



**Governance Arrangements -  
Decision-making and Accountability  
Framework**

**Chief Executive**

**November 2012**

## **DECISION-MAKING AND ACCOUNTABILITY FRAMEWORK**

1. The Police Reform and Social Responsibility Act 2011 sets out the functions and responsibilities of the Police and Crime Commissioner (PCC). This decision-making and accountability framework details the arrangements to enable the PCC to make robust, well-informed and transparent decisions and hold the chief constable to account. The framework includes arrangements for providing information to assist the Police and Crime Panel in its role to scrutinise the decisions and actions of the PCC. The framework applies to decision-making by the PCC and those exercising delegated authority on behalf of the PCC.

### **Meetings Structure**

2. The PCC is able to make decisions at any time. Decisions made by the PCC and those exercising delegated authority on behalf of the PCC must comply with the formalities set out below. In order to transact business transparently and effectively, the following distinct types of meeting will take place.

#### **(i) PCC and Chief Constable (not in public)**

**Purpose:** Regular briefings and discussions. Decisions can be made in this forum.

**Frequency:** To be decided by the PCC.

**Records and publication:** Meetings will not be minuted unless there is an issue of significant public interest. Any decisions will be recorded and published.

#### **(ii) Meetings (held in public)**

**Purpose:** To hold the Chief Constable to account and to enable issues to be discussed, and decisions made, in public.

**Frequency:** To be decided by the PCC.

**Records and Publication:** Minutes, agendas and reports for public meetings will be published along with any decisions taken.

#### **(iii) Public Engagement**

**Purpose:** To enable engagement with the public around the county.

**Frequency:** To be decided by the PCC.

**Method:** To be decided by the PCC although could include surgeries, webcasts and public events.

**Location:** To be decided but should enable engagement across the county and ideally with the public in each Local Policing Command area.

3. Attendance of advisers at the above meetings would be at the discretion of the PCC, in consultation with the Chief Constable, having regard to the matters to be discussed. The PCC would be able to invite other individuals e.g. from partner organisations.

### **Decision-Making Process**

4. A good decision making process is fundamental to effective governance arrangements and is likely to produce more consistent, reliable and objectively sustainable decisions, which should result in taking the right decision, for the right reason, at the right time.

### **Template**

5. The attached template (Appendix 1) will be used for the submission of information to support decision-making and accountability. This will enable decisions (including urgent decisions) to be properly recorded and published.
6. Decisions made under delegated authority from the PCC (see Scheme of Delegation) will be subject to the submission and recording process.
7. Submissions to the PCC and Deputy PCC (if appointed) will be made via the Chief Executive in order to verify that appropriate information and advice has been included and that the request is being made to the appropriate person. Those officers exercising delegated authority on behalf of the PCC should satisfy themselves that all relevant factors have been considered and that relevant advice has been taken into account in the preparation of the report upon which action is required.

### **Confidentiality**

8. In order to ensure that material is properly protected and managed, the Government Protective Marking Scheme must be used to mark submissions containing information classified as 'restricted' or 'confidential' (Appendix 2). Items that are not 'restricted' or 'confidential' must be marked 'Not Protectively Marked' which will mean they are suitable for publication.
9. Where there is a need to share information which is marked as restricted or confidential, the Chief Executive, in discussion with others as appropriate, will decide on what basis that information is made available. These arrangements would include how such information is made available to the Police and Crime Panel to undertake its role in scrutinising the PCC.

### **Decisions**

10. All decisions will be recorded via the template, signed as appropriate by the PCC and those exercising delegated authority. Decisions of significant public interest will be published on the website of the Office of the Police and Crime Commissioner (OPCC) as soon as practicable after the decision is made. Each decision will be given a unique reference number and details recorded in an electronic register. Decisions taken under delegated authority will be reported to the PCC.
11. This process of transparent recording of decisions will enable the Police and Crime Panel to access information. For information not available via the OPCC

website, the Chief Executive will make arrangements for information (including confidential information where appropriate) to be provided to the Police and Crime Panel to enable it to discharge its statutory functions.

### **Recording and publication of decisions and specified information**

12. Secondary legislation outlines the information that must be recorded and published. This includes decisions, agendas, meeting dates, times and places of meetings, reports and minutes. This information will be published on the OPCC website [www.suffolk-pcc.gov.uk](http://www.suffolk-pcc.gov.uk).

#### Meeting dates, times and places

13. A programme of meetings will be maintained and published which will include the dates, times and venues of meetings (to be held in public) and engagement events.
14. Wherever possible the PCC will provide the opportunity for the public to ask questions at meetings held in public. The PCC will decide the arrangements for dealing with public questions.

#### Agendas and papers

15. Agendas and papers for meetings that are held in public will be available through the OPCC website at least 5 working days prior to the meeting.

#### Minutes

16. Minutes of meetings held in public (or meetings not held in public where matters of significant public interest are discussed) will be published as soon as practicable after the meeting has taken place.



**ORIGINATOR:**

**DECISION NO.:**

**REASON FOR SUBMISSION:** e.g. FOR DECISION / FOR MONITORING / FOR INFORMATION (Please specify)

**SUBMITTED TO:** e.g. PCC / OTHER (Please specify)

**SUBJECT:**

**SUMMARY:** *A brief summary of what the submission covers.*

**RECOMMENDATION:** *A recommendation is necessary if a decision is required.*

**OUTCOME/APPROVAL BY:** PCC / OTHER (Please specify)

*e.g. The above request has my approval*

**Signature** **Date**

## **GOVERNMENT PROTECTIVE MARKING SCHEME DEFINITIONS**

### **Criteria for assessing CONFIDENTIAL assets:**

- materially damage diplomatic relations (i.e. cause formal protest or other sanction);
- prejudice individual security or liberty;
- cause damage to the operational effectiveness or security of United Kingdom or allied forces or the effectiveness of valuable security or intelligence operations;
- work substantially against national finances or economic and commercial interests;
- substantially to undermine the financial viability of major organisations;
- impede the investigation or facilitate the commission of serious crime;
- impede seriously the development or operation of major government policies;
- shut down or otherwise substantially disrupt significant national operations.

### **Criteria for assessing RESTRICTED assets:**

- affect diplomatic relations adversely;
- cause substantial distress to individuals;
- make it more difficult to maintain the operational effectiveness or security of United Kingdom or allied forces;
- cause financial loss or loss of earning potential or to facilitate improper gain or advantage for individuals or companies;
- prejudice the investigation or facilitate the commission of crime;
- breach proper undertakings to maintain the confidence of information provided by third parties;
- impede the effective development or operation of government policies;
- to breach statutory restrictions on disclosure of information;
- disadvantage government in commercial or policy negotiations with others;
- undermine the proper management of the public sector and its operations.

### **Criteria for assessing PROTECT (Sub-national security marking) assets:**

- cause distress to individuals;
- breach proper undertakings to maintain the confidence of information provided by third parties;
- breach statutory restrictions on the disclosure of information;
- cause financial loss or loss of earning potential, or to facilitate improper gain;
- unfair advantage for individuals or companies;
- prejudice the investigation or facilitate the commission of crime;
- disadvantage government in commercial or policy negotiations with others.

## **DETAIL OF THE SUBMISSION**

**1. KEY ISSUES FOR CONSIDERATION:** *Set out the background/context for what is being recommended, the available options and the rationale. Supplementary or more detailed information can be appended but these should not contain any new or surprising information. Where the purpose of the submission is to provide monitoring information to hold the Chief Constable to account, the key performance exceptions should be highlighted and action being taken outlined.*

**2. FINANCIAL IMPLICATIONS:** *Clear assessment of costs, including opportunity costs, and how they will be met. If no costs associated with recommendation please make this clear.*

**3. OTHER IMPLICATIONS AND RISKS:** *See checklist below. The relevant issues identified from the checklist should be explained as appropriate.*

**PUBLIC ACCESS TO INFORMATION:** *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the Police and Crime Commissioner's website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be*

<b>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</b>	<b>PLEASE STATE 'YES' OR 'NO'</b>
Has legal advice been sought on this submission?	
Has the PCC's Chief Finance Officer been consulted?	
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	
Have human resource implications been considered?	
Is the recommendation consistent with the objectives in the Police and Crime Plan?	
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	
Has communications advice been sought on areas of likely media interest and how they might be managed?	
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	

**APPROVAL TO SUBMIT TO THE DECISION-MAKER** (this approval is required only for submissions to the PCC).

**Chief Executive/Chief Finance Officer/Deputy Chief Executive (delete as appropriate)**

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the (add decision-maker's title e.g. the PCC).

**Signature:**

**Date**