



Collaboration Agreement Summary

Payroll Team

1. A collaboration agreement to govern the continued operation of the Payroll team which will provide payroll services to the Parties to this agreement. The payroll services shall include payment of salaries of officers and staff of the Parties to this agreement.
2. In accordance with Section 23E of the Police Act 1996, this summary was prepared for publication on behalf of the Parties and contains summarised provisions in relation to scope and purpose, term, termination, direction and control, governance, funding and liabilities as deemed appropriate.
3. The Parties to this agreement are:
 - i. The Police and Crime Commissioner for Derbyshire
 - ii. The Police and Crime Commissioner for Leicestershire
 - iii. The Chief Constable of Derbyshire Constabulary
 - iv. The Chief Constable of Leicestershire Police
4. This agreement replaces earlier agreements for the Payroll Team. The agreement takes effect from 1st May 2025 and shall continue in force until 30th April 2030; unless the parties agree to extend the duration and unless the agreement is terminated earlier in accordance with its terms.
5. The Chief Constable and Police and Crime Commissioner of a collaborating force may withdraw from this collaboration upon twenty four months' written notice to the other Parties.
6. The Police and Crime Commissioners shall be responsible for the governance of this collaboration and for holding to account the relevant Chief Constable for the discharge of functions by anyone who is acting under the terms of this collaboration agreement.
7. The participating Police and Crime Commissioners are responsible for the overall strategy for SHRSC, monitoring the effectiveness and efficiency of the Payroll Team and approving the budget (and related financial/strategic matters) for the Payroll Team.
8. The participating Police and Crime Commissioners Bodies are also responsible for the resolving of disputes, approving any significant alteration to the staffing of the Payroll Team and reviewing this agreement for the purpose of maintaining a legal framework in which the Payroll Team can operate in an efficient and effective manner.
9. The participating Chief Constables are responsible for monitoring, from an operational perspective, the effectiveness and efficiency of the Payroll Team, resolving any disputes which may arise from an operational perspective and reviewing this agreement from an operational perspective.
10. The Parties agree that there shall be a Management Board consisting of the Director of People Services for Derbyshire Constabulary, the Chief Finance Officer from each force and the head of Leicestershire Finance. The Management Board will provide management and oversight of the Payroll team and will act in accordance with its agreed terms of reference.

11. The ACO (Finance and Resources) of Leicestershire Police will oversee the appointment of a Head of Finance who will be responsible for the organisation, direction and management of the Payroll team.
12. The Parties agree that the Payroll team will be funded by financial contributions from the collaborating Police and Crime Commissioners, such financial contributions being set out in the collaboration agreement.
13. The Chief Constable of Leicestershire Police is the employing body under this collaboration agreement; employs all police staff involved in the establishment and maintenance of the Payroll team and has direction and control over all staff within the Payroll team.
14. Each Party to this agreement agrees to comply with their respective obligations relating to information assurance, freedom of information, confidentiality, data protection, data security and risk management under any relevant regional agreement.
15. The provisions listed in paragraph 16 are contained within this agreement but their detailed publication is not deemed appropriate as either:
 - i. they are merely standard boiler plate clauses and are not considered controversial in any way; or
 - ii. they contain sensitive operational or commercial information which it is not considered in the public interest to disclose.
16. List of other provisions:

Introduction and Legal Context	Review and Variation
Definitions and Interpretations	Consequences of Withdrawal or Termination
Management Board's Terms of Reference	Public Interest Disclosures
Joint Service Manager's Responsibilities	Disputes and Arbitration
Head of Finance (Leicestershire)'s Responsibilities	Assignment
Records	Illegal/unenforceable provisions
Audit and Inspection	Waiver of rights
Human Resources Principles	Support and provision of additional services
Publicity	Entire Agreement Third Parties and Successors
Common Policies and Procedures	Further Assurances
Procurement, Facilities, Services, Equipment and Premises.	Counterparts
Rights, remedies, liabilities and insurance	Governing Law
Notices	