

PFCC Publication Processes

22 May 2019

Process	Process Owner	Production, Approval and Sign off Process	Publisher	Publication location
Community Safety Fund forms and guidance (including terms and conditions)	AD Commissioning	AD Commissioning draft -> consult with DPFCC & independent CSDF panel -> published through the Decision Report process	Media and Engagement Assistant	http://www.essex.pfcc.police.uk/giving-you-a-voice/commissioning-services/
Police and Crime Plan	AD Communications and Public Engagement	Draft P&C Plan developed following process set out by PFCC -> Police, Fire and Crime Panel scrutinises Plan -> PFCC agrees the Plan through the Decision Report process -> Media and Engagement Assistant publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/what-we-are-doing/police-and-crime-plan/
Fire and Rescue Plan	AD Communications and Public Engagement	Draft F&R Plan developed following process set out by PFCC -> Police, Fire and Crime Panel scrutinises Plan -> PFCC agrees Plan through the Decision Report process -> Media and Engagement Assistant publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/what-we-are-doing/fire-rescue-strategy/

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<p>Integrated Risk Management Plan (IRMP)</p>	<p>AD Communications and Public Engagement</p>	<p>Draft developed by ECFRS and CFO -> Draft reviewed by the Strategic Board (Fire and Rescue) -> Plan signed off through the Decision Report process -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>http://www.essex-fire.gov.uk/img/pics/pdf_1550238181.pdf</p>
<p>Annual Report</p>	<p>AD Communications and Public Engagement</p>	<p>AD Communication and Public Engagement drafts -> Chief Executive QAs -> PFCC QAs -> Police, Fire and Crime Panel comments -> PFCC signs off through the Decision Report process -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>http://www.essex.pfcc.police.uk/reporting/annual-report/</p>
<p>Annual Statement of Assurance</p>	<p>AD Communications and Public Engagement</p>	<p>ECFRS drafts with AD Communications and Public Engagement -> Draft reviewed by the Strategic Board (Fire and Rescue) -> Police, Fire and Crime Panel comments -> PFCC signs off -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>http://www.essex.pfcc.police.uk/reporting/annual-report/</p>

Policing Precept	Section 151 Officer	Section 151 Officer drafts the precept report -> Approved by the PFCC for presentation to the Police, Fire and Crime Panel - > Police, Fire and Crime scrutinises ¹ and agrees the proposed precept -> Section 151 Officer notifies -> Media and Engagement Assistant publishes	Media and Engagement Assistant	http://www.essex.pfcc.police.uk/finance/policing-precept/
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¹ Please note that, having scrutinised the proposed precept, the Police, Fire and Crime Panel may exercise its right to veto the proposal. In this event, the PFCC must propose an alternative precept by 15 February that financial year, which the Panel must consider and either accept or reject by 22 February in the same year. The Panel may only veto the PFCC's proposed precept once in any financial year.

<p>ECFRS Precept</p>	<p>Head of Performance and Scrutiny (Fire and Rescue)</p>	<p>ECFRS's Section 151 Officer drafts the precept report > Approved by the PFCC for presentation to the Police, Fire and Crime Panel - > Police, Fire and Crime Panel scrutinises² and agrees the proposed precept > Head of Performance and Scrutiny (Fire and Rescue) notifies -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>http://www.essex.pfcc.police.uk/finance/policing-precept/</p>
<p>Restorative Justice content</p>	<p>AD Commissioning</p>	<p>Restorative Justice Hub Manager drafts -> AD Commissioning QAs -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>http://www.essex.pfcc.police.uk/what-we-are-doing/police-and-crime-plan/restorative-justice/</p>

² Please note that, having scrutinised the proposed precept, the Police, Fire and Crime Panel may exercise its right to veto the proposal. In this event, the PFCC must propose an alternative precept by 15 February that financial year, which the Panel must consider and either accept or reject by 22 February in the same year. The Panel may only veto the PFCC's proposed precept once in any financial year.

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Community Remedy content	AD Commissioning	Restorative Justice Hub Manager drafts -> AD Commissioning QAs -> Media and Engagement Assistant publishes	Media and Engagement Assistant	http://www.essex.pfcc.police.uk/what-we-are-doing/police-and-crime-plan/restorative-justice/
Public meeting minutes; details of upcoming public meetings	AD Communications and Public Engagement	Media and Engagement Assistant drafts -> AD Communications and Public Engagement QAs -> Media and Engagement Assistant Publishes	Media and Engagement Assistant	http://www.essex.pfcc.police.uk/engaging-with-essex/public-meeting-minutes/
Freedom of Information log	AD Communications and Public Engagement	Complaints and Correspondence Officer updates quarterly -> AD Communications and Public Engagement signs off -> Media and Engagement Assistant updates anonymised FOI log	Media and Engagement Assistant	http://www.essex.pfcc.police.uk/reporting/freedom-of-information/
Independent Custody Visiting (ICV) content and forms	AD Communications and Public Engagement	Media and Engagement Assistant drafts -> AD Communications and Public Engagement QAs -> Media and Engagement Assistant publishes	Media and Engagement Assistant	http://www.essex.pfcc.police.uk/giving-you-a-voice/independent-custody-visiting/

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Dog welfare visiting scheme content	AD Communications and Public Engagement	Media and Engagement Assistant drafts –> AD Communications and Public Engagement QAs -> Media and Engagement Officer publishes	Media and Engagement Assistant	http://www.essex.pfcc.police.uk/giving-you-a-voice/dog-welfare-lay-visiting/
Performance and Resources Board papers (Fire and Rescue)	Head of Performance and Scrutiny (Fire and Rescue)	Papers to be published agreed at Board -> Head of Performance and Scrutiny (Fire and Rescue) confirms papers to be published -> Board Secretary uploads the papers to the website -> Head of Performance and Scrutiny (Fire and Rescue) approves for publication	Board Secretary	http://www.essex.pfcc.police.uk/performance-resources-board-essex-fire-rescue-authority/

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<p>Performance and Resources Board Papers (Police and Crime)</p>	<p>Head of Performance and Scrutiny (Police and Crime)</p>	<p>Papers to be published agreed at Board -> Head of Performance and Scrutiny (Police and Crime) confirms papers to be published -> Board Secretary uploads the papers to the website -> Head of Performance and Scrutiny (Police and Crime) approves for publication</p> <p><i>The quarterly and monthly performance report are also published on the Police Performance Page by the Board Secretary</i></p>	<p>Board Secretary</p>	<p>http://www.essex.pfcc.police.uk/essex-police-performance/</p> <p>http://www.essex.pfcc.police.uk/essex-police-performance-2/</p>
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<p>Police, Fire and Crime Commissioner Fire and Rescue Authority (PFCCFRA) Constitution</p>	<p>Chief Executive and Monitoring Officer</p>	<p>Head of Performance and Scrutiny (Fire and Rescue) reviews at least annually - > Chief Executive QAs - > Consulted on at SMT - > Consulted on at Police, Fire and Crime Panel - > PFCC signs off via the Decision Report process - > Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf</p>
<p>Police, Fire and Crime Commissioner (PFCC) Constitution</p>	<p>Chief Executive and Monitoring Officer</p>	<p>Head of Performance and Scrutiny (Police and Crime) reviews at least annually - > Chief Executive QAs - > Consulted on at SMT - > Consulted on at Police, Fire and Crime Panel - > PFCC signs off via Decision Report process - > Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>http://www.essex.pfcc.police.uk/finance-reporting/publications/</p>

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<p>PFCC Policies</p>	<p>Chief Executive and Monitoring Officer</p> <p>Head of Performance and Scrutiny (Policing and Crime) monitors compliance with the Policy and Strategy Review Plan</p>	<p>Reviewer reviews policy -> Owner QAs policy -> Owner consults SMT -> PFCC signs off via Decision Report process -> Policy is passed to the Communications and Engagement Team -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>http://www.essex.pfcc.police.uk/finance-reporting/publications/</p>
<p>Strategic Board papers (Fire and Rescue)</p>	<p>Head of Performance and Scrutiny (Fire and Rescue)</p>	<p>Papers to be published agreed at Board -> Head of Performance and Scrutiny (Fire and Rescue) confirms papers to be published -> Board Secretary uploads the papers to the website -> Head of Performance and Scrutiny (Fire and Rescue) approves for publication</p>	<p>Board Secretary</p>	<p>https://www.essex.pfcc.police.uk/strategic-board-ecfrs/</p>

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Strategic Board papers (Police and Crime)	Head of Performance and Scrutiny (Police and Crime)	Papers to be published agreed at Board -> Head of Performance and Scrutiny (Police and Crime) confirms papers to be published -> Board Secretary uploads the papers to the website -> Head of Performance and Scrutiny (Police and Crime) approves for publication	Board Secretary	https://www.essex.pfcc.police.uk/strategic-board/
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<p>Essex Police Professional Standards Department (PSD) Quarterly Reports</p>	<p>AD Communications and Public Engagement</p>	<p>PSD sends anonymised PSD Quarterly Report to AD Communications and Public Engagement and Communications and Correspondence Officer -> Initial meeting held between Head of PSD and AD Communications and Public Engagement -> Briefing meeting held between DPFCC, AD Communications and Public Engagement and CEO -> Full meeting held between DPFCC, DCC, Head of PSD, and AD Communications and Public Engagement -> Correspondence and Complaints Officer sends anonymised PSD Quarterly Report to Media and Engagement Assistant -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/reporting/conduct-professional-standards/</p>
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PFCC Publication Processes

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Link to HMICFRS policing reports	Head of Performance and Scrutiny (Police and Crime)	HMICFRS sends report to PFCC, Chief Executive and Head of Performance and Scrutiny (Police and Crime) -> Head of Performance and Scrutiny (Police and Crime) prepares and presents a briefing for the PFCC -> Head of Performance and Scrutiny (Police and Crime) prepares draft response from the PFCC to the Home Office -> PFCC approves the response to the Home Office -> Head of Performance and Scrutiny (Police and Crime) notifies Media and Engagement Assistant -> Media and Engagement Assistant publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/reporting/hmic-reports/
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Link to HMICFRS Fire and Rescue reports	Head of Performance and Scrutiny (Fire and Rescue)	HMICFRS sends report to PFCC, Chief Executive and Head of Performance and Scrutiny (Fire and Rescue) -> Head of Performance and Scrutiny (Fire and Rescue) prepares and presents a briefing for the PFCC -> Head of Performance and Scrutiny (Fire and Rescue) prepares draft response from the PFCC to the Home Office -> PFCC approves response to the Home Office -> Head of Performance and Scrutiny (Fire and Rescue) notifies Media and Engagement Assistant -> Media and Engagement Assistant publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/reporting/hmic-reports/
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<p>Police Appeals Tribunals (PATs) (Notification of hearing and location, documentation and results as agreed by the Legally Qualified Chair)</p>	<p>AD Communications and Public Engagement</p>	<p>Complaints and Correspondence Officer liaises with the LQC -> Complaints and Correspondence Officer drafts wording for upcoming Tribunal and liaises with AD Communications and Public Engagement -> LQC approves -> Media and Engagement Assistant publishes -> Tribunal takes place and LQC provides Communications and Correspondence Officer and AD Communications and Public Engagement with result -> Complaints and Correspondence Officer updates documents -> AD Communications and Public Engagement approves for publication -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/reporting/police-appeal-tribunals/</p>
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PFCC Publication Processes

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Statement of Accounts including Annual Governance Statement and Annual Audit Letter (PFCC Group)	Section 151 Officer	Section 151 Officer works with EP to develop SoA -> Scrutinised through Performance & Resources Board and Joint Audit Committee -> PFCC approves final documents through the Decision Report process -> Section 151 Officer notifies Communications and Engagement Team - Media and Engagement Assistant publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/
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PFCC Publication Processes

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<p>Statement of Accounts including Annual Governance Statement and Annual Audit Letter (PFCC Fire and Rescue Authority)</p>	<p>Head of Performance and Scrutiny (Fire and Rescue)</p>	<p>Head of Performance and Scrutiny (Fire and Rescue) works with ECFRS to develop SoA - > Scrutinised through Performance & Resources Board and Joint Audit Committee -> PFCC agrees final documents through the Decision Report process -> ECFRS publishes on its own website - > Head of Performance and Scrutiny (Fire and Rescue) notifies the Communications and Engagement Team -> Media and Engagement Assistant updates links on PFCC's website</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/finance-reporting/transparency/</p>
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<p>Decision Reports</p>	<p>Chief Executive and Monitoring Officer</p>	<p>See process map in the PFCC’s Decision Making and Numbering Policy</p> <p>Author obtains a decision number from the Chief Executive’s PA -> Author creates decision report -> Section 151 Officer and Chief Executive and Monitoring Officer review and approve report and redactions -> PFCC (or DPFCC) approves the Decision Report -> Decision Report is passed to Board Secretary -> Board Secretary uploads the appropriate papers -> AD Communications and Public Engagement QAs and approves publication</p>	<p>Board Secretary</p>	<p>https://www.essex.pfcc.police.uk/finance-reporting/transparency/</p>
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Gifts and hospitality	Chief Executive and Monitoring Officer	PFCC's PA requires PFCC and all staff including the DPFCC, Chief Executive and Section 151 Officer to record all gifts and hospitality every quarter -> Form is passed to Communications and Engagement Team -> Media and Engagement Assistant publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/
Quarterly expenses sheet	Chief Executive and Monitoring Officer	When the PFCC or DPFCC claims expenses, a copy should be printed and provided to the Communications and Engagement Team by the relevant PA -> Media and Engagement Assistant adds them to a list and publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/

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Disclosable interests of the PFCC	Chief Executive and Monitoring Officer	Annual declaration requested by the PFCC's PA -> PFCC's PA to provide a copy to the Communications and Engagement Team -> Media and Engagement Assistant publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/
Disclosable interests of the DPFCC	Chief Executive and Monitoring Officer	Annual declaration requested by the relevant PA -> PA to provide a copy to the Communications and Engagement Team -> Media and Engagement Assistant publishes	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/
Expenditure over £500 (Essex Police)	Section 151 Officer	EP produces the report -> Section 151 Officer reviews / highlights concerns -> EP reviews in light of comments -> Section 151 Officer publishes monthly	Section 151 Officer	https://www.essex.pfcc.police.uk/finance-reporting/transparency/

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<p>Expenditure over £500 (PFCC Fire and Rescue Authority)</p>	<p>ECFRS Section 151 Officer</p>	<p>ECFRS produces > ECFRS Communications Team publishes on ECFRS website -> PFCC Communications and Engagement team checks process quarterly and ensures the link on the PFCC's website is still working</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/finance-reporting/transparency/</p>
<p>Audit Committee (PFCC Group)</p>	<p>Section 151 Officer</p>	<p>Board Secretary drafts minutes -> Section 151 Officer / Audit Committee members QA -> approved at next Audit Committee -> uploaded by Section 151 Officer -> Head of Performance and Scrutiny (Police and Crime) approves publication</p>	<p>Board Secretary</p>	<p>https://www.essex.pfcc.police.uk/finance-reporting/transparency/</p>

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<p>Audit Committee (PFCC Fire and Rescue Authority)</p>	<p>Section 151 Officer</p>	<p>Board Secretary drafts minutes -> Section 151 Officer / Audit Committee members QA -> approved at next Audit Committee -> uploaded by Section 151 Officer -> Head of Performance and Scrutiny (Fire and Rescue) approves publication</p>	<p>Board Secretary</p>	<p>https://www.essex.pfcc.police.uk/finance-reporting/transparency/</p>
<p>Elected post holder information (required by Specified Information Order)</p> <p>Name, address for correspondence, salary,</p>	<p>Chief Executive and Monitoring Officer</p>	<p>When details change, CE or AD Communications and Public Engagement notifies Communications and Engagement Team -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/our-team/</p>
<p>PFCC or DPFCC conduct matters brought by the Police, Fire and Crime Panel</p>	<p>AD Communications and Public Engagement</p>	<p>AD Communications and Public Engagement checks with Panel Secretary quarterly -> Panel Secretary provides information -> Media and Engagement Assistant publishes</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/compliments-and-complaints/</p>

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<p>Staff of the Authority (PFCC Fire and Rescue Authority) (information required by Specified Information Order)</p> <p>Number of staff, demographic breakdown of staff, organisational chart, details of senior staff (whose salary exceeds £58,200).</p>	<p>Head of Performance and Scrutiny (Fire and Rescue)</p>	<p>Information checked by Communications and Engagement quarterly -> When necessary, Head of Performance and Scrutiny (Fire and Rescue) seeks update -> update shared with Communications and Engagement Team -> Media and Engagement Assistant updates links</p>	<p>Media and Engagement Assistant</p>	<p>http://www.essex-fire.gov.uk/img/pics/pdf_1540216083.pdf</p> <p>https://www.essex.pfcc.police.uk/finance-reporting/transparency/</p>
<p>Staff of the Authority (PFCC) (information required by Specified Information Order)</p> <p>Number of staff, demographic breakdown of staff, organisational chart, details of senior staff (whose salary exceeds £58,200)</p>	<p>Chief Executive and Monitoring Officer</p>	<p>Information checked by Communications and Engagement quarterly -> When necessary, updates secured from owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/our-team/</p> <p>https://www.essex.pfcc.police.uk/finance-reporting/transparency/</p>

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<p>The identity of any premises or land owned by, or occupied for use by, the PFCC Group (including Essex Police)</p>	<p>Section 151 Officer</p>	<p>Information checked by Communications and Engagement quarterly -> When necessary, updates secured by owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/reporting/items-of-expenditure/asset-portfolio/</p>
<p>The identity of any premises or land owned by, or occupied for use by, the PFCC Fire and Rescue Authority</p>	<p>Head of Performance and Scrutiny (Fire and Rescue)</p>	<p>Information checked by Communications and Engagement quarterly -> When necessary, updates secured by owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links</p>	<p>Media and Engagement Assistant</p>	<p>https://www.essex.pfcc.police.uk/reporting/items-of-expenditure/asset-portfolio/</p>

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A copy of each contract with a value exceeding £10,000 for Essex Police	Section 151 Officer	Information checked by Communications and Engagement quarterly -> When necessary, updates secured by owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/
A copy of each contract with a value exceeding £10,000 for PFCC Fire and Rescue Authority	Head of Performance and Scrutiny (Fire and Rescue)	Information checked by Communications and Engagement quarterly -> When necessary, updates secured by owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/

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A copy of each invitation to tender issued by the PFCC with an expected value of over £10,000	Section 151 Officer	Information checked by Communications and Engagement quarterly -> When necessary, updates secured by owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/
A copy of each invitation to tender issued by the PFCC Fire and Rescue Authority with an expected value of over £10,000	Head of Performance and Scrutiny (Fire and Rescue)	Information checked by Communications and Engagement quarterly -> When necessary, updates secured by owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/

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A list of every contract Essex Police has with a value not exceeding £10,000	Section 151 Officer	Information checked by Communications and Engagement quarterly -> When necessary, updates secured by owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/
A list of every contract PFCC Fire and Rescue Authority has with a value not exceeding £10,000	Head of Performance and Scrutiny (Fire and Rescue)	Information checked by Communications and Engagement quarterly -> When necessary, updates secured by owner and passed to Communications and Engagement Team -> Media and Engagement Assistant updates links	Media and Engagement Assistant	https://www.essex.pfcc.police.uk/finance-reporting/transparency/