

# POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE

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## ETHICS, INTEGRITY AND COMPLAINTS COMMITTEE

Report of	<b>POLICE AND CRIME COMMISSIONER</b>
Subject	<b>COMMUNICATIONS PLAN</b>
Date	<b>FRIDAY 25 SEPTEMBER 2015 – 2.00 P.M.</b>
Author	<b>MATT TAPP DIRECTOR OF STRATEGIC COMMUNICATIONS AND ENGAGEMENT OPCC &amp; LEICESTERSHIRE POLICE</b>

### **Purpose of Report**

1. The purpose of this report is to seek members' approval for, and adoption of, a plan which sets out how the committee will publicise its activity.

### **Recommendation**

2. It is recommended that the committee:-
  - (a) considers the draft Communications Plan and makes any amendments members feel necessary;
  - (b) agrees to adopt the plan; and
  - (c) agrees to review the plan in liaison with the Police and Crime Commissioner and the author in 12 months' time.

### **Plan contents**

3. The draft Communications Plan is attached at Appendix A.
4. It proposes what the committee may wish to achieve through its communications activity (aims) and sets out a methodology.
5. The plan also proposes who should be directly responsible for communicating publicly (via the media, through social media and through other mechanisms like public meetings) and a process for agreeing proposed statements / comments.
6. Members are asked to give their view on the draft plan and consider the recommendations.

## **Implications**

Financial :	None foreseen.
Legal :	The Director of Strategic Communications and Engagement, and other staff and officers of the force, can advise the committee on the legality of any proposed public statement it intends to make about its work.
Equality Impact Assessment :	The Committee will scrutinise EIA's relative to the area of work being addressed.
Risks and Impact :	Publicising the work of the committee should increase public confidence that the Force maintains high levels of integrity and standards of service delivery.
Link to Police and Crime Plan :	Proposal is in line with the Nolan Principles and Code of Ethics.
Communications :	This paper and draft communications plan directly supports the need for the committee itself to demonstrate public transparency and accountability.

## **List of Appendices**

Draft Communications Plan for the Ethics, Integrity and Complaints Committee

## **Background Papers**

None.

## **Person to Contact**

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## ETHICS, INTEGRITY AND COMPLAINTS COMMITTEE

### Communications Plan

#### AIM

The Ethics, Integrity and Complaints Committee will engage in communications activity to:

- **Raise the awareness of the public, the Force, the OPCC and stakeholders of the work conducted by the Committee, any recommendations it makes and the advice it gives to the Force and to the OPCC**
- **Enhance the transparency, integrity and efficacy of policing in Leicester, Leicestershire and Rutland**

#### METHODOLOGY

The committee will achieve the above aims through the following mechanisms:

##### **Quarterly Meetings**

Meetings and agenda items will be publicised five days in advance via the websites of the Force and PCC, the Force Intranet and via press releases, and the media and public will be encouraged to attend these meetings

The discussions and decisions / recommendations reached at meetings will be publicised in media statements issued following the meetings and stories posted on the websites of the Force and OPCC and on the Force's intranet. Formal minutes of the committee's meetings will be published on the OPCC's website and the Force website.

Reports about the committee's activities and recommendations will be published in the PCC's monthly bi-monthly newsletter (which is posted on his website and emailed to all stakeholders in Leicester, Leicestershire and Rutland)

##### **Bi-annual reports**

The committee will produce bi-annual reports of its work and these will be published on the websites of the Force and the PCC and on the Force's Intranet. These reports will also be emailed to all key stakeholders (as identified as Tier 1, 2 and 3 stakeholders by the OPCC)

##### **Formal public statements / comments**

The Chair or, in his or her absence the Deputy Chair, will undertake the role of spokesperson for the committee. They will be quoted in media statements and other published articles, and will undertake, where appropriate, interviews with the print and broadcast media about the work of the committee.

## **Ad hoc comments**

Only the Chair or Deputy Chair will make comments (via the media, social media, at public meetings or through other communications channels) on behalf of the committee about local or national issues relating to police integrity, ethics and or complaints.

## **PROCESS**

The Chair or, in his or her absence the Deputy Chair, will inform the Director of Communications and Engagement or his deputy (wherever possible in advance) that they intend to make a public comment on a local or national issue in order that advice can be given about the potential that any comment made may have on any on-going police disciplinary or criminal investigations and / or any potential breach of Data Protection or other law or internal procedure.

## **RESPONSIBILITIES**

Responsibility for making comment (including media interviews) about the work of the committee will lie with the Chair and, in his or her absence, the Deputy Chair. Responsibility for producing media statements and other written articles about the work of the committee will rest with the Directorate of Communications and Engagement on behalf of the committee and at the direction of the Chair or Deputy Chair.

All public-facing articles and those intended for “internal” audiences which are produced on behalf of the committee will be seen and approved by the Chair or, in his or her absence, the Deputy Chair of the Committee prior to release / publications.

**The Police and Crime Commissioner will be made aware in advance of all public-facing statements made by, or on behalf of, the Committee**

**September 2015**