



ORIGINATOR: Chief Executive

DECISION NO.: 1-2012

REASON FOR SUBMISSION: For Decision

SUBMITTED TO: Police and Crime Commissioner

SUBJECT: Police and Crime Commissioner's Governance Scheme:
(i) Decision-making and Accountability Framework;
(ii) Scheme of Delegation

SUMMARY:

1. The Police and Crime Commissioner (PCC) requires a corporate governance framework. Key to this framework, to be called the Governance Scheme, are four essential elements. They are:
 - a Decision-making and Accountability Framework;
 - a Scheme of Delegation;
 - Financial Regulations; and
 - Contract Standing Orders.
2. This paper proposes a Decision-making and Accountability Framework and a Scheme of Delegation to the PCC for adoption. Financial Regulations and Contract Standing Orders will be the subject of a further paper.

RECOMMENDATION:

It is recommended that:

1. The PCC adopts the Decision-making and Accountability Framework as attached at Appendix A.
2. The PCC adopts the Scheme of Delegation as attached at Appendix C.

OUTCOME/APPROVAL BY: PCC

Signature *Tim Parrymore*

Date 22/11/12

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION

1.1 Introduction

- 1.1.1 On 22 November 2012 the Police and Crime Commissioner for Suffolk (PCC) formally takes up office under the Police Reform and Social Responsibility Act 2011. The PCC will have a duty to hold the Chief Constable to account for the exercise of their functions and for the functions of those staff under their direction and control.
- 1.1.2 The PCC will require a framework for corporate governance which includes mechanisms for the making of decisions to discharge the PCC's functions and to hold the Chief Constable to account.
- 1.1.3 This paper sets out the proposed initial arrangements for two of the four key elements of such a corporate governance framework and which will help ensure appropriate transparency, accountability and good governance in respect of decision-making and actions to discharge the key statutory functions of the PCC.
- 1.1.4 The corporate governance framework, to be known as the "Governance Scheme" comprises four key elements:
- a Decision-making and Accountability Framework;
 - a Scheme of Delegation;
 - Financial Regulations; and
 - Contract Standing Orders.

This paper considers the first two of these key elements.

1.2 Decision-making and Accountability Framework

- 1.2.1 The Decision-making and Accountability Framework attached as Appendix A has been developed to enable the PCC and those exercising delegated authority on behalf of the PCC to make robust, well-informed and transparent decisions and to hold the Chief Constable to account. It has been developed having full regard to the matters and issues identified by the Chief Executive in the paper entitled "Governance Arrangements : Decision-making and Accountability, Summary of Relevant Statutory Provisions and Background Material" and attached as Appendix B.
- 1.2.3 The Framework also provides a skeleton for meetings between the PCC and the Chief Constable for the purposes of the PCC holding the Chief Constable to account. The Framework will in due course require decisions to be made upon the practical arrangements over meeting dates, frequency, attendances, and the business to be transacted.

1.3 Scheme of Delegation

- 1.3.1 A Scheme of Delegation attached as Appendix C has been developed to identify those powers of the PCC which may be exercised by officers on their behalf. In developing the Scheme regard has been paid to the document "Interim Scheme of Governance – Statement of Principles" produced nationally by the Association of Police Authority Chief Executives (APACE) attached at Appendix D. This document describes in detail the considerations that need to be taken into account in

developing a Scheme of Delegation and in particular explains how the new statutory regime and the period falling between Transfer Stage 1 and Transfer Stage 2 may be navigated.

1.3.2 The Scheme of Delegation requires to be read and operated together with the Decision-making and Accountability Framework, as well as the Financial Regulations and Contract Standing Orders.

1.3.3 To facilitate understanding of the Scheme of Delegation and in particular those delegations to the Chief Executive the following documents referred to within the Scheme are attached as Appendices E, F, G and H respectively:

- APACE Statement on the role of the Chief Executive and Monitoring Officer of the Police and Crime Commissioner;
- Home Office “Have You Got What it Takes?” – Delivering through your Chief Executive and Monitoring Officer.
- Home Office Financial Management Code of Practice for the Police Service in England and Wales.
- CIPFA Statement on the Role of the Chief Finance Officer of the Police and Crime Commissioner of the Chief Constable.

2. FINANCIAL IMPLICATIONS

2.1 There are no direct financial implications arising from this paper.

3. OTHER IMPLICATIONS AND RISKS

3.1 Legal

3.1.1 The legal issues connected with the development of the proposals for the Decision-making Framework and Scheme of Delegation and which are articulated in the relevant Appendices referred to above have been at the core of developing the proposals. Both statutory officers, namely the Chief Executive (and Monitoring Officer) and Chief Finance Officer have been fully involved in developing the proposed arrangements.

3.2 Equality and Diversity

3.2.1 An Equality Analysis has been undertaken in the development of the proposals and there are no factors of direct material significance in terms of the governance arrangements per se that would prevent adoption of the recommendations. The operation of the Decision-making and Accountability arrangements however, regarding appropriate accessibility to material and meetings, will need to ensure that service users are not prevented from engaging with the governance arrangements. These issues will be addressed by (amongst other things) ensuring that reasonable requests for decisions appearing on the PCC website in alternative formats can be accommodated and that there is full accessibility for service users at meeting venues. The Decision-making and Accountability Framework itself requires that those making decisions/preparing material for decision address their minds to equality issues.

3.3 Risk

3.3.1 It is critical for the PCC to have a Scheme of Governance and the proposals contribute to the delivery of the Scheme. It is expected that the Scheme of

Governance will progress through numerous iterations as the new policing landscape develops. No risks are envisaged at this stage requiring recording upon the PCC's Risk Register.

3.4 Collaboration

- 3.4.1 In view of the close collaboration with the Norfolk policing area the proposals have been shared and developed in consultation with Norfolk with a view to running mutually complementary governance arrangements.

PUBLIC ACCESS TO INFORMATION: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the Police and Crime Commissioner's website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*

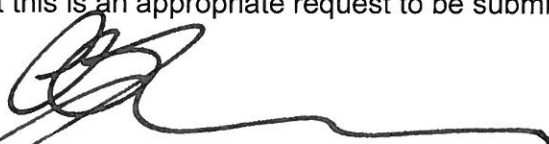
ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	No – Originator is the Solicitor and Monitoring Officer.
Has the PCC's Chief Finance Officer been consulted?	Yes
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes – see content of the report. An Equality Analysis has been undertaken.
Have human resource implications been considered?	Yes
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Not applicable
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	Yes – discussion of the proposed Governance Scheme documentation has been undertaken not only with the Chief Officer Team of Suffolk Constabulary but also with Norfolk Police in view of the close collaboration between Norfolk and Suffolk.
Has communications advice been sought on areas of likely media interest and how they might be managed?	Yes
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to the PCC).

Chief Executive

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

Signature:



Date **22 November 2012**