

**Subject: Termination of the Joint Shared Services Transactional
Centre Section 22A Collaboration Agreement**

Originator: Head of Portfolio Management Office
Decision no. 06/2025
Reason for submission: For approval and signing
Submitted to: CEO Mark Stokes

Summary:

1. The Joint Shared Services Transactional Centre Section 22A Collaboration Agreement expires 30 September 2025.
2. The functions and responsibilities of the Joint Shared Services Transactional Centre are now undertaken by the Joint Finance Department and the Joint People Directorate and are incorporated into these agreements.
3. In accordance with Section 8, the request for immediate termination of the of the Joint Shared Services Transactional Centre Section 22A Collaboration Agreement is presented for PCC consideration and approval.

Recommendation:

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

Outcome/approval by: PCC

The recommendations as outlined above are approved.



Signature:

Date: 25/02/2025

Detail of the submission

1. Objective:

- 1.1 Termination of the Joint Shared Services Transactional Centre Section 22A Collaboration Agreement is requested by the Norfolk and Suffolk Chief Constables and OPCCs in accordance with Section 8 of the Agreement.

2. Background:

- 2.1 Norfolk and Suffolk Chief Constables and OPCCs agreed to collaborate under a Section 22A agreement with a Joint Shared Services Transactional Centre Section in October 2020 in the interests of efficiency and effectiveness.

3. Areas for consideration:

- 3.1 Following review and restructure, the functions and responsibilities of the Joint Shared Services Transactional Centre have moved and are now undertaken by the Joint Finance Department and the Joint People Directorate. The agreements for these existing joint units have recently been updated to reflect the changes.
- 3.2 The basis of the Joint Shared Services Transactional Centre Section 22A Collaboration Agreement no longer exists and it can therefore be terminated forthwith.

4. Other options considered:

- 4.1 No other options were considered.

5. Strategic aims / objective supported:

- 5.1 Not relevant to this request.

6. Financial and other resource implications:

- 6.1 There are no known financial or other resource implications for the continued collaboration of the People Directorate function.

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	0	0
Scope 1 – Fuel – Transport	0	0
Scope 2 – Electricity	0	0

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 People Directorate function.

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)	Yes
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: 04/03/2025

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: 28/02/2025

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.*