



## **Subject: Section 22A Collaboration Agreement for Management and Development of the 7 Force Chronicle Skills Management Solution**

**Originator:** Head of Portfolio Management Office

**Decision no.** 17/2024

**Reason for submission:** For approval and signing

**Submitted to:** CEO Mark Stokes

### **Summary:**

1. The 7F DCGs have agreed to develop a S22A Collaboration Agreement for the 7F Chronicle Skills Management Solution to enable a coordinated approach across the region.
2. The agreement covers protocols and processes, roles and responsibilities, governance, asset ownership, controllership, data protection, service provision and cost sharing.
3. The 7 Force currently have a shared Chronicle database. Unless otherwise agreed, the Parties will continue to separately procure licences from the solution provider and Norfolk and Suffolk ICT department will continue to host the solution against the baseline service provision noted in Appendix A.
4. The Agreement is a new Agreement coming into effect on 1 April 2024 and will run for 5 calendar years with periodic reviews.

### **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

*The recommendations as outlined above are approved.*

Signature:



Date: 20/02/2024

## Detail of the submission

### 1. Objective:

- 1.1 Signing of the Section 22A Collaboration Agreement for the Management and Development of the 7 Force Chronicle Skills Management Solution is requested by the Norfolk and Suffolk Chief Constables and OPCGs to enable the terms of the collaboration to be implemented.

### 2. Background:

- 2.1 The Chief Constables and Police and Crime Commissioners for Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent, Norfolk and Suffolk agreed to collaborate under a Section 22A agreement for the Management and Development of the 7 Force Chronicle Skills Management Solution in the interests of efficiency and effectiveness.
- 2.2 A new Collaboration Agreement for a period of 5 years is proposed.

### 3. Areas for consideration:

- 3.1 The Collaboration Agreement is a new Agreement covering protocols and processes, roles and responsibilities, governance, asset ownership, controllership, data protection, service provision and cost sharing.

### 4. Other options considered:

- 4.1 There are no other considerations.

### 5. Strategic aims / objective supported:

- 5.1 The 7 Force Chronicle Skills Management Solution 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 Section 15 of the main agreement makes clear that additional costs for the host force(s) are rechargeable based on Net Revenue Expenditure (NRE).

## 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 <sub>2</sub>	Saving in tCO <sub>2</sub>
Scope 1 – Fuel – Building Heating	N/A	N/A
Scope 1 – Fuel – Transport	N/A	N/A
Scope 2 – Electricity	N/A	N/A

### Environmental Implications

7.2 No material implications.

## 8. Other implications and risks:

8.1 There are no known other implications and risks associated with the implementation of a 7 Force Chronicle Skills Management Solution.

Originator checklist (must be completed)	Please state 'yes' or 'no'
Has legal advice been sought on this submission?	Yes
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?	Yes
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)	Yes
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**

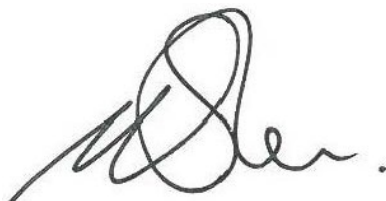
If Yes, please state reasons below having referred to the [PCC Decision Making Policy](#)

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

**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:** 12/03/2024

**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:** 20/02/2024

**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.*