

## Essex Police and PFCC Decision Sheet Process

Decision Sheet Author (PFCC) or CIT Team (EP) requests a reference number by emailing [scrutiny.officers@essex.police.uk](mailto:scrutiny.officers@essex.police.uk) with a title/subject. Scrutiny Officers will update the log



Once the decision sheet is ready, email to [scrutiny.officers@essex.police.uk](mailto:scrutiny.officers@essex.police.uk)  
Please remember to send all appendices/documents that accompany the decision sheet in that same email



Scrutiny Officers then create a folder for that decision sheet in the relevant drive and save the decision sheet in the format "000-00 Title" and any accompanying documents. If the decision sheet and/or appendices are not for publication then it will be saved in the restricted folder



Scrutiny Officers update the log with relevant dates and who is dealing with approval from PFCCs office (PBI or DH)



Saved versions then sent to Pippa, Darren and Janet using a link straight to the folder (not as attachments)



Pippa / Darren or Janet approve the decision sheet by adding their signature, name and date, and converting to PDF. The PDF version is then saved in the folder and Scrutiny Officers are notified by email that it is ready and will update the log



Scrutiny Officers then send the link to the folder to Pippa / Darren or Janet (whoever is left to approve it) for them to review and update the log



They will then add their signature and then save the most recent version. They will then notify the Scrutiny Officers her approval is complete and they will update the log



Scrutiny Officers forward the PDF to Roger for approval and signing  
(if the decision sheet makes reference to a Strategic meeting then ensure the minutes are also sent to Roger)



Once approved by Roger, his signature is added and the decision sheet is published (if appropriate) and the log updated



Scrutiny Officers inform the author (PFCC) or Claire Heath (EP – cc Suzanne Harris) that the decision sheet has been approved and provide them with a signed PDF version