

**POLICE AND CRIME
COMMISSIONER FOR
THE WEST MIDLANDS**

NON-CONFIDENTIAL

NOTICE OF DECISION

[024/2018]

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Title: Approval of Revised Office Policies - 2018

EXECUTIVE SUMMARY

The purpose of this paper is to record the decision to approve a number of the Police and Crime Commissioner's policies which have been revised from 2016 versions and which are required for the operation of the Office of the Police and Crime Commissioner, West Midlands.

DECISION

I approve the policies attached as annexes to this paper. These policies may be reviewed as necessary, in the light of the development of the structures, processes and procedures required to support me in the exercise of my functions.

Police and Crime Commissioner for the West Midlands

I confirm that I do not have any disclosable pecuniary interests in this decision and take the decision in compliance with the Code of Conduct for the Police and Crime Commissioner of the West Midlands. Any interests are indicated below.

Signature.....

Date.....




NON - CONFIDENTIAL FACTS AND ADVICE TO THE POLICE AND CRIME COMMISSIONER

INTRODUCTION AND BACKGROUND

1. The Police Reform and Social Responsibility Act 2011 (the Act) provides that, under schedule 1, paragraph 14, a police and crime commissioner (PCC) may do anything which is calculated to facilitate, or is conducive or incidental to, the exercise of the functions of commissioner.
2. To facilitate the functions of the police and crime commissioner it is necessary to have in place a range of policies which ensure compliance with the statutory provisions which apply to police and crime commissioners, including those which relate to the PCC's role as an employer, together with policies that ensure the effective operation of their functions.
3. In recognition of the need to have such policies in place, the following policies for approval are attached as **Annexes** to this paper.
 - a. PCC's Complaints Against Staff policy – July 2018
 - b. PCC's Confidential Reporting policy – July 2018
 - c. PCC's Credit Card policy – July 2018
 - d. PCC's Decision Making policy – July 2018
 - e. PCC's Gifts and Hospitalities policy – July 2018
 - f. PCC's Health and Safety policy – July 2018
 - g. PCC's Staff Handbook – September 2018
 - h. PCC's Use of IT, Communications and Social Media policy – July 2018

These policies are based on the policies already in existence for the Office of the Police and Crime Commissioner West Midlands. They have been revised in order to reflect current practice and the structures in place in the OPCC.

The policies will be kept under review and amended as necessary, in the light of the development of the structures, processes and procedures required to support the PCC in the exercise of his functions.

FINANCIAL IMPLICATIONS

None

LEGAL IMPLICATIONS

None

EQUALITY IMPLICATIONS

All of the policies are subject to the Equality Policy, and the equality implications have been integral to the development of each policy.

Schedule of Background Papers

Public Access to Information

Information contained in this decision is subject to the Freedom of Information Act 2000 and other legislation. This decision will be made available on the Commissioner's website.

