

**POLICY IDENTIFICATION PAGE**

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**POLICY TITLE:  
POLICY**

**SPONSORSHIP**

**POLICY REF. NO:**

**FOD 18/05**

**POLICY OWNERSHIP:**

**Superintendent Mitchell  
Strategic Community Support**

**Portfolio / Business-area Owner:**

**Chief Superintendent C. Richards, Force  
Operations Directorate**

**Department Responsible:**

**Force Operations Directorate: Strategic  
Community Support**

**Person Responsible:**

**Superintendent Mitchell, Force Operations  
Directorate**

**Links or overlaps with other policies:**

**POLICY APPROVED BY:**

**DATE OF APPROVAL:**

**POLICY IMPLEMENTATION DATE:**

**POLICY REVIEW DATE:**

**January 2008**

## 1.0 THE POLICY

This policy recognises the important contribution that Sponsorship can make, not only towards the Cheshire Policing Strategy 2005-2008 but, generally to the communities within the county of Cheshire, Halton & Warrington. Sponsorship will enhance and extend the service provided by the Constabulary.

### 1.1. The aim of the policy

- 1.1.1. This Policy details the steps, which should be taken in order that a composite record of all gifts, loans and sponsorship are maintained.
- 1.1.2. The sponsorship policy is designed to display the ethical and transparent approach taken by the Constabulary whilst accommodating the flexibility that will afford maximum advantage to be gained by pro-actively seeking external funding.
- 1.1.3. In embarking upon structured sponsorship initiatives, the Constabulary will simultaneously promote, develop and boost its partnership status alongside the business community.
- 1.1.4. It is intended to provide the safeguards necessary to ensure protection against misunderstanding, embarrassment or compromise by offering clear and robust policy in respect of all aspects of external funding.
- 1.1.5. It will support the Constabulary's commitment to:
  - Provide an approachable service that enhances trust and confidence
  - Represent all members of the diverse rural and urban communities of Cheshire, including ethnic minorities, the vulnerable and disabled.
  - Provide reassurance and encourage community involvement in support.

(Cheshire Policing Strategy 2005-2008, Strategic Aim five, Citizen Focus)

### 1.2. Policy Individual Roles and Responsibilities

- 1.2.1. Chief Superintendent, Force Operations Directorate is the owner of the policy and is responsible for ensuring that it is reviewed bi-annually, or sooner if legislation is changed.
- 1.2.2. That the Guidance and Procedures relating to the roles and responsibilities of police officers and police staff contained within Section 2 of the document are Constabulary policy.
- 1.2.3. The External Funding Coordinator (EFC) will be responsible for maintaining records relating to sponsorship, gifts and loans and will report annually to the Police Authority.

- 1.2.4. The EFC will assist the applicant in liaising with Force Policy Heads, H.Q. Finance and the Force Solicitors Department.
- 1.2.5. Adherence to the authorised agreement will be the responsibility of the applicant and their Area Commander/ Department Head.
- 1.2.6. Any offer of a gift, loan of property, or sponsorship shall not be accepted without the prior approval of the Assistant Chief Officer.

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## 2.0 GENERAL PROCEDURES

### 2.1. Background

- 2.1.1. This Policy Order details the steps, which should be taken in order that a composite record of all gifts, loans and sponsorship, can be maintained, and replaces Force Policy CPG10/01.
- 2.1.2. Section 93 of the Police Act 1996 allows the Cheshire Constabulary to accept gifts of money etc. and gifts or loans of other property if they enable the Constabulary to either extend or enhance the service it would normally provide.
- 2.1.3. The attraction of sums of money, loans or gifts, requires that proper levels of authority exist for accepting sponsorship. Additionally, it is necessary to comply with the Authority's Financial Regulations in order to avoid any suggestion of malpractice or mismanagement.
- 2.1.4. Compliance will offer safeguards to all staff members involved in the process.

### 2.2. Specific Instructions

- 2.2.1. Any offer of a gift, loan of property, or sponsorship shall not be accepted without the prior approval of the Assistant Chief Officer.
- 2.2.2. In all cases where an offer of sponsorship is under negotiation, A written pro-forma application (see **Appendix A**, or in the case of vehicles, **Appendix C**), should be completed by the police officer or member of support staff concerned. It should then be submitted by email through the Divisional Commander/Head of Department via the External Funding Co-ordinator (EFC), HQ Community Partnership. Examples of acceptable and unacceptable sponsorship arrangements can be found at **Appendix B**.
- 2.2.3. The EFC will assist the applicant in liaising with Force Policy Heads, H.Q. Finance and the Force Solicitors Department.
- 2.2.4. The EFC will be responsible for maintaining records relating to sponsorship, gifts and loans and will report annually to the Police Authority.
- 2.2.5. Adherence to the authorised agreement will be the responsibility of the applicant and their Divisional Commander/ Department Head.

### 2.3. Sponsorship

- 2.3.1. Sponsorship is defined as the voluntary provision or donation of funds, goods or services to promote or assist in developing initiatives and activities of the Constabulary which can be regarded as enhancing or extending standard service. It advises that sponsorship should not be accepted where there is a risk

of offending integrity or propriety and must not involve, or be used to imply, any warranty or guarantee of a sponsor's products or reputation.

- 2.3.2. There is a requirement to monitor and account for the level of all sponsorship, which may not only be subject to Value Added Tax, but can, beyond a pre determined figure (1% of police budget), have a direct effect on the level of government funding.
- 2.3.3. This policy addresses contributions made directly to the police. However, where contributions are made in support of an initiative, administered independently of the police, for example by a Community Safety Group, such arrangements will not be considered as sponsorship, for the purposes of this policy.
- 2.3.4. Sponsorship should not be accepted where there is a risk of offending the integrity or propriety of the Constabulary. Priority must be given to meeting the needs of the Constabulary rather than those of the sponsor.
- 2.3.5. All potential sponsors will be vetted. Individuals and respective companies will undergo a vetting procedure. Failure to meet the vetting requirement will result in the Constabulary declining an offer of sponsorship.
- 2.3.6. Proposed sponsorship arrangements with individuals, businesses, or organisations that are directly subject to any licensing procedures in which this or any other constabulary is, or may become involved, will be the subject of careful scrutiny before a decision on approval or otherwise is taken.
- 2.3.7. Where, within an existing sponsorship arrangement, it becomes known that an individual, business or organisation is suspected of involvement in any offence of dishonesty or criminal behaviour, the issue will be addressed without delay and consideration given to causing the sponsorship initiative to cease forthwith. Under these circumstances a decision may be required on the return or other disposal of the money or money's worth.
- 2.3.8. A sponsorship initiative will not be approved if it is believed it will, or may, compromise an individual member of staff and/or the Constabulary. The integrity and impartiality of the Cheshire Constabulary and its members must never be compromised.
- 2.3.9. The Cheshire Constabulary has in the past utilised the services of independent agencies who have produced publications and materials financed by means of the sale of advertising space. The inherent lack of control over the advertisers, has when complaints have arisen, involved the police in matters outside their responsibility. Consequently the Cheshire Constabulary will not become involved in any such arrangements.

## 2.4. **Vehicle Sponsorship**

- 2.4.1. Where an offer of vehicle sponsorship is received, in addition to following the procedure laid out above, advice should also be sought via the EFC, from the Constabulary Transport Manager (CTM) as several issues need to be resolved.

- 2.4.2. In order to ensure that the Constabulary standards and corporate image are maintained a written pro-forma application will be made on the form attached at Appendix C, following similar procedures to those outlined above relating to general sponsorship. Appendix C will also be available as a template on Microsoft Word.
- 2.4.3. The term 'vehicle' will for the purposes of this policy include caravans, boats and trailers.
- 2.4.4. This policy will not apply to vehicles which have been loaned to the Constabulary for test and evaluation purposes.
- 2.4.5. Once approved the EFC will liaise with the Division/Department concerned to enable the appropriate steps to be taken in accordance with policy guidelines.
- 2.4.6. Sponsored vehicles may, in appropriate cases, display the Constabulary Crest and wording to reflect our commitment to working in partnership with the community and, where appropriate, the vehicle sponsor. Examples of appropriate wording are shown at Appendix D. The wording displayed on the vehicle will not, without authority, differ from that shown on the authorised form.
- 2.4.7. The CTM will, where appropriate, arrange insurance cover, issue a fuel card, and obtain the necessary vehicle livery and lettering. Divisional / departmental staff will liaise directly with the Constabulary Vehicle Maintenance Unit to arrange for the fitting of the livery / markings. The costs involved should, where possible, form part of the overall sponsorship arrangement and not be borne by the division or department agreeing to the arrangement.
- 2.4.8. Guidelines state, sponsored vehicles will not be equipped with roof mounted, emergency lamps, nor will they be equipped with fitted radio equipment.
- 2.4.9. Sponsored vehicles will not be used for mainstream response policing.
- 2.4.10. Sponsored vehicles should be serviced and maintained in accordance with Constabulary policy. Unless these costs have been negotiated in the initial agreement, the cost of servicing and maintaining sponsored vehicles will be charged to the relevant division or department. Divisional Commanders and Department Heads will be responsible for ensuring that sponsored vehicles are maintained in a safe and roadworthy (or in the case of boats seaworthy) condition at all times.
- 2.4.11. Where necessary vehicles obtained by sponsorship in accordance with this policy will be included on the Constabulary Vehicle Insurance Policy. However, Vehicle Excise Licence costs will have to be met either by the sponsor or the division/department concerned.
- 2.4.12. Divisions and departments will notify the EFC when the sponsorship of a vehicle is terminated. Divisions and departments will also arrange directly with the CTM

for the removal of Constabulary equipment, the cancellation of insurance and, where necessary, the surrender of the vehicle excise licence.

## 2.5. **Partnership Working**

2.5.1. The Cheshire Constabulary recognises the value of forming lasting relationships with its business partners. It is important to remember that such relationships are built on mutual respect, trust and a professional approach to achieve a common aim.

2.5.2. It follows therefore that undertakings, either verbal or written should not be offered or implied without there being appropriate authorisation. In order to successfully develop a project there must be a clear understanding of the nature of the initiative as well as a need. A proposal paper should be prepared. It is necessary to establish what a sponsor may expect or require in return and set a time scale for the project. Particular notice should be taken of any additional costs the project may incur.

2.5.3. The EFC will be able to assist in the research of likely prospects and illustrate the potential corporate benefits. Many companies have policy on 'company giving' and publish the areas they support along with the persons responsible for consultation.

## 2.6. **Application/Authorisation**

2.6.1. Application forms illustrating the authorisation levels can be found at appendix A. Appendix A, Application for Sponsorship is available as a template within Microsoft Word.

## 2.7. **Payments**

2.7.1. Payments should be made by cheque, payable to the Cheshire Police Authority or other approved method.

## 2.8. **Exit Strategy**

2.8.1. An exit strategy should be included in any agreement. It is necessary to formally acknowledge that for any reason an activity may become too problematic. A process should be in place to allow that activity to cease without delay e.g. It may be that staged funding is withdrawn for whatever reason and failing to source alternative funding forces the cessation of the sponsorship agreement.

## 2.9. **Integrity**

2.9.1. Members of staff are reminded that appropriate authorisation is required in order to enter into sponsorship negotiations and arrangements made without authority will result in a breach of this policy. The Cheshire Constabulary will not be bound by arrangements made outside of this procedure.

## 2.10. **Annual Report**



2.10.1. The EFC will liaise with the Force Finance Manager quarterly and prepare a comprehensive list of sponsorship initiatives for the information of COG and inclusion in the Annual Report to the Police Authority at the end of each financial year.

2.11. **Administration**

2.11.1. In the event of Sponsorship, Gifts or Loans not being accepted by the Cheshire Constabulary, the applicant/sponsor may appeal in writing to the Chief Constable.

2.11.2. Concerning the maintenance of audits and inspections of decision making in relation to this policy, existing levels of management and internal reviewing procedures. These are sufficient to monitor/inspect the decision making process and its required documentation and are subject to internal audit and external audit.

**Appendix A**

**CHESHIRE CONSTABULARY**

**Application for Sponsorship**

(Form at appendix C is to be used for vehicle sponsorship)

**1. Details of Sponsorship** (To include what will be sponsored, and for how long.):

.....

.....

**2. Details of Sponsor:**

***Name of Company / Business / Local Authority / Council***

Address.....

.....

Company / Business / Local Authority / Council Official Authorising Sponsorship:

Name .....

Position .....

Contact Tel. No.

.....

**3. Vetting :**

Carried out by .....

Date.....

Result (Attach Print Out) .....

**4. Details of Applicant:**

Name .....

Rank / Grade .....

Division / Department .....

Date .....

**5. Area Commander / Departmental Head Recommendation:**

Application Recommended **Yes/No**

Additional Comment:

.....

Signature: .....

Date: .....

If yes please forward to the relevant Policy Holder for comment.

**6. Policy Holder**

Application Supported **Yes/No**

Additional Comment:

.....

Name: .....

Signature: ..... Date: .....

Please forward to the Force Finance Manager for comment.

**7. Force Finance Manager**

Application Supported **Yes/No**

VAT Payable **Yes/No**

Comment on VAT/Budgetary implications:

.....

Name: .....

Signature: ..... Date: .....

Please forward to the Force Solicitor for comment.

**8. Force Solicitor**

Application Supported **Yes/No**

Comment on legal implications:

.....

Name: .....

Signature: ..... Date: .....

Please forward to the Assistant Chief Officer for approval.

**9. Assistant Chief Officer**

Application for sponsorship approved Yes / No

Signature: .....Date: .....

Please return to the EFC who will inform the originating Divisional Commander /  
Departmental Head and enter details onto the Database.

**10. External Funding Co-ordinator**

This application for sponsorship has been approved/rejected by the Assistant Chief  
Officer.

Date entered on database .....

Ref. No. ....

Signature: .....Date: .....

**11. Acknowledgement of Area Commander/Departmental Head**

Name: .....

Signature: ..... Date: .....

## APPENDIX B

### EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE SPONSORSHIP, GIFTS AND LOANS WITHIN THE GUIDELINES

#### Example 1

Local companies offer support in the form of prizes and funds to produce publicity material to a division/department organising a competition for young people.

*Acceptable* within the guidelines.

#### Example 2

An organisation offers to provide the Constabulary with a vehicle providing its logo appears on the side. No stipulation is made as to how the vehicle is to be used.

A number of points would have to be considered, but the offer is *acceptable* provided that:

- The wording and design of the logo do not imply a police endorsement or detract from the vehicle's purpose.
- Future running costs are either met by the sponsor or can be provided within the budget.
- The Constabulary does not become dependent on the vehicle to the extent that if a replacement is required at the end of its life it cannot be provided from existing budgetary provisions or by further sponsorship.
- As suggested in the offer itself, the Chief Constable decides how the vehicle will be used.
- Consideration is given to the dignity of the Constabulary. E.g. it may be inappropriate for a brewery to sponsor a vehicle because of its implications in relation to drink/drive campaigns.

#### Example 3

A company offers to provide a vehicle for conversion into a crime prevention advice unit.

*Acceptable* within the guidelines *providing* due consideration is given to the cost of conversion i.e. will the company also provide the funding for that or, if it is to be met from an existing budget within the Constabulary, is still feasible? Consideration must also be given to the future operating costs.

#### Example 4

A radio manufacturer offers to provide encrypted radios in exchange for stating " As used by Cheshire Police" in its adverts.

Whilst there is an endorsement, this is by way of association only and the offer would be acceptable provided the equipment met the requirements specified by the Constabulary. Considerations discussed in other examples also apply.

### **Example 5**

A Company offers to donate computer equipment to the Constabulary on the proviso that it can make reference to the fact Cheshire Constabulary in its publicity material endorses the equipment.

*Unacceptable* within the guidelines in that no sponsorship agreement should be used to endorse a sponsor's product, as this implies a warranty or guarantee.

### **Example 6**

A business offers to provide the costs of publicity material for a particular campaign providing its logo appears therein.

*Acceptable* within the guidelines *providing* that the logo does not detract from the overall message of the material

### **Example 7**

The same circumstances as 7 above but in addition the company wishes to enclose some of its own publicity material.

*Unacceptable* within the guidelines, *unless* the Constabulary has a veto over the content of the material, as there could be an implied endorsement by the Constabulary of that company's product.

### **Example 8**

A company donates a sum of money to the Cheshire Constabulary with no restrictions on how the money should be used but on condition that the company may refer in its own advertising to be sponsor of the Constabulary.

*Acceptable*, if the company falls within the guidelines of a 'suitable company', and the style and place of advertising is subject to police control. The donated money must be used to provide additional services.

**CHESHIRE CONSTABULARY**

**Sponsored Vehicles**

**Details of Vehicle:** (Where known):

*Make:* .....*Model:* .....*Colour:* .....

CC:..... Registration Number: .....

Registered Keeper:

Name: .....

Address: .....

.....

Date of Delivery: .....

**2. Details of Sponsor:**

***Name of Company / Business / Local Authority / Council***

.....  
.....

**Address**.....

.....  
.....  
.....

Company / Business / Local Authority / Council Official Authorising Sponsorship:

**Name:** .....

**Position**.....

**Contact Tel. No** .....

**3. Intended use of Vehicle and Estimated Mileage:**

**Use:** .....

Estimated Mileage: .....

**4. Who will Fund Running Costs?**

(a) Fuel:.....

(b) Servicing:.....

(c) Maintenance:.....

(d) Vehicle Excise Licence: .....

(e) Insurance: .....

**5. Proposed Wording to Appear on Vehicle:**

.....

**6. Vetting :**

Carried out by: .....

Date.....

Result (Attach Print Out)

.....

**7. Details of Applicant:**

Name .....

Rank / Grade .....

Division / Department .....

Date.....



**8. Area Commander / Departmental Head Recommendation:**

Application Recommended **Yes/No**

Additional Comment: .....  
.....  
...

Signature: .....

Date: .....

If yes please forward to the relevant Policy Holder for comment

**9. Policy Holder:**

Application Supported **Yes/No**

Additional Comment: .....  
.....

Name: .....

Signature: .....Date: .....

Please forward to The Transport Manager for comment

**10 Constabulary Transport Manager:**

**Application Supported** Yes/No

Additional Comment: .....  
.....

Name: .....

Signature:.....

Please forward to the Finance Manager for comment.

**11. Force Finance Manager**

Application Supported **Yes/No**

Comment on VAT implications:

.....  
.....

Name: .....

Signature: .....Date: .....

Please forward to the Force Solicitor for comment.

**12. Force Solicitor**

Application Supported **Yes/No**

Comment on legal implications:

.....  
.....

Name:.....

Signature: .....Date: .....

Please forward to the Assistant Chief Officer (Finance) for consideration.

**13. Assistant Chief Officer**

Application for sponsorship approved Yes / No

Signature: .....Date: .....

Please return to the EFC who will inform the originating Divisional Commander /  
Departmental Head.

**14. External Funding Co-ordinator**

This application for sponsorship has been approved/rejected by the Assistant Chief Officer.

Date entered on database .....

Ref. No. ....

Signature: .....Date: .....

**15. Acknowledged by Area Commander**

Name: .....

Signature: ..... Date:.....

## Appendix D

### CHESHIRE CONSTABULARY

#### Examples of Acceptable Wording On Sponsored Vehicles

There are certain terms that should be avoided because of the implications:

- **'Sponsored by'**: Can infer total coverage of cost and a consequential financial relationship between the parties. It is also indicative of total endorsement.
- **'Partnership'**: This word can denote a legal relationship and the consequence could be shared ownership of assets and liabilities. It also indicates total endorsement.
- **'Jointly working towards'**: This infers partnership and an equal share in an outcome. It may well be a statement of fact but the term is too 'wordy' to be conducive to the 'badging' of vehicles and is recommended only for use in printed proposals, working papers, presentations and press statements.

**Cheshire Constabulary supported by the AA**

**"Provided in the interest of road safety"**

**Cheshire Constabulary supported by Cheshire County Council**  
**"Working together for a Safer Community"**

**Cheshire Constabulary supported by**  
**Cook's of Chester**

**Cheshire Constabulary supported by All Saints of Wilmslow**  
**Your local Vauxhall Dealer**

**Cowie Nissan Support Cheshire Constabulary**  
**"INSIGHT" – Drug Awareness Programme**

## **4.0 INTRODUCTION**

- 4.0.1 Under the terms of existing legislation, "A Police Authority may, in connection with the discharge of any of its functions, accept gifts of money, and gifts or loans of other property, on such terms as the authority may think fit." The Cheshire Police Authority has devolved this responsibility to the Chief Constable.
- 4.0.2 The terms on which gifts or loans are accepted may include terms providing the commercial sponsorship of any activity of the police authority or the police force maintained by it.

## **4.1 Motivators/Driving Forces**

- 4.1.1 This policy replaces the existing Force Policy Order 1/96 and is linked to the Authority's Financial Regulations.
- 4.1.2 Developments within the field of Sponsorship, Gifts and Loans have highlighted a need to update the current situation and replace the existing Force Policy CPG 10/01

## **4.2 The legal basis and legitimate aims**

- 4.2.1 Section 93 of the Police Act 1996, introduced legislation which permits a Police Authority to accept gifts, loans and commercial sponsorship in connection with the discharge of its functions.
- 4.2.2 Section 25 of the Police and Magistrates Courts Act 1994, gave similar powers.
- 4.2.3 This policy provides a framework for the acceptance of sponsorship funding to enhance and extend police services. As such the legitimate aims of the policy are:

- National Security
- Public Safety
- Economic Well-being of the Country
- Protection of Health and Morals
- Protection of the Rights of Others

## **5.0 IMPLICATIONS OF THE POLICY**

### **5.1 Financial implications / Best Value**

5.1.1 The intention of this policy is to provide a framework within which the funding provided by sponsors is managed within a controlled environment.

5.1.2 The adoption of this policy will promote the best use of resources and provide best value.

### **5.2 Human Resources/Training/Health & Safety**

There are no specific staffing implications, training needs or health and safety issues directly attributable to this policy. However, there is a need to ensure staff awareness and inclusion in the Constabulary Policies and Procedures Manual, the Catalyst newspaper and direct mailing to each member of staff will fulfil that requirement.

### **5.3 Corporate / Business Plan**

This policy directly supports Strategic Aim 5 of the strategic plan 2005-2008 – Public Focus – To provide and develop police services that meet the needs of the public and enhance the trust and confidence amongst the diverse communities of Cheshire.

### **5.4 Crime and Disorder Act**

Although there are no direct links to the Crime and Disorder Act, some funding from sponsors will inevitably be used to support Crime and Disorder initiatives.

### **5.5 Diversity**

This policy does not have the potential to impact upon any particular grouping, within the police service or society.

### **5.6 Internal policy links**

This policy is directly related to the Authority's Financial Regulations and replaces Force Policy CPG 10/01.

### **5.7 Security issues**

All potential sponsors will be vetted.

## 5.8 Consultation

- Force Solicitor/Legal Adviser
- Police Authority
- Divisional Commanders
- Head of Departments
- Force Finance Manager
- Head of Learning and Development
- Head of Human Resources
- Head of Corporate Development

## 6.0 HUMAN RIGHTS CONSIDERATIONS / CERTIFICATION

### 6.1 Auditing for potential interference and discrimination

This Policy deals with the provision of sponsorship, gifts and loans and, as such may engage the following Article of the Human Rights Act 1998: -

- *Article 8: right to respect for private family life in that potential sponsors will be vetted.*

- 6.1.1 Have the contents of this policy been audited for the potential for it to be discriminatory, in relation to the application or provision of such rights?

*Where individuals rights are engaged, the [vettings] policy has potential to discriminate against potential sponsors. However:*

*“In the application of this policy the Cheshire Constabulary will not discriminate against any persons regardless of sex, race, colour, language, religion, political, or other opinion, national or social origin, association with national minority, property, birth, or other status as defined under Article 14, European Convention Human Rights (ECHR)”*

### 6.2 Key Human Rights principles

- 6.2.1 Does the policy contain a statement explaining the legal basis for the policy (and any attendant powers, authorities or direction given within it)?

*Yes, refer to para. 4.2.1 and para. 4.2.2.*

- 6.2.2 Does the policy provide details of what could be considered as a legitimate aim(s) for the potential interference with an individuals rights by virtue of exercising the policy and its attendant powers, authorities or directions?

*Yes, refer to para. 4.2.3.*

- 6.2.3 Are supervisors and practitioners made aware of the need to follow a clearly defined decision making process in considering all information, and deciding on courses of action?

*Yes, a decision making process is clearly defined within this policy. Paras. 2 and 3 inclusive.*

- 6.2.4 Is it explicit within the policy what the minimum standards are in relation to the documentation of such decision making?



*Yes, this policy clearly outlines the minimum standards into the documentation required.*

6.2.5 Does the policy provide staff with clear guidance on establishing:

- The legal basis of their action?

*Yes, this policy provides staff with clear guidance on establishing the legal basis for their action.*

- The aims of their actions (legitimate aims can only be established by virtue of the exemptions and derogation's given in the Act)?

*The legal basis for this policy can be found in para. 4.2*

### **6.3 Delineating between Policy and Tactics**

6.3.1 *This policy does not contain police tactics, which prevent it being published.*

### **6.4 Rights, Publication, Audit and Inspection.**

6.4.1 Does the policy contain:

- A statement in favour of public disclosure?

*Yes, this policy is suitable for public disclosure. Para. 3.11.1*

- A statement about the availability of the policy (method of proposed publication to the public.)

*This policy will be published in the Force Policy Database.*

- A clearly defined appeals procedure.

*Yes Para. 3.11.2*

- A recommendation about maintaining audits and inspection of decision making?

*Yes, concerning the maintenance of audits and inspections of decision making in relation to this policy, it is recommended that existing levels of management and internal reviewing procedures are sufficient to monitor/inspect the decision making process and its required documentation.*

- A recommendation about the level of independent scrutiny of decision making and complaints?

*Yes, concerning the levels of independent scrutiny of decision making and complaints, it is recommended that, depending on the circumstances of each particular case, the following provisions are available via the existing levels and structures of management and the Chief Constable.*

## **6.5 Certification of Compliance**

- 6.5.1 Does the policy contain a certification that it has been drafted in accordance with the Human Rights Act and the principles underpinning it?

*Yes, see below.*

***“Consideration has been given to the compatibility of this policy and related procedures with The Human Rights Act; with particular reference to the legal basis of its precepts; the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making processes and outcomes of action.”***

## **6.6 Legal Vetting**

- 6.6.1 Has this policy been through legal vetting for Human rights Compliance?  
It is important for all policy to be reviewed by legal services and a certification attached.

## **6.7 Policy Review Date**

- 6.7.1 Has the policy got a review date to ensure ongoing compliance in light of emergent legislation and Human Rights case law?

*Yes, 1<sup>st</sup> January 2008*

## **7.0 PROMOTION / DISTRIBUTION**

7.1 This policy will be publicised in:

- Force Policy Database
- Weekly Orders
- Procedures Manual

7.2 This policy is also suitable for full public disclosure.

## **8.0 MONITORING & REVIEW**

- 8.1 A sponsorship policy was first introduced in 1996(Force Policy 1/96).
- 8.2 As sponsorship issues have progressed and developed it has been necessary to respond and update the sponsorship policy.
- 8.3 The external funding co-ordinator will monitor this policy.
- 8.4 This policy will be reviewed on 1<sup>st</sup> January 2008.