



# Lincolnshire POLICE & CRIME COMMISSIONER

SAFER TOGETHER

## Public Assurance Meetings Terms of Reference

These are the terms of reference for the Public Assurance Meeting (PAM) held between the Lincolnshire Police and Crime Commissioner (PCC) and the Chief Constable (CC) of Lincolnshire Police.

### 1. Aim

The Public Assurance Meeting is one of the primary mechanisms by which the PCC meets his statutory responsibility to hold the Chief Constable to account, and it is specifically focussed on key aspects of force performance.

Objectives:

- To scrutinise, support and challenge the performance of Lincolnshire Police in accordance with the performance framework contained in the PCC's Community Safety, Policing and Criminal Justice Plan for Lincolnshire.
- To provide assurance regarding the effectiveness and efficiency of the policing services delivered by Lincolnshire Police
- To provide an opportunity for the public to ask the Chief Constable questions about force performance
- To review the latest force performance summary report and the Chief Constables analysis of force performance.

Exclusions:

- The meeting will not include holding the Chief Constable to account for the management of the funds provided to him for the purpose of policing and the delivery of force strategy and objectives. This aspect of performance will be dealt with through other key governance meetings.

### 2. Meeting Content

The Public Assurance Meeting has a published agenda outlining the planned content of each meeting. The PAM will routinely:

- Allot time for the Chief Constable to answer questions submitted by the public.
- Consider matters relating to the performance of Lincolnshire police focussing on the efficiency and effectiveness of policing services delivered by the force.
- Receive a presentation by the Chief Constable on the key performance issues arising, the force response to these and the outlook. Plus, an exception report on any crime types identified as being outside of 'calculated tolerance levels.'
- Allot time for the PCC to ask questions of the Chief Constable regarding performance issues raised by the reports presented.

Additional reports on performance related issues may be requested by the PCC to allow the force to provide more detailed information and insight into specific performance related issues.

### 3. Notice of Meetings

Whenever possible at least 5 clear working days before a scheduled PAM the agenda will be published specifying the date, time, and place of the meeting and the business proposed to be considered. The agenda will be sent to the membership and published on the PCC's website.

### 4. Location and Duration

The location for each meeting will be published on the PCC's Website and will appear on the agenda. Each meeting is scheduled to last for up to two hours. At the discretion of the PCC the meeting may be held virtually via video conference or live streamed online. All meetings will be recorded and published via the PCC's website as soon as is practical following the meeting.

#### **5. Schedule of Meetings**

There will be 4 meetings covering a financial year ie relating to the 12 months 1<sup>st</sup> April to March 31<sup>st</sup>. Advance notice of meetings will be published on the PCC's website.

#### **6. Membership**

The principle attendees for the meeting are the PCC, who will Chair the meeting and the Chief Constable. Additional members of senior staff and officers are asked to attend as appropriate to the business under consideration.

#### **7. Public Questions**

Time is allotted at each meeting for the Chief Constable to answer written questions submitted by members of the public in advance of the meeting. Details of how to submit a written question and copies of meeting papers can be found on the PCC's website: [www.lincolnshire-pcc.gov.uk/](http://www.lincolnshire-pcc.gov.uk/) or by Telephone 01522 212351.

#### **8. Public Attendance at Meetings**

Members of the public are allowed to attend physical meetings and observe the PAM however they are not permitted to directly participate in the meeting. Public access to physical meetings is granted on a first come first served basis – dependent on the safe capacity of the venue. Members of the public will not be allowed to attend meetings held via virtual means.

#### **9. Records and Publication**

In advance of all meetings the agenda and relevant reports are published on the PCC's website. In addition, following each meeting a summary document will be published outlining the key issues addressed at the meeting and at what point in the recording of the meeting they appear plus any action points raised. The PAM will be recorded. An archive of recordings and documents is available via the PCC's website: [www.lincolnshire-pcc.gov.uk/](http://www.lincolnshire-pcc.gov.uk/)  
Written answers to public questions that fall outside of the time allowed at each meeting will be published on the PCC's website whenever possible within 28 working days after the PAM for which they were submitted.

#### **10. Press and Media Enquiries**

All requests from the press and media relating to the PAM should be directed to the Office of the Police and Crime Commissioner Tel (01522) 212351 in the first instance.

#### **11. Photography & Recording**

Photography and recording of physical Public Assurance Meetings is permitted providing that it does not in any way interfere with proceedings. Official recordings of both physical and virtual meetings will be published on the PCC's website.