



## Overseas Visits Policy

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

1. The following criteria should apply for determining whether or not an invitation for an overseas visit should be accepted:-
  - a. There must be a specific value or benefit arising from the visit that would assist the Police and Crime Commissioner in the exercise of his functions.
  - b. The Police and Crime Commissioner can demonstrate the value or benefit of the visit to the public.
  - c. The invitation to attend must be offered by the host country through a recognised national body.
  - d. The invitation must be addressed to the Police and Crime Commissioner or the Chief Executive.
  - e. A set of objectives together with a detailed programme for the visit must be provided.
  - f. A security assessment will be undertaken and its finding taken into account.
2. Decisions on the acceptance of invitations for overseas visits are delegated to the Chief Executive in consultation with the Police and Crime Commissioner or Deputy Police and Crime Commissioner. In reaching a decision, the Chief Executive will ensure that the criteria set out in paragraph 1 (a-f) are applied.
3. Where the Police and Crime Commissioner or Deputy Police and Crime Commissioner attend visits they shall provide written feedback summarising the visit and its benefits.
4. Travel arrangements will be made by the staff of the Office of the Police and Crime Commissioner. Travellers will use economy class as the normal basis for air travel and standard class for rail travel.
5. Visits made in a private capacity have the same status as holiday/annual leave. In such cases, OPCC resources must not be used to support the visit.