING ARRANGEMENTS	
REPORT BY: ANGELA HARRISON - DIRECTOR	
Executive Summary <p>The Commissioner will recall that the Scheme of Corporate Governance for the Police & Crime Commissioner and the Constabulary were adopted on the 11th August 2016. The way the Commissioner makes decisions forms part of that framework. This report sets out proposals for changing those decision making procedures.</p>	
Recommendation To review the report and agree the proposals set out therein.	
Signature <i>Clive Ashaw</i> Police and Crime Commissioner Date <i>19th April 2018</i>	

1. Background and Proposals

1.1. The current arrangements set out that a Joint Management Board will meet once a month, usually scheduled to take place in the last week of every month, unless there is no business in which case it will be cancelled.

1.2. Over the last 12 months, it has become apparent that it would be better if there were 4 scheduled Joint Management Board meetings a year only. Additionally, it is suggested that informal Strategic Business Meetings take place between the Chief and the Commissioner on issues relevant at the time. Notes of these meetings will not be published. The aim of these meetings is to facilitate real time discussions on pertinent issues.

1.3. For the year 2018-19, the following meetings are therefore proposed:

5 th June 2018	Joint Management Board (JMB)
19 th July 2018	Strategic Business Meeting (SBM)
22 nd August 2018	Joint Management Meeting (JMB)
18 th September 2018	Strategic Business Meeting (SBM)
16 th October 2018	Strategic Business Meeting (SBM)
15 th November 2018	Joint Management Board (JMB)
12 th December 2018	Strategic Business Meeting (SBM)
15 th January 2019	Strategic Business Meeting (SBM)
13 th February 2019	Joint Management Meeting (JMB)

1.4. In terms of Strategic Scrutiny meetings, there will continue to operate on a quarterly basis, in accordance with the updated Scrutiny Principles as attached at Appendix 1. For the year 2018-19, the following Strategic Scrutiny meetings will take place:

5 th June 2018	Strategic Scrutiny
22 nd August 2018	Strategic Scrutiny
15 th November 2018	Strategic Scrutiny
13 th February 2019	Strategic Scrutiny

1.5. This report also introduces a new Decision Making Policy Statement. This will replace the Statement on Decision Making that is currently on the website. The new policy Statement is attached at Appendix 2.

1.6. It is proposed that meeting dates for the forthcoming year will be agreed in March every year and a schedule of meetings will be made available for the public.

1.7. In addition, a schedule of agenda preparation, finalisation of reports will also be put in place to aid timelines and also to ensure all statutory/other officers have been constituted properly. The spirit of these appendices is that timescales are complied with, failure to do so may mean that reports do not go to the meeting on that occasion, except in the case of urgent decisions. Each organisation is to ensure key officers and statutory officers are present. They will be chaired by the Director of the OPCC.

2. Implications

2.1. These proposals will be administered through the Office of the Police & Crime Commissioner and have no HR or financial impact.

2.2. Good governance is essential to the running of the Office of the Police & Crime Commissioner and these arrangements enhance those arrangements.

2.3. Constabulary have been consulted on these proposals and have indicated their agreement.

3. Recommendations

The Commissioner is requested to renew the report and appendices and to agree them.

Angela Harrison
Director, OPCC
April 2018

Officer declaration	Date
As above	
LEGAL IMPLICATIONS	
As above	
FINANCIAL IMPLICATIONS	
As above	
EQUALITIES IMPLICATIONS	
As above	
CONSULTATION	

Chief Executive Officer (Monitoring Officer)

I have been informed about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lancashire.

Signature........Date...10.5.2018.