

PFCC Decision Report

Please ensure all sections below are completed

Report reference number: 130-21

Classification Not protectively marked

Title of report: PFCC Group Annual Report Design

Area of county / stakeholders affected: Countywide

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

Date of report: 25.8.2021

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1. Purpose of the report

To highlight the need to engage an external designer to help develop the Police, Fire and Crime Commissioner's Group Annual Report and secure the Commissioner's support for the allocation of funds to do this.

2. Recommendations

That the Commissioner agrees to engage an external designer, at a cost of no more than £3000, to develop the Police, Fire and Crime Commissioner's Group Annual Report.

3. Benefits of the proposal

The Police, Fire and Crime Commissioner has a statutory duty to develop and publish an Annual Report. This proposal will allow the Commissioner to meet this statutory duty.

Having a designed report rather than a word version will also ensure that the Commissioner acts on previous feedback from the Police, Fire and Crime Panel who have a statutory role to review the report prior to publication.

The publication of a public Annual Report setting out the Commissioner's progress against their Police and Crime Plan and various financial plan is also a vital element of their public transparency and accountability and plays an important part in maintaining public confidence in the role and in Essex Police.

The content of the report is largely developed at the same time as the Statement of Accounts and as such this decision is connected to the Commissioner's previous decision agreeing the Statement of Accounts.

4. Background and proposal

The Commissioner has a statutory duty to publish an annual report each year setting out their performance against their Police and Crime Plan. The content for the Annual Report is developed alongside the Statement of Accounts so it takes into account the financial and performance information for the financial year.

This process has been in place for the number of years with refinements being made each year following feedback from stakeholders and the Police, Fire and Crime Panel. While in previous year's Essex Police have been able to use in house design capability to develop the report, this year, due to a member of staff leaving and the position not yet being filled it is necessary to secure external support to complete the Annual Report on time.

5. Alternative options considered and rejected

We considered whether it would be possible to delay the production of the report until sufficient in-house resources were available or whether we could provide the report in a format that did not need designing. Both options were discounted as they would have detracted from the value of the report by either being produced much later or in a format that was not attractive to the public or professional. It also needs to be in a format that meets statutory website accessibility requirements.

5. Police and Crime Plan

The Commissioner has a statutory duty to report on their progress against the Police and Crime Plan priorities within the annual report.

7. Police operational implications

This decision is because of a short-term reduction in design capability within Essex Police. The decision to secure external support will enable Essex Police's existing design capability to be used for operational activity.

8. Financial implications

The total cost of this work will not exceed £3,000 and is likely to be achievable for much less. While we are still working with suppliers to agree a final price it is anticipated that the costs will be £2,200. However, to ensure that a further decision report is not

required from the Commissioner if the final costs do exceed that early estimate a request is for up to £3,000.

This expenditure is unplanned as it had been anticipated that this work could be carried out by internal design capability within Essex Police.

9. Legal implications

If this decision is made than there will be no legal implications, if the decision is not agreed than an alternative solution will need to be made to meet the Commissioner’s statutory duty to issue an Annual Report.

10. Staffing implications

This decision does not have any implication on staffing.

11. Equality and Diversity implications

The Annual Report is designed in line with Accessibility Guidance and as such is accessible for people with protected characteristics.

12. Risks

There is a risk, due to the change of designer that the Annual Report may be delayed or that the sign off process will be significantly condensed leading to a reduction in the scrutiny of the report. This has been mitigated by clear conversations with potential designers around their capacity to deliver within the agreed timeline and by securing Essex Police Communication’s team support to provide images and content in a timely way.

13. Governance Boards

This has been discussed at the Commissioner’s Management Team meeting on the 24.8.2021


14. Background papers

There are no background papers.

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: Darren Horsman - Deputy MO

Date: 26.8.2021

Chief Finance Officer / Treasurer Sign: Julia Berry.....

Print: Julia Berry.....

Date: 26 August 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)

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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:

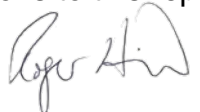
Print:

Chief Executive/Treasurer

Date signed:

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: Roger Hirst

PFCC

Date signed: 3 September 2021

I do not agree the recommendations to this report because:

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Sign:

Print:

PFCC/Deputy PFCC

Date signed: