

West Midlands Police and Crime Commissioner Decision Session

22 November 2012

WMPCC 003 - 2012	West Midlands Police and Crime Commissioner Decision
Subject:	Approval of policies
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 West Midlands Office for Policing and Crime

DECISION

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 staff transferring from West Midlands Police Authority to the PCC have prepared the following policies for approval which are attached as **Annexes** to this paper.
 - Confidential Reporting 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
- Cycle to Work Scheme
- Disciplinary Policy
- Duty of Care Payments 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
- Part time and flexible working Policy **(to follow)**
- Pay Policy
- Payment of Professional Fees Policy
- PDR Policy **(to follow)**
- Temporary Promotions and Honorarium Policy
- Travel Allowances and Expenses Policy
- Vetting Policy
- Working Hours Policy

The following protocol:

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

4. These policies are based on the policies approved and used by West Midlands Police Authority. They have been amended to reflect the abolition of the Authority and the taking up of post of the Police and Crime Commissioner. 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.

5. The human resources policies annexed to this paper have been reviewed in the light of the change of employer from West Midlands Police Authority to the Police and Crime Commissioner for the West Midlands. These policies do not apply to those police staff who are under the direction and control of the Chief Constable. All of these policies have been reviewed having taken external human resource legal advice. They have been shared with the staff transferring to the PCC. They have been shared with the Unions with no adverse comments received.

Bob Jones, West Midlands Police and Crime Commissioner

I approve the policies attached as Annexes to this paper. These policies will 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.

Signed: Bob Jones

Date: 22 November 2012

Contact Officer	
Name	Jacky Courtney
Position	Chief Executive
Tel	0121 626 6060
Email	j.courtney@west-midlands.pnn.police.uk
Background Papers	Annexes – Policies submitted for approval