SCHEDULE TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CHIEF CONSTABLE OF SUSSEX AND THE POLICE & CRIME COMMISSIONER FOR SUSSEX; AND BETWEEN THE CHIEF CONSTABLE OF SURREY AND THE POLICE & CRIME COMMISSIONER FOR SURREY

Description of the Support Services

Support provided by the Departments/ officers/ staff listed below will include the following activities and any other support tasks which the Police & Crime Commissioner (PCC) considers are incidental and/ or ancillary to those outlined.

Estates

The provision of services by individuals within the Estates Department to enable the PCC to effectively and efficiently manage the land and premises and other fixed assets remaining in the PCC's ownership/control, including office services, asset and facilities management, statutory compliance, health and safety, estate management (including identifying savings, environmental issues, maintenance and improvements); project management (including the delivery of capital and revenue funded works), disposals, acquisitions of assets and leases and the management of any contractual arrangements associated with these activities. To provide meeting rooms and other facilities as required from time to time by the PCC.

Fleet

The provision of services within the Fleet Department to enable the PCC to effectively and efficiently manage a safe, cost effective and sustainable fleet; designed, acquired, converted, serviced, maintained and repaired to meet the operational demands of Surrey/Sussex Police.

Digital, Data & Technology DDaT (previously) Information Technology

The provision of services by individuals within the Digital, Data and Technology Department to enable the PCC to effectively and efficiently manage and operate those ICT resources (including all IT and telephony/ communications equipment and software) in the PCC's ownership/control to ensure they assist the PCC in carrying out their functions and meet their objectives including reviewing the sufficiency and adequacy of such resources to ensure they remain fit for purpose.

Information Management

The provision of information management services to enable the PCC to effectively and efficiently manage and store data/ information and records remaining in the PCC's ownership/control, including the provision of advice to enable the PCC to meet their obligations under the Freedom of Information/ Data Protection Acts. In Surrey, the role of Data Protection Officer for the Office of the Police & Crime Commissioner is provided by the Force's Data Protection Officer

Procurement

The provision of services by individuals within the Procurement Department to enable the PCC to effectively and efficiently manage their objectives and obligations under relevant

procurement rules/ legislation and, in relation to the procurement, management, and termination of contracts to which the PCC is a party.

Planning & Performance Management

The provision of services (including the provision of data the PCC reasonably requires relating to the operational and organisational performance of the Force) by individuals involved in the planning and performance management and research and intelligence activity within the Force to enable the PCC to effectively and efficiently manage their objectives and functions under the Police Reform and Social Responsibility Act 2011 (including that of holding the Chief Constable to account).

Human Resources

The provision of services (including professional human resources/ personnel advice) from individuals within the People Services Department to enable the PCC to effectively and efficiently manage the functions and objectives of their role, including workforce /budget setting, review, monitoring and planning and as an employer of individual staff. This will also include all provision of support recruitment and vetting of employees, and all contractual and employment documentation for OPCC staff. To prepare, issue and maintain related electronic personal files; provide operational and strategic direction advice (when required) from within People Services to aid the PCC to carry out their role as employer to the best ability; access for all employees to employment policies and procedures shared with Surrey Police and Sussex Police.

Finance

The provision of financial services and treasury advice services (including professional financial/ accounting advice) from individuals within the Finance Department to enable the PCC (and the PCC's Chief Finance Officer on the PCC's behalf) to effectively and efficiently manage the functions and objectives of their role, the financial resources of the OPCC and the Force. This includes the preparation, management and monitoring of the Police Fund including revenue and capital budgets, treasury management functions and other support including advice and support relating to compliance with the preparation of the PCC statutory statement of accounts to comply with accounting and audit requirements, investments, pensions/ payroll management/ administration. This is to ensure that the PCC's actions and decisions result in the proper stewardship of available resources, and expenditure which is lawful and in compliance with all relevant statutory and non-statutory requirements including the Scheme of Governance, Financial Regulations and the Financial Management Code of Practice. In addition to provide any financial support and advice in relation to business planning, preparation of the Medium Term Financial Plan, annual council tax and budget report, administration of tax base information from billing authorities and monitoring of precept income.

Communication and Engagement Services

The provision of communications and engagement services from individuals within the Corporate Communications Department to enable the PCC to effectively and efficiently manage the functions and objectives regarding the provision of information to, and effective engagement/ consultation with, the public and other stakeholders, including the design and production of media and effective use of relevant media formats/ methods and web based/digital/ on- line/ mobile data resources. The provision of equipment and assistance to support the PCC in their engagement with the public and/or other persons be this through meetings or other means as required.

Professional Standards

The provision of support, including access to Force systems and provision of advice, from police officers and police staff within the Professional Standards Department to enable the PCC to effectively and efficiently manage their functions and objectives regarding the management/ handling and oversight of complaints against police officers/ staff and the organisation of relevant misconduct and appeals proceedings.

Risk Management/ Health and Safety

The provision of services and advice to enable the PCC to effectively and efficiently manage the functions and objectives in relation to the identification and management of corporate risk and health and safety issues including the responsibility for individual statutory named posts.

Legal

All parties will be subject to charges as part of the contract currently in place. The provision of legal services is from a contracted provider (Weightmans) to enable the CC and PCC to effectively and efficiently manage the functions and objectives of the role, and in particular to ensure that the PCC's interests are furthered and/or protected and actions and decisions remain within the law and available legal powers.

Any conflict of interest (potential or actual) which may affect the contracted provider acting for the PCC and/or Chief Constable will be communicated at the earliest opportunity, and, where appropriate, the Chief Executive and Deputy Chief Constable (or their nominated staff) will discuss the matter and agree a way forward.

Other

Other support, advisory and delivery services required by the PCC from time to time from all other functions provided to the Chief Constable and funded by the budget allocated by the PCC including project support; Equalities, Diversity and Inclusion advice, partnerships, and specialisms within the Force.