



**ORIGINATOR:**

**DECISION NUMBER:**

**REASON FOR SUBMISSION:      FOR DECISION**

**SUBMITTED TO:                      POLICE AND CRIME COMMISSIONER**

**SUBJECT:**

**SUMMARY:** *A brief summary of what the submission covers.*

1.

**RECOMMENDATION:**

**APPROVAL BY: PCC**

The recommendation set out is agreed.

**Signature**

**Date**

## DETAIL OF THE SUBMISSION

**1. KEY ISSUES FOR CONSIDERATION:** *Set out the background/context for what is being recommended, the available options and the rationale. Supplementary or more detailed information can be appended but these should not contain any new or surprising information. Where the purpose of the submission is to provide monitoring information to hold the Chief Constable to account, the key performance exceptions should be highlighted and action being taken outlined.*

**2. FINANCIAL IMPLICATIONS:** *Clear assessment of costs, including opportunity costs, and how they will be met. If no costs associated with recommendation please make this clear.*

**3. OTHER IMPLICATIONS AND RISKS:** *See checklist below. The relevant issues identified from the checklist should be explained as appropriate.*

**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.*

| <b>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</b>  | <b>PLEASE STATE 'YES' OR 'NO'</b> |
|--|-----------------------------------|
| Has legal advice been sought on this submission?   |                                   |
| Has the PCC's Chief Finance Officer been consulted?  |                                   |
| Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?                  |                                   |
| Have human resource implications been considered?  |                                   |
| Is the recommendation consistent with the objectives in the Police and Crime Plan?   |                                   |
| Has consultation been undertaken with people or agencies likely to be affected by the recommendation?                                |                                   |
| Has communications advice been sought on areas of likely media interest and how they might be managed?                               |                                   |
| In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission? |                                   |

**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 (add decision-maker's title e.g. the PCC).

**Signature:**

**Date**