

Subject:

**Extension to the Joint Corporate Communications Department
(Digital Communications Team)**

Originator: Head of Portfolio Management Office

Decision no. 03 /2024

Reason for submission: For approval and signing

Submitted to: CEO Mark Stokes

Summary:

1. The current Joint Corporate Communications Department (Digital Communications Team) Section 22A Collaboration Agreement is due to expire 31 May 2024.
2. This proposal seeks to extend the Agreement for a period of 12 months and until 31 May 2025.

Recommendation:

It is recommended that the Chief Executive of the Office of the Police and Crime Commissioner is authorised to execute the Agreements to Collaborate (under Section 22A of the Police Act 1996).

Outcome/approval by: PCC /~~Chief Executive~~ /~~Chief Finance Officer~~
(Delete as appropriate)

The recommendations as outlined above are approved.

Signature:



Date: 01/02/2024

Detail of the submission

1. Objective:

- 1.1 The current Joint Corporate Communications Department (Digital Communications Team) Section 22A Collaboration Agreement is due to expire 31 May 2024.
- 1.2 An extension to this Agreement is proposed for a period of 12 months and until 31 May 2025 to enable the department to continue to fully collaborate, pending completion of ongoing reviews into the constabularies' digital and engagement world.

2. Background:

- 2.1 A review of the existing structure of the Corporate Communications function is likely to take place during 2024 to ensure that efficiency and effectiveness are maximised and the collaboration is delivering the value for money expected.
- 2.2 To allow sufficient time to complete any potential review and to ensure good governance procedures are followed for any consultation to implement any changes required, we seek to extend the current agreement for 12 months.

3. Areas for consideration:

- 3.1 A new Section 22A Agreement will be drafted following completion of the review, reflecting any structural changes, and circulated for signatures in due course.

4. Other options considered:

- 4.1 No other options considered at this time.
- 4.2 The process for the development and review of the Section 22A Agreement requires a re-sign of the agreement should there be fundamental changes, these being:
 - The department structure
 - The Investigatory Powers Act (IPA)
 - Designated Powers
 - Transfer / Direction of Control
 - Legislation changes that impact on the content and context of the template

5. Strategic aims / objective supported:

5.1 The Joint Corporate Communications Department (Digital Communications Team) function aligns to Norfolk and Suffolk Constabularies' values of transparency, public service, impartiality and integrity, the delivery of a modern, efficient, effective and innovative service with the right resources and good stewardship of taxpayers' money.

6. Financial and other resource implications:

6.1 There are no known financial / resource implications with the aforementioned Variation Agreement.

7. Carbon Emissions and Other Environmental Implications:

Carbon Emissions

7.1 The estimated impact on our carbon emissions that must be reported under current statute from this proposal is:

Emission Categories:	Increase in tCO ₂	Saving in tCO ₂
Scope 1 – Fuel – Building Heating	0	0
Scope 1 – Fuel – Transport	0	0
Scope 2 – Electricity	0	0

Environmental Implications

7.2 No material implications.

8. Other implications and risks:

8.1 There are no other known implications and risks with the aforementioned Variation Agreement.

Originator checklist (must be completed)	Please state 'yes' or 'no'
Has legal advice been sought on this submission?	No
Has the PCC's Chief Finance Officer been consulted?	No
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes
Have human resource implications been considered?	Yes
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	No
Has communications advice been sought on areas of likely media interest and how they might be managed?	No
Have sustainability and environmental factors been considered? (e.g. biodiversity, employee commuting, business travel, waste and recycling, water, air quality, food and catering and estates construction)	No
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

Is this report a Confidential Decision?

No

If Yes, please state reasons below having referred to the [PCC Decision Making Policy](#)

Approval to submit to the decision-maker (this approval is required only for submissions to the PCC).

Chief Executive

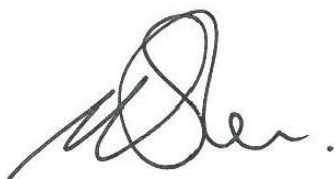
I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC.

Signature:

Date: 01/02/2024

Chief Finance Officer (Section 151 Officer)

I certify that:



- a) there are no financial consequences as a result of this decision,
Or
- b) the costs identified in this report can be met from existing revenue or capital budgets,
Or
- c) the costs identified in this report can be financed from reserves
And
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

Signature:



Date: 01/02/2024

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 OPCC 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 highlighted, along with the reason why.*