**DECISION NUMBER: PCCG-2025-004**

**OFFICE OF POLICE AND CRIME COMMISSIONER**

**OFFICE OF CHIEF CONSTABLE**

**TITLE: Manual of Corporate Governance Annual Review**

**DATE: 17th June 2025**

**TIMING:**  **Annual**

**PURPOSE: For Approval**

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| **1.** | **RECOMMENDATION** |
| 1.1 | That the Police and Crime Commissioner (PCC) and Chief Constable approve the proposed amendments to the Manual of Corporate Governance (MoCG). |
| **2.** | **INTRODUCTION & BACKGROUND** |
| 2.1  2.2 | On 28th January 2025, the Head of Assurance and Compliance (HoAC) initiated the annual review of the MoCG via email. Relevant staff and officers were asked to review sections of the document and feed any proposed changes back to the Office of the Police and Crime Commissioner (OPCC). A subsequent meeting was held between then held with the HoAC, Chief Executive and Head of Joint Legal Services to discuss and finalise these changes.  A report providing the proposed changes to the MoCG was due to be presented to the Strategy and Performance Board (SPB) on 5th March 2025. However, due to the timing of national guidance provision relating to changes to the procurement legislation, the report was not able to be finalised in time. Therefore, the report was provided to the Joint Audit Committee (JAC) for feedback. The JAC meeting took place on 13th March where the document was recommended for approval to the PCC and Chief Constable. |
| **3.** | **ISSUES FOR CONSIDERATION** |
| 3.1 | **Amendments to Manual of Corporate Governance**  The changes identified as a result of the annual review process are detailed at appendix 1.  The main change relates to a review of the Contract Standing Orders to ensure they are aligned with the Procurement Act 2023 which came into force on 24th February 2025.  No changes were made to the JAC Terms of Reference for the 2025/26 financial year.  The contents page will be reviewed and updated once the amendments have been approved.  Although the changes were delayed in their presentation to the PCC and Chief Constable for approval due to extenuating circumstances, it must be noted that the MoCG has been approved for use from 1st April 2025. |
| **4.**  4.1 | **NEXT STEPS**  Once the final document has been approved, the MoCG will be amended in both English and Welsh, circulated to relevant officers and published to the OPCC’s website. |
| **5.**  5.1 | **FINANCIAL CONSIDERATIONS**  There are no financial considerations as a result of this report. |
| **6.**  6.1 | **PERSONNEL CONSIDERATIONS**  There are no personnel considerations as a result of this report. |
| **7.**  7.1 | **LEGAL IMPLICATIONS**  The JLS department has been involved in the review of the MoCG, ensuring that any legal implications that have arisen have been resolved during the review process. |
| **8.**  8.1  8.2 | **EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS**  This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.  Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report. |
| **9.**  9.1 | **RISK**  Any risks identified during the review of the MoCG will be negated by the approval of the amended document. |
| **10.**  10.1 | **PUBLIC INTEREST**  This document can be made available to the public. |
| **11.**  11.1 | **CONTACT OFFICER**  Joanne Regan, Head of Assurance and Compliance. |
| **12.**  12.1 | **ANNEXES**  Appendix 1 – Details of proposed changes to the MoCG. |

**Appendix 1**

**Review of the Manual of Corporate Governance**

Below are the key changes that are proposed in relation to the annual review of the MoCG:

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| **Page Number** | **Proposed Change** |
| 62 | Responsibility for Firearms Licensing to move from Assistant Chief Constable (Operations) to Assistant Chief Constable (Resources). |
| 111 | Contract Standing Orders – Procurement Act changes as detailed in embedded document. |