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| Report title: Review of Terms of Reference of Complaints Sub-Committee | |
| Report to: Essex Police, Fire and Crime Panel | |
| Report author: Sophie Campion, Senior Democratic Services Officer | |
| Date: 23 June 2022 | For: Consideration |
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| County Divisions affected: All Essex | |

1. Purpose of report

- 1.1 To consider the revised Complaints process for the Essex Police, Fire and Crime Panel Complaints Sub-Committee, and identify members to sit on the Sub-Committee as required for 2022-23.

2. Background

- 2.1 The Essex Police, Fire and Crime Panel Complaints process was adopted by the Panel in October 2019. The process includes the terms of reference of the Complaints Sub-Committee which includes the Chairman, Vice Chairman of the Panel together with one other Panel Member.
- 2.2 During the period 2021-22 there have been some difficulties with meeting the requirements of membership when the Sub-Committee was convened to review a complaint.
- 2.3 As a result of this a review has been undertaken. The recommendation is that there are some amendments to the membership requirements of the Sub-Committee, to ensure that membership is flexible and that difficulties meeting the requirements are avoided in future. The revised recommendation would see the Panel is asked to nominate a pool of Members at its annual meeting, from which membership of the Complaints Sub-Committee can be drawn as required.
- 2.4 In addition the opportunity has been taken to make some minor updating to the process.
- 2.3 The Panel is asked to consider the proposed changes to the Complaints process, attached at Appendix A. The Panel is also asked to nominate a pool of Panel members from which membership of the Complaints Sub-Committee can be drawn as and when a meeting is convened for the municipal year 2022-23.

3. Recommendation

- 3.1 Agree to adopt the revised Essex Police, Fire and Crime Panel Complaints process, including the terms of reference of the Complaints Sub-Committee, in the form appended to this report.
- 3.2 Agree the nomination of a pool of Panel members for 2022-23 from which membership of the Complaints Sub-Committee will be drawn as and when a meeting is convened.