

**Hampshire Constabulary**

**Item: 14**

**Joint Audit Committee**

**26<sup>th</sup> July 2018**

**Force Policy and Procedures - update**

**Report of the Deputy Chief Constable**

## **1. Purpose**

1.1. The purpose of this paper is to provide the Joint Audit Committee with an updated overview of the policy and procedures owned and managed by Hampshire Constabulary.

## **2. Recommendations**

2.1. That the Joint Audit Committee considers this update.

## **3. Current Force Policy and Procedures**

3.1 Currently, Hampshire Constabulary Force Policy and Procedure (FPP) library contains 255 FPPs. As previously noted to the Joint Audit Committee, this figure has been considerably reduced from over 700 FPPs a few years ago, under the "Reducing Unnecessary Bureaucracy" scheme. Our current FPPs are down from 333 in September 2016 to 255 FPPs currently, a reduction of 88.

3.2 In large part this is due to all HR policies migrating across to Shared Services but is also due to a considerable and sustained 'house clearing' exercise within the Constabulary with all business owners being asked to rationalise their FPPs.

## **4. Monitoring and Ownership**

4.1. The programme of monitoring policies and associated changes sits in the remit of the Organisational Learning Team. The responsibility for ownership and reviewing individual policies sits with the relevant policy owner. Monthly monitoring reports are sent out to all Heads of Departments.

4.2. This monthly monitoring report lists all of the department's FPPs, those that are currently overdue and those approaching review within the next 3 months. The responsibility for 'review allocation' falls to the Head of Department.

## **5. FPP Reviews Overdue/Due**

- 5.1.** There are currently 39 overdue FPPs (15% of the total), of which the substantial majority are in the process of being updated or rewritten, or being processed ready for publication by the OLT (see appendix 1). Those not being worked on currently are awaiting the return of key personnel from leave and periods of sickness, in order to progress them, or have been risk assessed for updating and progression against other priorities.
  
- 5.2.** This is an improvement on the previous position and is due to a number of factors:
  - 5.2.1.** Enhanced revision and simplification of the process to get policies republished;
  - 5.2.2.** Continued rigorous scrutiny of FPPs through the OLT and the Constabulary's Force Performance Group with new policy owners; and
  - 5.2.3.** FPPs where national Authorised Professional Practice (APP) exists have been withdrawn. FPPs that this applies to have then been replaced with local guidance.

## Appendix 1: Overdue FPPs

Owner	Title	EIA	Estimated completion date	FPP Business Owner
<b>Custody</b>	Procedure - Death In Prison Custody and Other State Detention - Management	High	November 2018	Ch Insp Jim Pegler
	Procedure - Referral Of Investigations To Major Crime Team	Low	November 2018	D/Supt Rachel Farrell
<b>Major Crime</b>	Policy - Referral Of Investigations To Major Crime Team	Low	November 2018	
<b>PPD</b>	Procedure - Management of Multi Agency Public Protection Arrangements	High	Mid/end July 2018	D/Supt Scott Mackechnie
	Policy - Multi Agency Public Protection Arrangements	High	Mid/end July 2018	
<b>Partnerships &amp; Neighbourhoods</b>	Procedure - Special Constabulary Leave of Absence	High	October 2018	C/Insp Patrick Holdaway
	Policy - Special Constabulary	High		
	Procedure - Individual Development Process for Special Constabulary	High		
	Procedure - Special Constabulary Internal Transfer and Promotion	High		
<b>Prevention &amp; Neighbourhoods</b>	Procedure - Street Encounters - Use Of Forms C12A C12B And C12C	High	September 2018	C/Insp Jason Kenny
	Policy - Stop and Search	High	September 2018	
<b>Intel</b>	Procedure - Police Visits Abroad For Operational Reasons	Low	July 2018	All ITD FPPs have been ascribed to specific business owners under the oversight of D/Supt Darren
	Procedure - Interpol and United Kingdom Central Authority	Low	Mid/end July 2018	
	Procedure - Foreign National Offenders	High		
	Policy - Administration and Management of Covert Surveillance Applications	Low		

- NOT PROTECTIVELY MARKED -

	Procedure - Administration and Management of Covert Surveillance Applications	Low	Mid/end July 2018	O'Callaghan	
	Policy - Accessing Communications Data And The Content of Communications	Low			
	Procedure - Applications for Communications Data	Low			
	Procedure - Gathering Intelligence Within Prisons	Low			
	Procedure - Intelligence Interviews in Police Custody	High			
	Procedure - Mobile Surveillance	Low			End of July 2018
	Policy - Covert Tactics And Surveillance	Low			End of July 2018
	Procedure - Emergency Warning Equipment - Covert	Low			End of July 2018
<b>ICT Services</b>	Procedure - Access	Low	Consideration is being given on how to merge / update policies which are applicable, or should be applicable, to both TVP and Hampshire where FPPs are created, monitored and updated very differently in both forces. This is a long term piece of work.	Overall business owner: Mike Lattanzio	
	Procedure - Force Homeworking Security	Low			
	Policy - IT Security Management	Low			
	Information Security Policy	Low			
	Policy - Security and Information Assurance	Low			
	Procedure - Secure Erasure / Disposal	Low			
	Procedure - User Responsibilities In Respect Of Information Processes	Low			
Joint Forces Internet Access Policy	High				
<b>PSD</b>	Procedure - Pocket Notebooks	Low	Update awaited from staff currently on leave	D / Supt N LeCointe	
	Policy - Unreasonable and Persistent Complaints	High			
<b>Training</b>	Procedure - Training Course Attendance	High	August 2018	Liz Wylie	
<b>RPU</b>	Driver Risk Management	High	Awaiting update from staff on leave	Supt S Dodds	
<b>Corporate comms</b>	Procedure - Hampshire Constabulary Websites	Low	Information awaited	Ben Pratt	
<b>Strategic Planning</b>	Policy - Policing Operations	Low	End of July 2018	Supt A Berry	
	Procedure - Policing Events on Roads	Low			

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