



Title: **Publication scheme**

Sponsor: Governance Manager

Department: Office of the Police and Crime Commissioner (OPCC)

Date of Scheme: October 2019 **Review date:** October 2020

What's this document about?

As a public authority, the Police and Crime Commissioner (PCC) for Thames Valley has a duty to adopt and maintain a publication scheme, in accordance with Section 19 of the Freedom of Information Act 2000.

The PCC has separate but overlapping duties to publish information under the Elected Local Policing Bodies (Specified Information) Order 2011 as amended by two further Orders

This document is the PCC's publication scheme, which demonstrates his commitment to transparency and proactive publication of information to the public.

Who does this document apply to?

This document imposes obligations upon the PCC to proactively publish certain classes of information. It should ensure that members of the public can access information about the business of the PCC and his office, and represents the minimum mandatory publication requirement. The PCC has the discretion to publish more information in the interests of transparency.

Responsibility for publication of the information, and compliance with this scheme, lies with staff of the OPCC.

Status of this document

This document is intended to meet the PCC's statutory obligation under Section 19 of the Freedom of Information Act 2000 and the Elected Local Policing Bodies (Specified Information) Order 2011. It has been compiled using the Model Publication Scheme and further guidance approved by the Information Commissioner's Office.

WHAT WE WILL PUBLISH

Who we are and what we do

We will publish current information regarding our organisation, structure, location and contacts. For the PCC and his Deputy this will include:

- Name and contact details
- Salaries
- Details of responsibilities including; information upon the area for which the PCC is responsible, our partnerships arrangements, our relationships with other key bodies

For the OPCC:

- Contact details
- Our staff structure and the proportion of staff who are; women, members of an ethnic minority, disabled
- Name, job title, responsibilities and salary of each member of staff whose salary exceeds £58,200
- Any arrangements we have with the Chief Constable of Thames Valley Police or any local authorities to use members of their staff where applicable
- Identity of any premises or land owned by or occupied for our purposes
- Details of our Independent Custody Visiting Scheme and how you can become a part of it

What we spend and how we spend it

We will publish financial information relating to projected and actual income and expenditure, procurement, contracts and the annual audit of the accounts for the last and the previous two financial years. This will include:

- Budget Book – setting out our annual budget and how it will be spent, and where our funding comes from including information on council tax precepts and how much of the budget is allocated to the Chief Constable for operational policing
- Treasury Management Strategy Statements – setting out how we manage our budget, including our annual investment strategy
- Details of grant allocations provided by the PCC to local authorities (Community Safety Fund) and the voluntary sector (Victims of Crime and Restorative Justice)
- Details of grants made from the Police Property Act Fund
- Information on each item of expenditure of the PCC and Chief Constable over £500
- Information on the expenses claimed by the PCC, his Deputy and senior officers
- Statement of Accounts – describing our actual spending and income in the previous financial year and our end of year balance sheet position
- Annual audit letter and annual audit certificate – giving opinions from our independent external auditor about our stewardship of public funds and the accuracy of our Statement of Accounts
- Our approach to securing value for money

What our priorities are and how we are doing

We will publish strategies and plans, performance indicators, audits, inspections and reviews for this and the previous two financial years. This will include:

- Police and Crime Plan
- Annual Report
- A list of our collaboration agreements
- Any report requested from a Community Safety Partnership by the PCC under s7(1) of the Crime and Disorder Act 1998 where applicable
- Agendas and minutes of our 'Policy, Planning and Performance' meetings, where the PCC holds the Chief Constable to account for the performance of Thames Valley Police
- Reports of Her Majesty's Inspectorate of Constabulary on Thames Valley Police, and the PCC's response to them

How we make decisions

We will publish decision making processes and records of decisions for this and the previous two financial years. This will include:

- Date, time, place, agenda and minutes of each public meeting to be held by the PCC
- Details of any public consultation to be held by the PCC
- Decision reports of every decision of significant public interest
- Results and outcomes of our public consultations and surveys

Our policies and procedures

We will publish current policies and procedures for delivering our services and responsibilities. This will include:

- Code of Conduct for the PCC and his Deputy
- Asset Management Plan
- Capital Policy Statement
- PCC Ethical Framework
- Financial Strategy
- Decision Making Policy
- Complaints Handling Policy
- Data Protection Policy (to include Information Security)
- Records Management and Disposal Policy
- Gifts and Hospitality Policy
- Data Sharing Policies and Agreements
- Anti-Fraud and Corruption Policy
- Joint Corporate Governance Framework
- JIAC Operating Principles
- Contract Management Strategy
- Travel and Subsistence Policy

Lists and registers

We will publish, for the current financial year:

- A copy of each invitation to tender issued by the PCC or Chief Constable for contracts worth more than £10,000 (via Bluelight Procurement Database)
- Details of every contract to which the Chief Constable or PCC is a party (via Bluelight Procurement Database)
- A register of all offers of gifts or hospitality made to the PCC, his Deputy and staff of the Office of the PCC
- The number of complaints or conduct matters that have been brought to the attention of a relevant office holder by the Police and Crime Panel (either because they have been referred to the Independent Office for Police Conduct (the IOPC, formerly the IPCC), or because they are being subjected to informal resolution by the panel)
- A register of interests for the PCC and his Deputy
- Register of Freedom of Information Act disclosures including request and answer provided
- Asset Management Plan (including the asset register)

The services we offer

We will publish current information about the services we offer, including our:

- Victim Assessment and Referral Centre
- Third Party Reporting Mechanism for Hate Crime
- Young Victims Service
- Independent Sexual Violence Advisory Service
- Victim-Led Restorative Justice Service
- Specialist Support Service for Victims of Domestic Abuse with Complex Needs
- Independent Trauma Advisory Service for Exploitation / Slavery
- Victims First counselling hub
- Independent Custody Visitor Scheme

WHAT WE WILL NOT PUBLISH

The PCC will not publish:

- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons
- Information which would, in the view of the Chief Constable, be against the interests of national security
- Information which might, in the view of the Chief Constable, jeopardise the safety of any person
- Information which might, in the view of the Chief Constable, prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice

- Information the disclosure of which is prevented otherwise by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure as per the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018.

THE METHOD BY WHICH INFORMATION WILL BE MADE AVAILABLE

All information available under this scheme will be provided on the PCC's website:

www.thamesvalley-pcc.gov.uk

Where hard copies are required, these may be provided subject to charges (see below). Requests for hard copies of information should be made to:

Office of the Police and Crime Commissioner Thames
Valley Police Headquarters
Oxford Road
Kidlington
Oxfordshire
OX5 2NX

Email: pcc@thamesvalley.pnn.police.uk

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES

Material which is published and accessed on a website will be provided free of charge.

For those without access to the Internet, we will provide a single printout of an individual publication, as shown on the website, free of charge.

Requests for multiple copies of publications or multiple printouts from our website or for copies of archived material no longer available on the website will attract a charge. The cost will be restricted to printing/photocopying costs (currently 5p per sheet) and postage. We will let you know the cost when we receive your request. The charge will be payable in advance.

WRITTEN REQUESTS

Information held by us that is not published under this scheme can be requested, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000. Such requests should be sent, in writing, to:

Office of the Police and Crime Commissioner
Thames Valley Police Headquarters Oxford
Road
Kidlington

Oxfordshire
OX5 2NX

Email: pcc@thamesvalley.pnn.police.uk

Any information that is requested in hard copy will be provided subject to charges, payable in advance, for printing and postage as set out above.