

DECISION NUMBER: PCCG-2021-029

OFFICE OF POLICE AND CRIME COMMISSIONER

TITLE: Manual of Corporate Governance Annual Review

DATE: 2nd March 2022

TIMING: Annual

PURPOSE: For Approval

1.	<u>RECOMMENDATION</u>
1.1	That the Police and Crime Commissioner (PCC) and Chief Constable approve the proposed amendments to the Manual of Corporate Governance (MoCG) subject to any comments received from the Joint Audit Committee (JAC) at their meeting on 9 th March 2022.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	On 10 th January 2022, the Head of Assurance and Compliance 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).
2.2	A report providing the proposed changes to the MoCG would ordinarily be presented to the JAC in advance of the Strategy and Performance Board (SPB). However, due to changes to the meeting dates the SPB will now take place prior to the JAC. Therefore, the PCC and Chief Constable are asked to approve the changes in principle prior to their consideration by the JAC.
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	Amendments to Manual of Corporate Governance A number of changes have been identified as a result of the annual review process. A detailed list of these can be found at appendix 1. Further changes are also expected from Joint Legal Services (JLS). These changes will need to be verbally clarified at the meeting.
4.	<u>NEXT STEPS</u>
4.1	Once approval has been received from the PCC and Chief Constable, the MoCG will be amended in both English and Welsh, circulated to relevant officers and published to the OPCC's website.
5.	<u>FINANCIAL CONSIDERATIONS</u>
5.1	There are no financial considerations as a result of this report.

6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	There are no personnel considerations as a result of this report.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	The Joint Legal Services (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.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	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.
8.2	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.	<u>RISK</u>
9.1	Any risks identified during the review of the MoCG will be negated by the approval of the amended document.
10.	<u>PUBLIC INTEREST</u>
10.1	This document can be made available to the public.
11.	<u>CONTACT OFFICER</u>
11.1	Joanne Regan, Head of Assurance and Compliance.
12.	<u>ANNEXES</u>
12.1	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:

Page Number	Proposed Change
38 & 71	Staying Ahead Programme changed to Organisational Change Programme
40	Joint Audit Committee (JAC) terms of reference updated to include 'Consider and comment upon the information governance annual reports' as requested at the JAC meeting held in September 2021.
41	Joint Strategic Planning Group attendance list updated.
47	Estate Strategy Board terms of reference updated to most recent version.
65	Scheme of Delegation Paragraph 4.15 has been split to separate the complaint review and Chief Constable complaint delegations to the Chief Executive.
71	Scheme of Delegation - Paragraph 8.1.1 <ul style="list-style-type: none">• removal of High Potential Development Scheme.• reference made to the DCC being the Appropriate Authority for police complaints other than those made against the Chief Constable.
72	Scheme of Delegation Paragraph 8.1.2 Reference to the Head of the Professional Standards Department amended from Chief Superintendent to Superintendent.
73	Scheme of Delegation Paragraph 8.2.1 Clarity that the ACC responsibilities for firearms are in relation to firearms collaboration and firearms licensing – delegated authority (revocation of licences and seizure of weapons)

73	Scheme of Delegation Paragraph 8.3.1 Inclusion of firearms licensing service management under ACOR responsibilities.
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