

PCC Publication Scheme – Classes of Information
Statutory as prescribed by SI2011/3050 The Elected Local Policing Bodies (Specified Information) Order

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. Services we offer

Class of Information	Who holds the information?	Who's website is the information on	Frequency of Publication
1. Who we are and what we do			
<p>Details of all senior posts* within the Office of PCC** (unless the senior employee refuses to consent to the publication of their name) comprising of:</p> <ul style="list-style-type: none"> • The names of the post holder • Address for correspondence of post holder • Salary of post holder • Job title and responsibilities 	PCC	<p>Displayed on the NOPCC website in the about the team section.</p> <p>Awaiting details of salary</p>	As soon as practicable after an election, and shall be reviewed each year thereafter and any variation published
The number of members of staff within the Office of the PCC	PCC	Displayed on the NOPCC website in the about the team section.	As soon as practicable after an election, and shall be reviewed every six months thereafter and any variation published

<p>The details of all roles in the employment of the Office of the PCC (including employees in senior posts) comprising:</p> <ul style="list-style-type: none"> • Organisational chart • Demographic details to at least include gender, ethnicity and disability (these can be proportions and need not identify by post) 	PCC	<p>Displayed on the NOPCC website in the about the team section.</p> <p>Awaiting the organisation chart</p>	As soon as practicable after an election, and shall be reviewed every six months thereafter and any variation published
The number of complaints or conduct matters that have been brought to the attention of the PCC by the PCP (either because they have been referred to the IPCC, or because they are being subjected to informal resolution by the panel)	PCC & Force	<p>Lisa to provide information re PCC complaints</p> <p>Force to provide IPCC referrals for senior officers</p>	After the end of the financial year to which it relates
2. What we spend and how we spend it			
The details of any arrangements for use by the PCC of the staff of the Chief Constable pursuant to sections 2 and 4 of the Police Reform and Social Responsibility Act 2011, or the staff of a local authority pursuant to section 1 of the Local Authorities (Goods and Services) Act 1970			
A list and copy of each contract with a value exceeding 10,000 and relate to contracts to which either the PCC or Chief Constable is or will be a party.	Force	Force to make information available for publication by end of Feb 2013	
A copy of each invitation to tender issued by the PCC or Chief Constable in relation to a contract which the PCC or Chief Constable expect will have a value exceeding £10,000	Force	Force to make information available for publication by end of Feb 2013	

Information as to each crime and reduction grant made by the PCC, including conditions (if any) attached to the grant, the recipient of the grant, the purpose of the grant and the reasons why the PCC considered that the grant would secure, or contribute to securing, crime and disorder reduction in the PCC's area.	Force	Force to make information available for publication by end of December 12	Each month, as soon as practicable after the end of the month to which it relates.
Information as to each item of expenditure of the PCC and Chief Constable exceeding £500 (other than a crime and disorder reduction grant), including the recipient of the funds, the purpose of the expenditure and the reasons why the PCC or Chief Constable considered that good value for money would be obtained.	Force	Force to make information available for publication by end of April 13	Each month, as soon as practicable after the end of the month to which it relates.
The allowances paid to senior officers within the PCC in respect of expenses incurred by the office holder in the exercise of the PCC's function	Force	Need to agree which website the information will be published on	Quarterly, as soon as practicable after the end of the quarter to which it relates
The total budget for the office of the PCC This will show details of expenditure on their own office but will only show the <u>total</u> amount being allocated to the Office of Chief Constable, how that is spent is determined by the Chief Constable	Charlie	Currently 191.8 million for 12/13 as agreed with the PA in February 2012. This is currently published on the Nottinghamshire Police Website. There are currently no plans to change this.	Each financial year, before the beginning of the financial year to which it relates
The level of Policing Precept set by the PCC The amount and source of other anticipated funding of the PCC (other than the precept) Information as to the proposed expenditure of the PCC.	PCC	Information detailed on the Medium Term Financial Plan and Budget Plan Report will be published with minutes of meeting wherein the above are agreed.	Each financial year, before the beginning of the financial year to which it relates

A copy of the annual investment strategy of the PCC.	PCC	Report will be published with minutes of meeting wherein the strategy is agreed.	Each financial year, before the beginning of the financial year to which it relates
3. What our priorities are and how we are doing			
Police and Crime Plan	PCC	Will be published on NOPCC's website once agreed	Annually
PCC Business Plan	PCC	Will be published on NOPCC's website once agreed	Annually
4. How we make our decisions			
The date, time and place of each public meeting to be held by the PCC.	PCC	Democratic Services will publish the information on behalf of NOPCC	As soon as practicable after it becomes available to the elected local policing body
A copy of the agenda for each public meeting held by the PCC and any report or other document that is the subject matter of an item on the agenda.	PCC	Democratic Services will publish the information on behalf of NOPCC	As soon as practicable after it becomes available to the elected local policing body
A copy of the minutes of each public meeting held by the PCC, and of each meeting which is not a public meeting but at which matters of significant public interest arising from the exercise of the PCC's function are discussed.	PCC	Democratic Services will publish the information on behalf of NOPCC	As soon as practicable after it becomes available to the elected local policing body
A record of each decision of significant public interest arising from the exercise of the PCC's function, whether made by the PCC or as a result of a meeting or otherwise.	PCC	Democratic Services will publish the information on behalf of NOPCC	As soon as practicable after it becomes available to the elected local policing body

Copies of any reports that the PCC has requested from any of the Community Safety Partnerships in the Force area	PCC		As soon as practicable after it becomes available to the elected local policing body
5. Policies and Procedures			
A statement of policy by the PCC of any standards regime that they may wish to apply to the Office of PCC to include: <ul style="list-style-type: none"> Any code of conduct for themselves or employees Complaints handling procedures 	PCC	Policies with Paddy for agreement	As soon as practicable after an election, and shall be reviewed each year thereafter and any variation published
A statement of a policy as to how the PCC will make decisions of significant public interest	PCC	Governance Document	As soon as practicable after an election, and shall be reviewed each year thereafter and any variation published
A statement policy in relation to records management, including <ul style="list-style-type: none"> Procedures for the security and sharing of information Retention and destruction of documents 	PCC	Force to confirm	As soon as practicable after an election, and shall be reviewed each year thereafter and any variation published
A statement of policy in relation to the handling of qualifying disclosures (i.e whistle blowing" process for employees of the Office of PCC)	PCC	Policies with Kevin for consideration	As soon as practicable after an election, and shall be reviewed each year thereafter and any variation published
Publish Policies and procedures: <ul style="list-style-type: none"> Financial Regulations Details of standing orders 	PCC & Force	Need to obtain PCC HR policies from the Force for publication on PCC website.	Biannually

<ul style="list-style-type: none"> • Equality Impact Assessments • Agendas and newspapers used for public consultation meetings • Scheme of delegation • Staff/PCC Protocol • Equality Scheme • Other policies made by PCC • Policies and procedures about the employment of any staff in the Office of the PCC including disciplinary and grievance procedure • Minimum standards for responding to requests for information 		Lisa to ensure other PCC policies are available on PCC website.	
6. Lists and Registers			
The identity of any premises or land owned by, or occupied for the purposes of, the office of the PCC.	Force	Tim Wendels to redact information and provide for publication	As soon as practicable after an election, and shall be reviewed each year thereafter and any variation published
A register of interest for senior posts including every paid employment or office or other pecuniary interest	PCC	Lisa and Becky to develop website	Each month, as soon as practicable after the end of the month to which it relates.
A register of each offer of a gift or hospitality made to Office of PCC employees , indicating whether the offer was accepted or refused	PCC	Lisa and Becky to develop website	As soon as practicable after an election, and any variation is to be published as soon as practicable after it becomes known to the

			elected local policing body.
Freedom of Information Disclosure Log	PCC	Lisa and Becky to develop website	As soon as practicable after an election, and any variation is to be published as soon as practicable after it becomes known to the elected local policing body.
7. Services We Offer			
Media Releases	PCC	Becky to ensure these are uploaded on the PCC website	

*Senior post applies to any person earning over £58,200

** With effect from 22 November 2012, the Office of the PCC will apply to staff working within the Office of the Police and Crime Commissioner