

**WEST MIDLANDS POLICE
AND CRIME
COMMISSIONER**

NON-CONFIDENTIAL

NOTICE OF DECISION

WMPCC 027-2016

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Policy Updates

EXECUTIVE SUMMARY

A decision to approve a number of updates to policies held by the Office of the Police and Crime Commissioner.

DECISION

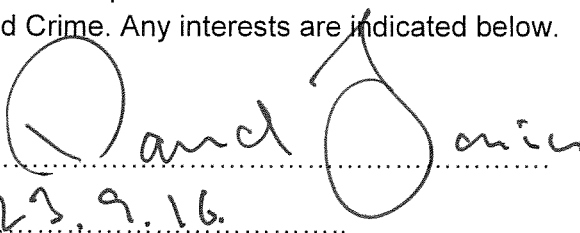
1. An amendment to the Information and records management policy to indicate that the retention schedule may be altered from time to time, and also to update the retention schedule.
2. An amendment to the Travel Allowances and Expenses policy to reflect the arrangements for staff car parking, and also to add information about expenses that can be claimed by volunteers and contractors
3. Update the Use of IT, Communications Internet and Social Media policy to include the new declaration of compliance for staff with mobile devices.
4. To reverse the previous decision (017/2016) to appoint a Mental Health Champion.

West Midlands Police and Crime Commissioner

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 West Midlands Office for Policing and Crime. Any interests are indicated below.

Signature.....

Date.....


23.9.16

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

INTRODUCTION AND BACKGROUND

1. This decision brings together a number of updates to policies previously approved, and a change to the decision to appoint a Mental Health Champion.
2. **Information and Records Management Policy**

The policy includes reference to Information and Records Management data retention guidelines. The guidelines are a list of the categories of document held by the Office of the Police and Crime Commissioner (OPCC) together with the length of time documents should be retained before they are destroyed. The types of document retained by the OPCC evolves over time, and best practice on the length of time that documents should be retained also changes. The policy should therefore be amended to allow the guidelines to be an organic document that is updated whenever required, without further need to update the policy (the new wording is reflected at paragraph 9 of the policy).
3. **Travel Allowances and Expenses Policy**

When the OPCC moves its office Lloyd House, there will be a reduction in the amount of available car parking spaces for staff. In response to this the policy should be amended to provide guidance for staff. Staff should use public transport or arrange their own car parking wherever possible. If a member of staff is required to bring their vehicle to work they should use the small number of available spaces if possible. If this is not possible they may claim the cost of the car parking (the new wording is reflected at paragraph 21 of the policy).
4. **Use of IT, Communications Internet and Social Media policy**

Staff are increasingly being issued with mobile devices to assist with their work and to increase flexibility. To reflect this, those staff who have mobile devices provided by the OPCC are required to sign a declaration of compliance. This declaration is attached at Annex two to the Policy, and is referenced in paragraph 13 of the Policy.
5. **Mental Health Champion**

The Commissioner decided in May 2016 ([decision 015/2016](#)) to appoint a Mental Health Champion to provide advice to the Commissioner and to the Strategic Policing and Crime Board, and also to help raise the profile of mental health. This was a continuation of the approach taken prior to the elections in May 2016. Since that time, it has become apparent that the newly appointed members of the Strategic Policing and Crime Board have the knowledge, experience and skills to undertake these tasks without the need for a further appointment. In particular, the addition of Dr Sarah Marwick to the Strategic Policing and Crime Board has provided access to a high level of expertise and experience in the field of mental health. In view of these developments it is no longer necessary to appoint an additional Mental Health Champion.

FINANCIAL IMPLICATIONS

The cost of meeting expenses claimed by staff as a result of the revised Travel Allowances and Expenses Policy can be met from within the existing OPCC budget for staff expenses.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

EQUALITY IMPLICATIONS

The Strategic Policing and Crime Board will consider the equality and diversity implications relating to mental health during its ongoing consideration of mental health matters.

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.

