

POLICE & CRIME COMMISSIONERS MODEL PUBLICATION SCHEME – website publication guide

The Freedom of Information Act 2000 gives general right of access to all types of recorded information held by public authorities. The PCC will ensure we comply with this legislation. The guide below outlines the information that should be recorded by the PCC and made available to the public.

INFORMATION	DETAIL	URL
Who we are and what we do:		
Structure / Governance.	Name and profile of the PCC.	http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Meet-Your-PCC.aspx
	Identity of officers and senior staff (those earning £58,200 pa +) in the OPCC.	http://www.avonandsomerset-pcc.gov.uk/Your-PCC/PCC-team.aspx
	Details of internal boards/committees and identity of those who sit on them (in relation to officers and senior staff who sit on them).	http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Policies-Procedures/2016-Governance-Scrutiny-Policy.pdf
Staff structure of the OPCC.	Basic staff and organisational structure and details of administrative support.	http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/2017/OPCC-Staff-Structure-April-2017-salaries.pdf http://www.avonandsomerset-pcc.gov.uk/Openness/How-we-spend-your-money.aspx
Contact information.	Contact details (preferably by reference to name and address for correspondence).	https://www.avonandsomerset-pcc.gov.uk/Contact/Contact-Us.aspx
Geographical area of operation.		http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx https://www.avonandsomersetplan.co.uk/ https://www.avonandsomersetplan.co.uk/key-facts/
General outline of responsibilities.		http://www.avonandsomerset-pcc.gov.uk/ARCHIVE-2012-April-2016/Your-PCC-2012-April-2016/About-the-PCC/What-does-the-PCC-do http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx https://www.avonandsomersetplan.co.uk/ https://www.avonandsomersetplan.co.uk/roles/ https://www.avonandsomersetplan.co.uk/priorities/
Appointment of Independent Custody Visitors and associated arrangements.		http://www.avonandsomerset-pcc.gov.uk/Take-Part/Custody-Visiting.aspx
Relationships with other bodies.	Partnership arrangements or other joint arrangements with statutory and non-statutory partners and other bodies.	https://www.avonandsomerset.police.uk/collaborations https://www.avonandsomersetplan.co.uk/key-facts/ http://www.avonandsomerset-pcc.gov.uk/Partnerships/Commissioning-and-Grants.aspx
What we spend and how we spend it:		
The budget.	Including the total amount allocated to the Police.	http://www.avonandsomerset-pcc.gov.uk/Openness/How-we-spend-your-money.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings/Police-and-Crime-Board.aspx

		http://www.avonandsomerset-pcc.gov.uk/ARCHIVE-2012-April-2016/Openness-2012-April-2016/Reports-and-Meetings/Finance.aspx http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Police-and-Crime-Board/03-May-2017/20170503-PCB-Revenue-and-Capital-Outturn-Report.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Police-and-Crime-Board/31-January-2017/Item-9a-20170131-Q3-Financial-Performance-Report-v2.pdf https://www.avonandsomersetplan.co.uk/key-facts/
Annual statement of accounts.		http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Statement-of-Accounts/FINAL-Group-Statement-of-Accounts-2016-2017.pdf
Policing precept and other sources of income, including grants.		http://www.avonandsomerset-pcc.gov.uk/Openness/How-we-spend-your-money.aspx http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Police-and-Crime-Board/31-January-2017/Item-9b-20170131-PCB-MTFP-and-Precept-Paper-FINAL.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Finance/2017-18-Budget-overview-council-tax-leaflet.pdf https://www.avonandsomersetplan.co.uk/key-facts/
Annual investment strategy.		http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Decisions/2017-18/2017-004-PCC-TMSS-2017-18.pdf
Expenditure.	Items over £500, including costs, supplier and transaction information (monthly).	http://www.avonandsomerset-pcc.gov.uk/Openness/spend-over-500.aspx
Details of contracts currently being tendered.	Those that exceed £10,000.	http://www.avonandsomerset-pcc.gov.uk/Openness/Contracts.aspx
	Contracts under £10,000.	http://www.avonandsomerset-pcc.gov.uk/Openness/spend-over-500.aspx http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/Reports-and-meetings/Transparency-Report/Terms-and-conditions-for-small-value-orders-procured-via-purchase-order.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/Partnership/TEMPLATE-CSG-Grant-Agreement-Updated-for-16-17.pdf
Contracts.	All contracts including value, identity of the parties and purpose of the contract.	http://www.avonandsomerset-pcc.gov.uk/Openness/Contracts.aspx https://bluelight.eu-supply.com/
Expenses and allowances paid to or incurred by the PCC and senior employed staff.	By reference to categories in line with policies, practices and procedures such as travel, subsistence and accommodation.	http://www.avonandsomerset-pcc.gov.uk/Openness/PCC-Mileage-and-Expenses-Claims.aspx http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Policies-Procedures/OPCC-Travel-and-Expenses-Policy-updated-June-17.pdf
Pay and grading structure.	As a minimum include senior staff salaries. (Salaries should be stated in bands of £5,000. For those earning less than £58,200 pa, levels of pay should be identified by salary range).	http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/2017/OPCC-Staff-Structure-April-2017-salaries.pdf
	The pay multiple – the ratio between the highest paid salary and median average salary of the whole of the OPCC.	http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/2017/OPCC-Staff-Structure-April-2017-salaries.pdf

Annual audit letter.		http://www.avonandsomerset-pcc.gov.uk/Openness/Audits-and-Inspections/External-Audit.aspx http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Audits-Inspections/2016-17/Report-8b-Annual-Audit-Letter-Avon-and-Somerset-Police-final.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Audits-Inspections/2016-17/Audit-Certificate-Avon-and-Somerset-PCC.pdf
Financial reports.		http://www.avonandsomerset-pcc.gov.uk/ARCHIVE-2012-April-2016/Openness-2012-April-2016/Reports-and-Meetings/Finance.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings/Police-and-Crime-Board.aspx
Internal financial regulations and delegated authority.		http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/Decisions/2014-011-Signed-Governance-Framework.pdf
What our priorities are and how we are doing:		
Police and Crime Plan or local policing objectives.		http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx https://www.avonandsomersetplan.co.uk/priorities/
Annual report.	Including the OPCC functions and the progress made in meeting the objectives in the Police and Crime Plan.	http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings/Annual-Report.aspx
Reports presented to the PCC indicating service provision, performance assessments, operational assessments of the constabulary.		http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings/Police-Performance.aspx https://www.avonandsomersetplan.co.uk/performance/ http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings.aspx http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx
Information on the performance of the OPCC.		http://www.avonandsomerset-pcc.gov.uk/Openness/Scrutiny.aspx https://www.avonandsomersetplan.co.uk/performance/
Reports by external inspectors and auditors.	Including responses to HMIC inspection reports on the constabulary.	http://www.avonandsomerset-pcc.gov.uk/Openness/Audits-and-Inspections.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/Audit-Committee/Audit-Committee.aspx
Statistical information provided to the PCC.		http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings.aspx https://www.avonandsomersetplan.co.uk/performance/
Privacy impact assessments.	In full or summary format.	http://www.avonandsomerset-pcc.gov.uk/Openness/Our-policies-and-procedures.aspx
How we make decisions:		
Schedule of meetings open to the public.		http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings.aspx http://www.avonandsomerset-pcc.gov.uk/News-and-Events/Events-Calendar.aspx http://www.avonandsomerset-pcc.gov.uk/Take-Part/Forums.aspx

Agendas and approved minutes of each public meeting and any other decision-making meetings.		http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings.aspx http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Policies-Procedures/2016-Governance-Scrutiny-Policy.pdf
Background papers for meetings open to the public.		http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings.aspx http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/Audit-Committee-Papers/JAC-TERMS-OF-REFERENCE-final-Dec-2013.pdf http://www.avonandsomerset-pcc.gov.uk/Openness/Audit-Committee/Audit-Committee.aspx http://www.avonandsomerset-pcc.gov.uk/Take-Part/Forums.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/Reports-and-meetings/Annual-Report.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/Scrutiny.aspx
Records of important decisions.	Decisions arising from the exercise of PCC functions made either at meetings or elsewhere.	http://www.avonandsomerset-pcc.gov.uk/Openness/Decisions.aspx
Procedures, facts and analyses of	facts used for decision making.	http://www.avonandsomerset-pcc.gov.uk/Openness/Decisions.aspx
Public consultations.	All details of consultation exercises inc the results and outcomes of public policing consultation exercises and surveys.	http://www.avonandsomerset-pcc.gov.uk/Take-Part/Take-Part.aspx
<i>Our policies and procedures:</i>		
Policies and procedures for the conduct of the PCC's business.	Standing orders, delegated powers, corporate governance, consent or governance framework, code of conduct, MOU etc.	http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/Decisions/2014-011-Signed-Governance-Framework.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Policies-Procedures/2016-Governance-Scrutiny-Policy.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/Policies-procedures/OPCC-Staff-Code-of-Conduct-Amended-October-2014.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/2015/PCC-Ethical-Framework-Nov-15.pdf
Policies and procedures for the provision of services.	Including handling requests for information.	http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/Policies-procedures/April-2016/Data-Protection-Freedom-of-Information-Policy-updated-March-2016.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Policies-Procedures/170804-Joint-Operating-Policy-Information-Management-ASC-PCC.pdf http://www.avonandsomerset-pcc.gov.uk/Openness/Our-policies-and-procedures.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/FOI-disclosure-log.aspx http://www.avonandsomerset-pcc.gov.uk/Feedback/Feedback.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/Lists-registers-key-documents.aspx
Policies and procedures for procurement and commissioning arrangements.		http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/Decisions/2014-011-Signed-Governance-Framework.pdf http://www.avonandsomerset-pcc.gov.uk/Openness/How-we-spend-your-money.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/spend-over-500.aspx

		http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Commissioning/Commissioning-and-Grants-Strategy-2017.pdf http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-ONE/2014/FINAL-Voluntary-Sector-PCC-charter---July-2014.pdf http://www.avonandsomerset-pcc.gov.uk/Partnerships/Victim-Services.aspx http://www.avonandsomerset-pcc.gov.uk/Partnerships/Other-PCC-supported-services.aspx http://www.avonandsomerset-pcc.gov.uk/Partnerships/Local-area-grants-and-commissioning.aspx http://www.avonandsomerset-pcc.gov.uk/Partnerships/Commissioners-Community-Action-Fund.aspx
Policies and procedures regarding the employment of staff.	Including policies developed in combination with other public authorities.	http://www.avonandsomerset-pcc.gov.uk/Openness/Our-policies-and-procedures.aspx
Complaints procedures.	Including handling/oversight of those against the CC and constabulary and OPCC, requests for information and operating the publication scheme.	http://www.avonandsomerset-pcc.gov.uk/Feedback/Feedback.aspx http://www.avonandsomerset-pcc.gov.uk/Feedback/About-Complaints.aspx http://www.avonandsomerset-pcc.gov.uk/Openness/FOI-disclosure-log.aspx
Records management and personal data policies.	Including security policies, records retention. Destruction and archive policies, and data protection/sharing policies.	http://www.avonandsomerset-pcc.gov.uk/Openness/Our-policies-and-procedures.aspx http://www.avonandsomerset-pcc.gov.uk/Feedback/DataProtection.aspx
Charging regimes and policies.	Including charges made for information routinely published. Policies should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.	http://www.avonandsomerset-pcc.gov.uk/Feedback/Feedback.aspx
<i>Lists and registers:</i>		
Any information we are legally required to hold in publically available registers.		http://www.avonandsomerset-pcc.gov.uk/Openness/Lists-registers-key-documents.aspx
Asset register.	Public land/buildings and capital assets.	http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Lists-and-registers/Estates-Strategy-2016-20-Final.Published-November-2016.pdf http://www.avonandsomerset-pcc.gov.uk/Openness/Lists-registers-key-documents.aspx
Information asset register.	To be published only if one exists.	
Register of interests.		http://www.avonandsomerset-pcc.gov.uk/Openness/Disclosable-Interests.aspx
Register of gifts and hospitality (senior personnel).	Including hospitality declined.	http://www.avonandsomerset-pcc.gov.uk/Openness/Register-of-Gifts-and-Hospitality-for-the-PCC-and-OPCC.aspx
Disclosure log.	Information provided in response to FOI requests if kept.	http://www.avonandsomerset-pcc.gov.uk/Openness/FOI-disclosure-log.aspx
<i>The services we offer:</i>		
Information about any services provided.		http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx https://www.avonandsomersetplan.co.uk/
Leaflets and explanatory booklets.		Newsletters: http://www.avonandsomerset-pcc.gov.uk/News-and-Events/Newsletters.aspx

	<p>Council Tax booklet: http://www.avonandsomerset-pcc.gov.uk/Document-Library/TERM-TWO/Finance/2017-18-Budget-overview-council-tax-leaflet.pdf Sue's blog: http://www.avonandsomerset-pcc.gov.uk/Your-PCC/PCC-Blog/PCC-Blog.aspx About the PCC: http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Meet-Your-PCC.aspx Stop & Search: http://www.avonandsomerset-pcc.gov.uk/Feedback/Stop-and-Search.aspx</p>
Media releases.	http://www.avonandsomerset-pcc.gov.uk/News-and-Events/Latest-News.aspx
Any services provided for which the OPCC is entitled to recover a fee, together with those fees.	https://www.avonandsomerset.police.uk/about-us/publication-scheme/our-policies-and-procedures/charges-for-information/ https://www.avonandsomerset.police.uk/services/access-to-your-personal-information/ https://www.avonandsomerset.police.uk/services/get-crime-and-accident-reports/