

PFCC Decision Report

Report reference number: 128/2020

Classification: Not protectively marked

Title of report: PFCC Senior Management Team ('SMT') Terms of Reference

Area of county / stakeholders affected: PFCC's office

Report by: Jane Gardner (Deputy Police, Fire and Crime Commissioner for Essex)

Date of report: 01 December 2020

Enquiries to: Jane Gardner at jane.gardner2@essex.police.uk

1 Purpose of the report

To approve the PFCC SMT Terms of Reference as discussed at SMT on 12 October 2020.

2 Recommendations

That the Terms of Reference attached at Appendix 1 are approved for adoption.

3 Benefits of the proposal

The PFCC SMT Terms of Reference will ensure that it's members understand their individual and collective responsibilities for providing strategic leadership, management and support to the Police, Fire and Crime Commissioner in the running of the Office and in the delivery of established priorities, recommendations on decisions and the scrutiny of performance.

The PFCC SMT Terms of Reference provide a framework on which an SMT Forward Plan will be developed and maintained to ensure that strategic oversight is structured and delivered in a timely manner to support business priorities and their associated delivery.

Transparency in how the SMT conducts its business will be accessible with the publication of the PFCC SMT Terms of Reference.

4 Background and proposal

PFCC SMT Terms of Reference were refreshed in direct response to a Risk Management Audit carried out by RSM in August 2020. This Audit found that the PFCC SMT Terms of Reference were not readily accessible. This provided a timely opportunity to refresh and subsequently factor in an annual review to ensure that they remain current in their focus and give leadership to the delivery of the understandably complex business priorities of the PFCC.

5 Alternative options considered and rejected

These PFCC SMT Terms of Reference were considered by SMT members individually and collectively on several occasions and revised accordingly to reach those presented at Appendix 1 for sign-off and adoption.

6 Police and Crime Plan

The PFCC SMT Terms of Reference will provide greater coordination in the oversight and delivery of the priorities of the PFCC as set out in the Police & Crime Plan and Fire & Rescue Plan.

7 Police operational implications

There are no implications for operational policing in the adoption of the PFCC SMT Terms of Reference.

8 Financial implications

No financial implications have been identified.

9 Legal implications

No legal implications have been identified.

10 Staffing implications

All members of SMT will be required to adopt and comply with the requirements of these Terms of Reference in how its business is conducted and how they contribute to the development and delivery of said business.

11 Equality and Diversity implications

No Equality and Diversity implications have been identified.

12 Risks

No risks have been identified in the adoption of the PFCC SMT Terms of Reference. Not adopting of the PFCC SMT Terms of Reference provide the associated risks of its business being unstructured and uncoordinated and the priorities of the PFCC not being delivered.

13 Governance Boards

Considered at SMT on 12 October 2020.

14 Background papers

Appendix 1: PFCC SMT Terms of Reference

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: 7 December 2020

Chief Finance Officer / Treasurer

Sign:



Print: Elizabeth Helm

Date: 7 December 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)*

.....
.....

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	<input type="checkbox"/>	2. Of Appendix?	YES	<input type="checkbox"/>
	NO	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>

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

.....
.....

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

Date signed:

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: Roger Hirst

PFCC

Date signed: 9 December 2020

I do not agree the recommendations to this report because:

.....
.....
.....

Sign:

Print:

PFCC/Deputy PFCC

Date signed: