

From:
Sent: 03 October 2013 15:16
To:
Subject: Freedom of Information request

This is a Freedom of Information request (dated 3rd October 2013) addressed to each Office of the Police and Crime Commissioner (OPCC) plus the Mayor's Office for Police and Crime (MOPAC), to provide details of how your OPCC/MOPAC meets each of the 25 transparency requirements specified within appropriate legislation. Details of the legislative requirements on PCCs and MOPAC are available [here](#).

In order to minimise workload on your OPCC (and on MOPAC), a Google Documents spreadsheet is provided [here](#) for your office to complete. Please simply provide within this spreadsheet the pages on your OPCC/MOPAC website that most closely provide the public with each of the 25 transparency requirements. A list of the legislative requirements is provided below.

Completion of your office's element of this spreadsheet thus entails provision of the web addresses of up to 25 pages on your OPCC/MOPAC website, and should therefore not represent any undue workload, nor should require any extensive research on the part of your team. Should you prefer not to complete the spreadsheet, please alternatively meet this FoI request by in some other way providing a list of the 25 relevant webpages on your OPCC/MOPAC website that most closely meet each of the 25 criteria listed below.

Please note that the responses to these 42 Freedom of Information requests (41 OPCCs plus MOPAC) will be reflected within a paper to be published in November 2013, around the first anniversary of PCCs' election.

With many thanks in anticipation.

“PCC transparency” criteria...

a. Who they are and what they do (4 criteria)

- a1. {U} The names and contact details of the PCC and Deputy PCC
- a2. {U} Information about the internal structures of the office of the PCC, including: i) organograms (with names of senior staff, if they agree); ii) salary bands; iii) demographics, including ethnicity, gender and disability (by proportion)
- a3. {U} Information about any arrangements that the PCC has to make use of the staff of the chief officer of police or a local authority
- a4. {U} The identity of any premises or land owned by, or occupied for the purpose of the work of the PCC

b. What they spend and how they spend it (8 criteria)

b1. {FY} The budget for the office of the PCC, including: i) all planned expenditure; ii) all anticipated revenue sources; iii) the planned precept levels; iv) the draft precept (which must go before the PCP for comment); v) the response to the PCP's report on the proposed precept

b2. {M} Details of each grant (including crime and disorder reduction grant) made by the PCC, including: i) the conditions (if any) attached to the grant; ii) the recipient of the grant; iii) the purpose of the grant; iv) the reasons why the body considered that the grant would secure, or contribute to securing, crime and disorder reduction in the body's area, where appropriate

b3. {M} Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer, including: i) the recipient; ii) the purpose of the expenditure; iii) the reasons why the PCC or Chief Officer considered that VfM would be achieved (except contracts over £10,000)

b4. {Q} Allowances and Expenses – details of the allowances and expenses that have been claimed or incurred by the PCC and Deputy PCC. Police and Crime Commissioners and their Deputies should publish a breakdown of their expenses including: i) their name, 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; ii) for travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of hotel stay, category of hotel stay

b5. {Q}/{U} Contracts and Tenders: i) 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; ii) full copies of contracts over £10,000; iii) copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10,000

b6. {U} Senior salaries: the salary amounts above £58,200 including: i) names (with the option to refuse name being published); ii) job description; iii) responsibilities in the office of PCC

b7. {FY} Audit: i) audited accounts (the specialist examination of the accounts of the office of the PCC); ii) auditors opinions of the audited accounts of the force and PCC, covering any significant issues and any comments; iii) the annual accounting statement showing how the budget has been spent; iv) Audit Reports on the accounts of the office of the PCC (see the Accounts and Audit (England) Regulations 2011 and the Accounts and Audit (Wales) Regulations 2005).

b8. {FY} Investment Strategy: the investment strategy of the PCC (see Local Government Act 2003 s15)

c. What their priorities are and how they are doing (3 criteria)

c1. {A} Police and Crime Plan (see s5(10) of PRSRA2011)

c2. {A} Annual Report (see s12(6) of PRSA2011)

c3. {no deadline specified} 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 (see s23E of the Police Act 1996)

d. How they make, record and publish their decisions (4 criteria)

d1. {U} The dates, times and places of all public meetings and public consultations held by the PCC

d2. {U} Agendas and discussion documents for the meetings

d3. {U} Copies of the agreed minutes (to ensure transparency and the decisions made by the elected officials)

d4. {U} A record of every significant decision taken by or on behalf of the PCC as the result of a meeting or otherwise

e. What policies and procedures govern the office of PCC (3 criteria)

e1. {U} The following policies and procedures to which the PCC and Deputy must adhere to [sic] in the course of their role: i) code of conduct (if any); ii) decision making (policy on); iii) the procedure for the handling of complaints and the number of complaints against the PCC recorded by the Police and Crime Panel (as required by regulations); iv) information about the operation of the ICV [Independent Custody Visitor] scheme including the process and policies of the scheme

e2. {U} Record management: i) record management information security policies, relating to records retention and destruction/archive policies; ii) data sharing policies (minimum standards to responding for requests for information).

e3. {U} HR: i) numbers of staff employed by the office of the PCC; ii) diversity data on staff employed by the office of the PCC, including the number of women, ethnic minorities and those who are disabled; iii) whistle blowing – a clear guideline on what to do if concerns over the conduct of PCC and/or staff are raised (see section 43B of Employment Rights Act 1996)

f. Public access to a register of interests (3 criteria)

f1. {U} 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

f2. {Q} List of FoI requests received, and their responses (disclosure log)

f3. {U} List of all gifts/donations and hospitality offered to staff of the office of the PCC, and whether these were accepted or declined