

## PFCC Decision Report

**Please ensure all sections below are completed**

**Report reference number:** 136-24

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

**Title of report:** Business Interest Staff Declaration Policy

**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:** 15<sup>th</sup> July 2024

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

### 1. Executive Summary

This decision report seeks approval of the Business Interest Staff Declaration 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 Business Interest Staff Declaration 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. This policy was updated as part of this schedule.

Only small updates to the policy were made including renaming boards which have recently changed name, streamlining the appeal process to avoid duplication and

removing the need for staff at PO level to submit a form even if they do not have any additional business interests.

#### **4. Proposal and Associated Benefits**

This policy 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 this policy or seek additional changes to any of them. The 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, including the Senior Information Risk Owner and Chief Executive.

#### **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 this decision.

### 13. Risks and Mitigations

These policies have been designed to mitigate the risks we face as an office and as individuals. They provide clarity on our obligations as individuals and ensure as an office we are providing transparency about the other businesses interests undertaken and reassurance that these do not conflict with our primary roles.

### 14. Governance Boards

These policies were discussed at the PFCC's SMT on the 21<sup>st</sup> May 2024. Following discussion at SMT, further work was undertaken by the Chief Executive and Strategic Head of Policy and Public Engagement to update and refine the policy.

### 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

- Business Interest Staff Declaration 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: ..... 15/7/2024 .....

Chief Finance Officer

Sign: .....  .....

Print: ..... Janet Perry .....

Date: ..... 17 July 2023 .....

**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: .....

**Decision and Final Sign Off**

I agree the recommendations to this report:

**Sign:** 

**Print:** Roger Hirst

**PFCC**

**Date signed:** 17/07/2024

I do not agree the recommendations to this report because:

.....  
.....  
.....

**Sign:**

**Print:**

**PFCC/Deputy PFCC**

**Date signed:**