

**ORIGINATOR: DI Jeff Yaxley
(Norfolk/Suffolk Anti-Corruption Unit)**

PAPER NO: AC14/18

SUBMITTED TO: AUDIT COMMITTEE – 23 SEPTEMBER 2014

SUBJECT: CONFIDENTIAL REPORTING POLICY

SUMMARY:

1. This policy aims to ensure that Officers and Staff feel obligated and able to report breaches (actual or suspected) of the Standards of Professional Behaviour. It also provides advice on how concerns can be raised and outlines the process of how reports will be responded to.

RECOMMENDATION:

1. That the policy be adopted as a joint policy.

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION

- 1.1 Both Norfolk and Suffolk had their own versions of this policy prior to the collaboration of the Professional Standards Department. These policies have been reviewed and a single joint policy created.
- 1.2 The **Standards of Professional Behaviour** and the **Code of Ethics** place a responsibility on all Officers and Staff to challenge and report improper conduct. The ability to do this should be without the fear of adverse consequences.
- 1.3 This responsibility has been the subject of a number of PSD publications including the recently issued '**What you need to know**' document.
- 1.4 This policy aims to support the guidance issued and provide clear advice on the methods of reporting concerns.

2. FINANCIAL IMPLICATIONS

- 2.1 There are no costs associated with the implementation of this policy

3. OTHER IMPLICATIONS AND RISKS

- 3.1 The Police Federation and Unison are aware of the confidential reporting process. Both organisations are able to take third party reports from an individual wishing to raise concerns.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	NO
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 with the objectives in the Police and Crime Plan?	YES
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	YES
Has communications advice been sought on areas of likely media interest and how they might be managed?	YES
Have all relevant ethical factors been taken into consideration in developing this submission?	YES