

Hampshire Constabulary

Item: 11

Joint Audit Committee

22nd June 2017

Force Policy and Procedures - update

Report of the Deputy Chief Constable

1. Purpose

- 1.1. The purpose of this paper is to provide the Joint Audit Committee with an updated overview of the policy and procedures owned and managed by Hampshire Constabulary.

2. Recommendations

- 2.1. That the Joint Audit Committee considers this update.

3. Current Force Policy and Procedures

- 3.1. Currently, Hampshire Constabulary Force Policy and Procedure (FPP) library contains 290 FPPs. As previously noted to the Joint Audit Committee, this figure has been considerably reduced from over 700 FPPs a few years ago, under the “Reducing Unnecessary Bureaucracy” scheme. Our current FPPs are down from 333 in September 2016 to 290 FPPs (-43).
- 3.2. Within that total there are also joint FPPs owned by Hampshire Constabulary and Thames Valley Police (TVP), but which are managed by Hampshire Constabulary.
- 3.3. A scoping exercise with TVP is being considered to determine if there are opportunities for synergising FPPs more closely between the two forces in areas of collaborative services in addition to those already shared.

4. Monitoring and Ownership

- 4.1. The programme of monitoring policies and associated changes sits in the remit of the Organisational Learning Team. The responsibility for ownership and reviewing individual policies sits with the relevant policy owner. Monthly monitoring reports are sent out to all Heads of Departments.
- 4.2. This monthly monitoring report lists all of the department’s FPPs, those that are currently overdue and those approaching review within the next 3 months. The responsibility for ‘review allocation’ falls to the Head of Department.

- 4.3.** As from June 5th, the 'role of the manager' work undertaken by Shared Services went live. All HR related FPPs will now appear on the new HR portal and will enable all Constabulary staff and officers to have access to updated and current policies. Responsibility for updating and ensuring the currency of these FPPs resides with Shared Services.

5. FPP Reviews Overdue/Due

- 5.1.** There are currently 101 overdue FPPs, of which 69 are in the process of being updated or rewritten, or being processed ready for publication by the OLT. This is a substantial improvement on the previous position and is due to three main factors:
- 5.1.1.** Newly appointed staff within the OLT have revised and simplified the process to get policies republished;
 - 5.1.2.** There is more rigorous scrutiny of FPPs through the OLT and the Constabulary's Force Performance Group with new policy owners; and
 - 5.1.3.** A number of FPPs have been reviewed and where national Authorised Professional Practice (APP) exists, the FPP has then been withdrawn and replaced with local guidance.

No appendices

**Police and Crime Commissioner for Hampshire and
Hampshire Constabulary**

Item: 11

Joint Audit Committee

22 June 2017

OPCC policy review

**Report of the Acting Head of Governance and Policy, Office of the Police
and Crime Commissioner**

1. Purpose

- 1.1 The purpose of this paper is to provide the Joint Audit Committee with an updated overview of the policy and procedures owned and managed by the Police and Crime Commissioner's office.

2. Recommendations

- 2.1 That the Joint Audit Committee considers this update.

3. Background

- 3.1 The OPCC Policy, Procedure and Processes database currently lists 51 entries.
- 3.2 The process of ensuring the organisation continues to have the policies and procedures appropriate to its business is an ongoing exercise. As the organisation matures and its responsibilities broaden, additional governance documents will be required to ensure consistent standards are applied across all areas of the business. Support for this is provided either through the Shared Services Partnership or Hampshire Constabulary.

4. Monitoring and ownership

- 4.1 The programme of monitoring policies and associated changes sits in the Governance and Policy business area. The responsibility for reviewing individual policies sits with the relevant policy owner.
- 4.2 Of the 50 entries, 35 are employment policies, the owner of which is HR Operations within the Shared Service Partnership, the provider of HR services to the PCC. Remaining policies sit with two statutory positions, Chief Executive and Chief Finance Officer, or with the Head of Governance and Policy.

5. Policy reviews overdue/due

- 5.1 A review and update of all employment policies has been completed within the past year, the first major review since they were introduced in November 2014. As well as highlighting policies that required updates because of legislative changes, the process also provided an opportunity to identify employment practices that did not have an associated policy. An example of this is the personal development review process, which is carried out each year using historic template rather than as part of a broader learning and development policy. These have been identified as due for development during 2017/18.
- 5.2 No organisational policy reviews are shown as overdue. However, a number of policies that have annual checks have been identified as requiring a more detailed review. The organisation is now in its second term of office and as business processes have changed to support the current office holder, this needs to be reflected in the policies that underpin that. An example of this is in the Scheme of Delegation, as the holders of both the office of Chief Constable and Police and Crime Commissioner changed in the previous year.
- 5.3 As part of the policy update programme, work continues to be undertaken to ensure consistency in the style and format of the documents, clearly identifying policy owners, review dates, version control, and the issuing of monitoring reports to policy owners. Within this will be a strengthened process to ensure policies are published in line with legislation, notably the Specified Information Order and the Freedom of Information Act Model Publication Scheme.

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APPENDICES

None