



# Office of the Police & Crime Commissioner

**REQUEST FOR POLICE & CRIME COMMISSIONER DECISION - (N° 014/2017)**

**TITLE: Decision Making Arrangements**

**Executive Summary:**

The Decision Making Policy for the COPCC was agreed on 26 November 2012 (copy attached at Appendix 1) and the practical arrangements reviewed in December 2016 (Decision Paper 016/2016 - available on the Commissioner's website).

This paper sets – in paragraph 2.4 - out revised practical arrangements for decision making by the COPCC.

**Recommendation:** That the revised arrangements set out in paragraph 2.4 below be approved.

**Police & Crime Commissioner**

I confirm that I have considered whether or not I have any personal or prejudicial in this matter and take the proposed decision in compliance with the Code of Conduct for Cumbria Police & Crime Commissioner. Any such interests are recorded below.

I hereby approve the recommendation above

**Police & Crime Commissioner**

**Signature:**

**Date: 25<sup>th</sup> April 2017**

## **PART 1 – NON CONFIDENTIAL FACTS AND ADVICE TO THE PCC**

### **1. Introduction & Background**

This paper sets out the practical arrangements for decision making by the Cumbria Office of the Police and Crime Commissioner (COPCC). They seek to build on the arrangements set out in Decision Paper 016/2016 (available on the Commissioner’s website). They comply with the principles in the Decision Making Policy for the Cumbria Office of the Police and Crime Commissioner agreed on 26 November 2012 (copy attached at Appendix 1).

It is important that there is clarity and transparency about the way that COPCC makes decisions.

The Decision Making Policy was been prepared taking account the statutory framework, guidance and good practice for decision making by public bodies in general and OPCCs in particular. The Policy sets out the general approach to decision making, the principles of decision making and the general process for making decisions. It also sets out, in broad terms, how decisions will be recorded.

### **2. Issues for Consideration**

2.1 The Decision Making Policy provides a broad framework within which to make decisions. This paper proposes practical and pragmatic arrangements to provide clarity around how decisions will be considered locally. This will be of assistance to staff within the COPCC, the Constabulary, the Police and Crime Panel, wider partners and the public.

2.2 The Decision Making Policy states that decisions “will range from single, internally focussed, low impact decisions through to those of significant public interest, consequence and cost”. Given the wide range in significance of decisions being made by the COPCC, while the basic decision making principles apply to all decisions a proportionate approach needs to be taken with regard to individual decisions.

2.3 Prior to the introduction of Police and Crime Commissioners (PCCs) in November 2012 all of the Police Authority’s decisions were made collectively by various committees. Since November 2012 decisions have been made in a variety of ways and by different people under the rules set out by statute or within the COPCC Scheme of Delegation. Essentially all major decisions have been taken by the Commissioner, either in public or in the office – this includes decisions on applications to the Innovation, Community and Property Funds. A number of less significant decisions have been taken by the Chief Executive, Chief Finance Officer or Partnerships and Commissioning Manager under the delegated powers set out in the Scheme of Delegation. Unless a decision was categorised as “Part 2” under the Local Government Access to Information Act it has been published on the website.

2.4 In general terms it is proposed to continue with the arrangements put in place in December 2016. This paper seeks to clarify how any decisions not made at the Public Accountability Conference (PAC) will be made. The proposal for decision making is as follows –

- Precept and budget setting, including agreement of annual strategies and the capital programme to be undertaken in a public setting every February;
- Revenue budget monitoring quarterly reports, which are primarily to note but can include virement, to be considered at PAC;
- All other significant decisions to be considered at the weekly, diarised “Commissioner and Executive Team Meeting”, with the decision papers circulated in advance and published on the Commissioner’s website after the meeting – in some instances the decision may be considered so significant that it is deferred until the next PAC;
- Innovation, Community and Property Fund grant decisions to be made as before;
- Urgent decisions to be made on an as and when basis and published on the Commissioner’s website, though these should be minimal in number; and
- Decisions made by officers within the OPCC to be made as before and published on the Commissioner’s website.

2.5 The precept and budget setting meeting and the PAC will be held in public; all other decisions above will take place within the COPCC. Whenever it is possible, advance notice of the intention to make significant decisions, together with supporting papers, will be provided via the Commissioner’s website.

### **3. Implications**

- 3.1. Financial: None identified.
- 3.2. Legal: The proposals in the paper comply with all legal requirements and guidance.
- 3.3. Risk: None identified
- 3.4. HR / Equality: Decisions will be published in accessible formats.
- 3.5. I.T.: Decisions will be published on the Commissioner’s website in line with the COPCC Decision Making Policy, as is current practice.
- 3.6. Procurement: None identified.
- 3.7. Victims: None identified.

#### 4. Backgrounds / supporting papers

Cumbria Office of the Police and Crime Commissioner; Decision Making Policy

##### Public Access to Information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the PCC website within 3 working days of approval. Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form. Deferment is only applicable where release before that date would not compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? No

If yes, for what reason: N/A

Until what date (if known): N/A

Is there a **Part 2** form - No

##### ORIGINATING OFFICER DECLARATION:

I confirm that this report has been considered and agreed by the Executive Team and that relevant financial, legal and equalities advice has been taken into account in the preparation of this report.

**Signed:** Stuart Edwards

**Date:** 19<sup>th</sup> April 2017

##### OFFICER APPROVAL

##### Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

**Signature:** Stuart Edwards

**Date:** 19<sup>th</sup> April 2017

##### Media Strategy

The decision taken by the Police & Crime Commissioner may require a press announcement or media strategy.

Will a press release be required following the decision being considered? No

If yes, has a media strategy been formulated? N/A

Is the media strategy attached? N/A

What is the proposed date of the press release: N/A