

PFCC Decision Report

Report reference number: 058/2021

Classification (e.g. Not protectively marked/restricted): Not protectively marked

Title of report: Electronic Filing System Policy

Area of county / stakeholders affected: Countywide

Report by: Darren Horsman (Strategic Head of Policy and Public Engagement)

Date of report: 14 April 2021

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1. Purpose of the report

To approve adoption of the Electronic Filing Policy attached at Appendix 1.

2. Recommendations

That the Police, Fire and Crime Commissioner (PFCC) for Essex approves the Electronic Filing Policy attached at Appendix 1.

3. Benefits of the proposal

Implementation of the Electronic Filing Policy will provide greater consistency in how the Police, Fire and Crime Commissioner's office stores and manages its documents and data. This is an essential foundation to ensuring the Commissioner can fulfil their statutory responsibilities regarding the Freedom of Information Act and Data Protection Act 2018 and the General Data Protection Regulations and their broader commitments in terms of data security and transparency as set out within their policy framework, specially within the [Data Protection Policy](#) and [Records Retention and Disposal Policy](#).

4. Background and proposal

Over the last year the PFCC and their team have undertaken a project to reorganise their document storage system to provide easier access to documents for members across the team, provide additional assurance that data is stored appropriately and ensure documents are managed effectively and in preparation for a change in our IT platform.

The Electronic Filing Policy provides clear standardisation of the file naming convention and structure established as part of the project to ensure a consistent approach is undertaken going forward.

5. Alternative options considered and rejected

Several different approaches were considered both in terms of the content of the policy and in terms of having a policy at all. It was decided to set out the expectations on staff within a policy to ensure consistency of approach. The primary driver of this decision was that it better enables the Commissioner to deliver against their statutory obligations and the wider team to be better aligned with best practice in document storage and management.

Several different naming convention and structures were considered, and a decision was taken by the Senior Management Team following a recommendation by a staff working group. This process was followed to foster buy in from the team for the final approach.

6. Police and Crime Plan

The Policy will support the Commissioner's office to work effectively and efficiently which in turn will contribute to their ability to deliver both the Police and Crime Plan and Fire and Rescue Plan.

7. Police operational implications

There are no operational implications arising for Essex Police as a result of this report.

8. Financial implications

There are no financial implications arising from this report.

9. Legal implications

There are no legal implications arising from this report.

10. Staffing implications

There are no staffing implications arising from this report.

11. Equality and Diversity implications

There are no equality and diversity implications arising from this report.

12. Risks

There are no additional risks relevant to this decision.

13. Governance Boards

The Electronic Filing Policy has been discussed and agreed at the PFCC's Senior Management Team.

14. Background papers

Appendix 1 – Electronic Filing System Policy

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.

Chief Executive / M.O.

Sign:



Print: D Horsman

Date: 14.4.2021

Chief Finance Officer / Treasurer

Sign:



Print: Julia Berry.....

Date: 19 April 2021.....

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*)

.....
.....N/A.....

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:

.....
.....N/A.....

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:

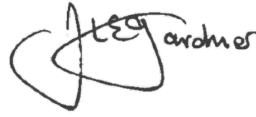
Print:

Chief Executive/Treasurer

Decision and Final Sign Off

I agree the recommendations to this report:

Sign:



Print: Jane Gardner

~~PECC~~/Deputy PFCC

Date signed: ~~7 April 2020~~ 20 April 2021

I do not agree the recommendations to this report because:

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

Sign:

Print:

PFCC/Deputy PFCC

Date signed: