

Annex A

Statutory Transparency Review

Specified Information Order 2011 references	CoPaCC References			Found	Location	Comments
	Primary Ref	Secondary Ref	Primary Transparency Disclosure			
1 (a) the name of each relevant office holder; 1 (b) the address for correspondence for each relevant office holder;	a1.			Yes	http://www.hertscommissioner.org/about_me/about_me_page.aspx http://www.hertscommissioner.org/about_me/my_office.aspx http://www.hertscommissioner.org/system_pages/main_menu_extra_links/contact_me/contact_the_commissioner/contact_details.aspx	
2. (c) an organisational chart showing the structure of the staff;	a2.	i)		Yes	http://www.hertscommissioner.org/docs/Organisation%20Chart%20-%20roles%20only.docx	
1. (c) the salary of each relevant office holder;		ii)	Salary Bands	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/salary.aspx	
2. (b) the proportion of the staff who - (i) are women (ii) are, to the knowledge of the elected local policing body, members of an ethnic minority; (iii) have, to the knowledge of the elected policing body, a disability (within the meaning of section 6 of the Equality Act 2010(3));		iii)		Yes	http://www.hertscommissioner.org/about_me/my_office.aspx	
2A. In relation to- (a) the duty of the chief officer of the police force maintained by the elected local policing body to provide assistance to the body under section 2(5) or 4(5) of the 2011 Act; and (b) the power of a local authority to provide administrative, professional or technical services to the elected local policing body under section 1(1) of the Local Authority (Goods and Services) Act 1970(c) information as to any arrangements for use by the elected local policing body of the staff of the chief officer or of a local authority under those provisions.	a3.		Info on arrangements to make use of staff of the Chief Constable or local authority	Yes	http://www.hertscommissioner.org/about_me/how_we_will_get_things_done/delegations.aspx	
4. (a) the identity of any premises or land owned by, or occupied for the purposes of, the elected local policing body;	a4.			Yes	http://www.hertscommissioner.org/pdf/Premises%20for%20PC%20C.pdf	
3. (a) the total budget of the elected local policing body;	b1.			Yes	http://www.hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	
3. (d) information as to the proposed expenditure of the elected local policing body		i)		Yes	http://www.hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	
3. (c) information as to each anticipated source of revenue of the elected local policing body (other than, in the case of a police and crime commissioner, the precept);		ii)		Yes	http://www.hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	
3. (d) information as to the proposed expenditure of the elected local policing body		iii)		Yes	http://www.hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	
3. (b) where the elected local policing body is a police and crime commissioner, the precept issued by the commissioner;		iv)		Yes	http://www.hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	

	v)	Response to the PCP's report on proposed precept	Partial		Response to the report will be sent to the panel prior to the February meeting.
3. (f) information as to each crime and disorder reduction grant made by the elected local policing body, including the conditions (if any) attached to the grant, the recipient of the grant, the purpose of the grant and the reasons why the body considered that the grant would secure, or contribute to securing, crime and disorder reduction in the body's area;	b2.		Yes	http://www.hertscommissioner.org/about_me/what_we_spend/community_safety_grants.aspx	
		i)	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/community_safety_grants.aspx	
		ii)	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/community_safety_grants.aspx	
		iii)	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/community_safety_grants.aspx	
		iv)	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/community_safety_grants.aspx	General statement.
3. (g) information as to each item of expenditure of - (i) the elected local policing body exceeding £500 (other than a crime and disorder reduction grant made by the elected local policing body), including the recipient of the funds, the purpose of the expenditure and the reasons why the body or chief officer (as the case may be) considered that good value for money would be obtained.	b3.	i)	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/expenditure_over_£500.aspx	
		ii)	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/expenditure_over_£500.aspx	
		iii)	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/expenditure_over_£500.aspx	General statement covers value for money requirement.
1. (d) the allowances paid to each relevant office holder in respect of expenses incurred by the office holder in the exercise of the body's functions;	b4.	i)	Yes	http://www.hertscommissioner.org/about_me/what_we_cost/expenses.aspx	
		ii)	Yes	http://www.hertscommissioner.org/about_me/what_we_cost/expenses.aspx	
4. (b) a list of every contract with a value not exceeding £10,000 to which- (i) the elected local policing body, or (ii) the chief officer of the police force maintained by the body, is or is to be a party, including the value of the contract, the identity of every other party to the contract and the purpose of the contract;	b5.	i)	Yes	http://www.hertscommissioner.org/about_me/property_rights_liabilities.aspx	The approach being taken by Herts is believed by National Police Procurement to be an appropriate way to achieve compliance with this requirement.
4. (b) a copy of each contract with a value exceeding £10,000 to which- (i) the elected local policing body, or (ii) the chief officer of the police force maintained by the body, is or is to be a party;		ii)	Yes	http://www.hertscommissioner.org/about_me/property_rights_liabilities.aspx	The approach being taken by Herts is believed by National Police Procurement to be an appropriate way to achieve compliance with this requirement.
4. (c) a copy of each invitation to tender issued by- (i) the elected local policing body, or (ii) the chief officer of the police force maintained by the body, in relation to a contract which the body or chief officer (as the case may be) expects will have a value exceeding £10,000;		iii)	Yes	http://www.hertscommissioner.org/about_me/property_rights_liabilities.aspx	The approach being taken by Herts is believed by National Police Procurement to be an appropriate way to achieve compliance with this requirement.
2. (d) the job title, responsibilities and salary of each senior employee and (unless the senior employee	b6.	i)	Yes	http://www.hertscommissioner.org/about_me/what_we_cost/leadership_team_further_info.aspx	

refuses to consent to the publication of his name) the name of the senior employee;		ii)		Yes	http://www.hertscommissioner.org/about_me/what_we_cost/leadership_team_further_info.aspx	
		iii)		Yes	http://www.hertscommissioner.org/about_me/what_we_cost/leadership_team_further_info.aspx	
	b7.	i)	Audited Accounts	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/audit_of_accounts.aspx	
		ii)	Auditors opinions of the audited accounts of the Force and PCC, covering significant issues and comments	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/audit_of_accounts.aspx	
		iii)	Annual accounting statement showing how the budget has been spent	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/audit_of_accounts.aspx	
		iv)	Audit Reports on the accounts of the office of the PCC	Yes	http://www.hertscommissioner.org/about_me/what_we_spend/audit_of_accounts.aspx	
3. (e) a copy of the annual investment strategy of the elected local policing body;	b8.			Yes	http://www.hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	
	c1.		Police and Crime Plan	Yes	http://www.hertscommissioner.org/my_plan/my_police_and_crime_plan.aspx	
	c2.		Annual Report	Yes	http://www.hertscommissioner.org/my_plan/publications_and_policies.aspx	
	c3.		Copy of each collaboration agreement, or the fact agreement has been made and as much info as PCC thinks is appropriate.	No	http://www.hertscommissioner.org/news/latest_news/091213_088.aspx	Copies of collaboration agreements will be associated with decisions taken and news items. Relates to decisions currently being updated.
5. (a) the date, time and place of each public meeting to be held by the elected local policing body;	d1.		Dates, Times and Places of all public meetings and public consultations	Yes	http://www.hertscommissioner.org/get_involved/my_decisions/meetings.aspx	No public meetings directly arranged by the Commissioners office. Public engagement is widespread using existing community and partnership fora. Commissioner is available to take public questions at every panel meeting.
5. (b) a copy of the agenda for each public meeting held by the elected local policing body, and any report or other document that is the subject matter of an item on the agenda;	d2.			Yes	http://www.hertscommissioner.org/get_involved/my_decisions/meetings.aspx	All papers available from the panel website
5. (c) a copy of the minutes of each public meeting held by the elected local policing body, and of each meeting which is not a public meeting but at which matters of significant public interest arising from the exercise of the body's functions are discussed.	d3.			Yes	http://www.hertscommissioner.org/get_involved/my_decisions/meetings.aspx	
5. (d) a record of each decision of significant public interest from the exercise of the elected local policing body's functions, whether made by the body at or as a result of a meeting or otherwise.	d4.			Partial	http://www.hertscommissioner.org/get_involved/my_decisions/meetings.aspx	Currently being updated.
6. (a) a statement of the policy of the elected local policing body in relation to the conduct of relevant office holders, including procedures for the handling of qualifying complaints and conduct matters (within the meaning of section 31 of the 2011 Act);	e1.	i)		Yes	http://www.hertscommissioner.org/my_plan/publications_and_policies.aspx	
6. (b) a statement of the policy of the elected local policing body in relation to the making of decisions of significant public interest arising from the exercise of the body's functions;		ii)		Yes	http://www.hertscommissioner.org/my_plan/publications_and_policies.aspx	
1. (f) the number of complaints or conduct matters that		iii)		Yes		

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 Police Complaints Commission, or because they are being subjected to informal resolution by the panel).					http://www.hertscommissioner.org/my_plan/publications_and_policies.aspx	
8. In relation to the independent custody visitor arrangements made under section 51 of the Police Reform Act 2002(a), information as to the operation of the arrangements.		iv)		Yes	http://www.hertscommissioner.org/get_involved/community_volunteers/independent_custody_visiting.aspx	
6. (c) a statement of the policy of the elected local policing body in relation to records management, including procedures for the security and sharing of information and the retention and destruction of documents;	e2.	i)		Yes	http://www.hertscommissioner.org/my_plan/publications_and_policies.aspx	
		ii)		Yes		
2. (a) the number of members of the staff;	e3.	i)		Yes	http://www.hertscommissioner.org/about_me/my_office.aspx	
2. (b) the proportion of the staff who - (i) are women (ii) are, to the knowledge of the elected local policing body, members of an ethnic minority; (iii) have, to the knowledge of the elected policing body, a disability (within the meaning of section 6 of the Equality Act 2010(3));		ii)		Yes	http://www.hertscommissioner.org/about_me/my_office.aspx	
6. (d) a statement of policy of the elected local policing body in relation to the handling of qualifying disclosures (within the meaning of section 43B of the Employment Rights Act 1996(4))		iii)	Whistle blowing - clear guideline for concerns over conduct of PCC and staff	Yes	http://www.hertscommissioner.org/about_me/how_we_will_get_things_done.aspx	Contained in Section C4 (8) of the Scheme of Governance.
1. (e) a register of interests of relevant office holders, including every paid employment or office or other pecuniary interest of each relevant office holder.	f1.			Yes	For PCC: http://www.hertscommissioner.org/about_me/about_me.aspx	
					For DPCC: http://www.hertscommissioner.org/about_me/my_office.aspx	
	f2.		List of FOI requests received and responses	No		Plan to implement for calendar year 2014
2. (e) a register of each offer of a gift or hospitality made to a relevant office holder or member of staff, indicating whether the offer was accepted or refused.	f3.			Yes	http://www.hertscommissioner.org/about_me/what_we_spend/gifts_and_hospitality.aspx	
7. In relation to the prevention of crime and disorder, a copy of any report required by the elected local policing body from the responsible authorities for a local government area under section 7(1) of the Crime and Disorder Act 1998(5)				Partial		The only formal reports required so far are in relation to grants to districts. To be uploaded following website development.