

LEEDS CITY COUNCIL  
("The Council")

-AND-

WEST YORKSHIRE POLICE AUTHORITY  
("The Authority")

## **PROTOCOL**

**AND**

### **GENERAL WORK SCHEDULE Relating to PCSO Deployment in Leeds**

1. This document is a working document which forms the basis of the relationship between the Authority and the Council in regard to the day-to-day working methods and practices of PCSOs deployed in the Council's area.
2. 170 PCSOs will work from Wards within the Council and be posted to a Neighbourhood Policing Team subject only to any over-riding operational or other requirement of the Chief Constable of West Yorkshire. There will be a minimum of 5 PCSOs posted per ward, the allocation schedule to be updated by the Authority and provided to the Council on a monthly basis.
3. Designated PCSOs will normally work a 37 hour week on the basis of a published annual rota, agreed at Force level, which it is intended will give operational cover on each agreed working day in order to maximise accessibility and visibility at key times of demand. Any period of sickness or other unavoidable absence that exceeds a period of four weeks will be notified to the Council, and long-term absence will be the subject of review of necessity. PCSOs will be deployed singly unless a dynamic risk assessment dictates otherwise. Where necessary, the Council will work at local level to identify suitable, accessible locations

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for PCSOs to take comfort breaks in order to retain their visible deployment in their allocated area.

4. The fundamental role of a PCSO is to contribute to the policing of neighbourhoods, primarily through highly visible patrols with the purpose of reassuring the public; tackling anti-social behaviour in public places; being accessible to communities and partner agencies working at a local level. The emphasis of this role and the powers required to fulfil it could vary from neighbourhood to neighbourhood and a current and more comprehensive description is contained in the relevant West Yorkshire Force policy. The PCSO role is one of engagement as opposed to enforcement. To this end their deployment will be targeted to ensure the maximum benefit is gained (e.g. deployment in hotspot locations on an intelligence-led basis; the intelligence may include soft intelligence such as community and Elected Member information, and data from the Council and other agencies).
5. The Authority will provide a standard set of performance data on a quarterly basis for the Neighbourhood Policing Teams regarding PCSO activity. There shall be performance meetings at Area Management level on a quarterly basis between the Area Management Team (bringing any issues from Elected Members) and the relevant Neighbourhood Policing Team Chief Inspector/Inspector, and at district level between the Head of Service (Community Safety), the Safer Leeds Commissioning Team and the Community Safety Chief Inspector or Inspector. Each NPT Inspector will report annually on PCSO activity to their respective Area Committee.
6. PCSOs will not routinely be deployed outside the designated Ward during normal duty time except and unless required to be otherwise deployed by the Chief Constable as aforesaid. The police will however notify the Council of any significant deployment outside their normal ward area and in advance if possible. It is envisaged that this would happen only in response to a serious operational need.
7. The basis for deployment of PCSOs to the Council's priorities will be in the first instance through neighbourhood joint tasking arrangements, and will also support any localised neighbourhood priority areas identified within the Area Delivery Plan. This will take account of the information from the Divisional Community Safety Partnership and its sub-groups. They will thus be capable of making a joint assessment of the priorities in the area and how they will be addressed, including consideration of the deployment of joint resources including PCSOs.

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8. The Council's single point of contact with the Authority at Divisional level in relation to PCSO deployment will be the relevant Neighbourhood Policing Team Chief Inspector/Inspector. The Authority's single point of contact at Divisional level with the Council in relation to PCSO deployment will be the Area Community Safety Coordinator. This is to avoid any communication confusion and ensure the direct transmission of agreed information. At District level the single point of contact within Community Safety is between the Head of Service (Community Safety) and the Inspector.
9. The Authority will seek to ensure that any media or press coverage attributable to the match-funded PCSOs will be notified to the Council Press Office and Community Safety. If the coverage pertains to the match-funding agreements, the release will be agreed between the Authority and the Council. In urgent cases either party may act independently but will seek to ensure that the other is notified as soon as possible. Please note that there is a term in the main agreement which states that neither party shall make any press announcements or publicise this Agreement in any way without the written consent of the other party.
10. Any dispute between the Authority and the Council relating to deployment and employment of PCSOs shall be dealt with following the Dispute Resolution Procedure as set out in the main agreement.