



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

From: Lisa Pearson  
Tel: 0115 9670999 ext 801 2009  
Date: 12 December 2012

DMR	2012/006
Ref:	

**PART ONE**

**EXECUTIVE DECISION MAKING REPORT**

**NOTTINGHAMSHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER**

<b>TITLE OF SCHEME OR SERVICE</b> Human Resources (HR) Policies and Procedures
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<b>CLEARED BY</b>	Charlotte Radford
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<b>DECISION:</b> To agree the HR policies and procedures.
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<p><b>EXECUTIVE SUMMARY:</b> Under the Elected Local Policing Bodies (Specified Information) Order 2012, Police and Crime Commissioners are under a statutory obligation to publish policies and procedures. The following HR policies and procedures require approval:</p> <ol style="list-style-type: none"><li>1. Annual Leave Policy</li><li>2. Attendance Management Policy &amp; Procedure</li><li>3. Breastfeeding in the Workplace Policy</li><li>4. Business interests and Additional Employment</li><li>5. Career Breaks</li><li>6. Discretionary Time Off Procedure</li><li>7. Flexible Working Policy</li><li>8. Grievance Policy</li><li>9. Notice Periods</li><li>10. Recruitment &amp; Selection Procedures</li><li>11. Staff Misconduct Policy</li><li>12. Transgender Policy and Procedure</li></ol>
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<b>Nottinghamshire Police and Crime Commissioner</b> The above request has my approval.
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<b>Signature:</b> 	<b>Date:</b> 21/12/12
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**1. How does the proposal address the Police and Crime Plan priorities?**

To support the priorities and delivery against the Police and Crime Plan. Employees who work directly for the Office of the Police and Crime Commissioner need to be supported by legally compliant employment policies and procedures.

**2. What local needs are you expecting to meet?**

To ensure that staff who work for the Commissioner and any new employee is supported by legally compliant policies and procedures.

**3. What outcomes are expected to be achieved?**

If this decision is agreed, it will enable the Police and Crime Commissioner "Commissioner" to have clear policies and procedures in place to meet business needs and legal requirements.

**4. What consultations have taken place with those affected by the proposal?  
What did they say?**

The policies are primarily an administrative change to reflect change of role from Police Authority to Police and Crime Commissioner. As a consequence, it is not considered necessary for there to be any further consultation as this would have been completed when the Police

**5. Have you considered all reasonable courses of action and options?**

The updated policies and procedures take account of good practice developed by other forces/authorities.

**6. What will be the impact be on performance and risk?**

Having clear policies and procedures in place for managers and employees to follow will enable the Commissioner to be legally compliant with employment legislation and help mitigate against any future litigation cases.

**7. What are the resource implications and will the proposal achieve greater efficiency and value for money?**

There are no resources implications. These policies and procedures will support any potential legal proceedings so will achieve value for money.

**8. Provide any supplementary information to support your proposal**

The below policies and procedures are attached in support of the proposal:

1. Annual Leave Policy
2. Attendance Management Policy & Procedure
3. Breastfeeding in the Workplace Policy
4. Business interests and Additional Employment
5. Career Breaks
6. Discretionary Time Off Procedure
7. Flexible Working Policy
8. Grievance Policy
9. Notice Periods
10. Recruitment & Selection Procedures
11. Staff Misconduct Policy
12. Transgender Policy and Procedure

**9. Public Access to Information**

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Part 1 of this form will be made available on the PCC website within 2 working days of approval. Any facts and advice that should not be made automatically available on request should not be included in Part 1, but instead on a separate Part 2 form. Determent is only applicable where release before that date would compromise the Implementation of the decision being approved.

Is the publication of this approval to be deferred? No

**10. Any Further Action Required:**

**ORIGINATING OFFICER'S NAME AND CONTACT DETAILS**

**Lisa Pearson, Office Manager  
101 ext 801 2008**