

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

Item: 14

Joint Audit Committee

26 July 2018

OPCC Policy and Procedures - update

**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, as requested on an annual basis.

2. Recommendations

- 2.1 That the Joint Audit Committee considers this update.

3. Current policies and procedures

- 3.1 The OPCC Policy, Procedure and Processes database currently lists 55 entries. This is a slight increase on the number previously reported to the Committee. This is due to the implementation of the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), which has required the organisation to produce policies and procedures where previously we have adopted those of Hampshire Constabulary.
- 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 55 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 The introduction of GDPR was the significant policy work that took place during 2017/18. The new legislation required a review and relevant updates to all existing office policies and procedures, as well as staff training to provide awareness of the changes.

5.2 This has required the planned programme of policy reviews to be adapted, which has resulted in one policy review now being shown as overdue, which is the Scheme of Delegation. This policy was identified as requiring a review last year ahead of schedule, due to a change in business processes following the 2016 election. Work began during the 2017/18 year, and a draft revision is now with Hampshire Constabulary for consultation. The anticipation is that this will be adopted in autumn this year.

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APPENDICES

None