

Schedules to the Memorandum of Understanding between the Surrey Police & Crime Commissioner and Chief Constable

Financial

- Support the Police & Crime Commissioner (PCC) and the PCC's Chief Finance Officer (CFO) to prepare and agree the total police fund budget, capital budget and medium term financial plan (including the Chief Constable's operational delivery budget)
- Provision of necessary financial information and records to the PCC's CFO to allow him to carry out his statutory role
- Day to day management of the insurance function on behalf of the PCC
- Managing payroll and pensions function for PCC staff
- Signing contracts on behalf of the PCC (as per limits in Financial Regulations/Contract Standing Orders)
- Preparation of the draft annual statement of accounts for approval of the PCC's CFO.
- Completion and submission of the returns and surveys (e.g. DCLG, CIPFA, Home Office) on behalf of the PCC
- Completion and submission of the Whole of Government Accounts (WGA) on behalf of the PCC
- Completion and submission of grant claims on behalf of the PCC
- Provision of financial management support to the PCC and his CFO
- PCC Accounts Payable processing – payments of invoices, expenses and grants agreed by the PCC
- PCC Accounts Receivable processing – collecting income and receipts on behalf of the PCC
- Management of those staff dealing with the day to day Treasury Management transactions approved by the PCC's CFO
- Assistance with compliance with the financial elements of the PCC's statutory publication requirements
- Prepare finance reports for the PCC to present to the Police and Crime Panel
- Liaise with local billing authorities with regards to tax base, surpluses and precept setting
- Assist with internal and external Audit requirements on behalf of the PCC and attendance at Audit committee meetings on behalf of the Force

Procurement

- Day to day management of the procurement function in accordance with CSOs
- Support for the PCC and his office with commissioning services
- Spend analysis of actual expenditure and opportunity assessments for savings programmes
- Ensuring tender processes are in accordance to EU competition rules
- Maintaining of paper and electronic copies of contracts
- Contract management for critical agreements
- Development of commodity strategies for forward procurement planning

- Supporting/leading national and regional aggregated collaboration agreements
- Risk management of supply chain
- Advice to PCC on procurement strategy and issues
- Assistance with compliance with the procurement/contractual elements of the PCC's statutory publication requirements

Estate and Property

- Development for the PCC of a short/medium term Estate Strategy, as expressed in the capital programme
- Development for the PCC of a long term Estates Strategy
- Complete sales and acquisitions of the property portfolio in line with the current Estates Strategy on approval by the PCC
- Management and monitoring of statutory compliance for the estates assets
- Day to day management of the property functions including the facilities services for the Estate
- Risk management for capital works, project works and day to day facility services for estates

Fleet

- To provide a safe, cost effective and sustainable fleet; designed, acquired, converted, serviced, maintained and repaired to meet the operational demands of Surrey/Sussex Police.
- Purchase and disposal of fleet vehicles in line with the Asset Management Plan.
- To manage the registration, licensing and legal compliance of the vehicle fleet.
- Develop an on-going five year Asset Management Plan for PCC approval.
- Maintain force workshops and equipment, in a safe, legally compliant, efficient and cost effective manner.
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Human Resources (HR)

An HR Business Partner will have the Office of the PCC (OPCC) within their portfolio. The Business Partner will provide a comprehensive HR service to the OPCC, which will include:-

- Provide advice and guidance to OPCC senior managers on all HR issues
- Attend relevant meetings and provide data and analysis on HR related information
- Act as a gateway for the OPCC for other HR Services including HR consultancy, HR casework for any grievance, discipline, attendance and performance matters, and L&D for any training or development matters
- Offer coaching to line managers on a range of matters including recruitment
- Act as a focal point for supporting any high level (executive) recruitment
- Communication and application of new and existing policies and procedures.
- Provide pay and reward advice in line with Surrey Police staff compensation and benefit provision to ensure consistency across both organisations and offset any potential risk

- Facilitate consultation and negotiation with trade unions
- Facilitate general HR administration, establishment data and recruitment administration provided by the Shared Business Service
- Commit to provide employees from the OPCC and Surrey Police the opportunity to apply for internal vacancies and redeployment opportunities across both organisations
- The Head of [HR People Services](#) will provide any confidential advice required to the PCC and Chief Executive excluding any HR matters pertaining to the Chief Constable as this would present a conflict of interest.
- The above HR services and the management of any HR matters on the OPCC's behalf are predicated on the OPCC adopting and adhering to the Force's HR policies and processes, including those obligations arising from the Equality, Diversity and Human Rights (EDHR) Board governance

ICT

- Provide connectivity to the Surrey Police network
- Support for standard-build Surrey Police desktop workstations (providing access to standard applications/services such as Intranet, Outlook, etc) and networked printers
- Access to IT support for the above items through the IT Service Desk
- Ad-hoc technical advice if/when requested.
- Development of short / medium and long term IT strategy
- Day to day management of IT assets and applications
- Provision, service and management of telephony equipment including mobile devices where required
- Provision, service and management of secure remote access to Surrey Police corporate network where required.

Legal Services

- Provide legal support for the PCC as required, to include legal advice, conduct of litigation, and arranging advice from counsel
- Reporting to the PCC on employment tribunal claims, high risk litigation, and other matters which have high economic legal or reputational risk

Corporate Communications

- Strategy and planning - input and strategic guidance on shared issues (can be absorbed by management team if at a modest level and sufficient lead in time)
- Media monitoring – shared access to the existing Force clippings service from Kantar Media providing items across two briefs – general national policing issues and Surrey-specific policing mentions.
- Daily media summaries produced by Surrey Police's team and circulated to a list including the OPCC

Corporate Services

Surrey Police will provide the OPCC with the following:

- Access as needed to the Force Analysis Performance portal (or equivalent), including crime information, survey/customer satisfaction, neighbourhood survey information, HR information, staff survey results, specialist support services and other information included on the portal
- Reports on progress against the Police and Crime Plan ~~and the 6 People's Priorities~~ to inform the ~~bi-monthly management~~PCC's performance meetings
- Further statistical data, performance information & analysis to support scrutiny/monitoring of performance where required. These requests for information will be discussed and prioritised with the Head of Strategic Planning. The OPCC will be mindful of the need for further information as against time taken to produce reports.
- Data to support FOI requests made to the OPCC
- Access to and support for the risk management database
- Strategic health and safety guidance and policy advice to the OPCC and to support the Surrey/Sussex collaboration by providing technical expertise with a framework of mandatory services and functions
- Liaison support for queries from the PCC or his staff. These will be discussed and prioritised through the Head of Strategic Planning.
- HMIC liaison and support for inspections

Professional Standards Department (PSD)

- Investigative support, advice and guidance and provision of resources if required (people or equipment), e.g. access to systems, document seizure.
- Advice on Police Regulations, statutory responsibilities and timeframes in relation to investigative responsibilities
- Provide support and guidance in respect of access to Legal Advice and meeting IPCC requirements if required.