Transparency score sheet 2021 for auditing OPCC websites

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



Information found: Information exists on the site

Informationup-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 (ideally 1 or 2 to section and 1 further for the info; where possible navigation labels reflect schedule of disclosures. Also Search box effective for obvious keywords if direct navigation not obvious

Schedule of disclosures - source "Guidelines for PCCs on publishing information" published 2		ished 2013 by the Home Office					Audit	
concerned of an annual source of a source			Scoring (47 points per column- max total 141)					ו
			URL where		Information up		Total	Comments
	Information requirements	Publication frequency	information resides	found	to-date	easy to find	score	
				0	0	0	0	
1	Who we are & what we do: organisational information, structures, locations & contacts.							
				-		1		
	The names and contact details of the PCC and Deputy PCC. Information about the internal structures of the office of the PCC including organograms, (with names of senior staff, if they	To be published as soon as practicable after election, reviewed annually and updated when changes are made.					0	
1.2	agree), salary bands and demographics including ethnicity, gender and disability (by proportion).	Organisational chart and information on use of police force or					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.	local authority staff to be reviewed every 6 months rather						
		than annually.					0	
1.4	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,					0	
		reviewed annually and updated when changes are made.						
2	What we spend & how we spend it: Covering financial information relating to projected and actual income and							
-	expenditure and clear financial audit for transparency.							
	expenditure and clear manetar addit for it ansparency.							
	The budget for the office of the PCC, including:							
	all planned expenditure	To be published before the start of each financial year.					0	
	all anticipated revenue sources						0	
	the planned precept levels						0	
	the draft precept (which must go before the PCP for comment); the response to the PCP's report on the proposed precept			1			0	
2.5	the response to the new stepper on the proposed precept						v	
	Details of each grant (including crime and disorder reduction grant) made by the PCC, including:							
2.6	the conditions (if any) attached to the grant,	To be published each month.					0	
	the recipient of the grant,						0	
	the purpose of the grant and						0	
	the reasons why the body considered that the grant would secure, or contribute to securing, crime and disorder reduction in the						0	
	body's area, where appropriate.			1				
	Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer, including:							
	the recipient	To be published each month.					0	
	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	
	Allowances & Expenses							
	details of the allowances and expenses that have been claimed or incurred by the PCC and Deputy PCC.	To be published quarterly		1			0	
	Police and Crime Commissioners and their Deputies should publish a breakdown of their expenses including:							
2.14	Their name, force area, financial year, month, date, claim reference numbers, expense type (e.g. Travel, Accommodation), short	To be published quarterly						
1	description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed.						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	
	Contracts & Tenders:							
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. Contracts to be published as soon as practicable					0	
2.17	purpose; full copies of contracts over £10,000;	contracts to be published as soon as practicable		1			0	
	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	
1								
	Senior Salaries:	To be published as soon as practicable after election.					1	
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.	reviewed annually and updated when changes are made.					0	
	responsionees in the DIRE OFFEE.		-			L		
	Audit:							
	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	
	Auditors opinions of the audited accounts of the force & PCC, covering any significant issues and any comments.						0	
	The annual accounting statement showing how the budget has been spent.						0	
	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	
	Accounts and Addit (wates) negulations 2005).							
	Investment Strategy:							
	The investment strategy of the PCC (please see: Local Government Act 2003 s15).	To be published before the start of each financial year.					0	
		· · · ·						

3	What our priorities are & how we are doing: strategies and plans, performance indicators, audits, inspections and				
	reviews				
		To be published annually		0	
	Annual Report (see s.12(6) of the Act)	To be published annually		0	
	A copy of each collaboration agreement, or the fact that an agreement has been made and such other details about it as the	No deadline specified - suggest within 2 weeks of		0	
	PCC thinks appropriate (please see s.23E of the Police Act 1996).	collaboration agreement being made.		-	
4	How we make decisions: 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	
	agendas and discussion documents for the meeting;	to be published as soon as practicable.		 0	
	copies of the agreed minutes, (to ensure transparency and the decisions made by the elected officials).		<u> </u>	 0	
	A record of every significant decision taken by or on behalf of the PCC as a result of a meeting or otherwise			0	
			• • •		
5	Our policies & procedures: current written policies, procedures for delivering services and responsibilities.				
_					
	The following policies and procedures to which the PCC & deputy must adhere to in the course of their role:				
5.1	code of conduct (if any),	To be published as soon as practicable, reviewed annually and		0	
5.2	decision making (policy on),	updated when changes are made. Complaints to be published		0	
5.3	the procedure for the handling of complaints and the number of complaints against the PCC recorded by the Police and Crime	at the end of each financial year.		0	
	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		0	
		updated when changes are made.		U	
	Record management:				
	Record management Information security policies, relating to records retention and destruction/archive policies	To be published as soon as practicable, reviewed annually and		0	
5.6	data sharing policies (Minimum standards to responding for requests for Information).	updated when changes are made.		0	
	HR				
	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.	months and updated when changes are made.		0	
5.0	disabled. 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	To be sublished as seen as another bla series of a small, and			
	Employment Rights Act 1996)	updated when changes are made.		0	
-	Employment rights Act 1990	updated when changes are made.			
6	Lists & registers				
Ŭ					
6.1	Register of any interests which might conflict with the role of the PCC and Deputy PCC, including every other pecuniary interest	To be published as soon as practicable and updated when			
	or other paid positions that they hold.	changes are made.		0	
6.2	list of FOI requests received, and their responses (disclosure log).	To be published quarterly.		0	
	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	
		-			