



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

Reply to: Claire Buckley

Our Ref: CB/FOI-029

Direct Dial: 01953 424454

31st October 2013

Dear Member of the Public

Freedom of Information Request – FOI/OPCCN/029

I am writing in connection with your email dated 3rd October 2013, in which you requested the following information:

“This is a Freedom of Information request addressed to each Office of the Police and Crime Commissioner (OPCC) plus the Mayor’s Office for Police and Crime (MOPAC), to provide details of how your OPCC/MOPAC meets each of the 25 transparency requirements specified within appropriate legislation.”

As requested, I have completed the grid you provided with the information from Norfolk’s PCC and this is attached at Appendix 1.

Yours sincerely

CBuckley

Claire Buckley
Freedom of Information Officer
Office of the Police and Crime Commissioner for Norfolk

CoPaCC PCC Transparency Analysis, October 2013				
			This spreadsheet should be read in conjunction with the paper at http://bernardix.com/2013/10/03/coming-soon-from-copacc-the-pcc-transparency-audit/	
			Please find the correct sheet for your OPCC by scrolling along the tabs at the foot of this page	HYPERLINK ONLY
			OPCC Name: NORFOLK	TEXT ONLY
			Please provide a hyperlink to the page where this information can be found on the OPCC's website...	Please add any related remarks here that you wish to provide...
a	Time		Who they are and what they do	
a1	U		The names and contact details of i) the PCC and ii) Deputy PCC	http://www.norfolk-pcc.gov.uk/Contact-the-PCC/
			<i>i) the PCC</i>	http://www.norfolk-pcc.gov.uk/Office-of-the-Police-Crime-Commissioner/
			<i>ii) the Deputy PCC</i>	http://www.norfolk-pcc.gov.uk/Office-of-the-Police-Crime-Commissioner/
a2	U		Information about the internal structures of the office of the PCC, including: i) organograms (with names of senior staff, if they agree); ii) salary bands; iii) demographics, including ethnicity, gender and disability (by proportion)	
			<i>i) organograms</i>	http://www.norfolk-pcc.gov.uk/Organisational-Structure/
			<i>ii) salary bands</i>	http://www.norfolk-pcc.gov.uk/user_files/article/Pay%20and%20Benefits%20Summary%20-%20March%202013.pdf
			<i>iii) demographics, including ethnicity, gender and disability (by proportion)</i>	http://www.norfolk-pcc.gov.uk/Office-of-the-Police-Crime-Commissioner/
a3	U		Information about any arrangements that the PCC has to make use of the staff of the chief officer of police or a local authority	http://www.norfolk-pcc.gov.uk/Office-of-the-Police-Crime-Commissioner/
a4	U		The identity of any premises or land owned by, or occupied for the purpose of the work of the PCC	http://www.norfolk-pcc.gov.uk/Asset-Register-December-2012/
b			What they spend and how they spend it	
b1	FY		The budget for the office of the PCC, including: i) all planned expenditure; ii) all anticipated revenue sources; iii) the planned precept levels; iv) the draft precept (which must go before the PCP for comment); v) the response to the PCP's report on the proposed precept	http://www.norfolk-pcc.gov.uk/Office-of-the-Police-Crime-Commissioner/
			<i>i) all planned expenditure</i>	http://www.norfolk-pcc.gov.uk/user_files/article/FINAL%20PCPLAN%20web.pdf
			<i>ii) all anticipated revenue sources</i>	http://www.norfolk-pcc.gov.uk/user_files/article/FINAL%20PCPLAN%20web.pdf
			<i>iii) the planned precept levels</i>	http://www.norfolk-pcc.gov.uk/finance/
			<i>iv) the draft precept</i>	http://www.norfolk-pcc.gov.uk/Precept-Proposal-to-Police-and-Crime-Panel/
			<i>v) the response to the PCP's report on the proposed precept</i>	http://www.norfolk-pcc.gov.uk/Letter-from-Police-and-Crime-Panel-Confirming-Precept-Decision/
b2	M		Details of each grant (including crime and disorder reduction grant) made by the PCC, including: i) the conditions (if any) attached to the grant; ii) the recipient of the grant; iii) the purpose of the grant; iv) 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	http://www.norfolk-pcc.gov.uk/user_files/article/FINAL%20PCPLAN%20web.pdf
			<i>i) the conditions (if any) attached to the grant</i>	
			<i>ii) the recipient of the grant</i>	
			<i>iii) the purpose of the grant</i>	

Page 7 of the document refers

Pages 14 and 15 of the document refer

Pages 12 and 13 of the document refer

Under the heading of 'Council Tax'

Pages 15-17

			<i>iv) 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</i>		
b3	M		Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer, including: i) the recipient; ii) the purpose of the expenditure; iii) the reasons why the PCC or Chief Officer considered that VfM would be achieved (except contracts over £10,000)	http://www.norfolk-pcc.gov.uk/finance/	In the "Expenditure Exceeding £500" Section
			<i>i) the recipient</i>		
			<i>ii) the purpose of the expenditure</i>		
			<i>iii) the reasons why the PCC or Chief Officer considered that VfM would be achieved (except contracts over £10,000</i>		
b4	Q		Allowances and Expenses - details of the allowances and expenses that have been claimed or incurred by the PCC and Deputy PCC. Police and Crime Commissioners and their Deputies should publish a breakdown of their expenses including: i) their name, force area, financial year, month, date, claim reference numbers, expense type (eg travel, accommodation), short description, details amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed; ii) 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 stay	http://www.norfolk-pcc.gov.uk/finance/	In the "Police and Crime Commissioner Expenses" section for both PCC and DPCC
			<i>i) their name, force area, financial year, month, date, claim reference numbers, expense type (eg travel, accommodation), short description, details amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed</i>		
			<i>ii) 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 stay</i>		
b5	Q/U		Contracts and Tenders: i) 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; ii) full copies of contracts over £10,000; iii) copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10,000	http://www.norfolk-pcc.gov.uk/finance/	In the "Contract Information" section
			i) 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		
			ii) full copies of contracts over £10,000		
			iii) copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10,000		
b6	U		Senior salaries: the salary amounts above £58,200 including: i) names (with the option to refuse name being published); ii) job description; iii) responsibilities in the office of PCC	http://www.norfolk-pcc.gov.uk/user_files/article/Pay%20and%20Benefits%20Summary%20-%20March%202013.pdf	Information contained in Page 7 of the Summary
			<i>i) names (with the option to refuse name being published)</i>		
			<i>ii) job description</i>		
			<i>iii) responsibilities in the office of PCC</i>	http://www.norfolk-pcc.gov.uk/Office-of-the-Police-Crime-Commissioner/	Responsibilities listed under entry relating to Head of Staf

	b7	FY	Audit: i) audited accounts (the specialist examination of the accounts of the office of the PCC); ii) auditors opinions of the audited accounts of the force and PCC, covering any significant issues and any comments; iii) the annual accounting statement showing how the budget has been spent; iv) Audit Reports on the accounts of the office of the PCC (see the Accounts and Audit (England) Regulations 2011 and the Accounts and Audit (Wales) Regulations 2005).	http://www.norfolk-pcc.gov.uk/user_files/article/PCC%20Statement%20of%20Accounts%2012-13.pdf	
	b8	FY	Investment Strategy: the investment strategy of the PCC (see Local Government Act 2003 s15)	http://www.norfolk-pcc.gov.uk/user_files/article/Annual%20Investment%20and%20TM%20Strategy%202013-14.pdf	
			<i>i) audited accounts (the specialist examination of the accounts of the office of the PCC)</i>	http://www.norfolk-pcc.gov.uk/user_files/article/PCC%20Statement%20of%20Accounts%2012-13.pdf	
			<i>ii) auditors opinions of the audited accounts of the force and PCC, covering any significant issues and any comments</i>	http://www.norfolk-pcc.gov.uk/user_files/article/PCC%20Statement%20of%20Accounts%2012-13.pdf	
			<i>iii) the annual accounting statement showing how the budget has been spent</i>	http://www.norfolk-pcc.gov.uk/user_files/article/PCC%20Statement%20of%20Accounts%2012-13.pdf	
			<i>iv) Audit Reports on the accounts of the office of the PCC (see the Accounts and Audit (England) Regulations 2011 and the Accounts and Audit (Wales) Regulations 2005)</i>	http://www.norfolk-pcc.gov.uk/user_files/article/PCC%20Statement%20of%20Accounts%2012-13.pdf	
c			What their priorities are and how they are doing		
	c1	A	Police and Crime Plan (see s5(10) of PRSRA2011)	http://www.norfolk-pcc.gov.uk/user_files/article/FINAL%20PCPLAN%20web.pdf	
	c2	A	Annual Report (see s12(6) of PRSA2011)	http://www.norfolk-pcc.gov.uk/user_files/article/PCC%20Annual%20Report%202012-13.pdf	
	c3	none	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 (see s23E of the Police Act 1996)		
d			How they make, record and publish their decisions		
	d1	U	The dates, times and places of all public meetings and public consultations held by the PCC	http://www.norfolk-pcc.gov.uk/Pcc-Activities/	
	d2	U	Agendas and discussion documents for the meetings	http://www.norfolk-pcc.gov.uk/documents-publications/	
	d3	U	Copies of the agreed minutes (to ensure transparency and the decisions made by the elected officials)	http://www.norfolk-pcc.gov.uk/documents-publications/	
	d4	U	A record of every significant decision taken by or on behalf of the PCC as the result of a meeting or otherwise	http://www.norfolk-pcc.gov.uk/Decisions/	
e			What policies and procedures govern the office of PCC		

			The following policies and procedures to which the PCC and Deputy must adhere to [sic] in the course of their role: i) code of conduct (if any); ii) decision making (policy on); iii) 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); iv) information about the operation of the ICV [Independent Custody Visitor] scheme including the process and policies of the scheme		
e1	U				
			<i>i) code of conduct (if any)</i>	http://www.norfolk-pcc.gov.uk/documents-publications/	Currently being ratified - will be published in the Documents and Publication Section/Standards sub-section when approved
			<i>ii) decision making (policy on)</i>	http://www.norfolk-pcc.gov.uk/Decision-Making-Accountability-Framework/	
			<i>iii) 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)</i>	http://www.norfolk-pcc.gov.uk/complaints/	
			<i>iv) information about the operation of the ICV scheme including the process and policies of the scheme</i>	http://www.norfolk-pcc.gov.uk/custody-visiting/	
e2	U		Record management: i) record management information security policies, relating to records retention and destruction/archive policies; ii) data sharing policies (minimum standards to responding for requests for information)		
			<i>i) record management information security policies, relating to records retention and destruction/archive policies</i>	http://www.norfolk-pcc.gov.uk/Freedom-of-Information/	In the section "Information Retention and Disposal"
			<i>ii) data sharing policies (minimum standards to responding for requests for information)</i>	http://www.norfolk-pcc.gov.uk/Freedom-of-Information-Act-Publication-Scheme/	
e3	U		HR: i) numbers of staff employed by the office of the PCC; ii) diversity data on staff employed by the office of the PCC, including the number of women, ethnic minorities and those who are disabled; iii) 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)		
			<i>i) numbers of staff employed by the office of the PCC</i>	http://www.norfolk-pcc.gov.uk/Office-of-the-Police-Crime-Commissioner/	
			<i>ii) diversity data on staff employed by the office of the PCC, including the number of women, ethnic minorities and those who are disabled</i>	http://www.norfolk-pcc.gov.uk/Office-of-the-Police-Crime-Commissioner/	
			<i>iii) 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)</i>	http://www.norfolk-pcc.gov.uk/Whistleblowing-Process-for-Employees/	
f			Public access to a register of interests		
f1	U		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	http://www.norfolk-pcc.gov.uk/Notification-of-Disclosable-Interests-Stephen-Bett/	
				http://www.norfolk-pcc.gov.uk/Notification-of-Disclosable-Interests-Jenny-McKibben/	

f2	Q	List of Fol requests received, and their responses (disclosure log)	http://www.norfolk-pcc.gov.uk/Freedom-of-Information/	In section of "FOI Disclosure Log"
f3	U	List of all gifts/donations and hospitality offered to staff of the office of the PCC, and whether these were accepted or declined	http://www.norfolk-pcc.gov.uk/Register-of-Gifts-and-Hospitality/	
	Note	The "Time" criteria (Column C) are as follows:		
		U = updated when changes are made (including "as soon as practicable")		
		FY = published before the start (or at the end) of each financial year		
		M = published each month		
		Q = published quarterly		
		A = published annually		