

Police, Fire and Crime
Commissioner
for Essex

Decision Making Numbering
Policy
and
Procedure

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Version history

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| 1.0 | November 2012 | | First publication |
| 1.1 | February 2016 | Update review | Minor amendments |
| 1.2 | August 2018 | Review | Amendments |

PFCC and PFCCFRA Decision Making

Numbering System

1.0 About this Policy

- 1.1 The Police, Fire and Crime Commissioner for Essex (PFCC) is committed to providing the highest professional standards of service to the public. Integrity and transparency in the recording of decisions is an essential component in the openness of the office.
- 1.2 This policy sets out the duties of the PFCC and staff in creating an audit trail for the decision made by the Police, Fire and Crime Commissioner, the supporting evidence and reasons for taking the decision described.
- 1.3 It also incorporates the publication of that decision.
- 1.4 This policy applies to the Police, Fire and Crime Commissioner (PFCC) and Police, Fire and Crime Commissioner, Fire and Rescue Authority (PFCCFRA).

2.0 General Principles

- 2.1 As an elected Public Servant, the Police, Fire and Crime Commissioner desires that all sections of the community have trust and confidence in the service the PFCC provides in representing them, raises and spends public money and delivering high quality policing and crime reduction and public safety.
- 2.2 The public therefore has a right to expect high standards of ethical behaviour and professionalism at all times in the decision making process.

3.0 Statement of Policy

- 3.1 The public expects both the PFCC and staff will maintain the highest professional standards and will ensure transparency in decision making.
- 3.2 The Chief Executive of the Office of the Police, Fire and Crime Commissioner will provide advice and support to staff with regard to the implementation of this policy. The intention will be to maintain public confidence through integrity and transparency.

4.0 When a Decision Sheet is Required

- 4.1 A decision sheet is required for all decisions arising from:
- a) Performance and Resources Board
 - b) Strategic Board
 - c) Audit Committee
 - d) Financial matters
 - e) Policy matters
 - f) Key and significant decisions
 - g) Any other decision which the PFCC/DFPCC request a decision sheet
- 4.2 All decisions should also be made in line with the principles outlined under the PFCC Constitution, article 13.2, and the PFCCFRA constitution, article 10.
- 4.3 Schemes of delegation and consent for both the PFCC and PFCCFRA should be considered.

5.0 Decision Sheet Procedure for the PFCC

- 5.1 When the PFCC is required to make a decision, the following process is to be followed:
- 5.2 The 'Decision Making Template' is to be completed. This form is available on the Essex PCC shared drive under the path /7. Performance and Scrutiny/ 7.3 Governance/ PFCC Decisions/ Templates/ PFCC Decision Sheet Template
- 5.3 The form is self-explanatory and it must be completed in detail. This is to ensure the grounds for the decision are fully documented before the decision is taken. This will be vital should any decision subsequently be reviewed either internally or by external bodies.
- 5.4 The PA for the Chief Executive and Treasurer will provide the next decision number, to the report author, this can be obtained from the 'PFCC Decision Sheet Log' for the current year. This can be found on the Essex PCC shared drive under the path /7. Performance and Scrutiny/ 7.3 Governance/ PFCC Decision Sheet Log.
- 5.5 The PA for the Chief Executive and Treasurer will complete the 'PFCC Decision Sheet Log' by adding the title of the report, report author and date produced.
- 5.6 The report author will add the next consecutive number (e.g. PFCC/0001/18) to the partly completed 'PFCC Decision Sheet Template'.
- 5.7 An Word version of the of the completed decision sheet should be emailed to the PA for the Chief Executive and Treasurer, who will then

save the draft document on the PFCC Shared Drive under /7. Performance and Scrutiny/ 7.3 Governance/ Draft Decision Sheets.

- 5.8 The PA for the Chief Executive and Treasurer will then pass the decision sheet to the PFCC Monitoring Officer/Chief Executive for initial approval. If the Monitoring Officer approves the decision sheet electronically, then an audit trail must be provided e.g. email. The PA for the Chief Executive and Treasurer will then record the date of approval on the 'PFCC Decision Sheet Log'.
- 5.9 The PA for the Chief Executive and Treasurer will pass the decision sheet to the Treasurer/S151 Officer for approval. The PA to the Chief Executive and Treasurer will record the date of approval on the 'PFCC Decision Sheet Log'.
- 5.10 The Treasurer and/or Chief Executive will mark on the decision sheet whether the report and appendixes are for publication or require redaction.
- 5.11 The PA for the Chief Executive and Treasurer will pass the decision sheet to the PFCC/DPFCC for approval. The date of approval will be recorded on the 'PFCC Decision Sheet Log' by the PA for the Chief Executive and Treasurer. Once completed and signed by the PFCC/DPFCC, hard copies are retained by the PA to Chief Executive and Treasurer.
- 5.12 The PA to the Chief Executive and Treasurer will scan the approved decision sheet and save the pdf version under the appropriate year on the Essex PCC shared drive /7. Performance and Scrutiny/ 7.3 Governance/
- 5.13 The PA to the Chief Executive and Treasurer will arrange for the decision sheet to be uploaded to the PFCC website in line with the decision made by the Chief Executive/Treasurer under 5.10.
- 5.14 Decisions should be approved by the PFCC/DPFCC or returned to the author for review within 10 working days of the decision sheet being received by the PA to the Chief Executive and Treasurer.
- 5.15 Approved decisions, which have been agreed by the Treasurer and/or Chief Executive for publication, will be published within 5 working days of approval by the PFCC/DPFCC as outlined in 5.13

6.0 Decision Sheet Procedure for the PFCCFRA

- 6.1 When the PFCC is required to make a decision, the following process is to be followed:

- 6.2 The 'Decision Making Template' is to be completed. This form is available on the Essex PCC shared drive under the path /7. Performance and Scrutiny/ 7.3 Governance/ PFCC Decisions/ Templates/ PFCC Decision Sheet Template and can be accessed by the PA for the Chief Executive and Treasurer.
- 6.3 The form is self-explanatory and it must be completed in detail. This is to ensure the grounds for the decision are fully documented before the decision is taken. This will be vital should any decision subsequently be reviewed either internally or by external bodies.
- 6.4 The PA for the Chief Executive and Treasurer will provide the next decision number, to the report author, this can be obtained from the 'PFCC Decision Sheet Log' for the current year. This can be found on the Essex PCC shared drive under the path /7. Performance and Scrutiny/ 7.3 Governance/ PFCC Decision Sheet Log.
- 6.5 The PA for the Chief Executive and Treasurer will complete the 'PFCC Decision Sheet Log' by adding the title of the report, report author and date produced.
- 6.6 The report author will add the next consecutive number (e.g. PFCC/0001/18) to the partly completed 'PFCC Decision Sheet Template'.
- 6.7 An Word version of the of the completed decision sheet should be emailed to the PA for the Chief Executive and Treasurer, who will then save the draft document on the PFCC Shared Drive under /7. Performance and Scrutiny/ 7.3 Governance/ Draft Decision Sheets.
- 6.8 The PA for the Chief Executive and Treasurer will then pass the decision sheet to the PFCCFRA Chief Fire Officer for comment. The PA for the Chief Executive and Treasurer will then record the date the decision was sent to and received from the Chief Fire Officer on the 'PFCC Decision Sheet Log'.
- 6.9 The PA for the Chief Executive and Treasurer will pass the decision sheet to the Monitoring Officer for approval. If the Monitoring Officer approves the decision sheet electronically, then an audit trail must be provided e.g. email. The PA to the Chief Executive and Treasurer will record the date of approval on the 'PFCC Decision Sheet Log'.
- 6.10 The PA for the Chief Executive and Treasurer will pass the decision sheet to the S151 Officer for approval. The PA to the Chief Executive and Treasurer will record the date of approval on the 'PFCC Decision Sheet Log'.
- 6.11 The S151 Officer/Monitoring Officer will mark on the decision sheet whether the report and appendixes are for publication or require redaction.

- 6.12 The PA for the Chief Executive and Treasurer will pass the decision sheet to the PFCC/DPFCC for approval. The date of approval will be recorded on the 'PFCC Decision Sheet Log' by the PA for the Chief Executive and Treasurer. Once completed and signed by the PFCC/DPFCC, hard copies are retained by the PA to Chief Executive and Treasurer.
- 6.13 The PA to the Chief Executive and Treasurer will scan the approved decision sheet and save the pdf version under the appropriate year on the Essex PCC shared drive /7. Performance and Scrutiny/ 7.3 Governance/
- 6.14 The PA to the Chief Executive and Treasurer will arrange for the decision sheet to be uploaded to the PFCC website in line with the decision made by the S151 Officer/Monitoring Officer under 6.11.
- 6.14 Decisions should be approved by the PFCC/DPFCC or returned to the author for review within 10 working days of the decision sheet being received by the PA to the Chief Executive and Treasurer.
- 6.15 Approved decisions, which have been agreed by the Treasurer and/or Chief Executive for publication, will be published within 1 working day, or as soon as practically possible, following approval by the PFCC/DPFCC as outlined in 6.13

7. Implications of the Policy

7.1 Financial Implications

- 7.1.1 There are no additional financial implications regarding the implementation of this policy document.

7.2 Staffing and Training

- 7.2.1 There are no staffing or training issues additional to the reading and understanding of this policy.

8.0 Monitoring/Review

- 8.1 The Chief Executive of the Office of the Police, Fire and Crime Commissioner will formally review this policy and associated procedure on an annual basis from the date of publication, to consider:
- Its effectiveness in the business area concerned
 - Any changes to legislation
 - Challenges to the procedure
 - Any identified concerns in relation to implementation

9.0 Related Policies and Information Sources

9.1 Related Procedures

- Elected Local Policing Bodies (Specified Information) Order 2011
- Information Sharing Protocol – Essex Police
- Information Sharing Protocol – Police and Crime Panel