

## **West Midlands Police and Crime Commissioner**

### **Strategic Policing and Crime Board**

#### **Rules of Procedure**

##### **Introduction**

1. These rules shall guide the proceedings of the West Midlands Police and Crime Commissioner's Strategic Policing and Crime Board ("the Board").
2. The Board shall act as a forum for advice and guidance to the Police and Crime Commissioner (PCC). The Board does not have decision making powers.
3. The Board shall regulate its own procedure within the spirit of good governance and in the public interest. Any decision by the chair of the meeting on the interpretation of these rules shall be final.
4. Reference to a member or members shall be to a member of the Strategic Policing and Crime Board.

##### **Convening of meetings and notices**

5. Meetings shall be held in public at venues and on dates as set by the PCC. The Chief Executive will arrange the meetings and send notice of each meeting to members.
6. Notice of a meeting will be posted on the Commissioner's website [www.westmidlands-pcc.gov.uk](http://www.westmidlands-pcc.gov.uk). This notice will detail the time, date and place at which the meeting is to be held together with details of the business to be transacted at the meeting. This will include copies of any reports to be considered by the Board and which are available for publication.
7. The PCC, or in his absence, the Deputy PCC may convene a special meeting to conduct business required to be considered as a matter of urgency which cannot await the next scheduled meeting of the Board.

##### **Business to be considered at Board meetings**

8. The Commissioner will determine the business to be conducted at each meeting. It will include, unless otherwise agreed by the Commissioner:
  - Declarations by Board Members of interests and potential conflicts of interest in relation to the business to be transacted;
  - Apologies for absence;
  - Approval of the notes of the previous meeting;
  - Public questions;
  - Consideration of proposed PCC decisions;
  - Reports as determined by the Commissioner;

- Matters raised by Board members, notice of which must be given to the Chief Executive at least ten days before a meeting.

### **Publication of reports**

9. Reports for the Board will be published on the PCC website unless paragraph 10 applies.

10. Reports which contain:-

- Personal data;
- Information relating to the financial or business affairs of any particular person including the corporations of the PCC and Chief Constable;
- Information which is subject to a duty of confidence;
- Information which relates to consultations or negotiations with third parties;
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; and
- Information which would constitute exempt information under the Freedom of Information Act 2000,

and which in the opinion of the Chief Executive, the public interest in maintaining any statutory exemption from publication outweighs the public interest in disclosing the information shall be marked by the Chief Executive as “Not for Publication” and shall not be published before the Board has considered the report and the extent to which such reports shall be published or considered in public at a meeting of the Board.

### **Chair of meeting**

11. The PCC shall take the chair at each meeting of the Board provided that in the absence of the PCC the Deputy PCC shall take the chair.

### **Public questions**

12. Any member of the public, other than a police officer or member of police staff, who lives, works or studies in the West Midlands may ask a question relating to the duties and responsibilities of the PCC.

13. Questions must be submitted in writing to the Chief Executive at least ten days before the date of the meeting and shall be included in the agenda for the meeting.

14. Questions shall, if practicable, be answered orally at the meeting by the PCC or a person requested to do so by the Commissioner on his behalf. Where it is not practicable to answer the question orally at the meeting a written reply will be sent to the questioner.

15. Any question which contains personal data or exempt information shall not be published in the agenda but shall receive a written response.

### **Exclusion from meeting**

16. The PCC, Deputy PCC or a member who has an interest in any matter which amounts to a pecuniary interest or a potential conflict of interest shall be under an obligation to declare the pecuniary interest or conflict of interest at the commencement of the meeting or as soon as the member becomes aware of any circumstances which give rise to an obligation to declare a pecuniary interest or conflict of interest. All declarations shall be recorded in the notes of the meeting.
17. Subject to the view of the Commissioner, a member under an obligation to declare a pecuniary interest or potential conflict of interest shall withdraw from the meeting for the consideration of the matter to which the interest or conflict relates and shall not take part in any discussion.
18. A member who is a local authority member of a district council shall not by virtue only of such membership be deemed to have a pecuniary interest and shall not be required to withdraw from the consideration of any matter affecting the council of which they are a member unless they are the decision maker or otherwise have a pecuniary interest.

### **Notes**

19. The Chief Executive shall ensure that notes of the Board's business are made and, once approved by a subsequent meeting, published on the PCC web site.

### **Private business**

20. Where the business to be transacted would involve the disclosure of confidential or exempt information which is considered by the Commissioner not to be in the public interest, the Commissioner may resolve to conduct any part of the meeting in private and exclude members of the public from that part of the meeting.

### **Suspension of rules of procedure**

21. During the course of any meeting a member of the Board may seek the agreement of the PCC, or in his absence the Deputy PCC, to suspend or vary these rules of procedure in relation to any item of business.