

To:

**Members of the Lancashire Police
Authority's Professional Standards
Committee**

Please ask for
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Date

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GOV/LH
28 May, 2009

Dear Member

**PROFESSIONAL STANDARDS COMMITTEE – 18 JUNE 2009
FINALISED COMPLAINTS**

One of the roles of the Members of the Committee is to undertake "dip sampling" of individual complaint case files. This is in pursuance of the Authority's Statutory responsibility and its duties with regard to the efficiency and effectiveness of the Force to "keep themselves informed as to the workings" of the complaints procedure.

I am now enclosing for your attention details of complaints recorded under Section 69 of the Police Act 1996, which have been finalised between the 1 January and 31 March 2009. Members are requested to consider the files which they might wish to inspect at the Professional Standards Offices at Constabulary Headquarters. It is suggested that Members may wish to chose a number of your files from your particular Divisional area. Guidance notes and a checklist will be provided to Members with their chosen files.

When you have selected the files you wish to examine, please could you complete the attached form and return it to me, giving at least 4 working days' notice of the date you would like to view the files and **by no later than Friday 12 June 2009**. **If, subsequently, you are unable to attend on the notified date, I should be grateful if you would notify this office as soon as possible, in order that I can inform the Professional Standards Department.**

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The meeting on the 18 June 2009 will be a Committee, accordingly there will be an item on the agenda, for individual Members to make comments on any general issues arising from the dip sampling that they have undertaken. This arrangement is without prejudice to the right of any member to seek additional information on other complaints at the meeting.

Yours sincerely

Lizzie Heath

**Lizzie Heath
Administrative Officer**

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