

## PFCC Decision Report

**Please ensure all sections below are completed**

<b>Report reference number:</b> 002-22
<b>Classification:</b> Not protectively marked
<b>Title of report:</b> Precept Leaflet 2022-2023
<b>Area of county / stakeholders affected:</b> Countywide
<b>Report by:</b> Darren Horsman
<b>Date of report:</b> 6 January 2022
<b>Enquiries to:</b> Darren.horsman@essex.police.uk

**1. Purpose of the report**

To approve the allocation of up to £24,000 from the PFCC's communications budget for the production and distribution of a leaflet setting out the 2022-2023 police precept and fire and rescue service budget.

**2. Recommendations**

Approve the allocation of up to £24,000 from the PFCC's communication budget to develop and distribute the precept leaflet.

**3. Benefits of the proposal**

Proposing the precept is a key statutory duty of the PFCC and one that impacts most of the people in Essex. Explaining why the decision around the precepts were made, what impact they will have on people both financially and in terms of the level of service they will receive is vital to building a transparent and accountable policing and fire and rescue system. In turn, this also contributes to confidence in the services and supports the democratic system that underpins their public accountability.

**4. Background and proposal**

Discussions around the precept are detailed and involved significant work from both services, the PFCC and his team and the Police, Fire and Crime Panel. Discussion papers, workshops and analysis contribute to the final proposal from the PFCC and these discussions are publicly shared through the normal routes on the PFCC's website and the Police, Fire and Crime Panel's website.

Once a decision has been made a significant amount of publicity and public communication takes place. This helps residents know about the decision and understand what it will mean for them both in terms of the financial impact and the level of service being provided as a result.

To complement this work and fulfil our responsibility to provide clear and accessible information to the taxpayer, a leaflet has been designed and printed which will be included with the hard copy tax letters sent out by councils across Essex. This provides relevant information to the taxpayer alongside their bills so they can understand and easily see the rationale behind the decisions.

Each council has a different way of providing their council tax information to residents – it may be online or hard copy some undertake the work themselves other pool resources or contract out the printing and distribution. We have to work with each Council to ensure our information is in a similar format. This means that we have to run slightly different production and distribution processes for each of the districts, so we fit in with their established production systems, sign off processes and delivery mechanisms.

**5. Alternative options considered and rejected**

We could choose to only provide electronic information on the precept, but there could be a risk that not everyone would receive this important information. We could also provide less detail, but this would limit the ability for the public to understand what they were paying for and the impact it would have on them. This could then reduce their confidence in the services and their engagement in the democratic process, limiting their voice in the governance of the services.

**6. Police and Crime Plan**

The precept leaflet sets out investments in the services in the context of the priorities and strategies within both the Police and Crime Plan and Fire and Rescue Plan.

**7. Police operational implications**

No direct operational implications.

**8. Financial implications**

The cost of producing, printing and distributing the leaflet is anticipated to be no more than £24,000. These costs are incurred largely in the printing and distribution of the leaflet which is done through various providers dependent on who has the contract with each council. In the majority of cases, we get billed per hard copy leaflet that is included and distributed and as such there is some variation in the costs as exact distribution numbers change. Our agreements with each council also differ with each council sharing costs in a slightly different way leading to some variation in costs. In previous years the total costs have been between £18,000 and £21,000 so it is anticipated that £24,000 will cover this year's costs.

**9. Legal implications**

9.1. There are no legal implications

**10. Staffing implications**

10.1. There are no staffing implications.

**11. Equality and Diversity implications**

The Commissioner has a duty to develop clear and accessible information and help groups with protected characteristics understand and engage with the services and the work that the PFCC does. This leaflet is part of a wider range of communications which is undertaken to ensure that people can access information relevant to them. The same information is also available in electronic format and can be accessed through accessibility devices such as reading software. Simplified versions of the messaging are also shared with partners and on social media.

**12. Risks**

There is no specific risk associated with this project.

**13. Governance Boards**

This decision has been discussed at the PFCC's Senior Management Team on the 4.1.2022, and will be included in the papers which go to the Police, Fire and Crime Panel and various strategic boards.

The final version of the precept leaflet will be agreed with the PFCC prior to production.

**14. Background Papers**

N/A

**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: ..... *D. Horsman*

Print: Darren Horsman

Date: 6 January 2022

Chief Finance Officer / Treasurer Sign: ..... *J. Berry*

Print: Julia Berry

Date: 18 January 2022

**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.

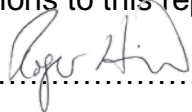
Sign: .....

Print: .....

Chief Executive/Treasurer

**Decision and Final Sign Off**

I agree the recommendations to this report:

**Sign:**  .....

**Print:** Roger Hirst

**PFCC**

**Date signed:** 18 January 2022

I do not agree the recommendations to this report because:

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.....  
.....

**Sign:** .....

**Print:** .....

**PFCC/Deputy PFCC**

**Date signed:** .....