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**Joint Policing Committee**

**Minutes Template**



**Insert Local Authority Logo here**

**Minutes of Meeting of the \**Name of JPC*\***

**Date:**

**Venue:**

**Attendance**

|  |  |
| --- | --- |
| **Committee Members:** | *Names of JPC Committee members in attendance to be listed here* |
| ***Secretary*:** | *Name of Secretary of JPC to be listed here* |
| ***Guest Speakers:*** | *Name of Guest Speakers to be listed here* |

1. **Chairperson’s Opening Remarks**

*This section may include apologies of those not in attendance, details of agenda approval, any conflicts of interest declared and details of recent correspondence.*

1. **Minutes of Previous Meeting and Matters Arising**

*This section may include details of the approval of the previous meeting’s minutes along with any amendments made.*

1. **GS Overview on Crime Statistics**

*This section may include an overview of the presentation provided and themes discussed in the Q&A that follows. No details of specific cases or incidents may be included, and care must be taken when recording crime numbers, as those will be subject to revision, and where small numbers are involved they could be traceable back to individuals, which has data protection implications.*

1. **Standing Agenda Items**

*This section may include a brief overview of discussions on standing agenda items including, for example: a) road safety LA16 forms outstanding and b) the local night-time economy.*

1. **Updates on Local Initiatives/Projects**

*This section may include updates on recent work that has been carried out by the JPC or its subcommittees in relation to any projects and initiatives.*

1. **Guest Speaker**

*This section may include a brief overview of any presentations given and of any following Q&A or discussion.*

1. **Questions Submitted**

*This section may include answers given to questions received by email or letter prior to the meeting.*

1. **Other Business**

*This section may include details of any discussions arising under the agenda item, and will often include proposed date/time for future meetings.*

**New Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| ***No.*** | ***Action point*** | ***By Date*** | ***By Whom*** |
|  |  |  |  |
|  |  |  |  |

*This section may list details of any new actions agreed during the meeting.*

**Outstanding Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| ***No.*** | ***Action point*** | ***By Date*** | ***By Whom*** |
|  |  |  |  |

*This section may list details of any outstanding actions agreed during previous meetings of the JPC.*