

**POLICY**



## Policy for the Creation of New or Revision of Existing Policies and Procedures

Owning Department:	Corporate Development and Change (DCCs)		
Department SPOC:	Corporate Support Manager		
CPU Lead:	Helen Connors		
Risk Rating:	Low	Legal Sign Off : Date:	N/A N/A

**Approved by**

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## Legal Basis

List the relevant legislation which is the legal basis for this policy. You must update this list with changes in legislation that are relevant to this policy and hyperlink directly to the legislation.

### Legislation specific to the subject of this policy document

<b>Section</b>	<b>Act (title and year)</b>

### Other legislation which you must check this document against (required by law)

<b>Act (title and year)</b>
<a href="#">Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)</a>
<a href="#">Equality Act 2010</a>
<a href="#">Crime and Disorder Act 1998</a>
<a href="#">Health and Safety at Work etc. Act 1974 and associated Regulations</a>
<a href="#">General Data Protection Regulation (GDPR) and Data Protection Act 2018</a>
<a href="#">Freedom Of Information Act 2000</a>
<a href="#">The Civil Contingencies Act 2004</a>

### Other documentation which you must check this document against (required by law)

<b>Document</b>
<a href="#">College of Policing – Code of Ethics</a>
<a href="#">Norfolk and Suffolk Constabularies’ Standards of Professional Behaviour</a>
<a href="#">College of Policing – Authorised Professional Practice</a>

## 1. Summary of changes

1.1 This is a new joint policy regarding the creation of policies and procedures within Norfolk and Suffolk Constabularies.

1.2 This policy replaces the following documents:

- Joint Policy Creation Policy
- Management of Corporate Documents Procedure (Suffolk)
- Force Policy (Norfolk)

## 2. Introduction

2.1 Norfolk and Suffolk Constabularies collaborate many of their functions and there is therefore a need to ensure that a properly structured set of policies and procedures exists to cover all aspects of joint and single form working which complements existing national policy and guidance from approved sources on any given subject.

## 3. Aims

3.1 The aim of this policy is to ensure that a properly structured set of policies and/or procedures exists, ensuring the requirements of relevant legislation are adhered to and give clear and concise guidance through the use of both policy and procedure documents on a given subject area.

3.2 The application of this policy will assist the Constabularies to:

- Establish clear ownership of all policies and/or procedures.
- Demonstrate the Constabularies' adherence to the relevant legislation.
- Enhance service delivery and aid decision making.
- Establish boundaries for acceptable behaviour and guidelines for best practice within the work environment.
- Protect people.
- Demonstrate good governance.

## 4. Statement of Policy

4.1 The Constabularies will operate a policy for the revision or creation of new policies and procedures which should be read in conjunction with the associated procedures document. Together these will:

- Complement existing national policy and guidance from approved sources on any given subject.
- Ensure that a consistent approach is maintained when producing policy and/or procedural guidance.
- Ensure that a structured system exists in order to develop, publish, monitor and review both policies and/or procedures.
- Ensure that officers and staff have access to policy and/or procedural documents to assist in their day to day working.

4.2 To deliver the policy the Constabularies will:

- Operate a Central Policy Unit with consistent processes.

- Maintain relationships with key stakeholders such as Legal Services, HR and Staff Associations.
- Ensure effective communication with all officers and staff to assist with the development, publication and awareness of policy and/or procedure documentation.
- Provide templates and guidance to assist business leads with the development of their policies and/or procedures.
- Maintain awareness of changes to legislation, best practice and national/regional updates to inform policies and/or procedures.
- Provide regular updates on the status of policies to assure Chief Officers that the appropriate governance remains in place.
- Assist in the drafting of all policy and procedure documentation.

## 5. Applicability

- 5.1 This policy applies to all officers and staff within both Norfolk and Suffolk Constabularies. Each policy and/or procedure will clearly identify whether the documentation applies jointly or to an individual Force.
- 5.2 All policies and procedures are binding on all members of the organisations and individuals who are accountable for their actions. Non-compliance may render individuals subject to disciplinary action.

## 6. Authorisation for Development of Policies

- 6.1 Appropriate authorisation must be given prior to the development of a joint policy. This will usually be by the relevant Departmental Head or Chief Officer, but will vary from policy to policy.
- 6.2 Appropriate authorisation must be sought from the relevant force Deputy Chief Constable prior to the development of a new single Force policy or where a single Force policy is due for review and cannot be made joint.

## 7. Definitions

Term	Definition
Policy Owner	The person who has responsibility for the policy, usually the Head of Department.
Policy Officer	The Constabularies' Policy Unit has two Policy Officers who have responsibility for specific departmental areas in which they assist policy owners with the development and review of their policies.

## 8. Roles and Responsibilities

Role Title	Responsibilities
Policy Owner	<p>The policy owner is responsible for:</p> <ul style="list-style-type: none"> <li>• Managing, reviewing and applying the relevant policy and/or procedure(s).</li> </ul>
Policy Officer	<p>The Policy Officer is responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting with researching and preparing new policies and procedures.</li> <li>• Reviewing existing documentation in line with best practice/changes to legislation.</li> <li>• Ensuring equality impact assessments are in place for all policies.</li> <li>• Managing the approval, publication and review of all policies and procedures.</li> </ul>
Risk and Compliance Manager	<p>The Risk and Compliance Manager is responsible for:</p> <ul style="list-style-type: none"> <li>• Providing risk advice/input into policy/procedure documentation as part of the consultation process.</li> </ul>
Legal Department	<p>The Legal Department is responsible for:</p> <ul style="list-style-type: none"> <li>• Reviewing, as part of the consultation process, all policies they deem necessary for Legal scrutiny.</li> </ul>
JNCC	<p>The Joint Negotiating and Consultative Committee is responsible for:</p> <ul style="list-style-type: none"> <li>• Terms of Reference of the above committee which includes agreeing and approving the publication and use of policy.</li> </ul>