

## PFCC Decision Report

**Please ensure all sections below are completed**

**Report reference number:** 078 - 23

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

**Title of report:** Short term communication support

**Area of county / stakeholders affected:** Countywide

**Report by:** Darren Horsman

**Chief Officer:** Darren Horsman

**Date of report:** 02/05/2023

**Enquiries to:** Darren.Horsman@essex.police.uk

### 1. Executive Summary

This report seeks to gain agreement for the provision of short-term communication support to backfill for two members of staff while their posts are being filled. Both posts have been advertised and preferred candidates chosen with those candidates currently going through vetting.

### 2. Recommendations

The PFCC agrees to reallocate the costs for the Communications and Engagement Manager and Communications and PR Apprentice from staff costs to be used to back fill for these roles while new members of staff are being recruited. It is estimated the amount reallocated will be around £25,000 depending on how long it takes to complete vetting and at a maximum will be £40,000. If the total amount goes above £40,000 a further decision report will be submitted.

### 3. Background to the Proposal

The PFCC's Communication and Engagement Manager and Communication and PR Apprentice have both recently been successful in securing promotions with Essex County Fire and Rescue Service. The external recruitment process to recruit to these roles has been successful and two preferred candidates are currently undertaking their preemployment checks prior to giving notice.

Given the lead in time to complete this process it is proposed that a range of short-term support is secured to support the Communications and Engagement Team and ensure the PFCC's Communication and Engagement Strategy can be delivered.

#### **4. Proposal and Associated Benefits**

The key strategic deliverables within the PFCC's Communications and Engagement Strategy for the summer 2023-2024 year is largely focused on listening to the public and partners through a programme of external engagement and developing engaging content to help the public understand the work undertaken by the Commissioner.

Work has been reallocated within the Communications and Engagement team and it is proposed that short term resources are secured to help develop content aligned to the PFCC's strategic plans. This would be split between a number of suppliers specialising in written, video or social content.

#### **5. Options Analysis**

The Commissioner could decide not to commit this funding but instead to reduce the communication activity undertaken by their office. This option is not recommended as it would materially affect the delivery of the Commissioner's strategic priorities and make it harder for the public to have a say in policing and fire and rescue services within the county.

#### **6. Consultation and Engagement**

Discussions around the proposal have been undertaken with communication colleagues across the county to explore other alternatives, we have also discussed the options within the Communications and Engagement team, at the Commissioner's Management Team and with HR.

#### **7. Strategic Links**

Delivery of the Commissioner's Communications and Engagement Strategy is aligned to delivery of both the Police and Crime Plan and Fire and Rescue Plan. His proposal will ensure that the strategy is delivered and plays its part in engaging with communities across Essex, hearing their concerns and wants and clearly setting out the actions the Commissioner is undertaking as their elected representative.

#### **8. Police operational implications**

There are no operational policing implications.

## **9. Financial implications**

This support is estimated to cost £25,000 depending on the time taken to complete the recruitment process. It is proposed that only the amount not spent on the budgeted costs of staff will be reallocated from the existing staffing budget within the PFCC's office budget. The 2023/24 budgeted costs of the Communications and Engagement Manager is £5,387 per month and the 2023/24 budgeted costs of the Communications and PR Apprentice is £2,010 per month. The funding will be used to contract a range of suppliers to provide bespoke content.

## **10. Legal implications**

There are no legal implications beyond the normal contracting of services.

## **11. Staffing implications**

This will provide additional support for the Communications and Engagement Team while a member of that team is undertaking a secondment.

## **12. Equality, Diversity and Inclusion implications**

There are no direct equality and diversity implications from this decision.

## **13. Risks and Mitigations**

This decision will mitigate against the risk that the PFCC will be unable to deliver against their agreed Communications and Engagement Strategy.

## **14. Governance Boards**

This proposal has been discussed at the PFCC's Management Team on the 02<sup>nd</sup> of May.

## **15. Links to Future Plans**

This proposal is related to the delivery of the Commissioner's Communications and Engagement Strategy.

## **16. Background Papers and Appendices**

Appendix 1 – Communications and Engagement Strategy 2021-2024

**Report Approval**

The report will be signed off by the PFCC's Chief Executive and Chief Finance Officer prior to review and sign off by the PFCC / DPFCC.


Chief Executive / M.O.

Sign: ...D.Horsman.....

Print: ...Darren Horsman - Deputy Monitoring Officer...

Date: ...1/6/2023.....

Chief Finance Officer

Sign: .....

Print: Janet Perry.....

Date: 31 May 2023.....

**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: .....

**Chief Finance Officer / 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 / Chief Finance Officer**

**Decision and Final Sign Off**

I agree the recommendations to this report:

**Sign:** 

**Print:** Roger Hirst

**PFCC**

**Date signed:** 09/06/2023

I do not agree the recommendations to this report because:

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

**Sign:**

**Print:**

**PFCC/Deputy PFCC**

**Date signed:**