



1. The South Yorkshire Police and Crime Panel (the PCP) will serve the combined areas of the following Local Authorities:-

Barnsley Metropolitan Borough Council
Doncaster Borough Council
Rotherham Metropolitan Borough Council
Sheffield City Council
(the local authorities)

2. The PCP will comprise 10 Members appointed by the Councils and three Independent (co-opted) members.
3. Barnsley Metropolitan Borough Council will act as host authority to the PCP. They will hold the central funding and provide secretariat, policy and scrutiny support.

4. **Appointment of Councillor Members**

The four local authorities will appoint Members of their Council to membership of the PCP in the following numbers:

Barnsley Metropolitan Borough Council	2
Doncaster Metropolitan Borough Council	2
Rotherham Metropolitan Borough Council	2
Sheffield City Council	4

(the appointed Members)

In appointing members to the PCP the local authorities will act in accordance with Schedule 6 of the Police Reform and Social Responsibility Act 2011 (the Act) and, in particular, ensure the requirement to secure the balanced appointment objective is met.

5. **Co-option of Independent members**

- 5.1. The PCP shall co-opt three Independent members.
- 5.2. The selection process for co-opting Independent members should include a reasonable period of advertising for the positions. A closing date of at least two weeks for the receipt of applications should be given from the date the advertisement is first placed.
- 5.3. Information packs should be prepared and sent to those requesting application forms.

- 5.4. The applications will be considered against agreed eligibility criteria and the Chair and Vice-Chair of the PCP will consider applications and interview candidates.
- 5.5. Following the interviews, the Chair and Vice-Chair will make recommendations to the PCP regarding co-option. The co-option will be by a simple majority of votes cast.
- 5.6. When co-opting Independent members the PCP must ensure that (as far as is practicable) the co-opted members, when taken with the appointed Members, have the skills, knowledge and experience necessary for the PCP to discharge its functions effectively.

6. Term of office for Members of the PCP

- 6.1. Appointed Members (Councillors) shall be appointed annually to the PCP to hold office for the following municipal year, and all such appointments shall be notified to the host authority **no later than 30th June in each year**, subject to the proviso that the appointment Member shall cease to be a Member of the PCP if he/she ceases to be a Member of the appointing local authority (and does not on the same day again become a Member of that local authority).
- 6.2. A co-opted (Independent) member shall be co-opted for a term of four years (and for no more than two terms of four years = eight years in total).

7. Resignation and removal of appointed Members of the PCP

- 7.1. A local authority may decide in accordance with its procedures to remove one of its Members from the PCP at any time and, upon doing so, shall give written notice to the Monitoring Officer of the host authority of the change.
- 7.2. A Member may resign from the PCP at any time by giving notice to his or her local authority who will inform the Monitoring Officer of the host authority.
- 7.3. In the event that any Member resigns from the PCP, or is removed from the PCP by his or her local authority, the local authority shall immediately take steps to nominate and appoint an alternative Member to the PCP, in accordance with paragraph 4.

8. Failure to Attend Meetings

- 8.1. Subject to the provisions of Section 85 Local Government Act 1972, any Member failing to attend any meeting of the Panel for a period of six months ceases to be a Member of the Panel unless within that period the Member's absence is approved by the Panel.

8.2. The Clerk to the Panel will monitor absences from the meetings and, unless approval for any absence is given by the Panel, will report the failure to attend the Panel in order that it may declare a vacancy and notify the relevant constituent Council.

9. **Resignation and removal of Co-opted (Independent) members of the PCP**

9.1. The appointed Members of the PCP may resolve, by a majority, to remove a co-opted (Independent) member of the PCP if his or her contribution to the work of the PCP is considered to be unsatisfactory.

9.2. A co-opted (Independent) member may resign at any time by giving notice to the Monitoring Officer of the host authority.

10. **Re-appointment of appointed members of the PCP**

10.1. This will be done by the appointing local authority in accordance with paragraph 4.

11. **Re-appointment of co-opted (Independent) members**

11.1. This will be done by the PCP in accordance with paragraph 5.

12. **Conduct**

12.1. Appointed Members must observe the Code of Conduct of his or her local authority and any related protocols as agreed by the PCP.

12.2. Co-opted (Independent) members must observe the Code of Conduct of the host authority and any related protocols as agreed by the PCP.

13. **Validity of Proceedings**

13.1. The validity of the proceedings of the PCP shall not be affected by a vacancy in the membership of the PCP.

14. **Quorum**

14.1. A meeting of the Panel cannot take place unless at least one third of the **whole** number of its Members is present during the entire proceedings.

15. **Cost of the PCP**

15.1. The Home Office funding for the PCP is to be paid by the host authority. These funds are to be used to support the democratic, legal, scrutiny and administrative costs of the PCP, and for paying members' allowances.

15.2. The PCP may consider how any additional costs are to be met and approach each local authority with a request for funding accordingly.

16. **Members' Allowances / Special Responsibility Allowances**

16.1. Each member of the PCP receives £920 per annum.

16.2. The Chair of the PCP receives a Special Responsibility Allowance (SRA) of £5,350 and the Vice-Chair of the PCP receives £2,675 per annum.¹

17. **Travel and Subsistence**

17.1. Members can claim the following travel:

Type of Vehicle	First 10,000 business miles in the tax year	Each mile over 10,000 business miles in the tax year
Car or van	45p per mile*	25p per mile
Motor cycle (including mopeds)	24p per mile	24p per mile
Bicycle	20p per mile	20p per mile

*plus 5p per mile per passenger carried.

Please note that the names of all passengers must be clearly recorded on the allowance claim form.

Subsistence:

This should be claimed when working away from South Yorkshire (e.g. conferences, Seminars, training etc).

Breakfast	=	£6.86
Lunch	=	£9.47
Tea	=	£3.72
Evening Meal	=	£11.72

¹ Agreed at Police & Crime Panel on 3rd December 2018 following an Independent Review.