



**Lancashire
Constabulary**
police and communities together

DECISION PAPER

DECISION 2015/10	DATE:
TITLE: ESTABLISHMENT OF A TEMPORARY POST	
REPORT BY: SUZANNE HALLIWELL	

Executive Summary

This paper seeks the approval of the Police and Crime Commissioner in creating a temporary press and digital engagement officer role within the communications team for a period of five months.

Recommendation

The Police & Crime Commissioner is recommended to establish the temporary post of press and digital engagement officer (LC7) for a period of five months (at a cost of £12,135) to provide additional staffing capacity.

Signature

Police and Crime Commissioner

Date

PART I

1. Background and Advice

- 1.1. In November 2014 the Police and Crime Commissioner approved a new interim structure to improve the efficiency and functionality of the office.
- 1.2. Since then, as well as becoming responsible for providing victim support services to the people of Lancashire, the PCC has agreed to invest in a new web platform and an online newsletter to help improve transparency and consult and engage communities and stakeholders on policing priorities. Further, the PCC has also indicated his continued commitment to engage with local people in opportunities to volunteer including formal roles such as applying to become Special Constables, Cadets, Independent Custody Volunteers, volunteer helpers in Victim Support, police community volunteers and members of the various watch schemes.
- 1.3. These additional demands on staff have necessitated in a further review of the team structure to ensure it is able to deliver on all objectives. As a result, it has been identified that additional support is needed immediately to ensure effective engagement with communities and stakeholders on PCC business.

Proposal

- 1.4. In order to meet the additional pressures outlined above, the Commissioner is asked to approve the creation of a temporary press and digital engagement officer on LC7 for five months to provide additional staffing capacity.
- 1.5. A full JD and person specification is attached at Appendix A
- 1.6. The role will help provide significant support to the communications and stakeholder engagement activity, supporting the delivery of key campaigns, media, events and stakeholder engagement activities that have come about partly as a result of additional responsibilities for the office.
- 1.7. The role will be reviewed by the Director as part of the final restructure of the Office of the Police & Crime Commissioner.

2. Links to the Police and Crime Plan

- 2.1. The role will ensure the office has adequate capacity to deliver against the Police and Crime plan priorities and meet its statutory obligations to consult and engage going forward.

3. Consultation

4. Implications

a. Equality considerations

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b. Legal

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c. Financial

The post will be fully funded from existing budgets.

5. Background Papers

6. Public access to information

Information in this form is subject to the Freedom of Information Act 2000 and other legislation.

Part 1 of this form will be made available on the PCC website within 3 working days of approval. Any facts/advice/recommendations that should not be made available on request should not be included in Part 1 but instead on the separate Part 2 form.

Officer declaration	Date
LEGAL IMPLICATIONS – As above	
FINANCIAL IMPLICATIONS – As above	
EQUALITIES IMPLICATIONS – As above	
CONSULTATION – As above	
Director to the Office of the Police and Crime Commissioner (Monitoring Officer) I have been informed about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lancashire. Signature.....Date.....	