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Mr John Mitchell
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

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Our ref: 1838/UD

Dear Mr Mitchell,

I am writing to you to ascertain your interest in funding a PCSO post(s) in your area.

Such a post(s) would be additional to the proposed Resource Allocation Model for the county and deployment would be based on the draft principles attached to this letter.

As a reflection of the close partnership between our two organisations in the interests of community safety, the cost for funding would represent **direct costs** only (pay, National Insurance, pension and allowances) not the full economic cost (as recommended by the Association of Chief police Officers which includes all direct and indirect costs plus a general overhead charge).

At this time the cost for the period 2015-16 has not been calculated but to provide some guidance the cost for the 2013-14 period was **£33,728** per post and for the 2014-15 period **£34,300** per post.

Should you decide to externally fund a post, there will be one standard contract based on the draft principles. This contract will be for a fixed period of 1 to 2 years (subject to negotiation).

I would appreciate a response from you within 14 days of receipt of this letter.

Please feel free to contact me direct for further information and I will be happy to visit you personally and discuss the process and contract.

I look forward to your response.

Yours sincerely

Steve Ditchburn
Superintendent

Draft Principles:

1. Essex Police will;

1.1 Ensure that externally funded PCSOs are part of a team managed by a Sergeant

1.2 Ensure that externally funded PCSOs work a standard Essex Police shift pattern as per the team they are aligned to.

1.3 Ensure that externally funded PCSOs are tasked on a daily basis by the relevant shift sergeant (as 1.6 below)

1.4 Ensure that externally funded PCSOs are not tasked directly by a member of the partner agency

1.5 Make every reasonable effort to deploy externally funded PCSOs within the terms of the agreement, however there may be circumstances where, for operational reasons, they will need to be deployed to other areas.

1.6 Ensure there is regular liaison regarding patrol strategy, aims & objectives between the local District Commander and the nominated representative of the funding partner.

1.7 Ensure that monitoring will be kept to a minimum and mainly be focused on patrol time spent in the agreed areas

1.8 Ensure that a specific post will be created for each externally funded PCSO.

1.9 Accept responsibility for ensuring that the post is filled and to engage in succession planning.

1.10 Endeavour to ensure the consistency of the post holder to minimise disruption and maximise continuity, but it must be recognised that this will not always be achievable.

1.11 Not provide dedicated transport to externally funded PCSOs, they will be expected to patrol on foot or cycle or make use of public transport and corporate vehicle fleet resources if available. Subject to separate agreement, funding partners can provide dedicated transport for the PCSO providing all liabilities and legal requirements are satisfied.

2. Partner organisations will:

2.1 Pay the agreed charge for a PCSO

2.2 Be expected to have a community safety plan which supports the patrol strategy of the PCSO

2.3 Continue to pay even when the PCSO is sick or absent for reasonable purposes (annual leave, sickness, maternity leave, suspension etc.).

2.4 Will not be expected to pay for the periods when the PCSO is deployed otherwise than in accordance with the agreement

2.5 Not be expected to pay redundancy costs at the expiry of any agreement

3. Finance

3.1 Each agreement will be for a fixed period of 1 to 2 years.

3.2 Payment will be quarterly in arrears on invoice.

