

GUIDELINES FOR PCCS ON PUBLISHING INFORMATION

Guidelines for PCCs publishing information published by the Home Office in 2013 and based on the 2011 Elected Local Policing Bodies (Specified Information) order.

INFORMATION AND DETAIL		FREQUENCY	URL
Who we are and what we do:	Organisational information, structures, locations and contacts.		
The names and contact details of the PCC and Deputy PCC	To be published as soon as practicable after election, reviewed annually and updated when changes are made. Org chart and information on use of police force or local authority staff to be reviewed every 6 months rather than annually.	https://www.avonandsomerset-pcc.gov.uk/about/meet-your-pcc/ https://www.avonandsomerset-pcc.gov.uk/about/meet-your-deputy-pcc/ https://www.avonandsomerset-pcc.gov.uk/contact/contact-us/	
Information about the internal structures of the office of the PCC including organograms, salary bands and demographics including ethnicity, gender and disability (by proportion).			https://www.avonandsomerset-pcc.gov.uk/about/role-of-opcc/ https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/09/CURRENT-OPCC-Staff-Structure_Aug-2020_salaries2.pdf https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/08/OPCC-Team-2020.pdf
Information about any arrangements that the PCC has to make use of the staff of the chief officer of police or local authority.			https://www.avonandsomerset-pcc.gov.uk/about/role-of-opcc/
The identity of any premises or land owned by, or occupied for the purpose of the work of the PCC.	To be published as soon as practicable after election, reviewed annually and updated when changes are made.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-your-money/	
What we spend and how we spend it:	Covering financial information relating to projected and actual income and expenditure and clear financial audit for transparency.		
The budget for the office of the PCC including: <ul style="list-style-type: none"> All planned expenditure All anticipated revenue sources The planned precept levels 	To be published before the start of each financial year.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-your-money/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-board-reports/ https://www.avonandsomerset-pcc.gov.uk/news/2020/02/budget-increase-will-help-put-victims-first/	
The draft precept (which must go before the PCP for comment). The response to the PCPs report on the proposed precept.	To be published before the start of each financial year.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-board-reports/ http://www.avonandsomersetpoliceandcrimepanel.org.uk/publications/	

<p>Details of each grant (including crime and disorder reduction grant) made by the PCC, including:</p> <ul style="list-style-type: none"> • The conditions (if any) attached to the grant • The recipient of the grant • The purpose of the grant, and • The reason why the body considered that the grant would secure, or contribute to securing, crime and disorder in the body's area, where appropriate. 	<p>To be published each month.</p>	<p>https://www.avonandsomerset-pcc.gov.uk/working-for-you/victim-support-services/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/partnerships/local-police-and-crime-grants/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/police-community-trust/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/victim-services-funding/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/partnerships/violence-reduction-units/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/partnerships/reducing-reoffending/</p>
<p>Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer, including:</p> <ul style="list-style-type: none"> • The recipient • The purpose of the expenditure, and • The reasons why the PCC or Chief Officer considered that VfM would be achieved (except contracts over £10,000). 	<p>To be published each month.</p>	<p>https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/spend-over-500/</p>
<p>Allowances & Expenses:</p> <ul style="list-style-type: none"> • Details of the allowances and expenses that have been claimed or incurred by the PCC and deputy PCC. <p>PCCs and their deputies should publish a breakdown of their expenses including:</p> <ul style="list-style-type: none"> • Their names, force area, financial year, month, date, claim reference numbers, expense type (eg travel, accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed. • For travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of stay, category of hotel stay. 	<p>To be published quarterly.</p>	<p>https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/expenses/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/travel-expenses-policy/</p>
<p>Contracts & Tenders:</p> <ul style="list-style-type: none"> • A list of contracts for £10,000 or less – to include the value of the contract, the identity of all parties to the contract and its purpose • Full copies of contracts over £10,000 • Copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10,000 	<p>Lists of contracts to be published quarterly.</p> <p>Contracts to be published as soon as practicable.</p>	<p>https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/contracts/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/spend-over-500/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/decisions-log/</p>

Senior Salaries: <ul style="list-style-type: none"> The salary amounts above £58,200 including names, job description & responsibilities in the office of the PCC. 	To be published as soon as practicable after election, reviewed annually and updated when changes are made.	https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/09/CURRENT-OPCC-Staff-Structure_Aug-2020_salaries2.pdf https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/08/OPCC-Team-2020.pdf
Audit: <ul style="list-style-type: none"> Audited accounts (the specialist examination of the accounts of the office of the PCC) Auditors opinions of the audited accounts of the force & PCC, covering any significant issued and comments) The annual accounting statement showing how the budget has been spent Audit Reports on the accounts of the OPCC (please see the Accounts and Audit (England) Regulations 2011. 	To be published at the end of each financial year.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-your-money/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/joint-audit-committee-reports/
Investment Strategy: The investment strategy of the PCC.	To be published before the start of each financial year.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-board-reports/
What our priorities are and how we are doing:	Strategies and plans, performance indicators, audits, inspections and reviews.	
Police & Crime Plan	To be published annually.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-plan/
Annual report	To be published annually.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/annual-reports/
A copy of each collaboration agreement, or the fact that an agreement has been made and such other details about it as the PCC thinks appropriate.	No deadline specified – suggest within 2 weeks of collaboration agreement being made.	https://www.avonandsomerset.police.uk/collaborations https://www.avonandsomerset-pcc.gov.uk/news/
How we make decisions:	Decision making processes and records of decisions – all for transparency purposes.	
The dates, times and places of all public meetings and public consultations held by the PCC: <ul style="list-style-type: none"> Agendas and discussion documents for the meeting Copies of the agreed minutes (to ensure transparency and the decisions made by the elected officials) A record of every significant decision taken by or on behalf of the PCC as a result of a meeting or otherwise. 	To be published as soon as practicable.	https://www.avonandsomerset-pcc.gov.uk/news/ https://www.avonandsomerset-pcc.gov.uk/get-involved/forums/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/decisions-log/ https://www.avonandsomerset-pcc.gov.uk/events/ https://www.avonandsomerset-pcc.gov.uk/about/role-of-the-pcc/pcc-chief-constable-meetings/ https://www.avonandsomerset-pcc.gov.uk/about/police-and-crime-panel/
Our policies and procedures:	Current written policies and procedures for delivering services and responsibilities.	
The following policies and procedures to which the PCC &	To be published as soon as	https://www.avonandsomerset-pcc.gov.uk/reports-

deputy must adhere to in the course of their role: <ul style="list-style-type: none"> • Code of conduct (if any) • Decision making (policy on) • The procedure for the handling of complaints and the number of complaints against the PCC recorded by the Police & crime Panel (as required by regulations). 	practicable, reviewed annually and updated when changes are made. Complaints to be published at the end of each financial year.	publications/policies-procedures/ethical-framework-policy/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/governance-scrutiny-policy/ https://www.avonandsomerset-pcc.gov.uk/contact/feedback/complaints/complaints-process/ https://www.avonandsomerset-pcc.gov.uk/contact/feedback/complaints/complaints-against-the-pcc-or-dpcc/
Information about the operation of the Independent Custody Visiting (ICV) scheme including the processes and policies of the scheme.	To be published as soon as practicable, reviewed annually and updated when changes are made.	https://www.avonandsomerset-pcc.gov.uk/get-involved/volunteering-opportunities/independent-custody-visiting-scheme/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/independent-custody-visiting-schemes-annual-reports/
Record management: <ul style="list-style-type: none"> • Record management, information security policies relating to records retention and destruction/archive policies • Data sharing policies (minimum standards to responding for request for information) 	To be published as soon as practicable, reviewed annually and updated when changes are made.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/retentions-policy/ https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/09/Data-Protection-Freedom-of-Information-Policy-2019.pdf https://www.avonandsomerset-pcc.gov.uk/reports-publications/freedom-of-information/make-a-foi-request/ https://www.avonandsomerset-pcc.gov.uk/help/privacy/privacy-policy/
HR: <ul style="list-style-type: none"> • Numbers of staff employed by the office of the PCC • Diversity data on staff employed by the office of the PCC, including the number of women, ethnic minorities and those who are disabled 	To be published as soon as practicable, reviewed every 6 months and updated when changes are made.	https://www.avonandsomerset-pcc.gov.uk/about/role-of-opcc/ https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/09/CURRENT-OPCC-Staff-Structure_Aug-2020_salaries2.pdf https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/08/OPCC-Team-2020.pdf
Whistleblowing – a clear guidelines on what to do if concerns over the conduct of the PCC and /or staff are raised	To be published as soon as practicable, reviewed annually and updated when changes are made.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/whistleblowing-policy/
<i>Lists and registers:</i>		
Register of any interests which might conflict with the role of the PCC and deputy PCC, including every other pecuniary interest or other paid positions that they hold.	To be published as soon as practicable, reviewed annually and updated when changes are made.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/disclosable-interests/
List of FOI requests received, and their responses (disclosure log).	To be published quarterly.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/freedom-of-information/previous-foi-requests/
List of all gifts/donations and hospitality offered to the staff of the office of the PCC, and whether these were accepted or declined.	To be published as soon as practicable and updated when changes are made.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/register-gifts-hospitality/