



<b><u>Policy Title</u></b>	Policy Making
<b><u>CCMT Sponsor</u></b>	A/Director of Information & Strategy
<b><u>Department/Area</u></b>	Strategic Co-ordination & Planning
<b><u>Section/Sector</u></b>	Change Management

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## **1.0 Rationale**

The Chief Constable's Roadshows, DOCSA survey, 'Devolution' debate and HMIC have all identified the need for consistent application of policy across the organisation. This entails not only, the 'logging' of policies, but also an understanding of the interdependencies and conflicts, as well as identifying the areas where there are potential policy 'gaps'.

## **2.0 Intention**

Corporate policies will be written using the **Force Policy Template** which provides detailed guidance on whether the document you are drafting should be a policy or not.

The policy should follow the processes outlined in this document and this will ensure compliance with Human Rights, Diversity, MoPI guidance and other legislation. It will also provide understandable documents with detailed procedures and advice where appropriate.

## **3.0 General Principles**

The purpose of this policy is to ensure that all policy development is conducted in a structured manner with final decisions as to adoption being ratified by the appropriate Chief Officer(s).

## **4.0 Guidance, Procedures & Tactics**

All members of Thames Valley Police who are required to address policy issues by either writing new or reviewing existing policies should adhere to this policy and comply with the instructions it contains.

### **4.1 Remit to deliver the policy**

#### **4.1.1 Who needs to carry out the procedures?**

- Policy Owner
- Policy Management Unit
- Human Rights Auditor

#### **4.1.2 What are the procedures?**

- See [Appendix A](#)

### **4.2 Remit for management of the policy**

#### **4.2.1 Who will be responsible for the management of the policy?**

- Policy Management Unit
- Policy Author/Owner/Head of Department

#### 4.2.2 How will the policy be managed?

- See [Appendix B](#)

### **5.0 Challenges & Representations**

Challenges and Representations relating to this policy should be made to:

Head of Strategic Co-ordination & Planning Department  
Thames Valley Police Headquarters,  
Oxford Road,  
Kidlington,  
Oxon. OX5 2NX

### **6.0 Communication**

#### **6.1 Links to Police National Legal Database/Other**

All Force policies will be published on the Policy and Procedures Intranet site and/or Internet site, where applicable.

New and reviewed policies will also be promoted in Managers' Briefing.

There will be a link from the Policy & Procedures Intranet site to the PNLD.

Policy authors will be asked if they wish to direct readers to a particular statute or case law relating to the policy.

The Policy Owner should take account of and identify links to existing ACPO/HMIC/Home Office policies.

#### **6.2 Implementation Strategy**

The effective implementation of policy is essential to the Force in order to ensure the relevant people are informed and aware of and conversant with specific policies.

The Policy Management Unit also hosts annual Policy Information Days which are held to ensure policy authors/owners are aware of any new policy making processes, including new Force policy templates. Training is also provided on how to carry out Human Rights Audits and Diversity Impact Assessments on all policies.

### **7.0 Compliance and Certification**

#### **7.1 Human Rights Certification**

##### **(i) Legal Basis**

Human Rights Act 1998

**(ii) Human Rights Articles Engaged**

Article 5 - Right to Liberty and Security

Article 6 - Right to a Fair Trial

Article 8 - Right to Respect for Private and Family Life

Article 14 - Prohibition of Discrimination

There is a potential for this policy to engage all Articles of the Convention

**(ii) Prohibition of Discrimination**

There is a potential for this policy to be discriminatory if the organisation does not ask whether a policy is discriminatory and take positive action in reducing the potential for such discrimination.

**7.2 Diversity Impact Assessment**

This policy has been assessed for its relevance to the six strands of Diversity and has been rated as 'LOW.'

**7.3 Diversity (Human Resources)**

This policy has been assessed by the Human Resources Diversity Team. In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

**7.4 Management of Police Information (MoPI) Compliance**

This policy has been assessed and is compliant with MoPI guidance.

**7.5 Community Engagement Standards**

This policy does not have any community engagement implications.

**7.6 Data Protection**

This policy complies with the Data Protection Act 1998.

**7.7 Freedom of Information**

This policy is not exempt under the Freedom of Information Act and will therefore be made publicly available on the Thames Valley Police website.

**7.8 Protective Markings**

This policy has been assessed for its correct level of protective marking and is NOT PROTECTIVELY MARKED.

### **7.9 Health & Safety at Work**

This policy does not contain Health & Safety Implications

### **8.0 Monitoring and Review**

#### **8.1 Links to Best Value/PPAF/Corporate Priorities/Performance Indicators**

This policy should make a contribution to achieving all of the force objectives and would therefore contribute to all of the PPAF Domains. Again, as this policy provides instructions on how all other policies are to be written it has the possibility to contribute to all of the Performance Indicators.

Policy authors will need to state specific links to Best Value, PPAF, Corporate Priorities and Performance Indicators.

#### **8.2 Review Process**

This policy will be reviewed annually by the policy author and will take into account:

- Changes in domestic and European legislation
- Results of National, European and Strasbourg Court rulings (i.e.: case law)
- Changes as a result of Home Office circulars/ACPO guidelines/Audit Commission/HMIC
- Examples of good practice from other Forces or other relevant organisations
- Representations made by relevant bodies or persons (e.g. Local Government, members of the public)
- Complaints received as a result of a policy (in conjunction with Professional Standards)
- Relevant diversity equality data

**APPENDICES****APPENDIX A****4.1.2 What are the procedures?****Phase 1 - The Writing/Auditing/Amending of Policy****Responsibility of Policy Owner**

Nominate a policy author to write the policy.

An initial screening for relevance of the policy to the six strands of Diversity will determine the level of impact and in turn whether a policy/procedure needs to have a full Diversity Equality Impact Assessment. Please see flow chart attached.

Please contact the Equality Schemes Co-ordinator for assistance.

A Human Rights audit is required to be carried out by a trained Human Rights Auditor.

The following **must** be sent to the Policy Management Unit to register the policy:

- Electronic copy of the policy
- Human Rights Audit
- Diversity Equality Relevance rating/impact assessment

**Responsibility of Policy Management Unit**

The responsibility of the Policy Management Unit will be to co-ordinate consultation with relevant parties, which include 'experts' and Senior Managers. The experts consist of: Human Rights, Health & Safety, Diversity, UNISON, Police Federation and Data Protection. The Policy Management Unit is responsible for steering the policy through this consultation process. The policy will be sent to both the 'experts' and Senior Management at the same time and they are asked to provide comment within 3 weeks of receiving the policy.

The Force Legal Adviser (or his nominated representative) will carry out the final quality assurance of the audit/policy document

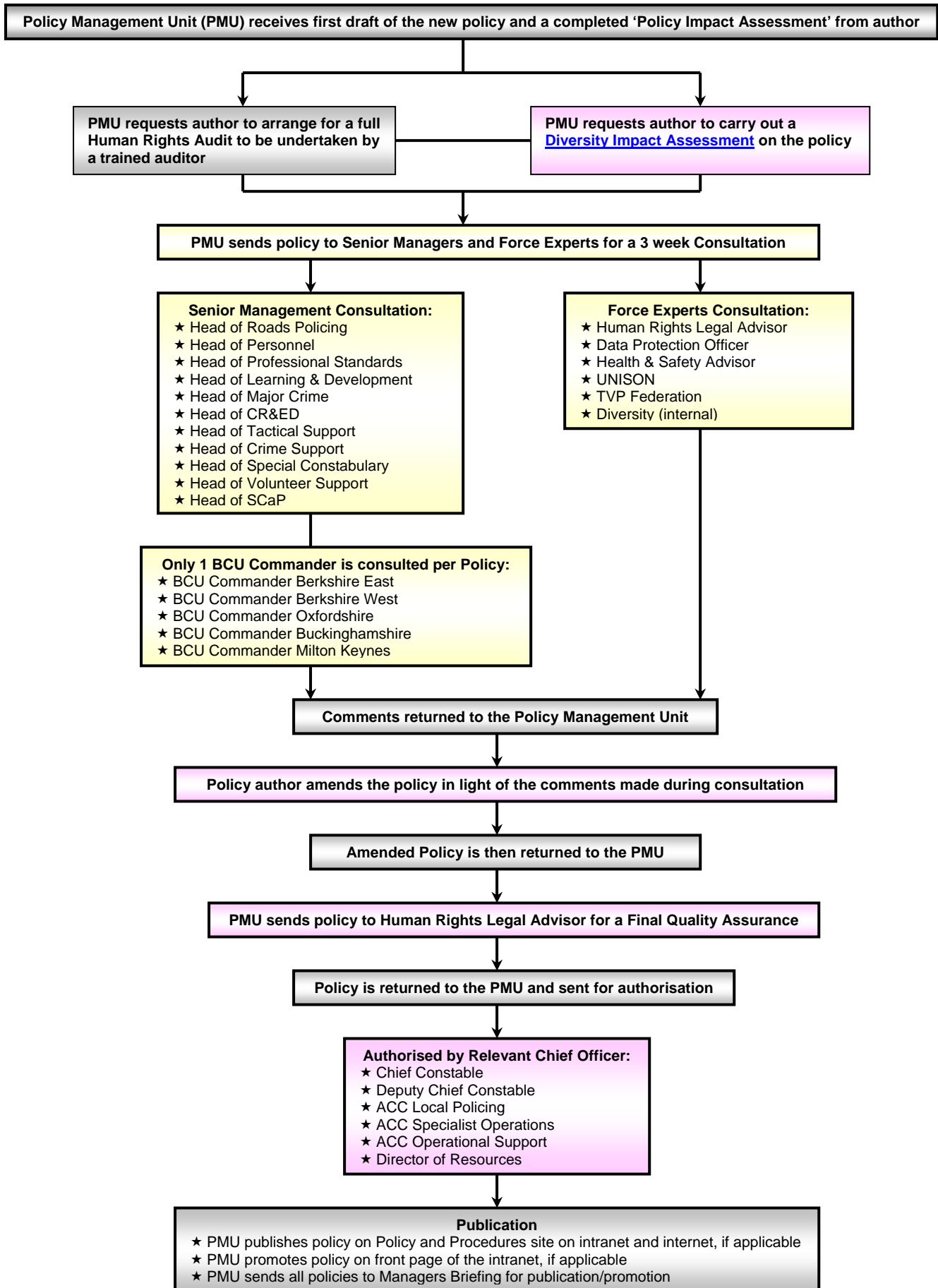
The Policy Management Unit will ensure that the final version of the policy document is signed by the appropriate Chief Officer.

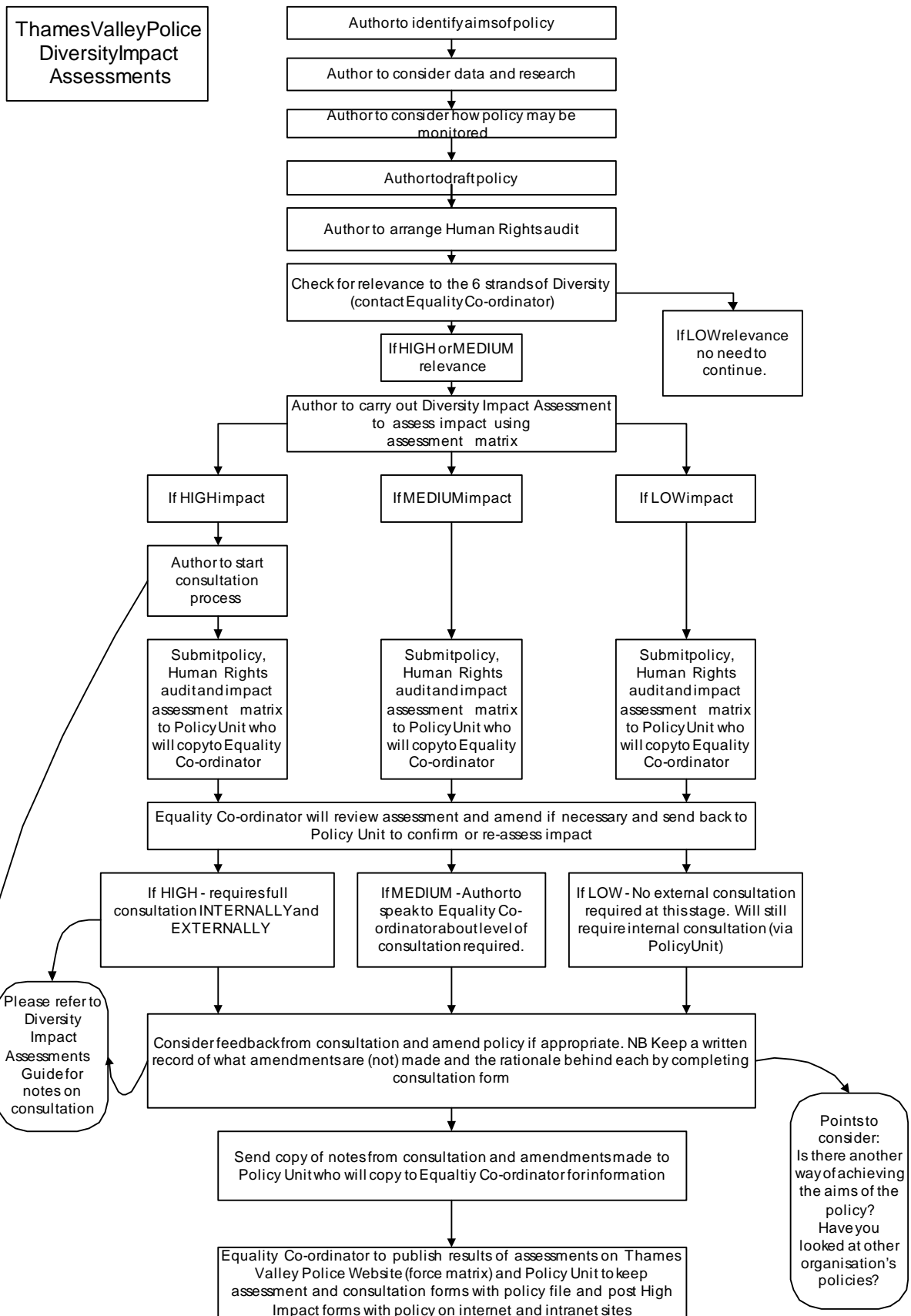
**Responsibility of the Human Rights Auditors**

The responsibility of the Human Rights Auditor is to carry out an audit of the policy (using the 'Human Rights – Policy and Procedures Framework –

available on the Policy and Procedures intranet site) in order to ensure that the policy and procedures comply with Human Rights Legislation.

**THE POLICY PROCESS**





**APPENDIX B****4.2.2 How will the policy be managed?****Phase 2 – Publication and Monitoring****Responsibility of Policy Management Unit**

Once the policy has been authorised the Policy Management Unit will be responsible for the following:

- Publishing the policy on the Force Intranet and Internet
- Publishing the Diversity Equality Impact Assessment on the intranet and internet if rated as HIGH.
- Facilitating public availability
- Retrieving the policy for review on the appropriate date

**Responsibility of Policy Owner/Head of Department**

The policy owner/Head of Department will be responsible for:

- Monitoring relevant changes in legislation
- Monitoring relevant Court rulings – domestic, European and Human Rights
- Monitoring changes as a result of Home Office Circulars
- Monitoring developments at the ACPO Policy Unit
- Monitoring examples of good practice from other forces and other organisations
- Monitoring representations made by individuals and relevant organisations
- Monitoring relevant diversity data
- Reviewing the policy at the appropriate time

### **Phase 3 – Review Process**

#### **Responsibility of the Policy Management Unit**

The Policy Management Unit will retrieve the policy due for review on the appropriate date and instruct the policy owner to carry out the review of the policy.

It is the responsibility of both the Policy Management Unit and the Policy Owner to ensure that all decisions made in developing a policy or the amendment/audit of policy are documented on the policy document template.

All versions of the policy (including amendments) will be saved electronically and in a paper copy by the Policy Management Unit. This will prevent duplication and ensure transparency, accountability, the ability to maintain an audit trail and demonstrate the organisation's decision making and thought processes in the event of a challenge.

Paper copies of old policies dated from 2000 and all closed policy files are stored in the Records and Evidence Centre with a review date of 31<sup>st</sup> October 2016. All live policies are stored in the Policy Management Unit.

#### **Policy Owner Responsibility**

To ensure the policy review process is followed.

It is the responsibility of both the Policy Owner and the Policy Management Unit to ensure that all decisions made in developing a policy or the amendment/audit of policy are documented on the policy document template.

(All of the documentation throughout the policy consultation process will be maintained and kept on file by the Policy Management Unit).

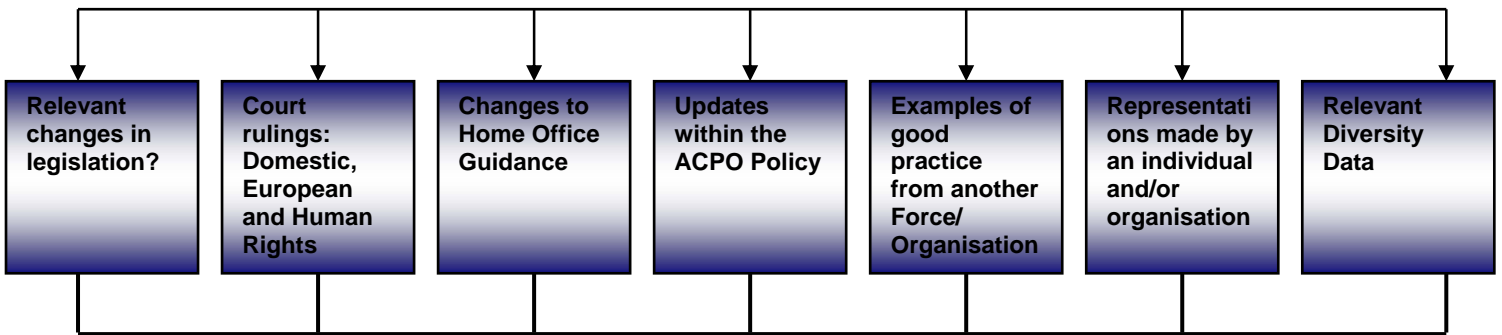
The policy Owner is also responsible for reviewing the diversity relevance of the policy with the Equality Schemes Co-ordinator.

**THE POLICY REVIEW PROCESS**

Review date reached. Instruct policy owner to review policy

**Policy Owner**

Check policy developments through Environmental Scanning:



**Review Diversity Relevance with Equality Schemes Co-ordinator**

**NO**

No change to policy

Policy signed by Chief Officer

Approved policy

**YES**

Policy owner to amend/re-write policy

Amended/New policy

Policy Management Unit for policy process  
**Substantial Changes:**  
Full consultation including:  
★ New Policy Impact Assessment  
★ HR Audit  
★ Diversity Impact Assessment  
**Minor Amendments:**  
Limited Consultation