



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

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 (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 2013 by the Home Office		Audit				Comments
Information requirements	Publication frequency	URL where information resides	Scoring (47 points per column- max total 141)			
			Information found	Information up-to-date	Information easy to find	Total score
1 Who we are & what we do: 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 are made. Organisational chart and information on use of police force or local authority staff to be reviewed every 6 months rather than annually.				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.					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, reviewed annually and updated when changes are made.				0
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.						
The budget for the office of the PCC, including:						
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
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
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
Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer, including:						
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
Allowances & Expenses						
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
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 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
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	full copies of contracts over £10,000;					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
Senior Salaries:						
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
Audit:						
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
Investment Strategy:						
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

