



VETTING POLICY

1. Police and Crime Commissioner

- 1.1 Parliament has agreed that Police and Crime Commissioners (PCCs) and their deputies will not be subject to police vetting processes. As Crown Servants, they will be bound by the provisions of the Official Secrets Act 1984. The National Vetting Working Group issued the following statement on 21 November 2012:

“PCCs do not need to be vetted. The Prime Minister and Home Secretary have not been subject to either national or local police vetting processes: therefore Parliament has agreed that neither should PCCs and their statutory deputies. However, to ensure that Chief Officers may have confidence on the disclosure of sensitive material to PCCs to enable PCCs to carry out their statutory functions, Parliament has determined that each PCC and their Deputy will be designated by the Home Secretary as Crown Servants for the purposes of the Official Secrets Act 1984. This means that the PCC and Deputy will be required to sign a document that makes them aware of their obligations under the Act.”

2. PCC Staff, Volunteers etc

- 2.1 This policy should be read as appropriate in conjunction with the Interim Guidance on Vetting of the Norfolk and Suffolk Constabularies. It should be noted that the Guidance places the onus on the subject of vetting to report any changes in their personal circumstances that may be of relevance to their clearance. Any changes should be reported to the Chief Executive in the first instances who will inform the Vetting Officer (Norfolk and Suffolk) as appropriate.
- 2.2 The following levels of vetting apply:

(SC = Security Check; NPPV = Non Police Personnel Vetting)

- the Chief Executive, Deputy Chief Executive and Chief Financial Officer will be vetted to SC level and NPPV level 3, but will not be required to complete the detailed financial questionnaire. However, they will complete the basic financial proforma as standard;
- the Head of Business Management, Business Manager, Policy Officer, Public Affairs Officer and Business Co-ordinator will be vetted to SC level and NPPV level 2, including completion of the basic financial proforma;
- the Personal Assistant to the Chief Executive will be vetted to NPPV level 2, including completion of the basic financial proforma;

- Custody Visitors, independent members of Misconduct Panels and members of the Independent Advisory Group (IAG) will be vetted to NPPV level 2, including completion of the basic financial proforma.
- 2.3 Any clearance refusals or risk management proposals that arise will be discussed by the Chief Executive and Chief Constable. The Police and Crime Commissioner will, following such discussions, determine any action to be taken as appropriate to the circumstances applying in the Office of the Police and Crime Commissioner.
- 2.4 Appeals and reviews against clearance refusals will be dealt with in accordance with the generality of the Association of Chief Police Officers' (ACPO) National Vetting Policy (Standard Operating Procedure 9 Appeals/Review Procedure).

Chief Executive
January 2013