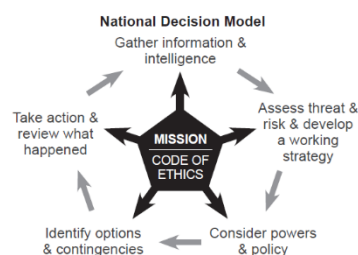




SURREY POLICE POLICY MANAGEMENT UPDATE

Required for:	<i>Joint Audit Committee July 2022</i>
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Suitable for publication:	<i>No</i>
Title:	Update on Policy Management
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Purpose:	Policy Management Arrangements
ACPO / Strategic Lead:	Helen Bayliss
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Date created:	29 th June 2022
Date to be reviewed:	

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What are the Policing Principles?

Accountability	<input checked="" type="checkbox"/>	Fairness	<input checked="" type="checkbox"/>	Honesty	<input checked="" type="checkbox"/>
Integrity	<input checked="" type="checkbox"/>	Leadership	<input checked="" type="checkbox"/>	Objectivity	<input checked="" type="checkbox"/>
Openness	<input checked="" type="checkbox"/>	Respect	<input checked="" type="checkbox"/>	Selflessness	<input checked="" type="checkbox"/>

Policy Management

Surrey Police Policy Management Arrangements

To: Joint Audit Committee

From: Helen Bayliss

Date: 28 June 2022



1. Introduction

Policy, Authorised Professional Practice (APP) and the National Decision Model (NDM).

Policy and Procedure govern most of the tasks we undertake to carry out our roles.

- a) A **policy** is a short statement of our intention and/or goal; a '**what**' document
- b) A **procedure** describes the major tasks required to achieve the objective/goal outlined in the policy. They contain mandatory instruction describing what processes need to be followed. A procedure is the '**how**' document. It is quite normal to have more than one procedure sharing the same policy.

The Forces hold P&P documents in two categories.

Where they are required through Acts of Parliament e.g.

- UK General Data Protection Regulations (UKGDPR)
- Data Protection Act 2018
- Health & Safety at Work Act 1974
- Freedom of Information Act 2000

Where they are required by the Forces to explain what we must and must not do to minimise risk.

APP

Where APP is available it will be followed by the Forces unless there is deviation. In this instance the Forces will write their own policies. Where APP is referred to it must be hyperlinked, sections of text must **not** be copied.

NDM

Where policies are not available through the respective Forces' database and guidance not available on the intranet, officers and staff must use the National Decision Model along with appropriate risk assessments e.g. THRIVE (Threat, Harm, Risk, Investigation, Vulnerability and Engagement), SCARF (Single Combined Assessment of Risk Form/DASH (Domestic Abuse, Stalking and Harassment/ SST (Risk Identification Checklist for use in Stalking and Harassment Cases)/HARA (Hate & ASB Risk Assessment)).

2. Ownership

Policy and Procedure documents are owned by the Chief Constables of the Forces with maintenance devolved to the risk owner of the area of business.

3. Collaboration

New documents and those requiring review must be considered for collaboration. If documents cannot be collaborated there must be sufficient rationale as to why. All standalone documents must be approved by the Head of Information Management.

4. Creation and Review

There are a number of actions that must be taken before a new standalone or joint P&P can be introduced in Surrey Police and/or Sussex Police. This is to ensure there is no duplication of information either held locally or nationally and standards are maintained.

Once the draft P&P and associated documents/appendices have been submitted the Force Policy Officer will submit the documents to their Assurance Teams. The teams combine subject experts from across the organisation (including staff networks) and shall be available to work in partnership with policy owners and authors to support the production and/or review of their policies. The team will review submitted P&P within two weeks and record their comments via the 'virtual' consultation forum within SharePoint in Surrey and Sussex. Any queries raised will be fed back to the author by the policy officer. The author's responses will also be recorded, and the P&P updated where/if necessary or appropriate.

When the draft policy has progressed through the steps above it will be sent to the owner for ratification this will either be a Chief Superintendents/Supt Command Head or a police staff equivalent. P&P is then reviewed on a risk basis with the owners.

5. Communication

The Force Policy Officers will communicate new P&P and any revisions via Routine orders.

Office of the Police & Crime Commissioner Policy Management

1. OPCC Policies and ongoing review

- 1.1 The Police & Crime Commissioner for Surrey is a separate legal entity and employer from Surrey Police. Historically, given the small number of staff in the Office of the PCC, its employees have adopted the policies and procedures in place for Surrey Police which are, in the most part, suitable for our purposes. It has not therefore, been deemed necessary to have a separate, distinct set of policies and procedures for the OPCC.
- 1.2 The OPCC has grown since its inception and the Chief Executive has recently initiated a review of current arrangements to ensure that Force policies and procedures remain fit for our purposes and that staff are clear on what processes they need to follow. Initial findings show that most Surrey Police policies and procedures remain relevant for the OPCC.
- 1.3 However, some policies or procedures make reference to what happens when there is a breach – normally the matter is referred to the Professional Standards Department or to Surrey Police’s HR. This would not be appropriate for the OPCC, where most breaches would in the first instance need to be reported to the Chief Executive (who may then seek advice elsewhere). Staff will be notified of these policies and the alternative arrangements for OPCC staff. Examples include:
- Alcohol, Drug and Substance Misuse
 - Anti-fraud, Corruption and Bribery Policy
 - Appropriate Relationships, Conflict of Interest and Behaviour in the Workplace
 - Internal Hate Crime and Hate Incident Reporting
 - Managing Ill Health Retirement
 - Performance and Attendance Management
- 1.4 There are some areas where it is not appropriate to adopt or adapt the Surrey Police policy, due to the structure and accountability arrangements in the OPCC. These include:
- Misconduct – Police Staff Disciplinary Action
 - Workplace Resolution Policy – amendment for OPCC use
- 1.4 We are currently looking at bringing in specific OPCC policies for these purposes.

2. Review

- 2.1 As this report describes, we are currently undertaking a review to ensure the effectiveness of our policies. We will repeat this exercise on a yearly basis, which helps provide us with assurance that our staff understand the policies and procedures that apply to them and are abiding by them.