



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

## Corporate Governance Framework

### Frequently Asked Questions

#### 1 WHAT IS THE CORPORATE GOVERNANCE FRAMEWORK?

The Corporate Governance Framework (CGF) is a document that sets out the systems, processes, culture and values by which the Office of the Police and Crime Commissioner and Dyfed-Powys Police are governed.

#### 2 WHY DO WE NEED A CGF?

Governance is about ensuring that the right things are done in the right way, for the right reason and at the right time, in an open and transparent way. Good governance leads to good management, good performance and good stewardship of public money and ultimately good outcomes for the public.

#### 3 WHAT IS INCLUDED IN THE CGF?

The CGF consists of a number of documents:

**Statement of Corporate Governance** – sets out the statutory framework within which the PCC and Chief Constable will operate, including their roles and responsibilities as set out in legislation.

**Code of Corporate Governance** – sets out the core principles of good governance in policing.

**Scheme of Corporate Governance** – comprises a number of documents that collectively set out how the two organisations will conduct business to ensure that it is carried out efficiently and that decisions are open, transparent and not unnecessarily delayed. These documents include:

- *Scheme of consent* – the key roles that the PCC “consents” to the CC undertaking as a separate legal entity;
- *Scheme of delegation* - the key roles of the PCC and the CC, and the assignment of authority and responsibility that they delegate to others;
- *Decision-making* – the principles and processes for decisions that have not been delegated;
- *Financial regulations* – the overall regulatory framework for the financial management of the two organisations;
- *Contract standing orders* – the procurement framework for the two organisations.

#### 4 WHO SHOULD BE USING THE CGF?

All of us! Officers and Staff must operate within the parameters of the Corporate Governance Framework as well as within Force policies and procedures.

The Scheme of Corporate Governance, in particular, should be used as a guide for officers and staff in conducting their day to day business.

## 5 WHY MIGHT I NEED TO USE THE CGF?

Some examples of when you may need to refer to the CGF:

- When procuring supplies or services;
- When tendering for supplies or services;
- When processing any payments relating to bonuses, performance-related payment schemes, honoraria payments, relocation packages, benefit schemes or changes to terms and conditions of service of officers and staff;
- When business support to the Force is being provided by the OPCC (or vice versa);
- When dealing with an information request;
- When a decision on a non-operational course of action is required;
- If you are responsible for managing a budget;
- If the Force/OPCC is offered gifts, loans or sponsorship; and
- When considering joint working arrangements with partners.

As well as the CGF, you may also need to refer to Force and/or OPCC policies, procedures and protocols which will provide guidelines for best practice in certain work situations.

## 6 OK, SO WHERE DO I FIND...?

### *Detail about the OPCC and Force working together?*

Section 3 (Scheme of Corporate Governance) explains how the PCC and CC will work together, and when they must work independently.

### *Information on spending limits?*

Section 4 (Scheme of Delegation) sets out who is authorised to do what and when. Probably the most frequently used section will be 4.4.14 – approval limits in relation to contracts, orders, invoices and non-pay budget movements. This tells you what the spending limits are, the process involved and authorisation required.

Section 12 (Delegated Limits) explains delegated budgetary limits with regards to financial regulations.

### *Information about how many quotes are needed or if I need to go through a procurement exercise?*

Section 14.4 (Procurement Thresholds) defines when you need one quote, three quotes or a full tender exercise and how you do this.

## 7 DID YOU KNOW?

The Police Reform and Social Responsibility Act 2011 (PRSRA) establishes both the PCC and CC as corporations sole in their own right with complementary but distinct decision-making responsibilities. The PCC is responsible for the totality of policing within the Dyfed-Powys area, including the appointment and dismissal of the CC, setting the strategic direction for policing and holding the CC to account for the delivery of policing services. The CC is responsible for the operational delivery of effective and efficient policing services.

- 1.4.2 The Joint Audit Committee (JAC) is responsible for conducting, at least annually, an independent review of the effectiveness of governance arrangements, risk management and control frameworks, including financial reporting, annual governance processes and internal and external audit findings.
- 3.1.4 The PCC cannot delegate any of their functions to staff under the employment of the CC. However, officers and staff of the CC may be used to assist the PCC to exercise their functions.
- 3.2.1 The PCC is responsible for holding the Police Fund and for receiving and managing grants, gifts and loans.
- 3.2.2 The PCC and CC have a shared responsibility to provide effective management of the policing budget and to secure value for money in the exercise of their functions.
- 3.3.8 There are three circumstances in which business support may be sought from the other party. These are known as cooperative arrangements and are as follows:
- The PCC wishes to seek support from the CC's staff;
  - The CC wishes to seek support from the PCC's staff; and
  - The PCC and the CC agree jointly on the commissioning of work to be undertaken either by the PCC's staff, the CC's staff, or by both.
- 3.3.15 Posts may be advertised and staff may be moved between the PCC and CC as agreed by them following established policies, practices and procedures.
- 3.6.2 The PCC has a duty, in carrying out any of their functions, to have regard to the views of the communities in the Dyfed-Powys area on policing, the Police and Crime Plan and proposals for expenditure.
- 3.6.3 The CC also has a duty to make arrangements for obtaining the views of persons within each neighbourhood in the Dyfed-Powys area about crime and disorder in that neighbourhood and to provide such persons with information about policing in that neighbourhood.
- 3.7.1 Both the PCC and the CC are separate data controllers and processors and have duties under the UK General Data Protection Regulation (UKGDPR), the [Data Protection Act 2018](#) and [Freedom of Information Act](#) (FOIA) 2000.
- 3.7.5 In order to enable the PCC to exercise the functions of their office effectively, they will need access to information, officers and staff within their force area. The PCC and CC will share information where appropriate to support each other in exercising their functions; where this relates to the sharing of personal data, such sharing will be in accordance with the requirements of the DPA and UKGDPR as appropriate. Access to information must not be unreasonably withheld.
- 3.9.1 The CC is responsible for the day-to-day maintenance and operational matters relating to the PCC's estate. All estates services and projects, whether driven by the PCC's strategic decisions or by operational / maintenance needs, will be led by the CC's Director of Estates under the guidance and direction of the Governance Structure.

See a complete version of the [Corporate Governance Framework](#) on the website.