

## PFCC Decision Report

**Please ensure all sections below are completed**

**Report reference number:** 198-23

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

**Title of report:** Revised SMT Terms of Reference

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

**Report by:** Darren.Horsman@essex.police.uk

**Chief Officer:** Darren Horsman

**Date of report:** 8.12.2023

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

### 1. Executive Summary

To approve the PFCC SMT Terms of Reference as discussed at SMT on 10 October 2023, including a new section around Information Management as suggested in the GDPR Internal Audit.

### 2. Recommendations

That the Terms of Reference attached at Appendix A are approved for adoption.

### 3. Background to the Proposal

These Terms of Reference have been reviewed as part of the regular review process and as a result of a recommendation in the GDPR Internal Audit which suggested they include clearer explanation of the role in information governance.

### 4. Proposal and Associated Benefits

The PFCC SMT Terms of Reference will ensure that its members understand their individual and collective responsibilities for providing strategic leadership, management and support to the Police, Fire and Crime Commissioner in the running of the office and in the delivery of established priorities, recommendations on decisions and the scrutiny of performance.

The PFCC SMT Terms of Reference provide a framework on which an SMT Forward Plan will be developed and maintained to ensure that strategic oversight is structured and delivered in a timely manner to support business priorities and their associated delivery.

Transparency in how the SMT conducts its business will be accessible with the publication of the PFCC SMT Terms of Reference.

## **5. Options Analysis**

The PFCC could choose not to accept these revised Terms of Reference and the existing version would remain in place, this would not meet the recommendations from the GDPR Internal Audit, or the updates suggested by SMT members to titles and roles.

## **6. Consultation and Engagement**

This was discussed at the Senior Management Team meeting on the 10<sup>th</sup> of October 2023.

## **7. Strategic Links**

A well-functioning Senior Management team will support the delivery of both the Police and Crime Plan and Fire and Rescue Plan.

## **8. Police operational implications**

There are no operational policing implications from this decision.

## **9. Financial implications**

There are no financial implications from this decision.

## **10. Legal implications**

There are no legal implications from this decision.

## **11. Staffing implications**

All members of SMT will be required to adopt and comply with the requirements of these Terms of Reference in how its business is conducted and how they contribute to the development and delivery of said business.

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

There are no equality, diversity and inclusion implications from this decision.

**13. Risks and Mitigations**

This decision will strengthen the Terms of Reference to reflect the role it has within the information governance framework and resolve the action identified through the GDPR Internal Audit.

**14. Governance Boards**

This was discussed at the PFCC’s Senior Management Team on the 10<sup>th</sup> October 2023.

**15. Links to Future Plans**

Not applicable

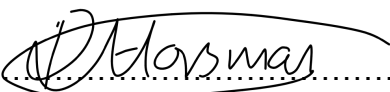
**16. Background Papers and Appendices**

Appendix A – SMT ToR

**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: .....

Print: ...Darren Horsman - Deputy MO...

Date: ...8/12/2023.....

Chief Finance Officer

Sign: .....

Print: ...Janet Perry.....

Date: ...7 January 2024.....

**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 Chief Finance Officer or Chief Executive is to sign off that redaction has been completed.

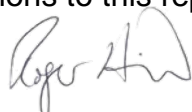
Sign: .....

Print: .....

**Chief Executive / Chief Finance Officer**

**Decision and Final Sign Off**

I agree the recommendations to this report:

Sign:  Roger Hirst PFCC 19/01/2024

