

## OFFICE OF POLICE AND CRIME COMMISSIONER

**TITLE:** Manual of Corporate Governance Annual Review

**DATE:** 2<sup>nd</sup> March 2020

**TIMING:** Annual

**PURPOSE:** For Approval

<b>1.</b>	<b><u>RECOMMENDATION</u></b>
1.1	That the Police and Crime Commissioner (PCC) and Chief Constable approve the proposed amendments to the Manual of Corporate Governance (MoCG) subject to any potential amendments recommended by the Joint Audit Committee (JAC).
<b>2.</b>	<b><u>INTRODUCTION &amp; BACKGROUND</u></b>
2.1	<p>A meeting to review the MoCG took place between the Office of the Police and Crime Commissioner for Gwent (OPCC) and Joint Legal Services (JLS) in January 2020. The Assistant Chief Office for Resources has also been consulted on the proposed changes.</p> <p>These proposed changes were also presented to the Strategic Planning Group (SPG) in February for further discussion and to consider if any additional changes needed to be incorporated.</p>
2.2	A report providing the proposed changes to the MoCG would ordinarily be presented to the JAC in advance of the Strategy and Performance Board (SPB). However, due to changes to the meeting dates the SPB will now take place prior to the JAC. Therefore, the PCC and Chief Constable are asked to approve the changes in principle prior to their consideration by the JAC.
<b>3.</b>	<b><u>ISSUES FOR CONSIDERATION</u></b>
3.1	<b>Amendments to Manual of Corporate Governance</b> A number of changes have been identified as a result of the annual review process. A detailed list of these can be found at appendix 1
3.1.1	<p>Some of the most notable changes include:</p> <ul style="list-style-type: none"><li>• An update on the sections which relate to complaints due to the change of legislation introduced on 1<sup>st</sup> February 2020.</li><li>• Clarity within the scheme of delegation that the PCC delegates responsibility for complaints to the Chief Executive.</li><li>• Include further clarity on the role and responsibilities of the Deputy PCC</li><li>• An update of the Joint Audit Committee Terms of Reference as approved at the meeting on 11<sup>th</sup> December 2019.</li></ul>

	<ul style="list-style-type: none"> <li>The level for the approval of virements by the PCC will be increased to £250,000.</li> </ul>
<b>4.</b>	<b><u>NEXT STEPS</u></b>
4.1	Once approval has been received from the PCC and Chief Constable, and consideration given to any amendments suggested by the JAC, the amended MoCG will be published to the OPCC's website.
4.2	A copy of the updated MoCG will be circulated to SPB members and appropriate senior officers.
4.3	An updated version of the MoCG will need to be considered again following the conclusion of the Force Governance Review and the receipt of further advice from JLS on any legislative changes.
<b>5.</b>	<b><u>FINANCIAL CONSIDERATIONS</u></b>
	There are no financial considerations as a result of this report.
<b>6.</b>	<b><u>PERSONNEL CONSIDERATIONS</u></b>
	There are no personnel considerations as a result of this report.
<b>7.</b>	<b><u>LEGAL IMPLICATIONS</u></b>
	The JLS department has been involved in the review of the MoCG, ensuring that any legal implications that have arisen have been resolved during the review process.
<b>8.</b>	<b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b>
	This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.
	Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.
<b>9.</b>	<b><u>RISK</u></b>
	Any risks identified during the review of the MoCG will be negated by the approval of the amended document.
<b>10.</b>	<b><u>PUBLIC INTEREST</u></b>
	This document can be made available to the public.
<b>11.</b>	<b><u>CONTACT OFFICER</u></b>
	Joanne Regan, Head of Assurance and Compliance.

12.

**ANNEXES**

Appendix 1 – Details of proposed changes to the MoCG.

## Appendix 1

### Review of the Manual of Corporate Governance

Below are the key changes that are proposed in relation to the annual review of the MoCG:

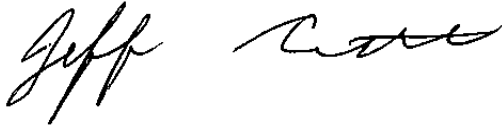
<b>Page Number</b>	<b>Proposed Change</b>
22	Include further clarity on the role and responsibilities of the Deputy PCC
23	Clarity within the scheme of delegation that the PCC delegates responsibility for complaints to the Chief Executive
40	An update to the Joint Audit Committee Terms of Reference
59	An update on the sections which relate to complaints due to the change of legislation introduced on 1 <sup>st</sup> February 2020
71/73	An update to the Scheme of Delegation to state that the responsibility for Payroll sits with the ACOR not the DCC
87	The level for the approval of virements by the PCC will be increased from £80,000 to £250,000
142	An update of the single tender form

**Police and Crime Commissioner for Gwent**

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

**Signature:**

A handwritten signature in black ink, appearing to read "Jeff Cross". The signature is written in a cursive style with a large initial "J" and "C".

**Date:03.03.2020**