

PFCC Publication Protocol

1. Purpose

This protocol covers the publication of all documents published by the Police, Fire and Crime Commissioner.

2. Protocol

PFCC team members are required to ensure that they follow the PFCC Publication Protocol correctly and should refer to Appendix 2 – List of PFCC Publication Processes when producing and publishing documents. When producing and publishing PFCC Decision Sheets, staff should also refer to the PFCC Decision Making Policy.

Appendix 2 sets out the following information for each of the publication processes:

- The PFCC Process
- The Process Owner
- The Production, Approval and Sign Off Process
- The Publisher
- The Location of the Publication on the Website
- Approver (This will normally, but not always be, The Process Owner)

3. Monitoring and Review

- 3.1 Overall responsibility for ensuring compliance with this protocol lies with the Strategic Head of Policy and Public Engagement. The Strategic Head is to ensure that Process Owners keep their respective processes under regular review by requesting confirmation on processes and any changes or updates from Process Owners on a quarterly basis.
- 3.2 An internal audit of the publications will be undertaken each quarter to ensure compliance. This will include a check of all of the information identified in Appendix 2 and identified in the Specified Information Orders covering the Commissioner's Office (PFCC's office), Essex Police (EP) and Essex County Fire and Rescue Service (ECFRS). This will include information whether it is published through a process directly owned by the Commissioner's Office or via EP and / or ECFRS.
- 3.3 If information published by EP and / or ECFRS is found to be out of date or missing then it will be raised with the Head of Performance and Scrutiny (Police and Crime) or the Head of Performance and Scrutiny (Fire and Rescue) who will raise it with the respective Service.

3.4 Process Owners should not wait for quarterly reviews to update and inform any changes or updates. Should any changes or updates to processes take place between quarterly reviews, Process Owners should promptly follow the steps below (see 3.5).

3.5 It is the responsibility of each Process Owner to ensure that the process they are accountable for is implemented correctly and is sufficiently robust to manage any risk associated with the publication of relevant material into the public arena. When a change or update to a process takes place, Process Owners should:

- Ensure that any changes or updates to publication processes are reflected in the List of PFCC Publication Processes
- Communicate the changes or updates to the relevant personnel
- Inform the Strategic Head of Policy and Public Engagement, who will update the 'Version Control' information to reflect this change

3.6 For the publication of the documents listed below, the Process Owner or/and Approver will also be required to check the accuracy of the documents, including redaction where appropriate, prior to them going live on the PFCC website. A record of this approval will be kept.

- Strategic Head of Policy and Public Engagement is the Approver
 - Decisions (Fire and Rescue)
 - Decisions (Police and Crime)
- Head of Performance and Scrutiny (Fire and Rescue) is the Process Owner and Approver
 - Performance and Resource Board Papers (Fire and Rescue)
 - Strategic Board Papers (Fire and Rescue)
- Head of Performance and Scrutiny (Police and Crime) is the Process Owner and Approver
 - Performance and Resource Board Papers (Police and Crime)
 - Strategic Board Papers (Police and Crime)
- Finance Manager is the Process Owner and Approver
 - Joint Audit Committee Papers (Police and Crime)
 - Audit Committee Papers (Fire and Rescue)

3.7 For decision reports a further check will be undertaken by the Finance Manager as they produce the list of decisions for the Police, Fire and Crime Panel. At this stage if any decisions have not been published which should have been or have been published in error they will be raised with the Strategic Head of Policy and Public Engagement who will make the necessary corrections. Any

breaches of information security identified as a result will be reported and investigated in line with the PFCC's Data Protection Policy.

4. Appendices

Appendix 2: List of PFCC Publication Processes

5. Version Control

Version	Detail	Owner	Date
1.0	First publication	Lisa Bird	02/06/17
2.0	Review: Alteration of Protocol owner to ADCE, update or processes	Darren Horsman	14/11/18
3.0.	Update following SMT feedback	Darren Horsman	25/4/19
4.0	Further update following SMT feedback	Darren Horsman	22/5/19
5.0	Update following 12-month review – realignment of responsibilities and changes based on team restructure	Darren Horsman	1/5/2020
6.0	Update following regular review	Darren Horsman	7/12/2022
	Next review date: 1//2025		