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**Joint Policing Committee**

**Annual Report Template**

**JPC Annual Report Guide**

# Introduction

Section 36(5) of the Garda Síochána Act, 2005 requires each JPC to complete and submit an annual report to the local authority and supply a copy of the report to the Policing Authority, Minister for Justice, Minister for Housing, Local Government and Heritage and the Garda Commissioner no later than 3 months after the end of each year.

This is an important document as it provides transparency for the community on the work and achievements of the Committee against its annual and strategic plan. It can also provide valuable insights into successful initiatives or learning that might be adopted by other JPCs.

# Annual Report

## Cover Page

The cover page may include the title of the report and both the local authority and Garda Síochána logos.

## Table of Contents

The table of contents may list the chapter and major sections included in the report and the page numbers where they can be found.

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## Message from Chair, and Chief Superintendent

This section may include a very brief message on the year’s work undertaken by the JPC, along with signatures from the Chairperson of the JPC and the local Garda Síochána Chief Superintendent.

## Introduction: Background and legislative framework

As an introduction, this section may include a paragraph on what the JPC is and the area it represents, what the report is and why it has been prepared followed by the legislative background and functions of a JPC.

### Legislative Background and Functions

The legislative framework for the establishment of Joint Policing Committees is set out in Section 36 of An Garda Síochána Act 2005 to serve as a forum for consultations, discussions and recommendations on matters affecting the policing of the Local Authority’s administrative area.

JPCs operate under revised guidelines issued by the Policing Authority in 2022 after consultation with the Minister for Justice, the Minister for Housing, Local Government and Heritage and the Garda Commissioner.

The functions of the Joint Policing Committees are set out in Section 36 (2) of the Garda Síochána Act, which states:

“The joint policing committee’s function is to serve as a forum for consultations, discussions and recommendations on matters affecting the policing of the local authority’s administrative area”

a) keep under review:

(i) the levels and patterns of crime, disorder and antisocial behaviour in that area (including the patterns and levels of misuse of alcohol and drugs), and

(ii) the factors underlying and contributing to the levels of crime, disorder and anti-social behaviour in the area,

(b) advise the local authority concerned and the Garda Síochána on how they might best perform their functions having regard to the need to do everything feasible to improve the safety and quality of life and to prevent crime, disorder and anti-social behaviour within the area,

c) arrange and host public meetings concerning matters affecting the policing of the local authority’s administrative area,

d) establish, in consultation with the local Garda superintendent, as the committee considers necessary within specific neighbourhoods of the area, local policing fora to discuss and make recommendations to the committee concerning matters that it is to keep under review under paragraph

(í) or on which it is to advise under paragraph

(ii), in so far as those matters affect their neighbourhoods, and

(e) Co-ordinate the activities of local policing fora established under paragraph (d) or other

Section 37(1) also provides:

“A local authority shall, in performing its functions, have regard to the importance of taking steps to prevent crime, disorder and anti-social behaviour within its area of responsibility.”

## JPC 6-Year Strategic Plan

This section may include a brief overview of the JPC’s 6-year Strategic Plan and an assessment of its performance against the committee’s strategic goals.

## JPC Membership

This section may include when the current committee was established, the names and organisations represented by each committee member and the position they hold on the committee.

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| --- | --- | --- |
| Name of Committee Member | Organisation | Position Held |
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## Meetings of the JPC

This section may include detail on the number of JPC meetings held throughout the year, with specific reference to any meetings held in public. Also, any guest speakers who were invited to give a presentation to the JPC could be highlighted here.

## Key achievements

In this section, the report may feature major achievements fulfilled against commitments made in the strategic plan through the work of the JPC in the relevant year, and why they are considered significant.

## Engagement with the Community

In this section, the report may include how the JPC listened to the community during the year and detail any specific initiatives undertaken to do so.

## Committee Evaluation

This section may include information about any self-evaluations undertaken by the JPC, the approach taken and areas identified for future development.

## Appendix 1: Meeting attendance

This section may list the numbers of meetings attended by each committee member throughout the year.

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| --- | --- | --- | --- | --- | --- |
| Committee Member | Total Number of Meetings Attended | Meeting 1 (Y/N) | Meeting 2 (Y/N) | Meeting 3 (Y/N) | Meeting 4 (Y/N) |
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|  |  |  |  |  |  |
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## Appendix 2: Summary of Progress in Implementing the JPC’s Work Programme

In this section, a summary of progress made against the work programme that has been adopted by the JPC may be included.