

SURREY POLICE AND CRIME PANEL

PCC DECISIONS AND FORWARD PLAN

30 JUNE 2021

SUMMARY

This report provides information on the formal decisions taken by the PCC from March 2021 to present and 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 new PCC will, as per her predecessor, will keep this system under review to ensure it remains fit for purpose. It is reviewed on an annual basis.

Decisions: Making and Publicising Key Decisions

The PCC is required to publish her "key decisions" to the public and needs to be able to demonstrate what decisions she has taken in order that these can then be scrutinised by the Police and Crime Panel (PCP). The PCC publishes a decision log on her website (www.surrey-pcc.gov.uk).

Decision Log - 2021

The previous PCC signed off 12 key decisions between March-April and the new PCC has signed off four key decisions since she started in office on 13th May. Details of these decisions can be found at Appendix A.

Records of all decisions are 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.

Forward Plan 2021/2022

The PCC will give advance notice to the public of when certain decisions will be made 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 https://surrey-pcc.gov.uk/wp-content/uploads/2021/06/Forward-Plan_2021_22.pdf and is shown at Appendix B.

RECOMMENDATIONS

The Panel is asked to note the report.

LEAD OFFICER: Sarah Gordon, PA to the PCC - (OPCC)

TELEPHONE NUMBER: 01483 630 200

E-MAIL: Sarah.gordon@surrey.pnn.police.uk

Appendix A - 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?	Comments
1	Community Safety Fund - January Applications	18/01/2021	Sarah Haywood	Yes	18/01/2021	Official	Yes	
2	Reducing reoffending fund - small grant application	19/01/2021	Craig Jones	Yes	20/01/2021	Official	Yes	
3	Coronavirus Support Fund - AdVans	20/01/2021	Sarah Haywood	Yes	25/01/2021	Official	Yes	
4	Month 8 Financial performance and virements	08/02/2021	Kelvin Menon	Yes	22/02/2021	Official	Yes	
5	Treasury Management Contract	08/02/2021	Kelvin Menon	Yes	22/02/2021	Official	Yes	
6	Revenue to Capital Transfer	18/02/2021	Kelvin Menon	Yes	19/02/2021	Official	Yes	
7	Blue Light Customer Agreement	18/02/2021	Kelvin Menon	Yes	19/02/2021	Official		
8	Underspend funding & SCC award for Cuckooing	19/02/2021	Craig Jones	Yes	19/02/2021	Official	Yes	
9	Budget Decision and Precept	19/02/2021	Kelvin Menon	Yes	19/02/2021	Official	Yes	
10	Funding decision - SCC award for Checkpoint	19/02/2021	Craig Jones	Yes	19/02/2021	Official	Yes	
11	Safer Streets Community Investment - Stanwell Events Centre Lighting	23/02/2021	Sarah Dare	Yes	01/03/2021	Official	Yes	
12	Conclusion of the Contractual Arrangements regarding the Enterprise Resource Planning (Equip) system	26/02/2021	Alison Bolton	Yes	01/03/2021	Official	Yes	
13	Community Safety Fund - March Applications	01/03/2021	Sarah Haywood	Yes	01/03/2021	Official	Yes	
14	Family Safeguarding Model - Partnership Agreement	17/03/2021	Lisa Herrington	Yes	19/03/2021	Official	Yes	
15	Blue Light Customer Agreement - Fleet Sub Agreement	22/03/2021	Kelvin Menon	Yes	29/03/2021	Official	Yes	
16	Surrey HQ Construction Stage 1	22/03/2021	Kelvin Menon	Yes	29/03/2021	Official	Yes (on 6th April)	Can be published on 1st April after 10 day standstill period
17	Disposal of Godstone RPU	22/03/2021	Kelvin Menon	Yes	29/03/2021	Sensitive	No	Can be published once sale agreed
18	BTF - Authority to proceed to RIBA stage 3	22/03/2021	Kelvin Menon	Yes	29/03/2021	Official	Yes	
19	Forensic Capability Network - Section 22A Collaboration Agreement	24/03/2021	Alison Bolton	Yes	29/03/2021	Official	Yes	
20	Section 22A Collaboration Agreement – Modern Day Slavery	24/03/2021	Alison Bolton	Yes	29/03/2021	Official	Yes	
21	Reducing Reoffending Fund Applications March/April 2021	15/04/2021	Craig Jones	Yes	19/04/2021	Official	Yes	
22	Collaboration Agreement for Insurance	23/04/2021	Kelvin Menon	Yes	26/04/2021	Official	Yes	
23	Community Safety Fund Applications 2020/21	26/04/2021	Sarah Haywood	Yes	26/04/2021	Official	Yes	
24	Scheme of Governance	28/04/2021	Alison Bolton	Yes	30/04/2021	Official	Yes	
25	Allowance Scheme 2021/2022	24/05/2021	Rachel Lupanko	Yes	24/05/2021	Official	Yes	
26	Surrey Equity Loans / Surrey Homes Board	07/06/2021	Rachel Lupanko			Official		
27	Outturn and Reserves transfers for 2020/21	07/06/2021	Kelvin Menon			Official		
28	Funding for the provision of victim services	02/06/2021	Damian Markland			Official		



Appendix B - OPCC FORWARD PLAN

DATE	TITLE	KEY DECISION/ ACTION	LEAD OFFICER
May 2021	Submission of Surrey bid for Changing Futures programme following successful EOI (January 2021)	Numerous consultations events leading up to bid submission by 6 th May. CJ working alongside public health colleagues and is lead for early intervention aspect of the bid	CJ
May 2021	Contacts Update	To update contact lists following elections (MPs/council leaders etc.)	PA
May 2021	PCC Elections		
May 2021	PCC to Approve Expenses schemes	Decision Published	RL
May 2021	Community Safety Fund Grants	Decisions published on grants	SH
May 2021	ICV Annual Training	Training Day	ED
May 2021	GDPR audit		JB/ RL
May 2021	CIPFA Return		RL/KM
June 2021	Deputy PCC if required, or set out alternative cover arrangements	To June panel for confirmation hearing	AB
May - July	Procurement to design phase new website	PCC appraised, considerations logo, branding, accessibility	NR/JS
June 2021	Code of Conduct	PCC and DPCC to sign up	AB/ JB
June 2021	Concordat with CC	PCC to sign up	AB/ JB
July 2021	Agree process for appointment of JAC Deputy	In agreement with JAC chairman	AB/ KM
July 2021	Pension Board – 22/07/2021	Agenda and Papers	RL/ KM
July 2021	Annual Report	Published	JB/ NR
July 2021	Draft Financial Statements for 2020/21	CFO to approve	KM
July 2021	Joint Audit Committee – 28 th July 2021	Agenda and Papers	SG
August 2021	Annual Equity Loan Letter		RL

DATE	TITLE	KEY DECISION/ ACTION	LEAD OFFICER
Summer/ Autumn 2021	Police and Crime Plan 2021-2025	Developed and to panel before publication	JB/AB/ PCC
September 2021	GDPR Annual Refresher Training		JB/ RL
September 2021	End of term of office for 2x independent members of misconduct hearings		SM
September 2021	Extraordinary Joint Audit Committee	Sign off of Statement of Accounts 2020/2021	SG
September 2021	Review Contract Standing Orders (not reviewed as part of Scheme of Governance)		KM
October 2021	OPCC Budget Setting	Paper for PCC approval	RL/KM
October 2021	Joint Audit Committee – 20 th October 2021	Agenda and Papers	SG
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
November 2021	Pension Board – (TBC)	Agenda and Papers	KM
January 2022	Pension Board (TBC)	Agenda and Papers	KM
January 2022	Joint Audit Committee – 26 th January 2022	Agenda and Papers	SG
Feb/March 2022	Related Party Disclosures and Disclosable Interests	Annual update	SG
March 2022	End of Year processing		RL/KM
Key	Shaded Decision/Action indicates complete		

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