



## Home Office

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Local Authority Leaders  
England

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Dear All

The Home Secretary wrote to local authorities in January, inviting you to begin preparations for establishing police and crime panels.

Two sets of regulations regarding the establishment of panels have been laid in Parliament this week and I know that significant progress has been made in many local areas in recent months. It seemed timely to write to provide further advice both on the regulations and on the process for providing the details of your panel to the Home Office. Please also note that the laying date of the regulations means that there is now an extended deadline for authorities to provide details of their panels by **16 July 2012**.

The first set of regulations, the **Police and Crime Panels (Nominations, Appointments and Notifications) Regulations 2012** set out what information you need to provide to the Home Office, how to do so and the deadline for providing this information. Secondly, the **Police and Crime Panels (Modification of Functions) Regulations 2012** make provisions for where a local authority fails to nominate or appoint one or more councillors to the panel. In such circumstances a defaulting local authority will no longer be required to agree the panel arrangements.

In order to keep the notification process simple, we have developed a short guidance note and form to be completed by the Chief Executive of the 'host' authority.

Notification will be in two parts. First the host authority must complete and return Part 1 of the form to confirm, on behalf of all local authorities in the police force area, that panel arrangements have been made. This must be returned by **16 July 2012**. The form allows the host authority to confirm that the relevant number of councillors have been nominated and appointed,

although provision of specific information is voluntary. I understand that preparations are well advanced in local areas and that there should be no need for the Home Secretary to use her backstop powers to establish panels from the centre.

Should a panel pass a resolution that they are to have additional co-opted members, they must seek the approval of the Home Secretary. In these circumstances Part 2 of the notification form must be completed and returned. There is no specific deadline for a request for agreement to additional co-optation, though we understand that some areas may be in a position to provide both sets of information together in the coming weeks.

Where a specific local authority fails to **nominate** a councillor to the panel that local authority must notify the Home Office in writing by 16 July 2012. Where a local authority fails to **appoint** a councillor to the panel within 14 days of the councillor accepting nomination to the panel the local authority must also notify the Home Office. We recognise that in many local authorities, nomination and appointment may be a simultaneous process.

Should a panel later want to change their number of additional co-optees they will need to make a further request. Similarly, the Panel must notify the Home Office each time they co-opt a councillor even where the total of co-optees does not change.

If you require further information, please contact Jonny Bugg on 020 7035 4871 or [jonathan.bugg@homeoffice.x.gsi.gov.uk](mailto:jonathan.bugg@homeoffice.x.gsi.gov.uk).

A handwritten signature in black ink, appearing to read 'S Rimmer', with a long horizontal stroke extending to the right.

**Stephen Rimmer**  
Director General  
Crime and Policing Group

CC: Local Authority Chief Executives