

## PFCC Decision Report

**Please ensure all sections below are completed**

**Report reference number:** 117/20

**Classification:** Not protectively marked/restricted

**Title of report:** Chairs for home working

**Area of county / stakeholders affected:** Countywide

**Report by:** Greg Myddelton

**Date of report:** 30 September 2020

**Enquiries to:** greg.myddelton@essex.police.uk

### 1. Purpose of the report

- 1.1. To approve the allocation of up to £1,680 for the purchase of suitable chairs to enable PFCC staff to work from home effectively.

### 2. Recommendations

- 2.1. Approve the allocation of £1,680 to purchase 12 desk chairs for PFCC staff to work from home.

### 3. Benefits of the proposal

- 3.1. By providing staff with suitable equipment we will reduce the likelihood of any DSE-related injuries and staff will be able to work comfortably and effectively even over prolonged periods.
- 3.2. This equipment will ensure our compliance with Health and Safety recommendations around home working.
- 3.3. PFCC colleagues will be able to more effectively work from home, supporting our compliance with government guidance around COVID-19.

### 4. Background and proposal

- 4.1. Under the Health and Safety at Work etc. Act 1974, the PFCC has a duty to protect the health, safety and welfare of their employees, including those who work from home. In addition, the Management of Health and Safety at Work Regulations 1999 require employers to carry out a risk assessment to identify any hazards relating to the work done by homeworkers and to take steps to remove them or, where this is not reasonably practicable, to minimise them.

4.2. PFCC staff have undertaken Display Screen Equipment (DSE) assessments for their home working setups which have identified that many colleagues are using inappropriate chairs that do not provide sufficient adjustments or support.

4.3. The chairs will remain the property of Essex Police and can be redeployed into the police estate if and when they are no longer required for home working. Alternatively, employees may explore the purchase of the chairs from Essex Police.

## **5. Alternative options considered and rejected**

5.1. The PFCC could decide not to provide homeworkers with equipment, but this may be unlawful, would likely have negative implications in terms of productivity and could result in injury to staff using inappropriate equipment.

5.2. The PFCC could provide small individual budgets to enable staff to purchase their own equipment but on reflection it is felt that identifying and supplying a common solution would enable simpler budgeting and ensure staff receive an appropriate, compliant solution.

## **6. Police and Crime Plan**

6.1. The PFCC relies on their office to support the delivery of the Police & Crime Plan and Fire & Rescue Plan. Investing in their ability to undertake their duties from home will ultimately support the delivery of the PFCC's priorities

## **7. Police operational implications**

7.1. There are no direct operational implications of this decision.

## **8. Financial implications**

8.1. Allocation of £1,680 from the PFCC's staff budget to pay for appropriate chairs.

## **9. Legal implications**

9.1. As outlined in section 4, the PFCC is bound to protect the health and safety of staff under the 1974 Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, 1999.

## **10. Staffing implications**

10.1. Staff that have identified their current equipment as inappropriate or non-compliant with the Health and Safety Executive guidelines will be provided with a suitable chair.

## **11. Equality and Diversity implications**

11.1. This equipment is available to all staff. Where a member of staff may require specialist equipment as part of a reasonable adjustment an extra chair will be provided from with the existing Essex Police stock and through the relevant EP policies.

## **12. Risks**


12.1. There is no risk identified.

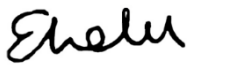
## **13. Governance Boards**

13.1. This proposal was discussed at the PFCC's Senior Management Team on 2<sup>nd</sup> September 2020.

**Report Approval**

The report will be signed off by the OPFCC Chief Executive and Treasurer prior to review and sign off by the PFCC / DPFCC.

Deputy M.O. Sign:   
Print: Darren Horsman  
Date: 14 October 2020

Chief Finance Officer / Treasurer Sign:   
Print: Elizabeth Helm  
Date: 14 October 2020

**Publication**

Is the report for publication? YES   
NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

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If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

**Redaction**

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES  NO   
2. Of Appendix? YES  NO

If 'YES', please provide details of required redaction:

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Date redaction carried out: .....

**Treasurer / Chief Executive Sign Off – for Redactions only**

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

**Sign:** .....

**Print:** .....

**Chief Executive/Treasurer**

**Decision and Final Sign Off**

I agree the recommendations to this report:

**Sign:** 

**Print:** Jane Gardner

**Deputy PFCC**

**Date signed:** 14 October 2020

I do not agree the recommendations to this report because:

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.....  
.....

**Sign:** .....

**Print:** .....

**PFCC/Deputy PFCC**