

**Subject:**

Renewal of Section 22A Collaboration Agreement for the Joint Corporate Communications Department (Digital Communications Team)

Originator: Head of Portfolio Management Office

Decision no. 39 /2024

Reason for submission: For approval and signing

Submitted to: CEO Mark Stokes

Summary:

1. The current Joint Corporate Communications Department (Digital Communications Team) Section 22A Collaboration Agreement expires 31 May 2025.
2. An extension of 12 months was agreed by The Parties and circulated 18 March 2024.
3. Renewal of the Section 22A Collaboration Agreement is now presented for PCC consideration and approval, effective 1 September 2024.
4. The function continues to operate and deliver in line with strategic objectives and a further Collaboration Agreement is proposed to continue with the function for a further 5 years.

Recommendation:

It is recommended that the Chief Executive of the Office of the Police and Crime Commissioner is authorised to execute the Agreement to Collaborate (under Section 22A of the Police Act 1996).

Outcome/approval by: Chief Executive

The recommendations as outlined above are approved.

Signature:

Date: 05/08/2024

Detail of the submission

1. Objective:

- 1.1 The current Joint Corporate Communications Department (Digital Communications Team) Section 22A Collaboration Agreement is due to expire 31 May 2025.
- 1.2 Signing of the Joint Corporate Communications Department (Digital Communications Team) Section 22A Collaboration Agreement is requested by the Norfolk and Suffolk Chief Constables and OPCGs to enable the function to continue to operate within the current model.
- 1.3 In accordance with paragraph 6.2 of the Joint Corporate Communications Department (Digital Communications Team) Section 22A Collaboration Agreement, signing of this Agreement terminates all prior collaboration agreements.

2. Background:

- 2.1 Norfolk and Suffolk Chief Constables and OPCGs agreed to collaborate under a Section 22A agreement with a Joint Corporate Communications Department (Digital Communications Team) in the interests of efficiency and effectiveness.
- 2.2 An extension to the previous agreement was agreed by The Parties to accommodate a review of the existing structure of the Corporate Communications (Digital) function.
- 2.3 However, a senior postholder has since been temporarily abstracted to support a national programme. As a result, we now recommend renewal of the Collaboration Agreement.

3. Areas for consideration:

- 3.1 An initial review of the current agreement identified no material changes to unit structure or responsibilities. Some minor revisions to terminology were required and to identify the joint function is managed by the Digital Communications Manager (formerly Digital Media Lead).

4. Other options considered:

- 4.1 No other options were considered.

5. Strategic aims / objective supported:

- 5.1 The Joint Corporate Communications Department (Digital Communications Team) aligns to Norfolk and Suffolk Constabularies' values of transparency, public service, impartiality and integrity, the delivery of a modern, efficient, effective and

innovative service with the right resources and good stewardship of taxpayers' money.

6. Financial and other resource implications:

6.1 There are no known financial or other resource implications for the continued collaboration of the Joint Corporate Communications Department (Digital Communications Team).

7. Carbon Emissions and Other Environmental Implications:

Carbon Emissions

7.1 The estimated impact on our carbon emissions that must be reported under current statute from this proposal is:

Emission Categories:	Increase in tCO ₂	Saving in tCO ₂
Scope 1 – Fuel – Building Heating	N/A	N/A
Scope 1 – Fuel – Transport	N/A	N/A
Scope 2 – Electricity	N/A	N/A

Environmental Implications

7.2 No material implications.

8. Other implications and risks:

8.1 There are no known other implications and risks associated with the continued collaboration of the Joint Corporate Communications Department (Digital Communications Team).

Originator checklist (must be completed)	Please state 'yes' or 'no'
Has legal advice been sought on this submission?	Yes
Has the PCC's Chief Finance Officer been consulted?	No
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes
Have human resource implications been considered?	Yes
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	No
Has communications advice been sought on areas of likely media interest and how they might be managed?	No
Have sustainability and environmental factors been considered? (e.g. biodiversity, employee commuting, business travel, waste and recycling, water, air quality, food and catering and estates construction)	No
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

Is this report a Confidential Decision?

~~Yes~~ / **No**

If Yes, please state reasons below having referred to the [PCC Decision Making Policy](#)

Approval to submit to the decision-maker (this approval is required only for submissions to the PCQ).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC

Signature:



Date: 05/08/2024

Chief Finance Officer (Section 151 Officer)

I certify that:

- a) there are no financial consequences as a result of this decision,
Or
- b) the costs identified in this report can be met from existing revenue or capital budgets,
Or
- c) the costs identified in this report can be financed from reserves
And
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

Signature:



Date: 07/08/2024

Public access to information: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*