

Publication Protocol

Version Control

Version	Detail	Owner	Date
1.0	First publication	Lisa Bird	02/06/17
2.0	Review: Alteration of protocol owner to Assistant Director of Communications and Public Engagement; update of processes	Darren Horsman	14/11/18
3.0.	Update following SMT feedback	Darren Horsman	25/4/19
4.0	Further update following SMT feedback	Darren Horsman	22/5/19
	Next review date: 01/05/20		

1. Purpose

- 1.1 This protocol covers the publication of all documents published by the Police, Fire and Crime Commissioner (PFCC) for Essex.

2. Protocol

- 2.1 PFCC team members are asked to ensure that they follow the PFCC Publication Protocol correctly and should refer to Appendix 1 – PFCC Publication Processes when producing and publishing documents. Appendix 1 sets out the following information for each of the publication processes:
- The process
 - The process owner
 - The production, approval and sign off process
 - The publisher
 - The location of the publication on the PFCC's website
- 2.2 When producing and publishing PFCC Decision Reports, staff should also refer to the PFCC's Decision Making and Numbering Policy.
- 2.3 Overall responsibility for ensuring compliance with this protocol lies with the Assistant Director of Communications and Public Engagement.
- 2.4 It is the responsibility of each Process Owner to ensure that the process they are accountable for is implemented correctly and is sufficiently robust to manage any risk associated with the publication of relevant material into the public arena.

- 2.5 For the publication of the documents listed below, the Process Owner and / or Approver will also be required to check the accuracy of the documents, including redaction where appropriate, prior to them going live on the PFCC's website. A record of this approval will be kept.
- The Assistant Director of Communications and Public Engagement will sign off:
 - Decisions (Fire and Rescue)
 - Decisions (Police and Crime)
 - The Head of Performance and Scrutiny (Fire and Rescue) will sign off:
 - Performance and Resources Board papers (Fire and Rescue)
 - Strategic Board papers (Fire and Rescue)
 - Audit Committee papers (Fire and Rescue)
 - The Head of Performance and Scrutiny (Police and Crime) will sign off:
 - Performance and Resources Board papers (Police and Crime)
 - Strategic Board papers (Police and Crime)
 - Joint Audit Committee papers (Police and Crime)
- 2.6 For decision reports, a further check will be undertaken by the Section 151 Officer as they produce the list of decisions presented to each meeting of the Police, Fire and Crime Panel. At this stage, if any decisions have not been published which should have been or have been published in error, this will be raised with the Assistant Director of Communications and Public Engagement who will make the necessary corrections.

3. Monitoring and Review

- 3.1 The Assistant Director of Communications and Public Engagement is to ensure that Process Owners keep their respective processes under regular review by requesting confirmation that processes are being adhered to, or of any changes or updates required, on a quarterly basis.
- 3.2 The Assistant Director of Communications and Public Engagement will arrange the review of a dip sample of publications each quarter to ensure compliance. This quarterly review will include a check against the information identified in Appendix 1, and identified in the Specified Information Orders covering the PFCC, Essex Police and Essex County Fire and Rescue Service. As such, information published through a process directly owned by the Commissioner's office and / or via Essex Police (EP) or the Essex County Fire and Rescue Service (ECFRS) may be included in the sample.
- 3.3 If information published by EP and / or ECFRS is found to be out of date or missing then it will be raised with the Head of Performance and Scrutiny

(Police and Crime) or the Head of Performance and Scrutiny (Fire and Rescue) who will raise it with the respective service.

- 3.4 Process Owners should not wait for quarterly reviews to notify any changes or updates required. Should any changes or updates to processes need to take place between quarterly reviews, Process Owners should promptly follow the steps below (see 3.5).
- 3.5 When a change or update to a process need to take place, Process Owners should:
- Ensure that any changes or updates to publication processes are reflected in Appendix 1 - PFCC Publication Processes;
 - Inform the Assistant Director of Communications and Public Engagement, who will update the protocol accordingly and arrange for the update to be approved in line with the PFCC's Constitution and Decision Making and Numbering Policy, and
 - Once the update to the protocol is duly approved, communicate the changes or updates to the relevant personnel.

4. Appendices

Appendix 1: List of PFCC Publication Processes