

18 January 2024

Office for Police, Fire, and Crime Commissioner's Staff (Commissioner's Office)

Staffordshire Police Officers and Staff

Staffordshire Fire and Rescue Service Officers and Staff

Copied to:

Police Area Returning Officer (PARO)

JOINT PROTOCOL IN PREPARATION FOR THE ELECTION OF THE POLICE, FIRE, AND CRIME COMMISSIONER IN MAY 2024

1.0 Introduction

- 1.1 The Police, Fire, and Crime Commissioner (PFCC) election will take place on Thursday 2 May 2024 and will close at 22:00hrs. It is anticipated that the declaration of results will be announced Friday 3 May 2024. The exact timings of the declaration of results is a decision for the Police Area Returning Officer (PARO) and will be confirmed closer to the date. These dates are provided on the understanding that the formal publication of an election will be made not later than 26 March 2024. Other local elections will also be taking place on the same day.
- 1.2 This protocol sets out arrangements to ensure that all candidates are dealt with in a fair and transparent manner. If requests come from those who have not yet declared themselves as a candidate, but are only interested in doing so, their request must be treated as business as usual by a member of the public.
- 1.3 This protocol also provides guidance and safeguards to all staff within the Commissioner's Office, Police, and Fire and Rescue Service (FRS) in order to avoid allegations of bias. This guidance is based on the Statutory Code for Local Authorities, including Policing Authorities published by Department for Communities and Local Government (01/2011),¹ Parliamentary Guidance on Pre-election Period of Sensitivity (No. 5262 8 May 2019),² Local Government Association,³ and other supporting guidance. Both police and fire personnel must also consider their responsibilities under the relevant core Code of Ethics.
- 1.4 Mr. Andy O'Brien, Head of Paid Service for East Staffordshire Council is expected to act as the Police Area Returning Officer (PARO), and will be legally accountable for the running of local elections. Where there are concerns around the running of the election or the conduct of a candidate, it should be addressed to the PARO.
- 1.5 PFCC candidates must declare their intent to stand for election by 1600hrs on the nineteenth day before the poll, which is Friday 5 April 2024. This declaration must be registered by the PARO following the rules laid down by the Electoral Commission including the deposit of £5,000. Prospective candidates, may express an intent to stand

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/5670/1878324.pdf

²<https://researchbriefings.files.parliament.uk/documents/SN05262/SN05262.pdf>

³ <https://www.local.gov.uk/purdah-short-guide-publicity-during-pre-election-period>

before this formal registration deadline and for the purposes of provisioning information to them we would consider them as if they are candidates. After 5 April 2024, we will not treat any other individual as a candidate if they have not formally registered with the PARO. The first interim election notice will be published the same day by the PARO. Candidate statements will be published no later than 16:00hrs Monday 8 April 2024.

2.0 Aim

- 2.1 Not every circumstance that could potentially impact on the election, or the reputation of the Commissioner's Office, Police, and FRS staff can be captured in one document. Therefore, the aim of this document is to provide some overarching guidelines and principles along with sources of advice in order to maintain transparency and equality throughout, in effect to maintain neutrality neither providing advantage or disadvantage to any candidate.

3.0 Principles

- 3.1 The following are outline principles, within which all staff are to adhere to. Any areas of uncertainty or questions are to be directed through individual chains of command, ultimately for the Chief Executive of the Commissioner's Office to make a decision.

3.2 Organisational

- 3.2.1 Particular care should be taken over official support, use of resources (including publicity) for official announcements, which could have a bearing on matters relevant to the elections.
- 3.2.2 Special care should be taken in respect of publicity campaigns so that they are not open to criticism that they have been undertaken for party political purpose or in support of a particular candidate.
- 3.2.3 The Commissioner's Office, Police and FRS must not publish material that refers to or could, in any way, be construed as being designed to affect support for a party or a candidate.
- 3.2.4 The Commissioner's Office's Election Single Point of Contact, David Morris, will maintain details of information provided to prospective candidates or candidates and will arrange for it to be anonymised and published on the Commissioner's Office website making it available publicly. The Election SPOC will also coordinate any site visits or candidate meetings with the relevant Chiefs and statutory officers.

3.3 Engagement with Candidates

- 3.3.1 An essential test regarding the appropriateness of any engagement with a candidate is, "*does it appear to favour one candidate against another, whether in terms of information or public profile?*".

- 3.3.2 Care should be taken in relation to visits by candidates to Commissioner's Office, Police, and FRS premises. Any request to visit official premises are to be coordinated and sent to the Election SPOC in advance to coordinate and seek approval from relevant Chief Officers.
- 3.3.3 Support should not be undertaken for one candidate that would not or could not be undertaken with another.
- 3.3.4 Prospective candidates, candidates, and parties must be treated even-handedly and have equal access to information.
- 3.3.5 Prospective candidates and candidates remain members of the public and are not entitled to confidential, sensitive or operational information. It would be for the information owner to determine whether any disclosure is appropriate.

3.4 **Incumbent PFCC or Deputy**

- 3.4.1 An essential test regarding the appropriateness of any engagement with a candidate, including the incumbent PFCC or Deputy, is, *"does it appear to favour one candidate against another, whether in terms of information or public profile?"*.
- 3.4.2 The incumbent PFCC or Deputy, if they are seeking election, is to be treated the same as any other candidate, with all requests for information being recorded and shared on the Commissioner's Office website.
- 3.4.3 Unlike many other elected positions, the incumbent PFCC or Deputy, maintains the position throughout the declaration and election period. Therefore, the incumbent PFCC or Deputy maintains statutory responsibility. However, care must be taken to ensure that business as usual activities, especially during the pre-election period, are restricted to statutory roles that could not be perceived as influencing the election.

3.5 **Commissioner's Office, Police, and FRS officers and staff**

An essential test regarding the appropriateness of any activity by an individual in the Commissioner's Office, Police, or FRS is, *"it likely to affect or influence the outcome of the election?"*

- 3.5.1 Commissioner's Office staff are politically restricted and cannot actively support any political candidates. Additionally, Commissioner's Office staff are disqualified from being elected as PFCC and therefore, must resign a minimum of 19 days prior to their declaration of candidacy if they intend to stand. However, amendments made to the Police Reform and Social Responsibility Act 2011 s.65 by the Policing and Crime Act 2017 s.122 allows for a Deputy PFCC to stand as a candidate at an ordinary election without having to resign.
- 3.5.2 Any member of fire staff who is politically restricted by role must resign from their role with a minimum of 19 days prior to the election in order to stand as a candidate as required by the Electoral Commission.
- 3.5.3 No serving Police Officer or member of Police Staff / Commissioner's Office is allowed to stand as a candidate for PFCC with exception of the Deputy PFCC.
- 3.5.4 Any Police Officer or member of Police Staff must resign from their role with a minimum of 19 days prior to the submission of any nomination to stand as a candidate.

- 3.5.5 Whilst on duty police staff and fire officers and staff must avoid any action, which is or might reasonably be perceived as being supportive of any party, candidate or opinion. Including encouraging anyone to vote for a certain candidate, treating candidates differently, supporting or attacking the views of candidates.
- 3.5.6 Police Officers must avoid any action, which is or might reasonably be perceived as being supportive of any party, candidate or opinion, including encouraging anyone to vote for a certain candidate, treating candidates differently, supporting or attacking the views of candidates.
- 3.5.7 Commissioner's Office staff, police/fire officers or police/fire staff who use any form of social media should take care over any content relating to the election.
- 3.5.8 Whether on or off duty the Code of Ethics⁴ and core values still applies to all staff, including the requirement to be "fair and impartial".
- 3.5.9 Where support is provided to a candidate, overt or covert, including access to buildings, assets or information that may provide an advantage in a forthcoming election it may lead to a referral by the Chief Executive or Election SPOC to Staffordshire Police Election SPOC for investigation.⁵ Where a court determines that actual advantage has been given to a candidate, this may amount to a breach of Section 2 of the Local Government Act 1986.⁶ The primary legislation for electoral offences is Representations of the People Act 1983 (as amended).⁷ For this purpose all requests and material provided to candidates must be recorded in accordance with this protocol.

4.0 Conduct

- 4.1 The above principles provide information to support decision making. They are underpinned by the requirements placed upon Commissioner's Office staff, police/fire officers and police/fire staff regarding their overall conduct and behaviour; specifically:
 - 4.1.1 Police Officers. Police Regulations 2003 set out the conditions of service of officers including the need to abstain from any activity likely to interfere with the impartial discharge of duties or give rise to impressions of taking part in politics. Furthermore the Police Conduct Regulations 2004 also highlight expected standards of behaviour such as honesty and integrity; fairness and impartiality; and politeness and tolerance.
 - 4.1.2 Police Staff. Police Staff Council Joint Circular 54, 2008 Standards of Professional Behaviour⁸ for police staff highlights the need to adhere to relevant standards such as acting with impartiality and only disclosing information in the proper course of work. In addition certain posts are politically restricted within the meaning of the Local Government and Housing Act 1989.
 - 4.1.3 Commissioner's Office Staff. The Police Reform and Social Responsibility Act 2011 places political restrictions on members of Commissioner's Office staff with exception of a Deputy PFCC.

⁴ College of Policing, Code of Ethics, para 1.1.1 and the appropriate Fire and Rescue Service Code of ethics <https://www.firestandards.org/app/uploads/2022/09/ProposedCoreCodeofEthics.pdf>

⁵ <https://www.app.college.police.uk/app-content/policing-elections/investigating-electoral-malpractice/>

⁶ <https://www.legislation.gov.uk/ukpga/1986/10/section/2>

⁷ <http://www.legislation.gov.uk/ukpga/1983/2/contents>

⁸ <https://www.local.gov.uk/sites/default/files/documents/workforce - Police - PSC handbook - Guidance Note 9 - Standards of Professional Behaviour.pdf>

4.1.4 Fire Officers and Staff. The Local Government Association has provided regular updates of behaviour during the sensitive pre-election period as well as adherence to the Nolan Principles of Public Life.⁹ The Fire Code of Ethics for the Fire Service also apply.

4.2 Should anyone seek to support a candidate in the election, the Chief Executive, Chief Constable, or Chief Fire Officer will provide suitable work related advice and guidance, assessing each case on its merit. Providing continuance in role is not conflicted by the activity, the individual must be clear when they are undertaking activities or making information requests as a prospective candidate or supporter.

5.0 Engagement with candidates and prospective candidates

5.1 Political parties will undertake their own selection process to nominate their candidates and make the final registration with the PARO by Friday 5th April 2024. During the same period independent members may also inform the public of their intention to stand. Some prospective candidates will announce their interest to stand well in advance of the election whereas others may keep their intentions to themselves until the period for formal declarations.

5.2 Throughout these different stages, media interest is likely to build as will contact between prospective candidates, Commissioner's Office, Police, and FRS. However, there is no duty on the Commissioner's Office, Police and FRS to treat candidates or prospective candidates as elected representatives. Nevertheless, discretion should be used in response to any reasonable requests for information.

6.0 Requests for information

6.1 Where a request for information from a prospective candidate or candidate is received the following process will be adopted:

6.1.1 If the candidate has not declared, then the request will be treated as if from any member of the public.

6.1.2 The request should be directed to the Single Point of Contact (SPOC) email account¹⁰ within the Commissioner's Office or telephoned through (07890 988167) where a single electronic register will be maintained¹¹, as detailed at Appendix C. All requests that are directed to the police or FRS will be re-directed to this single location to ensure full transparency and equality. All responses will be via email and will come from the SPOC via the Election inbox. Reasonable time must be allowed to provide for the information, sign off and distribution. We will endeavour a simple, non-complex, request to be fulfilled within 10 working days. Where there are multiple requests this period may be extended depending on the complexity of the request.

6.1.3 In formulating a response, it should be recognised that the information provided maybe exploited for political and campaigning purposes.

⁹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/554817/Striking_the_Balance__web_-_v3_220916.pdf

¹⁰ pfcc-information@staffordshire-pfcc.gov.uk

¹¹ The master electronic register will contain all contact, requests for information and other pertinent information along with decisions and risk mitigations as appropriate

- 6.1.4 Where it is a Freedom of Information request, the standard operating practice under the Freedom of Information Act 2000 will apply of 20 working days. Each public authority will remain responsible under the Act for their own disclosure and also forward the same to the PFCC Election SPOC. In addition, the response will be posted on the Commissioner's Office web site.

7.0 Media

When handling media communications, ACPO's 2012 guidance¹² recommends the following:

- 7.1.1 A response by the Chief Executive may be appropriate when factually incorrect information is released that could impact on confidence in the PFCC. The factually correct information can be shared by the Chief Executive publically in a neutral manner.
- 7.1.2 A response may not be appropriate when a claim is based on that individual's interpretation of information.
- 7.1.3 The above guidance should apply when the Commissioner's Office, Police, and FRS use social media to respond to queries or comments.
- 7.1.4 Pre-election guidance will also apply to media communications.

8.0 Organised meetings

- 8.1 The Chief Executive will arrange for a series of factual briefing material to be posted on the Commissioner's Office website. Candidates requesting information that is already covered within these documents will be directed to the Commissioner's Office website.
- 8.2 In addition and upon request to the Chief Executive via the Election SPOC, individual meetings may be held with the Chief Executive, Chief Constable, or Chief Fire Officer. These meetings will only be provided following formal declaration of intent to stand for election and where their request for information is not covered in existing documentation in places such as the Commissioner's Office website¹³. This will be managed by the PFCC Election SPOC who will coordinate with both the Police and FRS teams. Advance notification of any questions will be required and notes will be taken of the discussion to ensure transparency and to avoid allegations of bias.
- 8.3 The above briefings will not cover the running of the election, which will be the responsibility of the PARO.

8.4 Visits to premises

- 8.5 Requests for visits to Commissioner's Office, Police, or FRS premises for the purpose of fact finding and receiving briefings will be considered by the Chief Executive on a case by case basis via the election SPOC. However, the principal methods of fact finding will be through the Commissioner's Office website, post-declaration briefings and specific requests for information through the Commissioner's Office Election SPOC. Every request will be recorded on the electronic register.

¹² This guidance should be updated ahead of the May 2021 elections

¹³ Details of likely information to be held on OPFCC web page is at Appendix B

9.0 Photographs

- 9.1 Until the pre-election period begins (26 March 2024) it is acceptable for candidates to be filmed or photographed with police officers or staff, FRS officers and staff, for newspapers or television news bulletins; providing the organisation and individual is content to be filmed/photographed. However, once within the pre-election period, officers and staff must not be filmed or photographed. Additionally, before and throughout the pre-election period all staff must maintain their independence and not be seen to be biased and/or supporting one candidate or party over another.

10.0 Police and Fire Imagery

- 10.1 The Commissioner's Office, Police, and FRS will seek to ensure their imagery and livery is not used in any campaigning or publicity material and this restriction will be included in the candidate briefing material on the Commissioner's Office website. Where it is used, the Chief Executive, Chief Constable, or Chief Fire Officer will consider the need to request the candidate to remove or withdraw the material. Each case will be judged on its merits but include consideration of the profile of the image, the message given, the degree of publication already achieved and the likely reputational damage and confidence in policing and/or fire services.

11.0 Pre-election Period

- 11.1 This is a particularly sensitive period in the lead up to the election and requires special care starting following the notice of an election and ends on the day of the election poll. The last day for publishing the notice of election is twenty-five working days before the poll. Guidance is available from the Cabinet Office and will be supplemented by Home Office guidance. In any event, during the pre-election period the following additional restrictions will apply:

Where practicable the Commissioner's Office, Police, and FRS should avoid making and publicising major policy decisions that may be deemed to be politically sensitive.

- 11.2 The Commissioner's Office, Police, and FRS websites must contain only factual information.
- 11.3 Documents which promote the Commissioner's Office should not be published.
- 11.4 Commissioner's Office staff, police officers and staff, FRS officers and staff, must ensure that they do not contribute to or support the activities of a candidate.
- 11.5 Clear records of all dealings with candidates throughout the pre-election period must be maintained to ensure transparency and accountability, unless the incumbent PFCC is conducting their statutory responsibilities.
- 11.6 Commissioner's Office staff, police officers and staff, FRS officers and staff, must not agree to be photographed or used as part of any campaign.
- 11.7 Commissioner's Office staff, police officers and police staff, FRS officers and staff, that have personal websites, blogs or use social networking sites should:
- 11.7.1 Not post any comments that could be seen to be, or give the impression to be, made in their professional role.
- 11.7.2 Be aware that the higher their public profile is, the more likely it is they will be perceived as acting in their official capacity when using social networking sites.

11.7.3 Be careful if making political points or making specific or personal comments about an individual.

12.0 Dates

The following are key dates in relation to the PFCC Elections:

26 March 2024 Formal publication of an election

5 April 2024 Formal candidate declaration to PARO. (19 working days prior to the election poll)

26 March 2024 The pre-election period commences. (Customary period of six weeks prior to the election poll)

2 May 2024 PFCC Elections.

9 May 2024 New PFCC tenure commences. (seven days following the election poll PRSA 2011 s.50 (7))

10 May 2024 [PROVISIONALLY] Oath and Acceptance Ceremony will be held at [Hanley Community Fire Station TBC] 11 am.

13.0 Post-Election

The requirements for the Commissioner's Office, Police, and FRS will be dependent upon who is elected; their previous knowledge, experience and requirements. The Chief Executive will discuss the requirements with the newly elected PFCC and establish an induction programme. The likely topics to be included are detailed at Appendix D.

14.0 Summary

The Commissioner's Office, Police, FRS remain politically independent. Therefore, the aim of this joint protocol and underlying procedures is to ensure that transparency and equality for all prospective candidates in the lead up to and through the election is maintained.

Louise Clayton
Chief Executive
Commissioner's Office

Chris Noble
Chief Constable
Staffordshire Police

Rob Barber
Chief Fire Officer
Staffordshire Fire and Rescue Service

Appendices:

- A. Action Schedule
- B. Information likely to be posted on Commissioner's Office election web page
- C. Example Register
- D. Information likely to be included in induction briefing schedule
- E. References

Action Schedule

Ser (a)	Lead (b)	Action (c)	Completed (d)	Remarks (e)
1	CEO	Schedule and timeline for first 100 days	N	
2	CEO	Transition programme if newly elected PFCC	N	Detail to be confirmed following election result
3	CEO	Seek further guidance from external organisations	N	NPCC, APCC, APACE, Home Office
4	CEO/ Commissioner's Office SPOC	Establish link with PARO	Y	Provide details of Commissioner's Office web page, confirm contact details and confirm dates and requirements
5	PARO	Confirm list of candidates	N	Link in with PARO / Commissioner's Office SPOC
6	Commissioner's Office SPOC	Establish electronic register of interest and activity for all election issues	N	Ensure all relevant information is published on the Commissioner's Office web page
7	Dir Delivery and Dir Gov	Identify potential the pre-election implications	N	Commissioning, governance, forecast of events, assurance etc.
8	Commissioner's Office Comms	Confirm official and personal use of all PFCC electronic devices and social media	N	
9	Commissioner's Office SPOC	Establish an Commissioner's Office election web page as part of the Commissioner's Office website	N	Commissioner's Office Comms to create and upload as directed by SPOC
10	Commissioner's Office SPOC	Populate the Commissioner's Office election web page with information and documents approved by the CEO	N	Link to Appendix B
11	Commissioner's Office SPOC	Organise a candidate familiarisation event	N	Event to be held following PARO confirmation of candidate list
12	Commissioner's Office SPOC	Maintain transparent links between Commissioner's Office, Police, FRS, and, ensuring that all information is recorded on master electronic register in Commissioner's Office	N	

Information likely to be posted on Commissioner's Office election web page

1. The following information, including links to other sources, will be posted on the Commissioner's Office election web page:

The next Police and Crime Commissioner (PCC) elections will take place across England and Wales in May 2024. This page is intended to hold, or signpost to, information which may be of interest to prospective PCC candidates, media outlets, other partner organisations and the wider community in advance of the election.

The election in Staffordshire is formally administered by East Staffordshire Borough Council, who will publish information both before and after the poll, including confirmed lists of declared candidates and the eventual election results. More information can be found [here](#).

Information regarding PCC candidates can be found on the "Choose my PCC" website, which acts as a single, central site for information relating to candidates in each individual policing area. More information be found [here](#).

The Office of the PCC in Staffordshire will be following guidelines as set out by the Association of Policing and Crime Chief Executives (APACE) before the election to ensure transparency, fairness and impartiality.

The PCC role

PCCs were created in 2012 as replacements for the previous Police Authorities. Under the [Police Reform and Social Responsibility Act 2011](#), PCCs must:

- secure efficient and effective policing for their area.
- appoint the Chief Constable, hold them to account for running the force, and if necessary, dismiss them.
- set the police and crime objectives for their area through a police and crime plan;
- set the force budget and determine the precept;
- contribute to the national and international policing capabilities set out by the Home Secretary; and
- bring together community safety and criminal justice partners, to make sure local priorities are joined up.

More information on the role of the PCC is available from the following:

[Gov.uk – Police and Crime Commissioners](#)

[Association of PCCs – Role of the PCC](#)

The Association of PCCs has also published a [guide for prospective PCC candidates](#)

More recent additions to the PCC role and remit

Complaint Functions

Following extensive consultation, a package of reforms to the police complaints and misconduct system was developed by the Home Office and the Independent Office for Police Conduct (IOPC). These reforms form part of a process of overhaul of the complaints and discipline system that were outlined in the 2017 Policing and Crime Act and came into effect on 1 February 2020. As part of this work PCCs gained a new stronger role in the complaints system, with an option of taking on one of 3 different levels of complaints against the police. Model 1 (which must be adopted as a minimum standard) involves oversight of the complaints system. Model 2 adds an informal resolution role, and Model 3 is where a PCC deals with all statutory duties and responsibilities for complaints.

Fire Governance

The Policing and Crime Act 2017 further reformed policing and enabled important changes to the governance of fire and rescue services. Under the legislation PCCs can either be involved with their local Fire and Rescue Authority. Alternatively, PCCs can consult the public and local partners and submit a business case to the Home Secretary seeking to take on the governance of Fire and Rescue services in their area. This option formally creates a Police, Fire and Crime Commissioner (PFCC), as is the case in Staffordshire.

PFCCs are responsible for:

- putting in place arrangements to deliver an efficient and effective fire and rescue service;
- setting the fire and rescue objectives for their area through a fire and rescue plan;
- appointing the Chief Fire Officer, holding them to account for delivery of objectives, and if necessary dismissing them; and
- setting the service budget and determining the precept.

Commissioning

In addition to commissioning services for victims, some PCCs may have taken on extended commissioning responsibilities. This may include working with local partners to commission reducing reoffending services, youth diversion schemes, drugs, and alcohol services etc as well as funding local Community Safety Partnerships.

The Office of the PFCC in Staffordshire:

Key information relating to the work of the Office of the PFCC in Staffordshire is routinely published on this website and can be found in the menus above. Direct links to a selection of key publications and areas of work are also below:

Current [police & crime plan \(2021-2024\)](#) and [fire & rescue plan \(2021-2024\)](#)

Annual Reports [2021/22](#) and [2022/23](#)

[Budget, medium-term financial plan and annual governance statements](#)

[HMICFRS reports and PCC responses](#)

[PCC's team and office structure](#)

[Staffordshire Police, Fire and Crime Panel](#)

[Public Performance Meeting papers and recordings](#)

[Freedom of Information disclosure logs](#)

[Supporting victims](#)

[Community Funding](#)

[Records of PCC decisions](#)

[Ethics, Transparency and Audit Panel \(ETAP\)](#)

[Independent Scrutiny Panels](#)

Staffordshire Police information:

[Policing in Staffordshire](#)

[Leadership team](#)

[Force structure](#)

[Policing Plan priorities](#)

[Force values](#)

Staffordshire Fire & Rescue Service information:

[Service profile and priorities](#)

[Organisational structure](#)

[Safety Plan 2020-2024](#)

[Statement of assurance](#)

Other useful links:

[Home Office](#)

[Strategic Policing Requirement](#)

[Policing Vision 2030](#)

[HMICFRS](#)

[HMICFRS Digital Crime and Performance Pack](#)

[Ministry of Justice](#)

[HM Courts and Tribunals Service](#)

[Office for National Statistics – crime in England & Wales](#)

[Police statistics from Gov.uk](#)

[Police.uk](#)

[Independent Office for Police Conduct](#)

[Staffordshire Police, Fire and Crime Panel](#)

[Association of Police and Crime Commissioners](#)

[National Police Chiefs Council](#)

[National Fire Chiefs Council](#)

[White Paper: Reforming our fire and rescue service](#)

[Fire Standards Board](#)

[Fire Brigades Union](#)

[Fire and Rescue Services Association](#)

[Fire Officers Association](#)

[Prospect Fire Leaders Association](#)

[The Police Federation](#)

[Police Superintendents' Association](#)

[Unison Police Staff](#)

[College of Policing](#)

[Local Criminal Justice Forums and the role of the PCC](#)

[National Guidance for Local Criminal Justice Boards](#)

[National anti-social behaviour action plan](#)

[National drugs strategy](#)

[Serious violence strategy](#)

[Police and Crime Commissioners Treasurers' Society](#)

[Independent Custody Visitor Association \(Candidate Briefing\)](#)

Example Contact Sheet with PFCC Candidates and or their Representatives

Date of Contact	Potential Candidate / Agent / Representative	Officer	Method of Contact	Information Sought Description of information requested verbally or in writing (if in writing include document reference number and a link to the document)	Information Provided Description of information provided verbally or in writing (if in writing include document reference number and a link to the document)	Date Added to Register	Date Added to Website
26.11.18	Cllr X	John Smith	Discussion at AGM	Advised that he wished to help Candidate Y in his campaign and asked how best to seek information on the office structure and performance information.	Description of advice given by JS contained in Ref 001	29.11.18	N/A
29.11.18	Cllr Y	Andrew Bloggs	Text Message / Phone call	Secretariat Structure and overview of staffing issues Ref 001 and Ref 002	Links to our web-site for structure and staffing plans Ref 003 and Ref 004	29.11.18	

Information likely to be included in induction briefing schedule for newly elected Commissioner

1. The following is a list of documents and types of information that is likely to be included on an induction schedule:
 - PFCC statutory responsibilities
 - Chief Executive / monitoring officer responsibilities
 - Chief Constable responsibilities
 - PFCP responsibilities
 - Information on the PFCP and members (many areas will have local government elections at the same time and many Local Authorities will need to re-appoint their PFCP representatives following their AGMs. Consequently PFCPs may also be in a state of transition) along with introduction and initial meeting
 - The Police and Crime Plan
 - The Fire and Rescue Plan and IRMP
 - National Framework for Fire & Rescue services in England
 - Corporate Manslaughter and Corporate Homicide Act 2007
 - Commissioner's Office structure
 - Police structure and officer/staff introductions
 - Fire and Rescue Service structure and officer/staff introductions
 - Police strategy(s) and assessment of policing demand
 - Recent significant HMICFRS recommendations for both police and FRS
 - Governance arrangements
 - A snapshot of PFCC, Police, and FRS finances
 - Existing procurement programmes, significant tenders, contract's expiry/renewal dates
 - A snapshot of Police/Fire estates and any property disposal programmes
 - A snapshot of the current political landscape in the local elected policing area
 - Introduction meeting with the Police Fire and Crime Panel
 - Deputy PFCCs¹⁴ (possible recruitment exercises and the statutory requirements linked to this appointment)
 - Training Needs (media/social media training)
 - Diary arrangements for Meet and Greets (media, key partners)
 - Community engagement
 - Administrative preferences (briefing format, personal organisation, etc.)
 - Governance frameworks
 - Policing Protocol
 - Ethics, Transparency and Audit Panel
 - Association of Police and Crime Commissioners

¹⁴ The appointment process of Deputy PFCCs can be found in Schedule 1, 8 of the Police Reform and Social Responsibility Act 2011.

References

2. The following are key reference documents that should be consulted for specific guidance, regulations and legislation:
 - Police Reform and Social Responsibility Act 2011
 - Election Regulations (yet to be issued)
 - Electoral Commission guidance to candidates and returning officers (when issued)
 - Cabinet Office Guidance – Election guidance (yet to be issued)
 - Home Office draft guidance ‘Police Officers and Public Officials and Police and Crime Commissioner Elections’ Dame Helen Ghosh, Permanent Secretary. February 2012,
 - Home Office draft further guidance for Police Officers, Elections’ Dame Helen Ghosh, Permanent Secretary. April 2012,
 - Police Staff Council Joint Circular 54/ 08 - Standards of Professional Behaviour,
 - Police Staff Council Joint Circular 83 – Political restrictions for the 2015 General Election,
 - Police Staff Council Joint Circular 86 – Political restrictions for the 2016 PFCC Election,
 - Local Government and Housing Act 1989 for ‘politically restricted posts’,
 - Police Regulations 2003 and Police (Conduct) Regulations 2004,
 - Fire and Rescue Service Core Values
 - The Fire and Rescue Plan and IRMP
 - National Framework for Fire & Rescue services in England
 - Corporate Manslaughter and Corporate Homicide Act 2007