

**SURREY POLICE AND CRIME PANEL****PCC Forward Plan and Key Decisions****4 February 2022****SUMMARY**

This report provides information on the key decisions taken by the PCC from November 2021 to present and sets out details of the Office's ongoing Forward Plan for 2021/2022.

**Decision Making and Accountability Framework**

The Police & Crime Commissioner (PCC) has in place a framework of governance, underpinned by mechanisms for control and management of risk. This framework enables her to discharge her statutory responsibilities, take decisions and hold the Chief Constable to account. The PCC will keep this system under review to ensure it remains fit for purpose. It is reviewed on an annual basis.

**Forward Plan 2021/2022**

The PCC gives advance notice to the public of when certain decisions will be taken or key pieces of work undertaken through the publication of a forward plan. This plan is updated on a regular basis by all staff within the OPCC for their relevant areas of work. A copy of this plan can be found on the PCC's website and is shown at Appendix A. Some, but not all items on the forward plan will result in the publication of a 'key decision'.

**Decisions: Making and Publicising Key Decisions**

The PCC is required by the Elected Local Policing Bodies (Specified Information) Order 2011 (as amended), to publish a *'record of each decision of significant public interest arising from the exercise of the (the PCC's) functions'*. We refer to these as "key decisions" and these are published on our website so they can then be scrutinised by the public and the Police and Crime Panel (PCP).

Detailed information on each key decision is published at the following link on the PCC's website (<https://www.surrey-pcc.gov.uk/transparency/archive/decisions/>) unless the information relating to the decision is sensitive and exempt from public consumption. In these cases, the records are kept solely within the PCC's office.

All key decisions are recorded on our decision log. The PCC has signed off eight key decisions since the last Panel meeting in November 2021 (see Appendix B). The table now includes a column on spend as requested by the Panel at their June meeting.

**RECOMMENDATIONS**

The Panel is asked to note the report.

**LEAD OFFICER:** Sarah Gordon, PA to the PCC

**TELEPHONE NUMBER:** 01483 630 200

**Appendix A - OPCC FORWARD PLAN**

DATE	TITLE	KEY DECISION/ ACTION	LEAD OFFICER	DECISION NOTICE?
May 2021	Contacts Update	To update contact lists following elections (MPs/council leaders etc.)	PA	N
May 2021	PCC Elections			N
May 2021	PCC to Approve Expenses schemes	Decision Published	RL	Y
May 2021	Community Safety Fund Grants	Decisions published on grants	SH	Y
May 2021	Input to GDPR audit	For consideration by Audit Cttee	JB/ RL	N
June 2021	Deputy PCC if required, or set out alternative cover arrangements	To June panel for confirmation hearing	AB	Y
May - July	Procurement to design phase new website	PCC appraised, considerations logo, branding, accessibility	NR/JS	N
June 2021	Code of Conduct	PCC and DPCC to sign up	AB/ JB	N
July 2021	Pension Board – 22/07/2021	Agenda and Papers	RL/KM	N
July 2021	Annual Report	Published	JB/ NR	N
July 2021	Draft Financial Statements for 2020/21	CFO to approve	KM	N
July 2021	Joint Audit Committee – 28 <sup>th</sup> July 2021	Agenda and Papers	SG	N
July 2021	CIPFA Return		RL/KM	

DATE	TITLE	KEY DECISION/ ACTION	LEAD OFFICER	
Autumn 2021	Police and Crime Plan 2021-2025	Developed and to panel before publication	JB/AB/ PCC	Y
September 2021	GDPR Annual Refresher Training		JB/ RL	N
September 2021	End of term of office for 2x independent members of misconduct hearings		SM	N
September 2021	Extraordinary Joint Audit Committee	Sign off of Statement of Accounts 2020/2021	SG	Y
September 2021	Review Contract Standing Orders (not reviewed as part of Scheme of Governance)		KM	Y
October 2021	OPCC Budget Setting to begin	Paper for PCC approval	RL/KM	Y
October 2021	Joint Audit Committee – 20 <sup>th</sup> October 2021	Agenda and Papers	SG	N
October 2021 – February 2022	Data Cleansing Exercise re Data Migration to SharePoint	Review all data stored and delete items not current or required to keep under Retention Schedule	ALL STAFF	N
November 2021	Annual Equity Loan Letter		RL	N
November 2021	Pension Board 10/11/2021	Agenda and Papers	RL	N
December 2021	Agree process for appointing JAC Deputy	In agreement with JAC chairman	AB/KM	Y
January 2022	Joint Audit Committee – 26/01/2022	Agenda and Papers	SG	N
January 2022	ICV Annual Training	Training Day	ED	N
January 2022	Pension Board 02/02/2022	Agenda and Papers	RL	N
Feb/March 2022	Related Party Disclosures and Interests	Annual update	SG	N
January 2022	ICV Annual Training	Training Day	ED	N

DATE	TITLE	KEY DECISION/ ACTION	LEAD OFFICER	
March 2022	End of Year processing		RL/KM	N
<b>Key</b>	<b>Shaded Decision/Action indicates complete</b>			

## Appendix B - OPCC Decision Log 2021

Decision no.	Title	Date Submitted to PCC	Lead officer	Agreed by PCC	Date Agreed	Protective marking (OFFICIAL/OFFICIAL SENSITIVE)	Published on website?	Spend/Amount
45	IRIS Clinical Lead Funding	10/11/2021	Damian Markland	Yes	10/11/2021	Official	Yes	£8,840.00
46	Collaboration Agreement for the procurement and delivery of forensic and analytical services to the West and Southern Coast Consortium (WSCC)	22/11/2021	Alison Bolton	Yes	22/11/2021	Official	Yes	N/A
47	Community Safety Fund Applications – September 2021	25/11/2021	Sarah Haywood	Yes	25/11/2021	Official	Yes	£44,800.00
48	Community Safety Fund Applications – November 2021	25/11/2021	Sarah Haywood	Yes	25/11/2021	Official	Yes	£48,368.97
49	Community Safety Fund Applications - December 2021	13/12/2021	Sarah Haywood	Yes	15/12/2021	Official	Yes	£4,000.00
50	Community Safety Fund Applications - December 2021 2	14/12/2021	Sarah Haywood	Yes	14/12/2021	Official	Yes	£20,000.00
51	Community Safety Fund Application DHRs	16/12/2021	Sarah Haywood	Yes	14/12/2021	Official	Yes	£10,100.00
52	Vehicle Donation - Brooklands Museum, volunteer Firefighters/Ambulance crew	16/12/2021	Rachel Lupanko	Yes	16/12/2021	Official	Yes	£2,883.05

**Total: £138,992.02**