

CoPaCC OPCC Transparency Audit Score Sheet 2020

OPCC:

Transparency contact name:  
Transparency contact position:  
Transparency contact email:

Only obvious shortfalls will be penalised - if not an obvious shortfall then benefit of the doubt given

Information found: Information exists on the site

Information up-to-date: Information appears to be as recent as possible bearing in mind required frequency

Information easy to find: Easy to identify user journey to information required without expertise; minimal clicks; where possible navigation labels reflect schedule of disclosures

Information requirements		Publication frequency	URL where information resides	Audit				Comments
				Scoring (47 points per column- max total 141)				
				Information found	Information up-to-date	Information easy to find	Total score	
<b>1 Who we are &amp; what we do:</b> organisational information, structures, locations & contacts.				0	0	0	0	
1.1	The names and contact details of the PCC and Deputy PCC.	To be published as soon as practicable after election,					0	
1.2	Information about the internal structures of the office of the PCC including organograms, (with names of senior staff, if they agree), salary bands and demographics including ethnicity, gender and disability (by proportion).	reviewed annually and updated when changes					0	
1.3	Information about any arrangements that the PCC has to make use of the staff of the chief officer of police or a local authority.	To be published as soon as practicable after election,					0	
1.4	The identity of any premises or land owned by, or occupied for the purpose of the work of the PCC	reviewed annually and updated when changes are made.					0	
<b>2 What we spend &amp; how we spend it:</b> Covering financial information relating to projected and actual income and expenditure and clear financial audit for transparency.								
<b>The budget for the office of the PCC, including:</b>								
2.1	all planned expenditure	To be published before the start of each financial year.					0	
2.2	all anticipated revenue sources						0	
2.3	the planned precept levels						0	
2.4	the draft precept (which must go before the PCP for comment);						0	
2.5	the response to the PCP's report on the proposed precept						0	
<b>Details of each grant (including crime and disorder reduction grant) made by the PCC, including:</b>								
2.6	the conditions (if any) attached to the grant,	To be published each month.					0	
2.7	the recipient of the grant,						0	
2.8	the purpose of the grant and						0	
2.9	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.						0	
<b>Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer, including:</b>								
2.10	the recipient	To be published each month.					0	
2.11	the purpose of the expenditure and						0	
2.12	the reasons why the PCC or Chief Officer considered that VfM would be achieved (except contracts over £10,000).						0	
<b>Allowances &amp; Expenses</b>								
2.13	details of the allowances and expenses that have been claimed or incurred by the PCC and Deputy PCC.	To be published quarterly					0	
<b>Police and Crime Commissioners and their Deputies should publish a breakdown of their expenses including:</b>								
2.14	Their name, force area, financial year, month, date, claim reference numbers, expense type (e.g. Travel, Accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed.	To be published quarterly					0	
2.15	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						0	
<b>Contracts &amp; Tenders:</b>								
2.16	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;	Lists of contracts to be published quarterly.					0	
2.17	full copies of contracts over £10,000;	Contracts to be published as soon as practicable					0	
2.18	copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10,000.						0	
<b>Senior Salaries:</b>								
2.19	The salary amounts above £58,200 including names (with the option to refuse name being published), job description, & responsibilities in the office of PCC.	To be published as soon as practicable after election, reviewed annually and updated when changes are made.					0	
<b>Audit:</b>								
2.20	Audited accounts: (the specialist examination of the accounts of the office of the PCC)	To be published at the end of each financial year.					0	
2.21	Auditors opinions of the audited accounts of the force & PCC, covering any significant issues and any comments.						0	
2.22	The annual accounting statement showing how the budget has been spent.						0	
2.23	Audit Reports on the accounts of the office of the PCC (please see the Accounts and Audit (England) Regulations 2011 and the Accounts and Audit (Wales) Regulations 2005).						0	
<b>Investment Strategy:</b>								

2.24	The investment strategy of the PCC (please see: Local Government Act 2003 s15).	To be published before the start of each financial year.					0	
<b>3 What our priorities are &amp; how we are doing:</b> strategies and plans, performance indicators, audits, inspections and reviews								
3.1	Police and Crime Plan (please see s.5(10) of the Act)	To be published annually					0	
3.2	Annual Report (see s.12(6) of the Act)	To be published annually					0	
3.3	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 (please see s.23E of the Police Act 1996).	No deadline specified - suggest within 2 weeks of collaboration agreement being made.					0	
<b>4 How we make decisions:</b> decision making processes & records of decisions - all for transparency purposes								
4.1	The dates, times & places of all public meetings and public consultations held by the PCC;	To be published as soon as practicable.					0	
4.2	agendas and discussion documents for the meeting;						0	
4.3	copies of the agreed minutes, (to ensure transparency and the decisions made by the elected officials).						0	
4.4	A record of every significant decision taken by or on behalf of the PCC as a result of a meeting or otherwise						0	
<b>5 Our policies &amp; procedures:</b> current written policies, procedures for delivering services and responsibilities.								
<b>The following policies and procedures to which the PCC &amp; deputy must adhere to in the course of their role:</b>								
5.1	code of conduct (if any).	To be published as soon as practicable,					0	
5.2	decision making (policy on).	reviewed annually and updated when changes are made. Complaints to be published at the end of each financial year.					0	
5.3	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).						0	
5.4	Information about the operation of the ICV scheme including the process and policies of the scheme.	To be published as soon as practicable, reviewed annually and updated when changes are made.					0	
<b>Record management:</b>								
5.5	Record management information security policies, relating to records retention and destruction/archive policies	To be published as soon as practicable,					0	
5.6	data sharing policies ( Minimum standards to responding for requests for information).						0	
<b>HR</b>								
5.7	Numbers of staff employed by the office of the PCC,.	To be published as soon as practicable, reviewed every 6					0	
5.8	Diversity data on staff employed by the office of the PCC, including the number of women, ethnic minorities and those who are disabled.						0	
5.9	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)	To be published as soon as practicable, reviewed annually and updated when changes are made.					0	
<b>6 Lists &amp; registers</b>								
6.1	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 and updated when changes are made.					0	
6.2	list of FOI requests received, and their responses (disclosure log).	To be published quarterly.					0	
6.3	List of all gifts/donations and hospitality offered to 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.					0	