

**THE OFFICE OF POLICE AND CRIME COMMISSIONER  
FOR DERBYSHIRE  
DECISION RECORD**

<b>Request for PCC Decision</b>	<b>Received in OPCC Date: 5 September 2013</b>	<b>OPCC Ref: 69/13</b>
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**Title: Use of tablets to increase efficiency in the OPCC**

**Executive Summary: To be completed by PCC Specialist lead**

The PCC is keen to ensure that his office contributes towards the Derbyshire Constabulary's Environmental Management Plan in helping minimise the impact upon the environment, specifically;

- To reduce the amount of waste being sent to landfill by 70%
- To reduce the environmental impact due to the use of paper

The PCC asked to become part of a trial with a view to moving toward a paperless administration wherever practicable.

A pilot will be developed whereby the PCC, his Deputy, CEO and Chief Finance Officer are to be issued with tablet devices with a view to preventing them to have to print out copies of papers for meetings etc.

Following a six month pilot the OPCC will evaluate the impact of the devices on the office and will prepare relevant business cases for any future roll out of the scheme within the Office.

**Decision**

**Resolved that**

That the Office of the Police and Crime Commissioner undertakes a trial for six months, starting in October, using tablet devices instead of printing out papers for the Strategic Governance Board and all other meetings for the participating officers.

**Declaration**

I confirm that I have considered whether or not I have any personal or prejudicial

interest in this matter and take the proposed decision in compliance with the Code of Conduct for the Police and Crime Commissioner for Derbyshire. Any such interests are recorded below.

None

The above request has my approval.

**Signature**

**Date** 16 September 2013

**PUBLICATION SCHEME CONSIDERATIONS**

**Is the related Section B report to be published**    **Yes**

If no, please indicate relevant exemption

**Is the publication of this approval to be deferred**    **No**

If Yes, provide reasons below

**Date to be deferred to –**

NB Statutory Instrument 2011/3050 (as amended by SI 2012/2479) states that: *all decisions made by a PCC are in the types of information that must “be published as soon as practicable after it becomes available to the elected local policing body”.*

**OFFICER APPROVAL**

**Chief Executive or Nominee:**

I have been consulted 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

Name    David Peet (Chief Executive)

Date 16 September 2013

**STRATEGIC GOVERNANCE BOARD**  
**16<sup>TH</sup> SEPTEMBER**  
**REPORT OF THE CHIEF EXECUTIVE**

**7B: USE OF TABLETS TO INCREASE EFFICIENCY IN THE OPCC**

**1. PURPOSE OF THE REPORT**

- 1.1 To increase efficiency and reduce the amount of paper used the Office of the Police and Crime Commissioner.

**2. BACKGROUND**

- 2.1 Derbyshire Constabulary have a good track record of engaging with developments in technology to help reduce bureaucracy and deliver a better policing service. The constabulary is currently undertaking a pilot programme to assess the impact that tablet computers (tablet devices) could have on the business including reductions in bureaucracy and increased efficiency.
- 2.2 Derbyshire Constabulary's Environmental Management Plan 2012-15 contains 12 key objectives to help minimise the Constabulary's impact upon the environment.
- 2.3 The use of paper within the office relate directly to two of the objectives:
- *Reduce the amount of waste being sent to landfill by 70%*
  - *To reduce the environmental impact due to the use of paper*
- 2.4 The Police and Crime Commissioner for Derbyshire (PCC) is keen to ensure that his office contributes towards Environmental Management Plan and in particular these two objectives.
- 2.5 The PCC has asked to become a part of this trial with a view to moving towards a paperless administration wherever practicable.

- 2.6 Currently the Office of the Police and Crime Commissioner (OPCC) produces and receives significant numbers of reports and 'paperwork', most of which needs to be printed out multiple times for distribution to relevant officers.
- 2.7 The amount of printing clearly has a financial cost but also an environmental impact in terms of the amount of paper used and what happens to those papers once they have been used.

### **3. PILOT**

- 3.1 A pilot has been developed whereby the PCC, his Deputy, CEO and Chief Finance Officer are to be issued with tablet devices with a view to preventing them having to print out copies of papers for meetings etc. They will also be able to receive and respond to email through the devices.
- 3.2 The Constabulary have assured the PCC that the relevant security measures have been explored and implemented to ensure that the data held on the devices will be secure.
- 3.3 It is also proposed that there will be a very limited number of papers produced for OPCC meetings, including the Strategic Governance Board, and that a projection of the relevant papers will be available on-screen throughout the meeting for the public and other attendees to follow the business of the meeting.
- 3.4 During the trial those involved will also be charged with considering other areas of OPCC business that the technology might be used for such as replacing paper surveys when out undertaking public consultation work.
- 3.5 Following a six month pilot the OPCC will evaluate the impact of the devices on the office and will prepare relevant business cases for any future roll-out of the scheme within the Office.

**3. RECOMMENDATION**

- i. That the Office of the Police and Crime Commissioner undertakes a trial for six months, starting in October, using tablet devices instead of printing out papers for the Strategic Governance Board and all other meetings for the participating officers.

**4. IMPLICATIONS**

**All implications are assessed and scored to the table below.**

**HIGH – supporting explanation and narrative required and to be contained within the report**

**MEDIUM – narrative to be contained within the report at the discretion of the author**

**LOW – no narrative required**

	LOW	MEDIUM	HIGH
Crime & Disorder	√		
Environmental		√	
Equality & Diversity	√		
Financial	√		
Health & Safety	√		
Human Rights	√		
Legal	√		
Personnel	√		

<b>Contact details in the event of enquiries</b>	<p><b>Name: David Peet</b></p> <p><b>External telephone number: 0300 122 6021</b></p> <p><b>Email address: david.peet.16406@derbyshire.pnn.police.uk</b></p>
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**BACKGROUND PAPERS**

- i Derbyshire Constabulary Environmental Management Plan 2012-15