

Subject: Renewal of Section 22A Collaboration Agreement – Joint Information Management Department

Originator: Head of PMO – Vicky Curtis

Decision no. 36/2026

Reason for submission: For decision

Submitted to: Mark Stokes – Chief Executive Officer

Summary:

1. The current Section 22A collaboration agreement for the Joint Information Management Department is has been renewed.
2. The agreement formalises the continued collaboration between Norfolk and Suffolk Constabularies and their respective Office of the Police and Crime Commissioners for delivery of a shared Information Management function.
3. The joint function provides Information Compliance, Information Security, Records Management and Data Quality services across both forces.
 - a. The agreement will commence on 1 August 2026 and run until 31 July 2031.
 - b. It replaces any previous collaboration agreements relating to this function.
 - c. It ensures statutory obligations relating to information governance are met.
4. The collaboration supports improved efficiency, resilience and effectiveness through shared resources, reduced duplication and enhanced capability.

Recommendation:

It is recommended that the Chief Executive Officer for the Office of the Police and Crime Commissioners Officer for Norfolk:

- 1.1 Approves the renewal of the Section 22A Collaboration Agreement for the Joint Information Management Department.
- 1.2 Notes the financial and operational benefits of continued collaboration with Norfolk Constabulary.
- 1.3 Supports the continuation of joint governance arrangements and shared service delivery.

Outcome/approval by: Colin Sutton – Police and Crime Commissioner for Norfolk

The recommendations as outlined above are approved.

Signature:

A handwritten signature in black ink, appearing to read 'Colin Sutton', with a stylized flourish underneath.

Date: 14/08/2026

Detail of the submission

1. Objective:

- 1.1 To approve the renewal of the Section 22A agreement enabling continued collaboration for Information Management services.
- 1.2 To ensure both forces maintain a compliant, effective and efficient Information Management function.
- 1.3 To support delivery of statutory obligations relating to data protection, Freedom of Information, records management and cyber security.
- 1.4 To enable continued sharing of expertise, resources and infrastructure.

2. Background:

- 2.1 Norfolk and Suffolk Constabularies currently operate a joint Information Management Department under a Section 22A agreement.
- 2.2 The collaboration enables delivery of key support services, including Information Compliance, Cyber Security, and Records/Data Quality functions.
- 2.3 The agreement is made under Sections 22A–23 of the Police Act 1996, allowing forces and policing bodies to collaborate where it improves efficiency and effectiveness.
- 2.4 The current agreement is due to expire on 31 July 2026 and requires renewal to ensure continuity of service.

3. Areas for consideration:

- 3.1 Ensuring continued compliance with statutory information governance requirements.
- 3.2 Maintaining effective governance arrangements (JCOT, JIMPB).
- 3.3 Ensuring value for money and cost-sharing arrangements remain appropriate.
- 3.4 Managing risks associated with joint service delivery.
- 3.5 Ensuring alignment with both forces' strategic priorities.

4. Other options considered:

- 4.1 Do nothing: would result in expiry of the agreement and disruption to critical services.
- 4.2 Disaggregation of services: would increase costs, reduce resilience and duplicate functions.
- 4.3 Alternative collaboration models: considered less efficient than current mature arrangement.

5. Strategic aims/objective supported:

- 5.1 Improved efficiency and effectiveness of policing services.
- 5.2 Strengthened information governance and compliance.
- 5.3 Enhanced capability and resilience in specialist functions.
- 5.4 Delivery of value for money through shared services.
- 5.5 Support to wider collaboration between Norfolk and Suffolk.

6. Financial and other resource implications:

- 6.1 Costs of the joint function are shared between both forces based on agreed arrangement.
- 6.2 The collaboration reduces duplication of roles and delivers efficiencies through shared resources.
- 6.3 Shared staffing and operational costs.
- 6.4 Joint budget managed through agreed financial governance.
- 6.5 Costs apportioned based on Net Revenue Expenditure.
- 6.6 No additional funding beyond agreed budgets is required.

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 Risk of service disruption if agreement is not approved.
- 8.2 Dependence on effective joint governance arrangements.
- 8.3 Requirement to maintain compliance with evolving legislation.
- 8.4 Risk of differing priorities between collaborating partners.
- 8.5 These risks are mitigated through established governance structures and review mechanisms.

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?	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)?	Yes
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

NB: Please include and explain any advice sought as part of the following Originator Checklist (e.g. legal, financial, HR or communications advice).

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: 12/08/2026

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: 13/08/2026

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.