

Report of Compliance with the Elected Local Policing Bodies (Specified Information) Order 2011

Specified Information Order Part 1 Information to be published	Specified Information Order Part 2 Times of Publication	Publication Dates & location / remarks	Current status
Paragraph 1. In relation to the relevant office holders of the elected local policing body—			
(a) the name of each relevant office holder;	As soon as practicable after election & reviewed each year	22 November 2012 - http://hertscommissioner.org/about_me/about_me.aspx	
(b) the address for correspondence of each relevant office holder;	As soon as practicable after election & reviewed each year	15 November 2012 http://hertscommissioner.org/system_pages/main_menu_extra_links/contact_me/contact_us.aspx	
(c) the salary of each relevant office holder;	As soon as practicable after election & reviewed each year	4 December 2012 http://hertscommissioner.org/about_me/what_we_cost/leadership_team_further_info.aspx	
(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;	Quarterly as soon as practicable after the end of the quarter to which it relates	30 April 2013 http://hertscommissioner.org/about_me/what_we_cost/expenses.aspx No allowances were claimed for the quarter ending December 2012. The report for the quarter ended 30 June 2013 is currently being prepared for publication. Publication will be in the month following the quarter to which it refers	
(e) a register of interests of relevant office holders, including every paid employment or office or other pecuniary interest of each relevant office holder.	As soon as practicable after election & any variation is to be published as soon as practicable after it becomes known	The Commissioner first completed a declaration of interests form on 30 November 2012. This was first published on the website on 13 March 2013. A revised version was published on 19 March 2013 following a change in the Commissioner's outside interests. http://hertscommissioner.org/about_me/about_me.aspx	

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(f) 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 Police Complaints Commission, or because they are being subjected to informal resolution by the panel).	As soon as practicable after the financial year to which it relates	Publication will coincide with a report to the Police and Crime panel on 25 July 2013	
Paragraph 2. In relation to the staff (and, in relation to gifts and hospitality , also the relevant office holders) of the elected local policing body—			
(a) the number of members of the staff;	As soon as practicable after election & reviewed every six months	10 December 2012 http://hertscommissioner.org/about_me/my_team.aspx Updated with each change of staff member – last change 16 July 2013	
(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 local policing body, a disability (within the meaning of section 6 of the Equality Act 2010(a));	As soon as practicable after election & reviewed every six months	10 December 2012 http://hertscommissioner.org/about_me/my_team.aspx Updated with each change of staff member – last change 16 July 2013	
(c) an organisational chart showing the structure of the staff;	As soon as practicable after election & reviewed every six months	1 February 2013 http://hertscommissioner.org/about_me/my_team.aspx Updated with each change of role – last updated 24 May	
(d) the job title, responsibilities and salary of each senior employee and (unless the senior employee refuses to consent to the publication of his name) the name of the senior employee;	As soon as practicable after election & reviewed each year	10 December 2012 http://hertscommissioner.org/about_me/what_we_cost/leadership_team_further_info.aspx Updated with each change. Last updated 18 th July	

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(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.	As soon as practicable after election & any variation is to be published as soon as practicable after it becomes known	Details covering the period November to April were published on 9 May 2013. Details for May and June 2013 were published on 17 July 2013 http://hertscommissioner.org/about_me/what_we_cost/gifts_and_hospitality.aspx July will be published in August but process changes should then enable more frequent publication (weekly)	
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 Authorities (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.	As soon as practicable after election & reviewed every six months	An overview is described in the Commissioner’s Annual Report which will be published in advance of the Police and Crime Panel meeting on 25 July 2013. A note to the accounts for 12/13 has also been prepared. A more formal statement of information will be available following further considerations in relation to the Stage 2 transfer.	
Paragraph 3. In relation to the income and expenditure of the elected local policing body—			
(a) the total budget of the elected local policing body;	Before the start of the financial year to which it relates	Originally published as a decision on 13 March 2013 and included in the ‘what we cost’ section of the website on 2 May 2013 http://hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	

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(b) where the elected local policing body is a police and crime commissioner, the precept issued by the commissioner;	Before the start of the financial year to which it relates	1 – In March 2013 Leaflets distributed to households 2 – Published as a decision on 13 March 2013 and included in the ‘what we cost’ section of the website on 2 May 2013 http://hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	
(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);	Before the start of the financial year to which it relates	13 March 2013 – included in the Annual Budget report and included in the ‘what we cost’ section of the website on 2 May 2013 http://hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	
(d) information as to the proposed expenditure of the elected local policing body;	Before the start of the financial year to which it relates	13 March 2013 – included in the Annual Budget report and included in the ‘what we cost’ section of the website on 2 May 2013 http://hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	
(e) a copy of the annual investment strategy of the elected local policing body;	Before the start of the financial year to which it relates	13 March 2013 – included in the Treasury Management Strategy report and included in the ‘what we cost’ section of the website on 2 May 2013 http://hertscommissioner.org/about_me/what_we_cost/budget_precept_investment.aspx	






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<p>(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;</p>	<p>Each month as soon as practicable after the end of the month to which it relates</p>	<p>Community Safety Grants were agreed with District and Borough Councils in March 2013. The County-Wide Community Safety grant was agreed in April 2013. Details of all grants were published on 3 May 2013. As set out in the Policing Plan the Commissioner arranged for the Community Safety Fund to be allocated as in the previous year. This was to ensure that on-going work was not damaged by the transition. The conditions of each grant set out a timetable for recipients to draw up plans which include the requirement to provide evidence that the grant has a positive impact on crime and community safety. http://hertscommissioner.org/about_me/what_we_cost/community_safety_grants.aspx</p>	
<p>(g) information as to each item of expenditure of— (i) the elected local policing body, or (ii) the chief officer of the police force maintained by the 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 the chief officer (as the case may be) considered that good value for money would be obtained.”.</p>	<p>Each month as soon as practicable after the end of the month to which it relates</p>	<p>Monthly listings of expenditure items over £500 for both the Constabulary and the Police and Crime Commissioner are routinely published on the Constabulary's website A link to this information was first published on the Commissioner's website on 10th December 2012. February and March data was published in May. All other reports were published approximately 2 weeks after each month end. The latest update includes expenditure to the end June 2013 http://hertscommissioner.org/about_me/what_we_cost/expenditure_over_£500.aspx</p>	


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Paragraph 4. In relation to the property, rights and liabilities of the elected local policing body—			
(a) the identity of any premises or land owned by, or occupied for the purposes of, the elected local policing body;	As soon as practicable after election & reviewed each year	21 June 2013 http://hertscommissioner.org/about_me/property_rights_liabilities.aspx	
(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;	As soon as practicable after it becomes available	Details of contracts and tenders are routinely published on the national emergency services E-Procurement website - Bluelight A link to this site was added to the Commissioner's website on 11 July 2013 http://hertscommissioner.org/about_me/property_rights_liabilities.aspx However, for reasons of commercial confidentiality copies of contracts are not published on Bluelight. The Association of Police Procurement Professionals has been in discussion with the Home Office regarding this issue.	
(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;	As soon as practicable after it becomes available	Tender information is also published on Bluelight - see above http://hertscommissioner.org/about_me/property_rights_liabilities.aspx	

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(d) 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.	Quarterly as soon as practicable after the end of the quarter to which it relates	Lists of all contracts are routinely published on the national emergency services E-Procurement website - Bluelight A link to this site was added to the Commissioner's website on 11 July 2013 http://hertscommissioner.org/about_me/prope_rty_rights_liabilities.aspx	

Paragraph 5. In relation to the decisions of the elected local policing body—			
(a) the date, time and place of each public meeting to be held by the elected local policing body;	As soon as practicable after it becomes available	The Commissioner has been engaging with the community via meetings of communities and partners and informal visits. He has also made himself available to answer public questions at Panel meetings which are publicised by the Panel.	
(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;	As soon as practicable after it becomes available		

<p>(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.</p>	<p>As soon as practicable after it becomes available</p>	<p>Agendas papers and Minutes of the Joint Audit Committee were first published on 27 June 2013 http://hertscommissioner.org/get_involved/my_decisions/audit_committee.aspx</p> <p>A more formal structure to the Executive Board meetings and documentation has been developed. All minutes of these Boards are being reviewed to determine any exemptions to publication and will then be published by the end of July.</p>	
<p>(d) a record of each decision of significant public interest arising 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.</p>	<p>As soon as practicable after it becomes available</p>	<p>First published as decisions on 13th March 2013. Some are also published as press releases. http://hertscommissioner.org/get_involved/my_decisions.aspx</p> <p>Work has been undertaken to consider the definition of a 'significant public interest' decision. A Review of decisions from internal meetings was completed on 5 July. Those to be published are currently being uploaded.</p>	
<p>Paragraph 6. In relation to the policies of the elected local policing body—</p>			

<p>(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);</p>	<p>As soon as practicable after election & reviewed each year</p>	<p>Procedures for the handling of qualifying complaints under Sec 31 (complaints about local elected bodies) were first published on 21 November 2012 in the ‘raising concerns and complaints’ page of the website The code of conduct statement was published on 18 July 2013 http://hertscommissioner.org/my_plan/publications_and_policies/code_of_conduct.aspx An additional overarching policy statement has been drafted</p>	
<p>(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;</p>	<p>As soon as practicable after election & reviewed each year</p>	<p>An overview of how decisions are made was first published in the ‘my decisions’ section of the website on 15 January 2013. The full policy was agreed on 4 June 2013 and published on 18 July 2013 in the policies and publications section of the website http://hertscommissioner.org/my_plan/publications_and_policies.aspx</p>	
<p>(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;</p>	<p>As soon as practicable after election & reviewed each year</p>	<p>A draft of the full policy is currently under review for approval at Commissioner's Executive Board 30 July.</p>	
<p>(d) a statement of the 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(a)).</p>	<p>As soon as practicable after election & reviewed each year</p>	<p>A statement of this policy is included within the Scheme of Corporate Governance – first published on 7 December 2012 http://hertscommissioner.org/about_me/how_we_will_get_things_done.aspx</p>	
<p>Paragraph 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(b).</p>	<p>As soon as practicable after it becomes available</p>	<p>Reports are a condition of the grant process as set out in each grant letter (available from the “Community Safety Grants” webpage). Reports are required in advance of the second tranche of payments in October 2013</p>	

<p>Paragraph 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</p>	<p>As soon as practicable after election & reviewed each year</p>	<p>Information about the independent custody visiting scheme were first published on 18 February 2013. Further information about how the scheme has operated will be included in the Commissioner's Annual Report which will be published in advance of the Police and Crime Panel meeting on 25 July 2013 http://hertscommissioner.org/get_involved/community_volunteers.aspx</p>	
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