



Decision Making Policy

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Contents

1. Introduction	4
2. Scope	4
3. Principles of PCC Decision-Making	4
4. Decisions of Significant Public Interest.....	5
5. Statutory Officer Oversight	5
6. Recording and Publication of Decisions	6
7. Decisions Not Considered Significant	6
8. Decision-Making Routes	7
9. Scrutiny of PCC Decisions	7

Appendices

Appendix A – Police and Crime Commissioner Decision Making Process

Appendix B – Decision Record Form

Equality Statement

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity.

No member of the public, member of staff, contractor, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

1. Introduction

- 1.1 Effective, transparent and accountable decision-making is essential to maintaining public confidence in policing and community safety across Cleveland. The Police and Crime Commissioner (PCC) is committed to ensuring that all decisions are taken lawfully, fairly and in a manner that reflects the highest standards of openness and integrity.
- 1.2 Under the [Police Reform and Social Responsibility Act 2011](#), the PCC holds sole statutory responsibility for securing the maintenance of an efficient and effective police force. This responsibility requires clear and robust arrangements for how decisions are made, recorded and scrutinised.
- 1.3 This policy sets out the expectations and key principles that guide the PCC's decision-making and operates within, and is governed by, the [PCC's and Chief Constable's Joint Corporate Governance Framework](#).

2. Scope

- 2.1 This policy applies to all formal decisions made by the PCC in the exercise of their statutory functions, including decisions relating to policing, commissioning, governance, partnership activity and financial matters.
- 2.2 It establishes the standards and processes that ensure PCC decisions are lawful, transparent and accountable, and applies to all decisions requiring formal recording, publication or statutory officer oversight.
- 2.3 The policy does not apply to operational decisions made by the Chief Constable or to routine administrative decisions taken by OPCC under the scheme of delegation as set out in the [PCC's and Chief Constable's Joint Corporate Governance Framework](#).

3. Principles of PCC Decision-Making

- 3.1 All PCC decisions must be taken in accordance with the principles of good governance, including lawfulness, transparency, accountability, evidence-based practice and proportionality.
- 3.2 Decisions must comply with relevant legislation and governance frameworks, be recorded and published unless exempt, and be informed by the best available information, analysis and professional advice.
- 3.3 Decision-making processes should be proportionate to the significance and impact of the decision, ensuring that the approach taken is appropriate to the scale and implications of the matter under consideration.

4. Decisions of Significant Public Interest

- 4.1 Determining "significant public interest" for a Police and Crime Commissioner (PCC) involves identifying decisions that have a substantial impact on local communities, involve high financial value, or relate to key strategic functions. Significant public interest typically includes:
- **Strategic Direction:** Development of the Police and Crime Plan.
 - **Financial Decisions:** Setting the annual budget and council tax precept.
 - **Key Appointments:** Appointment, suspension, or removal of the Chief Constable.
 - **Major Contracts:** Commissioning and awarding contracts/grants of significant financial value.
 - **Asset Management:** Significant asset acquisitions or disposals.
 - **Contentious Matters:** Issues that are novel, politically sensitive, or likely to have a significant impact on local communities
- 4.2 The PCC holds the sole legal authority to make decisions relating to the exercise of their statutory functions. Decisions must be informed by accurate information, relevant evidence and appropriate professional advice from the OPCC, the Chief Constable or Cleveland Police.
- 4.3 Strong decision-making processes are essential to effective governance, as weak or inconsistent processes risk flawed decisions, inadequate record-keeping, inefficiency, legal challenge and financial loss.
- 4.4 All PCC decisions will be subject to appropriate due diligence, including specialist legal, financial, procurement, human resources or equality and diversity advice, where required.
- 4.5 The PCC Decision-Making Process is outlined at Appendix A.

5. Statutory Officer Oversight

- 5.1 The PCC's Chief Executive is the statutory Monitoring Officer and is responsible for ensuring that all PCC decisions are lawful, fair and compliant with governance requirements. The Monitoring Officer must report any proposal or decision that may be unlawful or constitute maladministration and is consulted on all PCC decisions.
- 5.2 The PCC's Chief Finance Officer, designated as the Section 151 Officer, is responsible for the proper administration of the PCC's financial affairs and must be consulted on all decisions with financial implications to ensure compliance with Financial Regulations and sound financial management.

6. Recording and Publication of Decisions

- 6.1 The OPCC will maintain a register of all decisions considered to be of significant public interest, where a Decision Record Form (attached at Appendix B) will be completed and published on the [PCC's website](#) within three full working days of the PCC's approval.
- 6.2 The DRF acts as the formal public record of the Police and Crime Commissioner's decision, providing transparency and accountability by documenting the decision reached, the reasons for it, and any relevant governance considerations.
- 6.2 A Forward Plan of key decisions will be submitted to the Police and Crime Panel.
- 6.3 Decisions relating to exempt matters will be recorded internally but may not be published in full. When determining if information regarding a decision should be withheld, the OPCC will use a "public interest test" to weigh the benefits of disclosure against the need for confidentiality (e.g., public safety, national security, or commercial interests).
- 6.4 Certain PCC decisions may be considered exempt from full public disclosure due to legal, commercial or operational sensitivities. While these decisions must still be recorded internally in accordance with the [Joint Corporate Governance Framework](#), the level of detail published may be limited to protect confidential information or comply with statutory restrictions. They may also include matters listed under section 13(2) of the Police Reform and Social Responsibility Act 2011, which the PCC is not required to report to the Police and Crime Panel.

7. Decisions Not Considered Significant

- 7.1 Certain decisions will not normally be regarded as being of significant public interest. These include decisions taken during the development of budget strategies, policies or plans prior to consultation or formal approval; day-to-day internal management decisions, which fall to the Chief Executive as Head of Paid Service; and staffing decisions relating to appointment, suspension, dismissal or terms and conditions, except where publication is required by law.
- 7.2 Annual budget and commissioning intentions will be published at the start of each financial year, and decision records relating to commissioning or funding will only be published where they relate to new initiatives, changes outside the published intentions or developments determined to be of significant public interest.

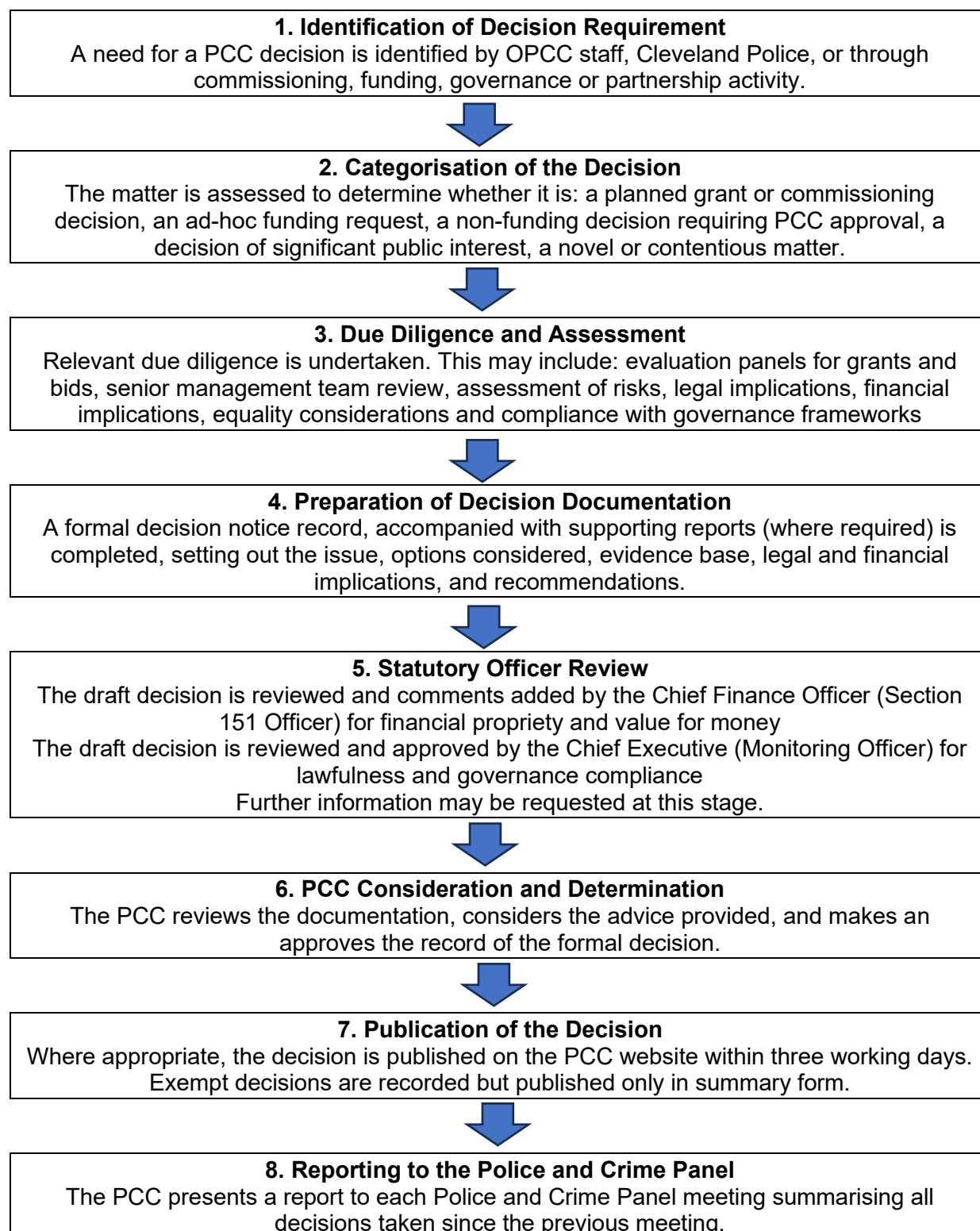
8. Decision-Making Routes

- 8.1 The PCC makes decisions through the internal decision-making processes and through consideration of reports presented at the Joint Strategic Board or relevant Collaboration Boards.
- 8.2 The internal decision-making process ensures that decisions are taken in a timely, proportionate and transparent manner, particularly for matters of significant public interest.
- 8.3 Governance meetings, including the Joint Strategic Board and Collaboration Boards, also provide routes through which decisions may arise, ensuring that the PCC's statutory responsibilities are discharged effectively and in accordance with good governance.
- 8.4 Where a decision is made through the internal decision-making processes and is considered to be of significant public interest, a Decision Record Form (DRF) will be completed. The DRF serves as the public record of the decision and will include details of the decision taken, the rationale for that decision, and the date and forum in which the decision was made.

9. Scrutiny of PCC Decisions

- 9.1 The Police and Crime Panel has a statutory duty to scrutinise the decisions of the Police and Crime Commissioner. The PCC will present a report to each Panel meeting summarising decisions taken since the previous meeting, thereby supporting the Panel in fulfilling its scrutiny responsibilities.

PCC Decision-Making Process





Decision Reference: Financial Year – 00XX

THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

Request: For Police and Crime Commissioner (PCC) approval.

Title: Insert title of the decision

Executive Summary:

Include details to support key decision, including background information, reference and links to previous decision, supporting reports and processes.

Include reference to police and crime plan priorities.

Decision: Detail decision required.

OPCC Lead Officer:

Contractor Details (if applicable):

Implications:

Has consideration been taken of the following:	Yes	No	Implications
Equality & Diversity	☒	☐	Guidance Note - Describe how the decision affects individuals or groups with protected characteristics. Identify whether the proposal could create any disproportionate impacts, barriers or inequalities, and outline any mitigating actions taken. Confirm whether an Equality Impact Assessment has been completed or is required.
Data Protection	☒	☐	Guidance Note - Consider whether the decision involves collecting, using, sharing or storing personal data. Confirm the lawful basis, ensure data is minimised and appropriately secure and identify any privacy risks and mitigation. State whether a Data Protection Impact Assessment (DPIAA) has been completed or is required.
Sustainability	☒	☐	Guidance Note - Set out any environmental, social or economic impacts arising from the decision. This may include resource use,

			long-term financial sustainability, environmental considerations, community impact or alignment with wider sustainability commitments.
Risk	☒	☐	Guidance Note - Identify any risks associated with the decision, including operational, financial, legal, reputational or strategic risk. Describe how these risks have been assessed, the likelihood and impact, and the measures in place to manage or mitigate them. Refer to the OPCC or force risk registers where appropriate.

Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC's Chief Finance Officer where the decision has financial implications)

To be completed by Chief Finance Officer

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

To be completed by Chief Executive and Monitoring Officer

OFFICER APPROVAL

Monitoring Officer:

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed _____ Date _____

Police and Crime Commissioner:

The above request HAS my approval.

Signed _____ Date _____