

PFCC Decision Report

Please ensure all sections below are completed

Report reference number: 095-24

Classification (e.g. Not protectively marked/restricted): Not Protectively Marked

Title of report: Policy Reviews

Area of county / stakeholders affected: Staff

Report by: Darren Horsman, Strategic Head of Policy and Public Engagement

Chief Officer: Darren Horsman, Strategic Head of Policy and Public Engagement

Date of report: 16th May 2024

Enquiries to: Darren.Horsman@essex.police.uk

1. Executive Summary

This decision report seeks approval of the Electronic Filing Policy, Confidentiality Declaration, Social Media Policy and Business Interest Policy. They have been reviewed as part of the PFCC's policy review schedule and to coincide with the introduction of SharePoint.

2. Recommendations

The PFCC agrees the following three policies:

- Electronic Filing Policy
- Confidentiality Declaration
- Social Media Policy

3. Background to the Proposal

The PFCC has a regular Policy Review Schedule which ensures that policies are reviewed and updated on a regular basis. These policies have all been updated as part of this schedule.

Substantive updates include explicit reference to the appropriate use of WhatsApp within the Social Media policy and updating of the electronic filing system policy to incorporate the functional changes within SharePoint.

4. Proposal and Associated Benefits

These policies will help provide staff with useful clarity around behaviours and declarations required while employed by the PFCC. This supports the work of the office and the PFCC's compliance with their legal requirements.

5. Options Analysis

The PFCC could decide not to agree these policies or seek additional changes to any of them. Each policy has been updated based on current legislation and working practices and as such are recommended to be accepted as this will ensure practices are up-to-date and relevant.

6. Consultation and Engagement

These policies will be shared with the team once agreed. They have been reviewed by relevant leads across the PFCC's office and the Senior Information Risk Owner.

7. Strategic Links

Maintaining public confidence and trust is essential for the successful delivery of both the Police and Crime Plan and Fire and Rescue Plan. These policies will support the PFCC's team in maintaining the appropriate behaviours and controls required to maintain public confidence.

8. Police operational implications

There are no operational implications from this decision.

9. Financial implications

There are no financial implications from this decision.

10. Legal implications

These policies align to our legal framework and obligation and will provide assurance that the PFCC's policies are informed and reflective of their legal obligations. In particular they relate to the Data Protection Act and Official Secrets Act.

11. Staffing implications

Staff will be required to read and follow these policies, and this will be raised via the team meetings and via email.

12. Equality, Diversity and Inclusion implications

There are no significant equality and diversity implications from these decisions, however the implications have been addressed in several of the policies to provide greater explanation of how these issues will be implemented.

13. Risks and Mitigations

These policies have been designed to mitigate the risks we face as an office and as individuals. In particular the Social Media Policy reflects the increased use of WhatsApp in society and strikes a balance between allowing use for the sharing of public information such as news articles, traffic reports or information relating to team members birthdays etc but clearly doesn't allow its use for sharing work related information which should not be in the public domain, such as board papers, operational information or any other worked related information.

All work information must be shared using official work channels so records are maintained and accessible. The use of WhatsApp is an area which is a live debate with the ICO generally and further updates to this approach may be required depending on any issues that arise nationally.

14. Governance Boards

These policies were discussed at the PFCC's SMT on the 21st May 2024 and feedback has been incorporated.

15. Links to Future Plans

These are part of our ongoing policy review cycle and form part of our wider policy framework.


16. Background Papers and Appendices

- Electronic Filing Policy
- Confidentiality declaration
- Social Media Policy

Report Approval

The report will be signed off by the PFCC's Chief Executive and Chief Finance Officer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O.

Sign: 

Print:Darren Horsman - Deputy MO.....

Date: 25/6/2024

Chief Finance Officer

Sign: 

Print: Janet Perry

Date: 25 June 2024

Publication

Is the report for publication?

YES

NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

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If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES
NO

2. Of Appendix? YES
NO

If 'YES', please provide details of required redaction:

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Date redaction carried out:

Chief Finance Officer / Chief Executive Sign Off – for Redactions only

If redaction is required, the Chief Finance Officer or Chief Executive is to sign off that redaction has been completed.

Sign:

Print:

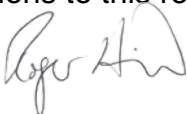
Chief Executive / Chief Finance Officer

Date signed:

Please continue to next page for Final PCC Decision and Final Sign Of

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: Roger Hirst

PFCC

Date signed: 25/6/2024

I do not agree the recommendations to this report because:

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Sign:

Print:

PFCC/Deputy PFCC

Date signed: