

**WEST MIDLANDS POLICE
AND CRIME
COMMISSIONER**

NON-CONFIDENTIAL

NOTICE OF DECISION

034/2014

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Police and Crime Commissioner Adoption of Policies

EXECUTIVE SUMMARY

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.

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 employer, together with policies that ensure the effective operation of their functions.

In recognition of the need to have such policies in place, upon the taking up of office of the PCC policies have been drafted for approval and are attached as **Annexes** to this paper. These policies are as approved by the previous Commissioner, Bob Jones and adopted by the Acting Police and Crime Commissioner, Councillor Yvonne Mosquito, but may be subject to review by the current Commissioner. The policies were prepared having taken legal advice and consultation with trade unions. The term 'The Office of the Police and Crime Commissioner West Midlands' should be substituted for the term 'West Midlands Office for Policing and Crime' wherever it appears in any of the annexes.

DECISION

I endorse and adopt the policies, protocol and Code of Conduct attached to this decision.

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 attached to this decision. Any interests are indicated below.

Signature.....David Jamieson.....

Date.....22 August 2014.....

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

INTRODUCTION AND BACKGROUND

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.

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 employer, together with policies that ensure the effective operation of their functions.

In recognition of the need to have such policies in place, upon the taking up of office of the PCC, the following policies have been drafted for approval and are attached as **Annexes** to this paper. These policies are as approved by the previous Commissioner, Bob Jones and adopted by the Acting Police and Crime Commissioner, Councillor Yvonne Mosquito, but may be subject to review by the current Commissioner. The policies were prepared having taken legal advice and consultation with trade unions.

- Anti-fraud, Bribery and Corruption Policy
- Freedom of Information Policy
- Equality Policy
- Gifts and Hospitality Policy
- Overseas Visits Policy
- Records Management Policy
- Attendance Management and Sickness Absence Policy
- Business Interest Policy
- Capability Policy
- Childcare Voucher Policy
- Communications and Social Media Policy
- Confidential Reporting Policy
- Cycle to Work Scheme
- Decision making policy

- Disciplinary Policy
- Duty of Care Payments Policy
- Events Sponsorship Policy
- Health and Safety Policy
- Leave Policy
- Long Service Award and Gift Policy
- Manual Handling Policy
- Mediation and Resolution Policy
- Misuse of Alcohol or Drugs Policy
- Organisational Change Policy
- Pay Policy
- Payment of Professional Fees Policy
- Redaction Policy
- Temporary Promotions and Honorarium Policy
- Travel Allowances and Expenses Policy
- Treasury Management Strategy
- Vetting Policy
- Working Hours Policy

The following protocol:

- Protocol for relationships between the PCC/DPCC and PCC staff.

The annexes also include a Code of Conduct.

FINANCIAL IMPLICATIONS

There are no direct financial implications in the policies. Their implementation will be incorporated into the day to day running of the Commissioner's Office and be covered by the Commissioner's budget for his office.

LEGAL IMPLICATIONS

In accordance with s62 (4) Police Reform and Social Responsibility Act 2011, all the functions of a police and crime commissioner are exercisable by an acting commissioner, apart from issuing or varying a police and crime plan.

EQUALITY IMPLICATIONS

All HR policies were drafted having taken legal advice and consultation with the unions.

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.