Process	Process Owner	Production, Approval	Publisher	Publication location
		and Sign off Process		
Community Safety	Commissioning Officer	Commissioning Officer	Communications and	http://www.essex.pfcc.police.uk/giving-you-a-
Fund forms and		drafts -> consult with	Engagement Officer	voice/commissioning-services/
guidance (including		DPFCC & independent		
terms and		CSDF panel ->		
conditions)		published through the		
		Decision Sheet process		
Police and Crime	Strategic Head Policy	Draft P&C Plan	Communications and	https://www.essex.pfcc.police.uk/what-we-are-
Plan	and Public	developed following	Engagement Officer	doing/police-and-crime-plan/
	Engagement	process set out in		
		statute -> Police, Fire		
		and Crime Panel		
		scrutinises the draft		
		Plan -> PFCC considers		
		and responds to any		
		report or		
		recommendations		
		made by the Panel ->		
		PFCC agrees Plan via		
		Decision Report ->		
		Policy, Comms and		
		Public Engagement		
		Team publish		

Fire and Rescue Plan	Strategic Head Policy	Draft F&R Plan	Communications and	https://www.essex.pfcc.police.uk/what-we-are-
	and Public	developed in	Engagement Officer	doing/fire-rescue-strategy/
	Engagement	accordance with the		
		National Framework ->		
		Police, Fire and Crime		
		Panel scrutinises the		
		draft Plan -> PFCC		
		considers and		
		responds to any		
		recommendations		
		made by the Panel ->		
		PFCC agrees Plan via		
		Decision Report ->		
		Policy, Comms and		
		Engagement Team		
		publish		
Integrated Risk	Strategic Head Policy	Draft developed by	Communications and	http://www.essex-
Management Plan	and Public	ECFRS and CFO - > Plan	Engagement Officer	fire.gov.uk/_img/pics/pdf_1550238181.pdf
	Engagement	sign off follows		
		Decision Sheet process		
		-> Comms and		
		Engagement Team		
		publish		

Annual Report	Strategic Head Policy	Strategic Head Policy	Communications and	http://www.essex.pfcc.police.uk/reporting/annual-
	and Public	and Public	Engagement Officer	report/
	Engagement	Engagement -> Chief		
		Executive QA -> PFCC		
		QAs -> Police, Fire		
		and Crime Panel		
		comments & PFCC		
		responds -> PFCC signs		
		off via Decision Report		
		-> PFCC signs off ->		
		Communications and		
		Engagement Officer		
		publishes		
Annual Fire and	Head of Performance	ECFRS drafts with Head	Communications and	http://www.essex.pfcc.police.uk/reporting/annual-
Rescue Statement	and Scrutiny (Fire and	of Performance and	Engagement Officer	report/
	Rescue)	Scrutiny (Fire and		
		Rescue) -> Chief Fire		
		Officer / Chief		
		Executive QA -> PFCC		
		QAs -> Police, Fire		
		and Crime Panel		
		comments & PFCC		
		responds -> PFCC signs		
		off via Decision Report		
		-> Media and		
		Engagement Officer		
		publishes		

Policing Precept	Head of Finance	Head of Finance drafts	Communications and	http://www.essex.pfcc.police.uk/finance/policing-
		precept report ->	Engagement Officer	precept/
		approved by PFCC and		
		Police, Fire and Crime		
		Panel -> Head of		
		Finance notifies ->		
		Policy, Comms and		
		Engagement Team to		
		publish		
ECFRS Precept	Head of Performance	ECFRS Chief Financial	Communications and	http://www.essex.pfcc.police.uk/finance/policing-
	and Scrutiny (Fire and	Officer drafts precept	Engagement Officer	precept/
	Rescue)	report -> approved by		
		PFCC and Police, Fire		
		and Crime Panel ->		
		Chief Executive notifies		
		-> Policy, Comms and		
		Engagement Team to		
		publish		
Restorative Justice	Strategic Head	Restorative and	Restorative and	http://www.essex.pfcc.police.uk/what-we-are-
content	Partnerships and	Mediation Service Co-	Mediation Service Co-	doing/police-and-crime-plan/restorative-justice/
	Delivery (Restorative	Ordinator drafts ->	Ordinator	
	and Mediation Service	Strategic Head		
	Co-Ordinator)	Partnerships and		
		Delivery QAs ->		
		Restorative and		
		Mediation Service Co-		
		Ordinator publishes		

Community remedy	Strategic Head	Restorative and	Communications and	http://www.essex.pfcc.police.uk/what-we-are-
content	Partnerships and	Mediation Service Co-	Engagement Officer	doing/police-and-crime-plan/restorative-justice/
	Delivery (Ordinator drafts ->		
	Restorativeand	Strategic Head		
	Mediation Service Co-	Partnerships and		
	Ordinator)	Delivery QAs ->		
		Communications and		
		Engagement Officer		
		publishes		
Public Meeting	Strategic Head Policy	Communications and	Communications and	http://www.essex.pfcc.police.uk/engaging-with-
Minutes, details of	and Public	Engagement Officer	Engagement Officer	essex/public-meeting-minutes/
upcoming public	Engagement	drafts -> Strategic		
meetings		Head Policy and Public		
		Engagement QA ->		
		Communications and		
		Engagement Officer		
		publishes		
Freedom of	Strategic Head Policy	Data Protection and	Communications and	http://www.essex.pfcc.police.uk/reporting/freedom-
information log	and Public	Correspondence	Engagement Officer	of-information/
	Engagement	Officer drafts ->		
		Strategic Head Policy		
		and Public		
		Engagement signs off -		
		> Data Protection and		
		Correspondence		
		Officer updates		
		quarterly ->		
		Communications and		
		Engagement Officer		
		updates anonymised		
		FOI log		

ICV content and	Strategic Head of	Scrutiny Officer drafts	Communications and	http://www.essex.pfcc.police.uk/giving-you-a-
forms	Performance and	-> Strategic Head of	Engagement Officer	voice/independent-custody-visiting/
	Resources	Performance and		
	(Scrutiny Officer)	Resources QAs ->		
		Communications and		
		Engagement Officer		
		Scrutiny		
Dog welfare visitors	Strategic Head	Restorative and	Communications and	http://www.essex.pfcc.police.uk/giving-you-a-
	Partnerships and	Mediation Service Co-	Engagement Officer	voice/dog-welfare-lay-visiting/
	Delivery (Restorative	Ordinator drafts ->		
	and Mediation Service	Strategic Head		
	Co-Ordinator)	Partnerships and		
		Delivery QAs ->		
		Communications and		
		Engagement Officer		
		publishes		
Performance and	Head of Performance	Agenda and papers to		http://www.essex.pfcc.police.uk/performance-
Resources Board	and Scrutiny (Fire and	be published agreed at	PA to Chief Executive and	resources-board-essex-fire-rescue-authority/
Papers (Fire and	Rescue)	board - > Head of	DPFCC	
Rescue)		Performance and		
		Scrutiny (Fire and		
		Rescue) confirms		
		papers to be published		
		-> PA to Chief		
		Executive and		
		DPFCCuploads the		
		papers to the website -		
		> Head of Performance		
		and Scrutiny (Fire and		
		Rescue) publishes		

Danfannaanaaa	Hand of Douteman	A second	DA to Chief Franchis and	http://www.asser.afaa.asliaa.ulu/asser.asliaa
Performance and	Head of Performance	Agenda and papers to	PA to Chief Executive and	http://www.essex.pfcc.police.uk/essex-police-
Resources Board	and Scrutiny (Police	be published agreed at	DPFCC	performance/
Papers (Police and	and Crime)	board - > Head of		
Crime)		Performance and		
		Scrutiny (Police and		http://www.essex.pfcc.police.uk/essex-police-
		Crime) confirms papers		performance-2/
		to be published -> PA		
		to Chief Executive and		
		DPFCC uploads the		
		papers to the website -		
		> Head of Performance		
		and Scrutiny (Police		
		and Crime) publishes		
		1		
		The quarterly and		
		monthly performance		
		report are also		
		published on the Police		
		Performance Page by		
		the PA to Chief		
		Executive and DPFCC		
		LACCULIVE and DFT CC		
PFCC Fire and	Chief Executive	Chief Executive	Communications and	https://www.essex.pfcc.police.uk/wp-
Rescue Authority	Chief Executive	reviews at least	Engagement Officer	content/uploads/2017/09/PFCC-FRA-Constitution-
Constitution			Lingagement Officer	
Constitution		annually - > Consulted		<u>v1.7-1.pdf</u>
		on at SMT and		
		Strategic Board ->		
		Consulted on at Police,		
		Fire and Crime Panel -		
		> PFCC signs off via		
		decision sheet		

PFCC Constitution	Chief Executive	Chief Executive	Communications and	http://www.essex.pfcc.police.uk/finance-
		reviews at least	Engagement Officer	reporting/publications/
		annually, in		
		consultation with the		
		Force Solicitor - >		
		Consulted on at SMT		
		and Strategic Board ->		
		Consulted on at Police,		
		Fire and Crime Panel		
		- > PFCC signs off via		
		decision sheet		
PFCC Policies				http://www.essex.pfcc.police.uk/finance-
	Strategic Head Policy	Reviewer reviews	Communications and	reporting/publications/
	and Public	policy-> Owner QAs	Engagement Officer	
	Engagement (Head of	policy -> Owner		
	Performance and	consults SMT -> PFCC		
	Scrutiny (Police))	signs off via decision		
		sheet -> policy is		
		passed to Policy,		
		Comms and		
		Engagement Team ->		
		Communications and		
		Engagement Officer		
		publishes		
		6		
		Strategic Head Policy		
		and Public		
		Engagement monitors		
		compliance with the		
		policy and strategy		
		review plan		

Strategic Board	Head of Performance	Agenda and papers to		https://www.essex.pfcc.police.uk/strategic-board-
Papers (Fire and	and Scrutiny (Fire and	be published agreed at	PA to Chief Executive and	ecfrs/
Rescue)	Rescue)	board - > Head of	DPFCC	
		Performance and		
		Scrutiny (Fire and		
		Rescue) confirms		
		papers to be published		
		-> PA to Chief		
		Executive and DPFCC		
		uploads the papers to		
		the website -> Head of		
		Performance and		
		Scrutiny (Fire and		
		Rescue) publishes		
Strategic Board	Head of Performance	Agenda and papers to		https://www.essex.pfcc.police.uk/strategic-board/
(Police and Crime)	and Scrutiny (Police	be published agreed at	PA to Chief Executive and	
	and Crime)	board - > Head of	DPFCC	
		Performance and		
		Scrutiny (Police and		
		Crime) confirms papers		
		to be published -> PA		
		to Chief Executive and		
		DPFCC uploads the		
		papers to the website -		
		> Head of Performance		
		and Scrutiny (Police		
		and Crime) publishes		

PSD Quarterly		PSD send anonymised	Communications and	https://www.essex.pfcc.police.uk/reporting/conduct-
Reports	Strategic Head of	PSD Quarterly Report	Engagement Officer	professional-standards/
	Performance and	to Strategic Head of		
	Resources	Performance and		
		Resources		
		and Scrutiny Officer ->		
		Initial meeting held		
		with Head of PSD and		
		Strategic Head ->		
		Briefing meeting held		
		with DPFCC and		
		Strategic Head ->		
		Full meeting held with		
		PFCC, DCC, Head of		
		PSD and Strategic Head		
		->		
		Scrutiny Officer sends		
		anonymised PSD		
		Quarterly Report to		
		Communications and		
		Engagement Officer - >		
		Communications and		
		Engagement Officer		
		publishes		

Link to HMICFRS	Head of Performance	HMICFRS sends report	Communications and	https://www.essex.pfcc.police.uk/reporting/hmic-
Policing reports	and Scrutiny (Police	to PFCC email account	Engagement Officer	reports/
	and Crime)	-> Data Protection and		
		Correspondence		
		Officer forwards the		
		report to the PFCC,		
		DPFCC, Chief Executive		
		and Head of		
		Performance and		
		Scrutiny (Police and		
		Crime) ->		
		Head of Performance		
		and Scrutiny (Police		
		and Crime) prepares		
		briefing for the PFCC		
		->		
		Head of Performance		
		and Scrutiny (Police		
		and Crime) prepares		
		draft response from		
		the PFCC to the Home		
		Office ->		
		PFCC approves and		
		signs off response to		
		the Home Office ->		
		Head of Performance		
		and Scrutiny (Policing)		
		notifies		
		Communications and		
		Engagement Officer->		
		Communications and		
		Engagement Officer		
		publishes		

Police Appeals	Strategic Head of	Scrutiny Officer liaises	Communications and	
Tribunals	Performance and	with LQC -> Scrutiny	Engagement Officer	https://www.essex.pfcc.police.uk/reporting/police-
(Notification of	Resources	Officer drafts wording		appeal-tribunals/
hearing and location,		for upcoming tribunal		
documentation and	(Scrutiny Officer)	and liaises with		
results as agreed by		Strategic Head of		
the Legally Qualified		Performance and		
Chair)		Resources		
		-> LQC approves ->		
		Communication and		
		Engagement Officer		
		publishes -> tribunal		
		takes place and LQC		
		provides Scrutiny		
		Officer and Strategic		
		Head of Performance		
		and Resources		
		with result -> Scrutiny		
		Officer updates docs ->		
		Communications and		
		Engagement Officer		
		publishes		

Statement of	Head of Finance	Head of Finance works	Communications and	
accounts including		with EP to develop	Engagement Officer	
Annual Governance		SoA, gain approval		https://www.essex.pfcc.police.uk/finance-
Statement and		through P&R and Joint		reporting/transparency/
Annual Audit Letter		Audit Committee ->		
(PFCC Group)		PFCC agrees -> Head of		
		Finance notifies		
		comms and		
		engagement team -		
		Communications and		
		Engagement Officer		
		publishes		
Statement of	Head of Performance	ECFRS Chief Financial	Communications and	https://www.essex.pfcc.police.uk/finance-
accounts including	and Scrutiny (Fire and	Officer develops SoA,	Engagement Officer	reporting/transparency/
Annual Governance	Rescue)	gains approval through		
Statement and		P&R and Audit		
Annual Audit Letter		Committee -> PFCC		
(PFCC Fire and		agrees final documents		
Rescue Authority)		-> Head of		
		Performance and		
		Scrutiny (Fire and		
		Rescue) notifies		
		comms and		
		engagement team that		
		ECFRS has published ->		
		Communications and		
		Engagement Officer		
		updates links on PFCC		
		website		

Decision Sheets	Chief Executive	(See process map	PA to Chief Executive and	https://www.essex.pfcc.police.uk/finance-
(Police & Fire and	(Personal Assistant to	within Decision Making	DPFCC	reporting/transparency/
Rescue)	Chief Executive and	Policy)		
	DPFCC)	Author creates		
		decision sheet report -		
		>		
		Head of Finance and		
		Chief Executive review		
		and approve report		
		and potential		
		redactions ->		
		PFCC (or DPFCC)		
		approves and signs off		
		-> Decision Sheet is		
		passed to PA to Chief		
		Executive and DPFCC		
		who uploads the		
		appropriate decision		
		sheets -> Strategic		
		Head Policy and Public		
		Engagement QA and		
		agrees go live		

Gifts and hospitality	Chief Executive	Personal Assistant to		https://www.essex.pfcc.police.uk/finance-
	(Personal Assistant to	Chief Executive and	Communications and	reporting/transparency/
	Chief Executive and	DPFCC gets all staff	Engagement Officer	
	DPFCC)	including PFCC, DPFCC		
		and Chief Executive to		
		record all gifts and		
		hospitality every		
		quarter -> Form is		
		passed to Policy,		
		Comms and		
		Engagement Team ->		
		Communications and		
		Engagement Officer		
		publishes		
Expenses sheet	Chief Executive	When the PFCC or		
quarterly	(Personal Assistant to	DPFCC claim expenses		https://www.essex.pfcc.police.uk/finance-
	Chief Executive and	a copy should be	Communications and	reporting/transparency/
	DPFCC)Chief Executive	printed and provided	Engagement Officer	
	(Office Manager,	to the Policy, Comms		
	Personal Officerto	and Engagement Team		
	Chief Executive)	by the Personal		
		Assistant to Chief		
		Executive and DPFCC -		
		> Communications and		
		Engagement		
		Officeradds them to a		
		list and then publishes		
		them		

Disclosable interests PFCC	Chief Executive (Personal Assistant to Chief Executive and DPFCC)	Annual declaration requested by Personal Assistant to Chief Executive and DPFCC - > a copy should be printed and provided to the Policy, Comms and Engagement Team by the Personal Assistant to Chief Executive and DPFCC - > Communications and Engagement Officer publishes	Communications and Engagement Officer publishes	https://www.essex.pfcc.police.uk/finance-reporting/transparency/
Disclosable interests DPCC	Chief Executive (Personal Assistant to Chief Executive and DPFCC)	Annual declaration requested by Personal Assistant to Chief Executive and DPFCC -> a copy should be printed and provided to the Policy, Comms and Engagement Team by the Personal Assistant to Chief Executive and DPFCC -> Communications and Engagement Officer publishes	Communications and Engagement Officer publishes	https://www.essex.pfcc.police.uk/finance-reporting/transparency/

Expenditure over	Strategic Head of	EP produces > Head of	Head of Finance	https://www.essex.pfcc.police.uk/finance-
£500 (Essex Police)	Performance and	Finance		reporting/transparency/
	Resources	reviews/highlights		
	(Head of Finance)	concerns > published		
		(monthly)		
Expenditure over	ECFRS	ECFRS produces >	Communications and	https://www.essex.pfcc.police.uk/finance-
£500 (PFCC Fire and		ECFRS publishes on	Engagement Officer	reporting/transparency/
Rescue Authority)		ECFRS website ->	publishes	
		Policy, Comms and		
		Engagement team		
		check process		
		quarterly and ensure		
		link on PFCC site is still		
		working		
Joint Audit	Head of Finance	Scrutiny Officer drafts	Scrutiny Officer	
committee (JAC)		minutes > Head of		https://www.essex.pfcc.police.uk/finance-
		Finance /JAC members		reporting/transparency/
		QA > approved at next		
		JAC > uploaded by		
		Scrutiny Officer-> Head		
		of Finance agrees to		
		publication		
Audit Committee	Head of Finance	Scrutiny Officer drafts		https://www.essex.pfcc.police.uk/finance-
(PFCC Fire and		minutes > Head of	Scrutiny Officer	reporting/transparency/
Rescue Authority)		Finance /JAC members		
		QA > approved at next		
		JAC > uploaded by		
		Scrutiny Officer ->		
		Head of Finance agrees		
		to publication		

Elected post holder	Chief Executive	When details change	Communications and	https://www.essex.pfcc.police.uk/our-team/
information	(Strategic Head of	CE or Strategic Head of	Engagement Officer	
(required by	Policy and Public	Policy and Public		
Specified	Engagement)	Engagement notifies		
Information Order		Policy, Comms and		
(transparency		Engagement Team ->		
analysis))		Communications and		
		Engagement Officer		
Name, address for		publishes		
correspondence,				
salary,				
PFCC or DPFCC	Strategic Head of	Strategic Head of	Communications and	https://www.essex.pfcc.police.uk/compliments-and-
conduct matters	Performance and	Performance and	Engagement Officer	complaints/
dealt with by the	Resources	Resources checks with		
Police, Fire and		Panel Secretary		
Crime Panel		quarterly -> Panel		
		Secretary provides		
		information - >		
		Communications and		
		Engagement Officer		
		publishes		

Staff of the	Head of Performance	Information checked	Communications and	http://www.essex-
Authority (PFCC Fire	and Scrutiny (Fire and	by Comms and	Engagement Officer	fire.gov.uk/ img/pics/pdf 1540216083.pdf
and Rescue	Rescue)	Engagement		
Authority)		Transparency Audit		https://www.essex.pfcc.police.uk/finance-
information required		quarterly -> when		reporting/transparency/
by Specified		necessary Head of		
Information Order		Performance and		
(transparency		Scrutiny (Fire and		
analysis)		Rescue) seeks update -		
Number of staff,		> update shared with		
demographic		Policy, Comms and		
breakdown of staff,		Engagement Team ->		
organisational chart.		Communications and		
		Engagement Officer		
		updates links		
Staff of the	Chief Executive	Information checked	Communications and	https://www.essex.pfcc.police.uk/our-team/
Authority (PFCC)	(Strategic Head of	by Policy, Comms and	Engagement	
information required	Policy and Public	Engagement	Officer	https://www.essex.pfcc.police.uk/finance-
by Specified	Engagement)	Transparency Audit		reporting/transparency/
Information Order		quarterly -> when		
(transparency		necessary, updates		
analysis)		secured by owner and		
Number of staff,		passed to Comms and		
demographic		Engagement Team ->		
breakdown of staff,		Communications and		
organisational chart,		Engagement Officer		
details of senior staff		updates links		
(whose salary				
exceeds £58,200)				

The identity of any	Strategic Head of	Information checked	Communications and	https://www.essex.pfcc.police.uk/reporting/items-
premises or land	Performance and	by Policy, Comms and	Engagement Officer	of-expenditure/asset-portfolio/
owned by, or	Resources	Engagement		
occupied for use by	(Head of Finance)	Transparency Audit		
the PFCC Group		quarterly -> when		
(including Essex		necessary, updates		
Police)		secured by owner and		
		passed to Policy,		
		Comms and		
		Engagement Team ->		
		Communications and		
		Engagement Officer		
		updates links		
The identity of any	Strategic Head of	Information checked	Communications and	https://www.essex.pfcc.police.uk/reporting/items-
premises or land	Performance and	by Policy, Comms and	Engagement Officer	of-expenditure/asset-portfolio/
owned by, or	Resources (Head of	Engagement		
occupied for use by	Performance and	Transparency Audit		
the PFCC Fire and	Scrutiny (Fire and	quarterly -> when		
Rescue Authority	Rescue))	necessary, updates		
		secured by owner and		
		passed to Policy,		
		Comms and		
		Engagement Team ->		
		Communications and		

A copy of each	Head of Finance	Information checked	Communications and	https://www.essex.pfcc.police.uk/finance-
contract with a value		by Policy, Comms and	Engagement Officer	reporting/transparency/
exceeding £10,000		Engagement		
for Essex Police		Transparency Audit		
		quarterly -> when		
		necessary, updates		
		secured by owner and		
		passed to Comms and		
		Engagement Team ->		
		Communications and		
		Engagement		
		Officerupdates links		
A copy of each	Strategic Head of	Information checked	Communications and	https://www.essex.pfcc.police.uk/finance-
contract with a value	Performance and	by Policy, Comms and	Engagement Officer	reporting/transparency/
exceeding £10,000	Resources (Head of	Engagement		
for PFCC Fire and	Performance and	Transparency Audit		
Rescue Authority	Scrutiny (Fire and	quarterly -> when		
	Rescue))	necessary, updates		
		secured by owner and		
		passed to Comms and		
		Engagement Team ->		
		Communications and		
		Engagement Officer		
		updates links		

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

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