

**ORIGINATOR: ASSISTANT CHIEF OFFICER**

**DECISION NUMBER: 12-2020**

**REASON FOR SUBMISSION: FOR DECISION**

**SUBMITTED TO: POLICE AND CRIME COMMISSIONER**

**SUBJECT: Financial assistance for officers, staff and Special constables impacted by COVID-19**

**SUMMARY:**

To seek approval to supplement financial regulations to permit the Constabulary to provide financial assistance to officers, staff and Special constables experiencing hardship due to COVID-19.

Assistance would be by way of a loan of up to £1,000, which would be repayable after 3 months in 10 equal monthly instalments.

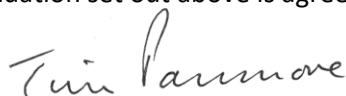
**RECOMMENDATION:**

It is recommended to supplement financial regulations to permit loans to officers, staff and Special constables experiencing financial hardship due to COVID-19.

**APPROVAL BY: PCC**

The recommendation set out above is agreed.

**Signature**



**Date 6 April 2020**

## DETAIL OF THE SUBMISSION

### 1. KEY ISSUES FOR CONSIDERATION:

#### Purpose

This decision paper seeks PCC approval to supplement financial regulations to permit Suffolk Constabulary to provide financial assistance to officers, staff and Special constables experiencing hardship due to COVID 19.

Assistance would be by way of a loan of up to £1,000.

#### Application of scheme

Loans would be provided on the following standard terms:

- All loans are interest free
- Repayments are to start three months after the loan has been provided
- Repayments would be made monthly over 10 months through salary deduction for officers and staff and through standing order for Special constables
- Loan acceptance criteria will mirror the hardship criteria for officer and staff support funds which is in the event of hardship, need and distress
- Loans will be supported by a loan agreement. This will *inter alia* require repayment of the outstanding loan balance through deduction from final salary if the officer or staff member leaves the Constabulary before the loan is repaid. Repayment will be by lump sum of any outstanding balance for Special constables leaving the Constabulary before the loan is repaid

#### Scheme administration

A member of police staff from Transport and Uniform Services is able to support the Transactional Services team in administering the loans.

### 2. FINANCIAL IMPLICATIONS:

#### Loan funding

Funding for loans will initially provided from cash saved from the BP free fuel offer to Emergency Services. BP is offering free fuel for operational police vehicles to the end of April 2020. Suffolk Constabulary's monthly fuel bill is approximately £45k per month, however the cost saving is likely to be between £25k and £35k as operational vehicle utilisation is reduced.

**3. OTHER IMPLICATIONS AND RISKS:**

The COVID-19 support loan committee comprising DCC Rachel Kearton, Trevor Barnes and Lauren Soames will assess any cases of severe financial hardship and determine whether the re-payment period should be extended beyond 10 months.

Finance will account for all loans approved and paid and repayments made.

<b>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</b>	<b>PLEASE STATE 'YES' OR 'NO'</b>
Has legal advice been sought on this submission?	No
Has the PCC's Chief Finance Officer been consulted?	Yes
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	N/A
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?	No
Have all relevant ethical factors been taken into consideration in developing this submission?	Yes

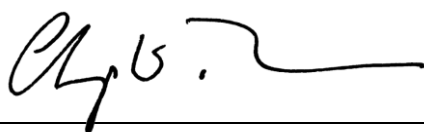
In relation to the above, please ensure that all relevant issues have been highlighted in the 'other implications and risks' section of the submission.

**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 PCC.

Signature:



Date 6 April 2020