

To: Joint Audit Committee

Date: 29th July 2020

By: Alison Bolton - Chief Executive

Title: Scheme of Governance - Annual Review

Purpose of Report/Issue:

This report provides the Joint Audit Committee with recommended changes to the current Scheme of Governance following the annual review process.

The documents included within the Scheme of Governance are as follows:

- Chief Constable Scheme of Delegation;
- PCC Scheme of Delegation;
- Memorandum of Understanding
- Financial Regulations
- Contract Standing Orders
- Code of Corporate Governance
- Decision making and Accountability Framework for Surrey OPCC;

In addition there is a new Supplemental Statement of Governance in respect of “Building the Future” which also requires consideration by the Committee. This will then be incorporated within the overall Scheme of Governance.

Once agreed the amended documents will be presented to the PCC for approval and published.

Recommendations -

The Committee is asked to:

- i. Review, comment and approve the proposed changes to the Scheme of Governance;
 - ii. Review, comment and approve the Supplemental Statement of Governance for Building the Future and its incorporation in to the Scheme of Governance.
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Summary

The Office of the Surrey Police and Crime Commissioner (OSPCC) and Surrey Police, together with the Sussex OPCC and Sussex Police, have

committed to undertake an annual review of all Governance documentation to ensure that it is up to date and fit for purpose. In order to ensure a close alignment between Surrey and Sussex both forces and PCCs have undertaken to present the same set of documents, with the exception of the Supplemental Statement of Governance, to their respective Joint Audit Committee for consideration and approval. These were approved by the Sussex JAC on 18th March 2020.

All of the documents within the Scheme of Governance have been updated in line with CIPFA guidelines and recommended good practice. The following are the joint documents shared with Sussex:

- **Chief Constable Scheme of Delegation**
This sets out the key roles of the CC and those functions they delegate to others.
- **PCC Scheme of Delegation**
This sets out the key roles of the PCC and those functions they delegate to others.
- **Memorandum of Understanding and Schedules**
The MOU attempts to describe how, in an arrangement where the CC employs the majority of the staff and the PCC owns all assets, the two parties will work together and ensure sufficient support in areas such as estates management, procurement, finance, HR, communications and corporate development.

The CC has a requirement under section 2(5) of the Police Reform & Social Responsibility Act 2011 to exercise his powers in such ways as are reasonable to assist the PCC in the exercise of his/her functions. It is important to articulate the expectations of both parties in this regard and the MOU serves this purpose. The Schedules to the MOU provide more detail.

- **Financial Regulations**
These set out the framework for managing the PCC's financial affairs.
- **Contract Standing Orders**
These describe the rules for the procurement of goods, works and services. Contracts are issued in the name of the PCC and the CC operates within the parameters of Contract Standing Orders.

The following documents are for Surrey only:

- **Code of Corporate Governance**
This sets out how the PCC/CC will achieve the core principles of 'good governance'.
- **Decision Making and Accountability Framework**
Sets out a framework of governance for the PCC
- **Supplemental Statement of Governance for Building the future**
This sets out the additional Governance put in place for the development of the new Surrey Police Headquarters otherwise known as "Building the Future".

All the documents have been reviewed by the Chief Officers of both OPCC and forces and have also been externally reviewed by Weightmans who provide external legal advice to both forces. The documents have also been shared in advance of this meeting with JAC members Paul Rees, Christopher Johnson and Andrew Gascoyne for their comments. Changes to the original documents and as a result of the JAC members review are highlighted in attached annexes as tracked changes.

Following approval of the Revised Scheme of Governance by the JAC it will be published on both the Surrey and Sussex OPCC websites. In addition staff in both areas will be made aware of the changes and where they can access the new documents.

Equalities / Human Rights Implications – None arising.

Risk- As discussed in the report.

If the Scheme of Governance is not regularly reviewed it may become unfit for purpose

Background papers

The individual documents which make up the Scheme of Governance are attached to this report as follows:

- Annexe 1 Chief Constable Scheme of Delegation;
- Annexe 2 PCC Scheme of Delegation;
- Annexe 3 Memorandum of Understanding
- Annexe 4 Financial Regulations
- Annexe 5 Contract Standing Orders
- Annexe 6 Code of Corporate Governance
- Annexe 7 Supplemental Governance for Building the Future
- Annexe 8 C Johnson Comments
- Annexe 9 A Gascoyne Comments
- Annexe 10 Decision Making and Accountability Framework for SPCC

Contact details –

Name: Kelvin Menon
Job Title: Chief Finance Officer
Telephone number: 01483 638724
Email address: kelvin.menon@surrey.pnn.police.uk
