



Sussex Police & Crime Commissioner

Performance & Accountability Meetings – Terms of Reference

Purpose

The purpose of the Performance & Accountability Meetings (PAMs) are to provide the Police & Crime Commissioner (PCC) with an opportunity to discharge the statutory duty of holding the Chief Constable to account for Sussex Police, as set out in Chapter 1 – Section 7 of the Police Reform and Social Responsibility Act 2011.

The PCC must hold the Chief Constable to account for the exercise of: (a) the functions of the Chief Constable and (b) the functions of persons under the direction and control of the Chief Constable.

Aims

The aims of the PAMs are to:

- ✓ Hold the Chief Constable to account for delivering policing that is efficient, effective and responsive to the needs of the public;
- ✓ Enable the PCC and the Chief Constable to openly and publicly demonstrate accountability, transparency and value for money over a broad range of police functions, decisions and national publications and inspections; and
- ✓ Demonstrate progress made against the policing and crime objectives set out in the PCC's Police & Crime Plan.

Attendance at PAMs

The PAMs will be attended by the PCC, Chief Constable and Deputy Chief Constable, and any other senior officer, as required.

In the absence of the Chief Constable, Deputy Chief Constable or both, Sussex Police will identify the individual(s) to deputise.

The Chief Executive & Monitoring Officer and/or the Chief Finance Officer within the Office of the Sussex Police & Crime Commissioner (OSPCC) will also support the PCC at the PAMs.

The coordination and administration of the PAMs will be undertaken by the OSPCC.

Location, frequency and time of PAMs

The PAMs will be held at Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ.

If Sackville House is unavailable to host a PAM, an alternative location will be identified and communicated to Sussex Police.

The PAMs will take place on a monthly basis and will commence at 13:00, unless otherwise stated. The PAMs are not held in the month of August each year.

The dates of the PAMs for the calendar year will be shared with Sussex Police in advance. These dates will also be published on the PCC's website.

Setting the agenda

The agenda for the PAMs will be developed by the OSPCC and will cover a broad range of police functions, decisions and national publications and inspections.

The progress made against the policing and crime objectives set out in the PCC's Police & Crime Plan will be challenged through the PAMs too.

In addition, every published report from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) will be scrutinised at the next scheduled PAM, including following up on any recommendations identified.

The agenda will be ratified at the closest Senior Management Team (SMT) meeting, ahead of the scheduled PAM. Throughout the agenda setting process any sensitive and/or confidential agenda items will be identified and a decision taken as to whether any particular items need to be raised under an Extraordinary PAM.

The proposed 'areas of questioning' will be shared with Sussex Police ahead of the questions being finalised, to assist the Force with their preparations.

The final questions will be shared with Sussex Police no less than 7 working days before the scheduled PAM, in accordance with the best practice identified within the Local Government Act 2000.

Any follow-up or supplementary questions over and above those shared in advance of the scheduled PAM will remain at the discretion of the PCC.

Any topical items can be added to the agenda by the PCC up to and including on the day of the scheduled PAM, as required. It is accepted that in these circumstances there may be limitations to the information that can be provided by Sussex Police at that time (for example, in respect of 'live' or ongoing police operations).

Access to PAMs

The PAMs will be webcast live, unless a fault with technology prevents this from happening.

Each of the PAM sessions will be archived retrospectively and available to view through the following link: <https://sussex-pcc.public-i.tv/core/portal/home>

Members of the public are not able to attend the PAMs in person.

Each of the themes raised at the PAMs, together with a summary of the minutes and actions taken, will be published on the PCC's website, in a timely manner.

Extraordinary PAMs

Occasionally, an Extraordinary PAM (EPAM) will be required to hold the Chief Constable to account for agenda items that are sensitive and/or confidential in nature.

Other items that relate to reputational risk, commercial sensitivities and/or embargoed reports may also be raised at an EPAM.

A decision about the access to the EPAMs will be taken by SMT ahead of any scheduled meetings, based on the agenda items being discussed. It is at the discretion of the PCC whether the EPAMs will be closed sessions or not. This will have an impact as to whether the meeting is webcast on the PCC's website, with summary minutes and actions published or not.