

**NOTICE OF DECISION**

**018/2016**

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Title: **Approval of Policies**

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**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 are required for the operation of the Office of the Police and Crime Commissioner, West Midlands.

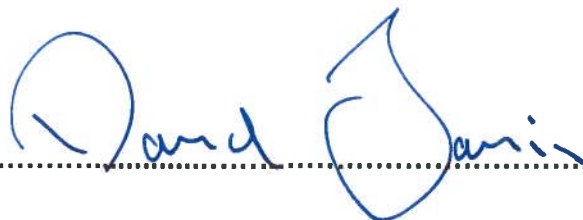
**DECISION**

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.

**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 Office of the Police and Crime Commissioner West Midlands.

Signature.....



Date.....

2.06.16

## Background Information

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 employer, together with policies that ensure the effective operation of their functions.
3. In recognition of the need to have such policies in place, upon the taking up of office of the PCC, the following policies for approval are attached as **Annexes** to this paper.
  - a. Anti Fraud Bribery and Corruption Policy
  - b. Attendance management and sickness absence policy
  - c. Business Interests Policy
  - d. Capability policy
  - e. Code of conduct
  - f. Confidential reporting policy
  - g. Cycle to work scheme
  - h. Data Protection Policy
  - i. Decision making policy
  - j. Disciplinary policy
  - k. Equality policy
  - l. Freedom of Information Act Policy
  - m. Gifts and hospitality policy
  - n. Health and safety policy
  - o. Health and Safety Specialist Roles Policy
  - p. Information and Records Management Policy
  - q. Leave policy
  - r. Long service award and gift policy
  - s. Manual handling policy
  - t. Mediation and resolution policy
  - u. Misuse of alcohol or drugs policy
  - v. On Call payments policy
  - w. Organisational change policy
  - x. Overseas visits policy
  - y. Pay policy
  - z. Payment of professional fees policy
  - aa. Provision of legal Assistance for Police Officers Policy
  - bb. Redaction policy
  - cc. Temporary promotions and honorarium policy
  - dd. Use of IT, Communications, Internet and Social Media Policy
  - ee. Travel allowances and expenses policy
  - ff. Vetting policy
  - gg. Visits to victims, families of victims and others during police investigations
  - hh. Work Experience and Placements

## ii. Working hours policy

These policies are based on the policies already in existence for the Office of the Police and Crime Commissioner West Midlands, prior to the election in May 2016. There have been amendments to some of the policies in order to reflect current practice and the revised structures in place in the OPCC. There have also been some minor alterations to some of the HR policies in order to reflect changes to the policies in place for West Midlands Police, as the OPCC shares most of the payroll and HR support services operated by the Force. . These 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.