



Office of the Police and Crime  
Commissioner for Surrey

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## **Memorandum of Understanding**

**BETWEEN:**

**THE POLICE AND CRIME COMMISSIONER FOR SUSSEX ('the PCC'),**

**and**

**THE CHIEF CONSTABLE FOR SUSSEX POLICE ('the Chief Constable')**

**and between**

**THE POLICE AND CRIME COMMISSIONER FOR SURREY ('the PCC'),**

**and**

**THE CHIEF CONSTABLE FOR SURREY POLICE ('the Chief Constable')**

### **1. Introduction**

- 1.1 The principal activity of the PCC is to be responsible for the totality of policing, including setting strategic direction, and holding the Chief Constable to account for delivery of effective and efficient policing within the policing area. The PCC also has other responsibilities and obligations in respect of the wider criminal justice, community safety frameworks and commissioning of services for victims which are outside the scope of this Memorandum of Understanding (MOU).
- 1.2 The PCC has a duty under section 1 of the Police Reform and Social Responsibility Act 2011 ('the Act') to (a) secure the maintenance of the force and (b) secure that the force is efficient and effective. In addition, the PCC has incidental powers under paragraph 14 of Schedule 1 of the Act enabling the PCC to do anything which is calculated to facilitate or is incidental to the exercise of his or her functions. This includes entering into contracts or other agreements.
- 1.3 The principal activity of the Chief Constable is the delivery of effective and efficient policing. The Chief Constable is responsible for ensuring that the Force is able to deliver its obligations under the Strategic Policing Requirement. In matters of operational independence, the Chief Constable is answerable to the law and their position is constitutionally established.
- 1.4 Section 2(5) of the Act provides that the Chief Constable must exercise their powers of direction and control over the police force and its civilian staff in such a way as is

reasonable to assist the PCC in the exercise of his or her functions. In addition, paragraph 7(1) of Schedule 2 to the Act provides that 'a chief constable may do anything which is calculated to facilitate, or is conducive or incidental to, the exercise of the functions of chief constable'.

- 1.5 All assets (i.e. all land and buildings, vehicles, equipment and IT systems) have been retained by the PCC. However, it is recognised that the Chief Constable, the officers and staff of the Chief Constable require the use, as necessary, of such assets in furtherance of their obligations under this MOU and in order to carry out their general responsibilities under the 2011 Act and all other common law and statutory provisions in relation to the provision of policing services. The PCC therefore grants the Chief Constable, their officers and staff licence (revocable at the PCC's discretion) to use such assets as s/he considers necessary to enable them to discharge their obligations/responsibilities in this regard.
- 1.6 The parties agree to work in co-operation to ensure the effective and efficient delivery of policing services to people who live, work and visit the policing area.
- 1.7 Notwithstanding their distinct legal identities, the functions of the PCC and the Chief Constable are acknowledged to have such interdependence as to permit the sharing of significant areas of business support.
- 1.8 Such sharing of business support is not regarded as the provision of services by one to the other but rather a cooperative arrangement for the effective delivery of business support essential to the operation of both offices.
- 1.9 The PCC and the Chief Constable will adopt and implement the following principles with regard to the provision to their respective offices of business support and administration:
  - 1.9.1 That despite their legally distinct identities and their differing roles and responsibilities, it is appropriate for the PCC and the Chief Constable to work together by way of joint endeavour in order to improve outcomes for local people as set out in the PCC's Police and Crime Plan.
  - 1.9.2 The need for effective and efficient arrangements for the provision of all forms of business support to both the PCC and the Chief Constable which would best support them and their respective statutory offices in the discharge of their obligations.
  - 1.9.3 The need to balance the requirement for effectiveness and efficiency in provision of business support against a need to put in place arrangements which represent best value for money.
  - 1.9.4 The desirability where possible to avoid duplication of functions within the offices of the PCC and the Chief Constable.
- 1.10 The MOU is a statement of intent between the parties to work in partnership and to define an effective working relationship between the PCC and the Chief Constable.
- 1.11 The purpose of this MOU is to define the role of the parties, and the expectations of how they will work together. It is not the intention of the PCC and the Chief Constable to create legal relations in respect of the arrangements contained within this MOU.
- 1.12 In this MOU, the following expressions have the following meanings:

"MOU"	This Memorandum of Understanding
"Services"	The support provided by the parties to the MOU
"Commencement Date"	Date when signed/dated by the parties.
"Confidential Information"	Any and all information, whether in writing or otherwise, that is disclosed by any party before, on or after the commencement date including, but not limited to, financial information, marketing data, procedures, business plans, lists of funders, personnel data, business relationships, current products, services and anticipated products and services and financial information concerning the disclosing party's business and all disclosures, howsoever made to the other party, in connection with this MOU.
"Scheme of Governance"	Those documents that set out the terms on which the respective functions of the PCC and the CC will be exercised, identifying those powers and the manner in which they may be exercised by the parties' staff.
"Cooperative Arrangements"	Has the meaning set out in paragraph 4.3

1.13 The headings in this MOU are for ease of reference only and have no legal effect.

1.14 In this MOU, the singular shall mean the plural and vice versa.

## **2. Status of the Parties**

2.1 The relationship between the parties is that of independent organisations, as each party is a separate corporation sole. Nothing in this MOU shall create or be deemed to create a partnership of agency, franchise or employment between the parties.

2.2. The Chief Constable will provide to the PCC sufficient, timely, continuing support services to allow the PCC and the OPCC to function and carry out their duties and achieve their priorities to a timescale either specified at the time such services are requested/ commissioned, or if not specifically notified, to a timescale that they consider reasonable. The Support Services will be delivered to such a standard by appropriately trained and/ or qualified staff/ officers of the Chief Constable as would reasonably be expected to enable the OPCC to operate as required by the PCC.

2.3. The PCC will make reasonable efforts to ensure that requests for the Support Services are made clearly and sufficiently in advance to allow adequate time to provide an effective service.

2.4. The Support Services to be provided are those professional, transactional and support and administrative services reasonably required by the PCC or staff within the OPCC on the PCC's behalf within the competencies of the following Departments/ units of the Force(s) as set out in the Schedule (attached). Any additional services or changes to the Schedule may be agreed by the PCC and Chief Constable or the PCC's Chief Executive and the Deputy Chief Constable.

### **3. Sharing of Information**

- 3.1 The PCC and the Chief Constable will share information where appropriate to fulfil the purposes of this MOU subject to any conditions imposed by the party providing the information in respect of such disclosure. The PCC and the Chief Constable shall ensure compliance with Data Protection legislation through proper application of the governance arrangements contemplated in this MOU.
- 3.2 For the purposes of the UK General Data Protection Regulation (GDPR) the PCC and the Chief Constable remain the data controller for any personal information recorded (in whatever format) on any information system under their respective control.
- 3.3 For the purposes of the UK General Data Protection Regulation, where either party is processing personal data as a data processor that party shall ensure that it has in place appropriate technical and organisation measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 3.4 For the purposes of the Freedom of Information Act (FOI) 2000 if either the PCC or the Chief Constable should receive an FOI request then the PCC or Chief Constable as appropriate would be responsible for responding to that request and with any subsequent compliance arrangements required under FOI. Any FOI requests received by either the PCC or the Chief Constable which relate to or touch upon the subject matter of this MOU or any matters arising from it would be brought to the attention of the other party as soon as practicable, and where necessary the PCC and the Chief Constable will provide reasonable assistance to the other in order to facilitate a timely and compliant response to the FOI request or any subsequent compliance requirement.
- 3.5 Both parties agree that, during the term of this MOU, or at any time thereafter, neither they nor any of their employees, agents (including volunteer staff) or sub-contractors, shall divulge, furnish or make accessible to anyone any confidential information unless:
  - 3.5.1 at the date of this MOU, the confidential information is already in the public domain or subsequently comes into the public domain through no fault of the other party;
  - 3.5.2 the confidential information rightfully becomes available to the other party from sources not bound by obligations of confidentiality;
  - 3.5.3 the confidential information was available to the other party on a non-confidential basis prior to its disclosure to such party;
  - 3.5.4 the other party is required by compulsion of law to disclose.
- 3.6 The parties agree that all discussions and negotiations shall be carried out on a strictly confidential basis and any statements (either written or oral) to be made in relation to the existence of the negotiations between the parties shall be subject always to written agreement by both parties and the overarching provisions of the Scheme of Governance.
- 3.7 The disclosure of confidential information is a matter for discussion between the PCC and Chief Constable.
- 3.8 Any limitation or waiver of the right of confidentiality contemplated in the provisions paragraph of this MOU applies only to the relationship between the PCC and the

Chief Constable and all staff will remain subject to an obligation of confidentiality in respect of third parties.

- 3.9 Nothing in this MOU should prevent any personnel employed either by the PCC or the Chief Constable from disclosing information which they are entitled to disclose under the Public Interest Disclosure Act 1998 provided that such disclosures are made in accordance with provision of that Act.

#### **4. Governance**

- 4.1 Subject to the provisions contained at paragraph 1.4 of this MOU both the PCC and the Chief Constable retain the discretion to task and direct their staff as they in their absolute discretion see fit.

- 4.2 This MOU provides for three circumstances in which business support may be sought from the other party. These are as follows:

4.2.1 The PCC wishes to seek support from the Chief Constable's staff.

4.2.2 The Chief Constable wishes to seek support from the PCC's staff.

4.2.3 The PCC and the Chief Constable agree jointly on the commissioning of work to be undertaken either by the PCC's staff, or the Chief Constable's staff or by both.

- 4.3 These proposed arrangements collectively are known as cooperative arrangements.

- 4.4 The business support may be sought in the following areas:

Estates, Fleet, Information Technology, Information Management, Procurement, Planning and Performance Management, Human Resources, Legal, Finance, Communications and Engagement Services, Professional Standards, Risk Management/Health and Safety as outlined in the Schedule of Services here to attached.

- 4.5 Either of the parties may assign work to staff subject to a cooperative arrangement and use the existing resources within that team. This will be in accordance with agreed practices between the PCC and Chief Constable.

- 4.6 Any conflict between any instructions issued by either of the parties through a cooperative arrangement will be identified by the relevant team and brought to the attention of the parties immediately and where possible prior to implementation. Any instructions that are identified as novel, contentious or repercussive must initially be checked with the instructing party and if not withdrawn or suitably amended formally drawn to the attention of both parties before implementation.

- 4.7 If, due to the volume of work required of that team there is an issue of prioritisation to be resolved, the issue will be referred to the PCC's Chief Executive and the Deputy Chief Constable, and if they cannot resolve such issue within 7 days then either party may refer the issue to the PCC and the Chief Constable to resolve.

- 4.8 Neither the PCC nor the Chief Constable will seek to impose any form of recharge on the other in respect of staffing costs arising out of the cooperation arrangements but either the PCC or the Chief Constable may be entitled to recover from the other any additional third-party costs subject to agreement between the PCC's and the Chief Constable's chief finance officers.

- 4.9 Notwithstanding the obligation of the Chief Constable to provide the Support Services to the PCC, the PCC may seek the provision of such services from a third

party/ parties. The PCC and the Chief Constable anticipate that this would occur if either the relevant skills are not available “in house” or there is an isolated piece of work where a conflict of interest appears to arise. The use of external services under this provision would be in isolated cases.

- 4.10 If either the PCC or the Chief Constable has concerns about the conduct or performance of business support personnel employed by the other then the PCC or the Chief Constable as appropriate will report those concerns as soon as practicable to the relevant line manager.
- 4.11 For the avoidance of doubt the PCC and the Chief Constable agree that when business support personnel are engaged in work commissioned other than by their employer such an arrangement does not amount to a secondment of their employment and at all times such personnel remain subject to ordinary supervisory and management arrangements.
- 4.12 This MOU shall not fetter the discretion of either the PCC or Chief Constable to make such alterations to their staffing resources as they may from time to time see fit including the reorganisation of functions or the deletion of posts. However before making any significant alterations to staff that may provide business support under this MOU the PCC or the Chief Constable as applicable will consult the other.
- 4.13 Posts may be advertised and staff may be moved between the PCC and Chief Constable as agreed by them following established policies, practices and procedures.
- 4.14 The parties to this MOU do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1969 by any person who is not a party to it.

## **5. Access to Premises and Personnel**

- 5.1 The PCC and Chief Constable and their senior officers shall each have reasonable, qualified access to premises and personnel under either parties’ direction or control.
- 5.2 Access to people and premises by other personnel may be limited according to operational need.

## **6. Dispute Resolution**

- 6.1. A dispute concerning the provision of the Support Services (including the timeliness of their provision), which cannot be resolved between the staff concerned of the PCC and the Chief Constable shall be settled by the PCC’s Chief Executive and Deputy Chief Constable.
- 6.2. A dispute that cannot be resolved between the Chief Executive and the Deputy Chief Constable will be escalated to the PCC and Chief Constable.

## **7. Review and Termination**

- 7.1 This MOU will commence on the Commencement Date and will remain in force in accordance with this section.

- 7.2 The parties will undertake a periodic review of the Police and Crime Plan and of the services provided and of the MOU to ensure that the MOU is sufficient to cover all of the areas concerned.
- 7.3 The MOU is subject to review on a change in either of the corporations sole.
- 7.4 Either party may terminate the MOU by giving 3 months notice to the other party that they wish to withdraw from the arrangements.
- 7.5 Any notice given under this MOU by either party must be in writing and may be delivered personally or sent by e-mail. Notice will be deemed to have been given on the same day.
- 7.6 Notices will be delivered or sent to the addresses of the parties as given at the head of this MOU or to any other address notified in writing by any party to the other parties for the purpose of receiving notices after the commencement date of this MOU.
- 7.7 The parties hereby reserve the right to agree such supplemental governance provisions as they shall consider necessary to support the delivery of any programme or project.
- 7.8 No variation to this MOU shall be effective unless in writing signed by duly authorised representatives of each of the parties.

**Signed by the Police & Crime Commissioner for Surrey**

Name .....

Signature .....

Date .....

**Signed by the Chief Constable for Surrey**

Name .....

Signature .....

Date .....

**Signed by the Police & Crime Commissioner for Sussex**

Name .....

Signature .....

Date .....

**Signed by the Chief Constable for Sussex**

Name .....

Signature .....

Date .....



**SCHEDULE TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CHIEF CONSTABLE OF  
SUSSEX AND THE POLICE & CRIME COMMISSIONER FOR SUSSEX; AND BETWEEN THE CHIEF  
CONSTABLE OF SURREY AND THE POLICE & CRIME COMMISSIONER FOR SURREY**

**Description of the Support Services**

Support provided by the Departments/ officers/ staff listed below will include the following activities and any other support tasks which the Police & Crime Commissioner (PCC) considers are incidental and/ or ancillary to those outlined.

**Estates**

The provision of services by individuals within the Estates Department to enable the PCC to effectively and efficiently manage the land and premises and other fixed assets remaining in the PCC's ownership/control, including office services, asset and facilities management, estate management (including identifying savings, environmental issues, maintenance and improvements); project management (including the delivery of capital and revenue funded works) and the management of any contractual arrangements associated with these activities.

**Fleet**

The provision of services within the Fleet Department to enable the PCC to effectively and efficiently manage a safe, cost effective and sustainable fleet; designed, acquired, converted, serviced, maintained and repaired to meet the operational demands of Surrey/Sussex Police.

**Information Technology**

The provision of services by individuals within the IT Department to enable the PCC to effectively and efficiently manage and operate those ICT resources (including all IT and telephony/ communications equipment and software) in the PCC's ownership/control to ensure they assist him/her in carrying out their functions and meet her objectives including reviewing the sufficiency and adequacy of such resources to ensure they remain fit for purpose.

**Information Management**

The provision of information management services to enable the PCC to effectively and efficiently manage and store data/ information and records remaining in the PCC's ownership/control, including the provision of advice to enable the PCC to meet her obligations under the Freedom of Information/ Data Protection Acts. In Surrey, the role of Data Protection Officer for the Office of the Police & Crime Commissioner is provided by the Force's Data Protection Officer

**Procurement**

The provision of services by individuals within the Procurement Department to enable the PCC to effectively and efficiently manage her objectives and obligations under relevant procurement rules/ legislation and, in relation to the procurement, management, and termination of contracts to which s/he is a party.

## **Planning & Performance Management**

The provision of services (including the provision of data the PCC reasonably requires relating to the operational and organisational performance of the Force) by individuals involved in the planning and performance management and research and intelligence activity within the Force to enable the PCC to effectively and efficiently manage her objectives and functions under the Police Reform and Social Responsibility Act 2011 (including that of holding the Chief Constable to account).

## **Human Resources**

The provision of services (including professional human resources/ personnel advice) from individuals within the People Services Department to enable the PCC to effectively and efficiently manage the functions and objectives of her role, including workforce /budget setting, review, monitoring and planning and as an employer of individual staff.

## **Finance**

The provision of financial services and treasury advice services (including professional financial/ accounting advice) from individuals within the Finance Department to enable the PCC (and the PCC's Chief Finance Officer on her behalf) to effectively and efficiently manage the functions and objectives of her role, the financial resources of the OPCC and the Force. This includes the preparation, management and monitoring of revenue and capital budgets, treasury management advisory activities and other support including advice and support relating to compliance with accounting and audit requirements, investments, pensions/ payroll management/ administration so as to ensure that her actions and decisions result in the proper stewardship of available resources, and expenditure which is lawful and in compliance with all relevant statutory and non-statutory requirements including the Scheme of Governance, Financial Regulations and the Financial Management Code of Practice.

## **Communication and Engagement Services**

The provision of communications and engagement services from individuals within the Corporate Communications Department to enable the PCC to effectively and efficiently manage her functions and objectives regarding the provision of information to, and effective engagement/ consultation with, the public and other stakeholders, including the design and production of media and effective use of relevant media formats/ methods and web based/ on line/ mobile data resources.

## **Professional Standards**

The provision of support, including access to Force systems and provision of advice, from police officers and police staff within the Professional Standards Department to enable the PCC to effectively and efficiently manage her functions and objectives regarding the management/ handling and oversight of complaints against police officers/ staff and the organisation of relevant misconduct and appeals proceedings

## **Risk Management/ Health and Safety**

The provision of services and advice to enable the PCC to effectively and efficiently manage her functions and objectives in relation to the identification and management of corporate risk and health and safety issues including the responsibility for individual statutory named posts.

## **Other**

### **Legal**

All parties will be subject to charges as part of the contract currently in place. The provision of legal services is from a contracted provider (Weightmans) to enable the CC and PCC to effectively and efficiently manage the functions and objectives of her role, and in particular to ensure that her interests are furthered and/or protected and actions and decisions remain within the law and available legal powers.

Any conflict of interest (potential or actual) which may affect the contracted provider acting for the PCC and/or Chief Constable will be communicated at the earliest opportunity, and, where appropriate, the Chief Executive and Deputy Chief Constable (or their nominated staff) will discuss the matter and agree a way forward.

Other support, advisory and delivery services required by the PCC from time to time from all other functions provided to the Chief Constable and funded by the budget allocated by the PCC including project support; diversity and equalities advice, partnerships, and specialisms within the Force.