

Renewal of S22A – Joint Information Management Department

Subject: Renewal of Section 22A Collaboration Agreement – Joint Information Management Department

Originator: Head of Portfolio Management Office (PMO) – Vicky Curtis

Decision Number: 26 - 2026

Reason for Submission: To seek approval for the renewal of the Section 22A Collaboration Agreement between Norfolk and Suffolk for the continued provision of a Joint Information Management Department.

Submitted to: Police and Crime Commissioner (PCC)

Summary

1. The current Section 22A collaboration agreement for the Joint Information Management Department has lapsed and a new one needs to be put in place.
2. The agreement formalises the continued collaboration between Norfolk and Suffolk Constabularies and their respective OPCCs for delivery of a shared Information Management function.
3. The joint function provides Information Compliance, Information Security, Records Management and Data Quality services across both forces.
 - The agreement will commence on the date that the final signatory signs the Section 22A collaboration agreement and will run until 31 July 2031.
 - It replaces any previous collaboration agreements relating to this function.
 - It ensures statutory obligations relating to information governance are met.

4. The collaboration supports improved efficiency, resilience and effectiveness through shared resources, reduced duplication and enhanced capability.

Recommendation

It is recommended that the PCC:

1. Approves the renewal of the Section 22A Collaboration Agreement for the Joint Information Management Department.
2. Notes the financial and operational benefits of continued collaboration with Norfolk Constabulary.
3. Supports the continuation of joint governance arrangements and shared service delivery.

Approval by PCC

The recommendations outlined above are approved.

Signed: Tim Passmore

Signature:

A handwritten signature in black ink that reads "Tim Passmore". The signature is written in a cursive style with a large, looped 'P' and 'T'.

Date: 12 August 2026

Detail of Submission

1. Objective

- 1.1 To ensure both forces maintain a compliant, effective and efficient Information Management function.
- 1.2 To support delivery of statutory obligations relating to data protection, Freedom of Information Act Requests (FOIs), records management and cyber security.
- 1.3 To enable continued sharing of expertise, resources and infrastructure.

2. Background

- 2.1 Norfolk and Suffolk Constabularies currently operate a joint Information Management Department under a Section 22A agreement.
- 2.2 The collaboration enables delivery of key support services, including Information Compliance, Cyber Security, and Records/Data Quality functions.
- 2.3 The agreement is made under Sections 22A–23 of the Police Act 1996, allowing forces and policing bodies to collaborate where it improves efficiency and effectiveness.
- 2.4 The current agreement is due to expire on 31st July 2026 and requires renewal to ensure continuity of service.

3. Areas for consideration

- 3.1 The collaborated department helps ensure continued compliance with statutory information governance requirements.
- 3.2 The fact it is a collaborated department rather than two separate departments supports effective governance arrangements, including the Joint Chief Officer Team (JCOT) and Joint Information Management Performance Board (JIMPB). The collaborated nature of the department also provides better value for money and continued cost-sharing arrangements, it manages key risks associated with joint service delivery and supports alignment between both forces' strategic priorities.

4. Other options considered

- 4.1 **Do nothing:** would result in expiry of the agreement and disruption to critical services.
- 4.2 **Disaggregation of services:** would increase costs, reduce resilience and duplicate functions.
- 4.3 **Alternative collaboration models:** considered less efficient than current mature arrangement.

5. Strategic aims / objectives supported

- 5.1 Improved efficiency and effectiveness of policing services.
- 5.2 Strengthened information governance and compliance.
- 5.3 Enhanced capability and resilience in specialist functions.
- 5.4 Delivery of value for money through shared services.
- 5.5 Support to wider collaboration between Norfolk and Suffolk.

6. Financial and other recourse implications

- 6.1 Costs of the joint function are shared between both forces based on net revenue expenditure.
- 6.2 The collaboration reduces duplication of roles and delivers efficiencies through shared resources, shared staffing and operational costs.
- 6.3 The department has a joint budget managed through agreed financial governance.
- 6.4 No additional funding beyond agreed budgets is required.

7. Environmental Implications

- 7.1 No significant environmental impacts identified.
- 7.2 Collaboration supports the reduction in duplication of infrastructure and estate usage.
- 7.3 Increased use of shared systems and remote working supports reduced travel.

8. Other implications and risks

- 8.1 There is a risk of service disruption if the agreement is not approved, which could lead to delays in service delivery and potential non-compliance with statutory obligations. Approval of the agreement will ensure continuity of service, with clear responsibilities and governance structures in place.
- 8.2 There is a risk that ineffective joint governance arrangements could lead to delays in decision-making and reduced quality of service. To mitigate this there are established governance structures in place, defined roles and responsibilities, and review processes to provide oversight and accountability.
- 8.3 There is a risk of non-compliance with evolving legislation which is mitigated through monitoring of legislative developments and clarity of roles.
- 8.4 There is a risk that collaborating partners would have different priorities, affecting service delivery, resource allocation or strategic direction. This risk is mitigated through a clear partnership agreement with shared objectives.

Originator Checklist (must be completed).

Please state 'yes' or 'no'

Checklist Item	Yes / No
Has legal advice been sought on this submission?	Yes
Has the PCC's Chief Finance Officer been consulted?	No
Have equality, diversity and human rights implications been considered, including equality analysis, as appropriate?	Yes
Have human resource implications been considered?	Yes
Is the recommendation consistent Police and Crime Plan objectives?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	No
Has communications advice been sought on areas of likely media interest and how they might be managed?	No
Have environmental factors been considered?	Yes
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks section of the submission?	Yes
Is this report a Confidential Decision?	No

If yes, please state reasons below:

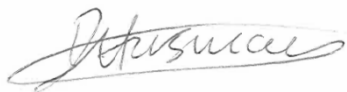
Approval to submit to the decision-maker

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC.

Signed: Darren Horsman

Signature:



Date: 31 July 2026

Chief Finance Officer (Section 151 Officer)

I certify that:

- a) there are no financial consequences as a result of this decision,
Or
- b) the costs identified in this report can be met from existing revenue or capital budgets,
Or
- c) the costs identified in this report can be financed from reserves
And
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

Signed: Colette Batson

Signature:  .

Date: 5 August 2026

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