

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
<i>Who we are and what we do:</i>		
Structure / Governance.	Name and profile of the PCC.	https://www.avonandsomerset-pcc.gov.uk/about/meet-your-pcc/
	Identity of officers and senior staff (those earning £58,200 pa +) in the 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
	Details of internal boards/committees and identity of those who sit on them (in relation to officers and senior staff who sit on them).	https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/governance-scrutiny-policy/
Staff structure of the OPCC.	Basic staff and organisational structure and details of administrative support.	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/about/role-of-opcc/
Contact information.	Contact details (preferably by reference to name and address for correspondence).	https://www.avonandsomerset-pcc.gov.uk/contact/contact-us/
Geographical area of operation.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-plan/ https://www.avonandsomerset-pcc.gov.uk/about/role-of-the-pcc/ https://www.avonandsomersetplan.co.uk/ https://www.avonandsomersetplan.co.uk/key-facts/
General outline of responsibilities.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-plan/ https://www.avonandsomersetplan.co.uk/ https://www.avonandsomersetplan.co.uk/roles/ https://www.avonandsomersetplan.co.uk/priorities/ https://www.avonandsomersetplan.co.uk/downloads/ https://www.avonandsomerset-pcc.gov.uk/about/role-of-the-pcc/ https://www.avonandsomerset-pcc.gov.uk/about/role-of-opcc/
Appointment of Independent Custody Visitors and associated arrangements.		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/

Relationships with other bodies.	Partnership arrangements, or other joint arrangements with statutory and non-statutory partners and other key bodies.	https://www.avonandsomerset.police.uk/collaborations https://www.avonandsomersetplan.co.uk/key-facts/ 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/partnerships/reducing-reoffending/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/partnerships/violence-reduction-units/
What we spend and how we spend it:		
The budget.	Including the total amount allocated to the Police.	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.avonandsomersetplan.co.uk/key-facts/
Annual statement of accounts.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-your-money/
Policing precept and other sources of income, including grants.		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.avonandsomersetplan.co.uk/key-facts/
Annual investment strategy.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/decisions-log/
Expenditure.	Items over £500, including costs, supplier and transaction information (monthly).	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/spend-over-500/
Details of contracts currently being tendered.	Those that exceed £10,000.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/contracts/
	Contracts under £10,000.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/spend-over-500/
Contracts.	All contracts including value, identity of the parties and purpose of the contract.	https://bluelight.eu-supply.com/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/invoicing-advice-for-suppliers/ https://www.avonandsomerset.police.uk/about/finance-and-expenditure/contracts/
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.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/expenses/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/travel-expenses-policy/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/gifts-hospitality-policy/
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).	https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/09/CURRENT-OPCC-Staff-Structure_Aug-2020_salaries2.pdf
	The pay multiple – the ratio between the highest paid salary and median average salary of the whole of the OPCC.	https://www.avonandsomerset-pcc.gov.uk/wp-content/uploads/2020/09/CURRENT-OPCC-Staff-Structure_Aug-2020_salaries2.pdf
Annual audit letter.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/joint-audit-committee-reports/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-

		your-money/
Financial reports.		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/
Internal financial regulations and delegated authority.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/joint-scheme-of-governance/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-your-money/
PCC Reserves Policy		https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-your-money/
<i>What our priorities are and how we are doing:</i>		
Police and Crime Plan or local policing objectives.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-plan/ 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.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/annual-reports/
Reports presented to the PCC indicating service provision, performance assessments, operational assessments of the constabulary.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-board-reports/ https://www.avonandsomerset-pcc.gov.uk/about/role-of-the-pcc/pcc-chief-constable-meetings/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-plan/ https://www.avonandsomersetplan.co.uk/performance/
Information on the performance of the OPCC.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-board-reports/ https://www.avonandsomersetplan.co.uk/performance/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/victim-services-funding/ https://www.avonandsomerset-pcc.gov.uk/news/
Reports by external inspectors and auditors.	Including responses to HMIC inspection reports on the constabulary.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/hmicfrs-reports/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/joint-audit-committee-reports/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-your-money/
Statistical information provided to the PCC.		https://www.avonandsomersetplan.co.uk/performance/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/annual-reports/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-board-reports/
Privacy impact assessments.	In full or summary format.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/
<i>How we make decisions:</i>		
Schedule of meetings open to the public.		https://www.avonandsomerset-pcc.gov.uk/events/ https://www.avonandsomerset-pcc.gov.uk/contact/contact-us/ https://www.avonandsomerset-pcc.gov.uk/about/police-and-crime-panel/

Agendas and approved minutes of each public meeting and any other decision-making meetings.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/governance-scrutiny-policy/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-board-reports/ https://www.avonandsomerset-pcc.gov.uk/about/police-and-crime-panel/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/joint-audit-committee-reports/ https://www.avonandsomerset-pcc.gov.uk/get-involved/forums/	
Background papers for meetings open to the public.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/joint-audit-committee-reports/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-board-reports/ https://www.avonandsomerset-pcc.gov.uk/about/police-and-crime-panel/ https://www.avonandsomerset-pcc.gov.uk/get-involved/forums/	
Records of important decisions.	Decisions arising from the exercise of PCC functions made either at meetings or elsewhere.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/decisions-log/
Procedures, facts and analyses of facts used for decision making.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/decisions-log/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/governance-scrutiny-policy/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/joint-statement-code-of-governance/
Public consultations.	All details of consultation exercises inc the results and outcomes of public policing consultation exercises and surveys.	https://www.avonandsomerset-pcc.gov.uk/news/2020/09/do-you-have-thoughts-on-your-local-police-service/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/victim-support-services/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/victim-services-funding/
<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.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/governance-scrutiny-policy/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/ethical-framework-policy/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/equal-opportunities/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/joint-statement-code-of-governance/
Policies and procedures for the provision of services.	Including handling requests for information.	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/wp-content/uploads/2020/09/signed-Information-Sharing-Agreement.pdf https://www.avonandsomerset-pcc.gov.uk/reports-publications/freedom-of-information/previous-foi-requests/

		https://www.avonandsomerset-pcc.gov.uk/help/privacy/website-privacy-policy/ https://www.avonandsomerset-pcc.gov.uk/help/privacy/privacy-policy/ https://www.avonandsomerset-pcc.gov.uk/contact/feedback/complaints/complaints-process/ https://www.avonandsomerset-pcc.gov.uk/contact/feedback/complaints/
Policies and procedures for procurement and commissioning arrangements.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/how-we-spend-your-money/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/spend-over-500/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/victim-services-funding/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/partnerships/local-police-and-crime-grants/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/partnerships/violence-reduction-units/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/police-community-trust/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/partnerships/reducing-reoffending/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/victim-support-services/
Policies and procedures regarding the employment of staff.	Including policies developed in combination with other public authorities.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/equal-opportunities/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/
Complaints procedures.	Including handling/oversight of those against the CC and constabulary and OPCC, requests for information and operating the publication scheme.	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/ https://www.avonandsomerset-pcc.gov.uk/contact/feedback/complaints/complaints-against-opcc-staff-or-volunteer/ https://www.avonandsomerset-pcc.gov.uk/contact/feedback/complaints/complaints-against-the-chief-constable/ https://www.avonandsomerset-pcc.gov.uk/contact/feedback/complaints/complaints-against-officers-or-staff/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/freedom-of-information/previous-foi-requests/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/freedom-of-information/make-a-foi-request/
Records management and personal data policies.	Including security policies, records retention. Destruction and archive policies, and data protection/sharing policies.	https://www.avonandsomerset-pcc.gov.uk/help/privacy/privacy-policy/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/policies-procedures/retentions-policy/ https://www.avonandsomerset-pcc.gov.uk/help/privacy/ 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/wp-content/uploads/2020/09/signed-Information-Sharing-Agreement.pdf
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.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/freedom-of-information/make-a-foi-request/ https://www.avonandsomerset-pcc.gov.uk/contact/feedback/
Lists and registers:		

Any information we are legally required to hold in publically available registers.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/
Asset register.	Public land/buildings and capital assets.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/
Information asset register.	To be published only if one exists.	
Register of interests.		https://www.avonandsomerset-pcc.gov.uk/reports-publications/disclosable-interests/
Register of gifts and hospitality (senior personnel).	Including hospitality declined.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/finance-expenditure/expenses/
Disclosure log.	Information provided in response to FOI requests if kept.	https://www.avonandsomerset-pcc.gov.uk/reports-publications/freedom-of-information/previous-foi-requests/
<i>The services we offer:</i>		
Information about any services provided.		https://www.avonandsomersetplan.co.uk/ https://www.avonandsomerset-pcc.gov.uk/reports-publications/police-crime-plan/
Leaflets and explanatory booklets.		https://www.avonandsomerset-pcc.gov.uk/news/ https://www.avonandsomerset-pcc.gov.uk/about/role-of-the-pcc/ https://www.avonandsomerset-pcc.gov.uk/about/role-of-opcc/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/partnerships/ https://www.avonandsomerset-pcc.gov.uk/working-for-you/victim-support-services/
Media releases.		https://www.avonandsomerset-pcc.gov.uk/news/
Any services provided for which the OPCC is entitled to recover a fee, together with those fees.		http://www.legislation.gov.uk/ukxi/2004/3244/contents/made