

ICO Transparency requirements



Description	Note	RAG	current web location http://www.cambridgeshire-pcc.gov.uk/	Review cycle	Allocated to	Last review	Next Review	Status / Action	ICO Publication Policy
Who we are & what we do:									
organisational information, structures, locations & contacts.									
The names and contact details of the PCC and Deputy PCC.	Commissioner Biography	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/the-commissioner/	Every 6 months	CG	01/06/2015	31/12/2015		To be published as soon as practicable after election, reviewed annually and updated when changes are made. Organisational chart and information on use of police force or local authority staff to be reviewed every 6 months rather than annually.
	Deputy Commissioner	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/the-commissioner/the-commissioners-deputy/		CG	02/06/2015	31/12/2015		
information about the internal structures of the office of the PCC including organograms, (with names of senior staff, if they agree), salary bands and demographics including ethnicity, gender and disability (by proportion).	Staff list - name and role	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/the-commissioner/staff	Every 6 months	CG	01/09/2015	31/03/2016		To be published as soon as practicable after election, reviewed annually and updated when changes are made. Organisational chart and information on use of police force or local authority staff to be reviewed every 6 months rather than annually.
	Staff list - FTE	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/transparency/the-office-of-the-police-and-crime-commissioner-staffing/	Every 6 months	CG	01/09/2015	31/03/2016		
	Equality and diversity	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/transparency/staff-equality-diversity-information/	Every 6 months	CG	01/09/2015	31/03/2016		
	Organogram	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-	Every 6 months	CG	01/05/2015	30/11/2015		
Information about any arrangements that the PCC has to make use of the staff of the chief officer of police or a local authority.		Fully compliant	http://www.cambridgeshire-pcc.gov.uk/transparency/the-office-of-the-police-and-crime-commissioner-staffing/	Every 6 months	CG	01/09/2015	31/03/2016		To be published as soon as practicable after election, reviewed annually and updated when changes are made. Organisational chart and information on use of police force or local authority staff to be reviewed every 6 months rather than annually.
The identity of any premises or land owned by, or occupied for the purpose of the work of the PCC	Estate list	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/03/All-Properties-2013-14-LeashPA.pdf	Every 6 months	CL	01/06/2015	31/12/2015		To be published as soon as practicable after election, reviewed annually and updated when changes are made. Organisational chart and information on use of police force or local authority staff to be reviewed every 6 months rather than annually.
What we spend & how we spend it:									
Covering financial information relating to projected and actual income and expenditure and clear financial audit for transparency.									
The budget for the office of the PCC, including:									
all planned expenditure	MTFP	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/03/MTFP-2014-18-FINAL.pdf	Start of Financial year	NL/JG	01/04/2015	31/03/2016	Upload 15/16 to 18/19 plan	To be published before the start of each financial year.
all anticipated revenue sources	MTFP	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/03/MTFP-2014-18-FINAL.pdf	Start of Financial year	NL/JG	01/04/2015	31/03/2016	Upload 15/16 to 18/19 plan	To be published before the start of each financial year.
the planned precept levels	Precept report	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/06/2015-16-Precept-Report-Detail-FINAL.pdf	Start of Financial year	NL/JG	01/04/2015	31/03/2016	Check if extended precept report should be posted	To be published before the start of each financial year.
the draft precept (which must go before the PCP for comment);	Precept report	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/06/2015-16-Draft-Precept-report-to-Police-and-Crime-Panel.pdf	Start of Financial year	NL/JG	01/04/2015	31/03/2016		To be published before the start of each financial year.
the response to the PCP's report on the proposed precept	Precept report	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/06/2015-16-Precept-report-Panel-response.pdf	Start of Financial year	NL/JG	01/04/2015	31/03/2016		To be published before the start of each financial year.
Details of each grant (including crime and disorder reduction grant) made by the PCC, 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, where appropriate. (rational)	Crime and Disorder Grants	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/09/2015-16-Crime-and-Disorder-Grants.pdf	monthly	NL	01/09/2015	31/10/2015		To be published each month.
	Victims Grants	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2015/09/2015-16-Victims-Grants.pdf	monthly	NL	01/09/2015	31/10/2015		To be published each month.
Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer, including:									
the recipient	See supplier column	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/transparency/expenditure-over-500/	monthly	NL	01/09/2015	31/10/2015		To be published each month.
the purpose of the expenditure and	See narrative column	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/transparency/expenditure-over-500/	monthly	NL	01/09/2015	31/10/2015		To be published each month.
the reasons why the PCC or Chief Officer considered that VfM would be achieved (except contracts over £10,000).	Covered in Scheme of Governance	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/transparency/governance-information/	monthly	NL	01/09/2015	31/10/2015		To be published each month.
	Bluelight / tender policy	Fully compliant	http://www.cambridgeshire-pcc.gov.uk/transparency/financial-information/						
Allowances & Expenses:									
details of the allowances and expenses that have been claimed or incurred by the PCC and Deputy PCC.		Fully compliant	http://www.cambridgeshire-pcc.gov.uk/transparency/expenses/	Quarterly	CG	01/06/2015	30/09/2015		To be published quarterly.
Police and Crime Commissioners and their Deputies should publish a breakdown of their expenses including:									

Their name, force area, financial year, month, date, claim reference numbers, expense type (e.g. Travel, Accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed.		http://www.cambridgeshire-pcc.gov.uk/transparency/expenses/	Quarterly	CG	01/06/2015	30/09/2015		To be published quarterly.
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.cambridgeshire-pcc.gov.uk/transparency/expenses/	Quarterly	CG	01/06/2015	30/09/2015		To be published quarterly.
Contracts & Tenders:								
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;	BlueLight BCH Collaboration	http://www.cambridgeshire-pcc.gov.uk/transparency/financial-information/	Quarterly, or ASAP thereafter	NL	01/09/2015	31/12/2015	This is covered by the BlueLight Police Database - Home Office agree this is sufficient	Lists of contracts to be published quarterly. Contracts to be published as soon as practicable.
full copies of contracts over £10,000;	BlueLight BCH Collaboration	http://www.cambridgeshire-pcc.gov.uk/transparency/financial-information/	Quarterly, or ASAP thereafter	NL	01/09/2015	31/12/2015	This is covered by the BlueLight Police Database - Home Office agree this is sufficient	Lists of contracts to be published quarterly. Contracts to be published as soon as practicable.
copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10,000.	BlueLight BCH Collaboration	http://www.cambridgeshire-pcc.gov.uk/transparency/financial-information/	Quarterly, or ASAP thereafter	NL	01/09/2015	31/12/2015	There are two ITT's currently submitted to Procurement awaiting upload to BlueLight	Lists of contracts to be published quarterly. Contracts to be published as soon as practicable.
Senior Salaries:								
The salary amounts above £58,200 including names (with the option to refuse name being published), job description, & responsibilities in the office of PCC.		http://www.cambridgeshire-pcc.gov.uk/transparency/salaries/	ASAP, review annually	CG	01/09/2015	30/09/2016		To be published as soon as practicable after election, reviewed annually and updated when changes are made.
Audit:								
Audited accounts: (the specialist examination of the accounts of the office of the PCC)		content/uploads/2013/03/2013-14-Statement-of-Accounts-PCC-final.pdf	End of Financial year	NL	30/09/2014	30/09/2015	Unaudited accounts published Audited accounts for 14/15 due Sep 2015	To be published at the end of each financial year.
Accounts of Constabulary		content/uploads/2013/03/2013-14-Statement-of-Accounts-Chief-Constable-final.pdf	End of Financial year		30/09/2014	30/09/2015	Unaudited accounts published Audited accounts for 14/15 due Sep 2015	
Auditors opinions of the audited accounts of the force & PCC, covering any significant issues and any comments.		http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/03/2013-14-Annual-Audit-Letter-Cambridgeshire-Police-FINAL.pdf	End of Financial year	NL	30/09/2014	30/09/2015		To be published at the end of each financial year.
The annual accounting statement showing how the budget has been spent.		http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/03/2013-14-Statement-of-Accounts-PCC-final.pdf	End of Financial year	NL	30/09/2014	30/09/2015		To be published at the end of each financial year.
Audit Reports on the accounts of the office of the PCC (please see the Accounts and Audit (England) Regulations 2011 and the Accounts and Audit (Wales) Regulations 2005).		http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/03/2013-14-Statement-of-Accounts-Audit-Report.pdf	End of Financial year	NL	30/09/2014	30/09/2015		To be published at the end of each financial year.
Investment Strategy:								
The investment strategy of the PCC (please see: Local Government Act 2003 s15).		http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/03/TMSS-AIS-201415-Cambs-Police-FINAL-Feb-14.pdf	Start of the Financial Year	NL	01/04/2014	31/03/2015		To be published before the start of each financial year.
What our priorities are & how we are doing:								
strategies and plans, performance indicators, audits, inspections and reviews.								
Police and Crime Plan (please see s.5(10) of the Act)		http://www.cambridgeshire-pcc.gov.uk/police-crime-plan/	Annually	CK	01/04/2014	30/04/2015		To be published annually
Annual Report (see s.12(6) of the Act)		http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2012/08/Annual-Report-2014-15-Final-PDF.pdf	Annually	CK	31/03/2014	31/03/2015		To be published annually
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 (please see s.23E of the Police Act 1996).	Links to Commissioner's Decision notices	http://www.cambridgeshire-pcc.gov.uk/collaboration/	within 2 weeks of agreement, review monthly	JH	01/11/2014	31/12/2014		No deadline specified - suggest within 2 weeks of collaboration agreement being made.
How we make decisions:								
decision making processes & records of decisions – all for transparency purposes.		http://www.cambridgeshire-pcc.gov.uk/work/forthcoming-decisions/			01/09/2015			
The dates, times & places of all public meetings and public consultations held by the PCC;		http://www.cambridgeshire-pcc.gov.uk/events/			01/09/2015			
agendas and discussion documents for the meeting;		http://www.cambridgeshire-pcc.gov.uk/work	ASAP, review monthly	TL/Admin	01/09/2015	31/10/2015		To be published as soon as practicable.
copies of the agreed minutes, (to ensure transparency and the decisions made by the elected officials).		http://www.cambridgeshire-pcc.gov.uk/work/	ASAP, review monthly	TL/Admin	01/09/2015	31/10/2015		To be published as soon as practicable.
A record of every significant decision taken by or on behalf of the PCC as a result of a meeting or otherwise.		http://www.cambridgeshire-pcc.gov.uk/work/decisions/	ASAP, review monthly	TL/Admin	01/09/2015	31/10/2015		To be published as soon as practicable.
Our policies & procedures:								
current written policies, procedures for delivering services and responsibilities.								
The following policies and procedures to which the PCC & deputy must adhere to in the course of their role:								
code of conduct (if any),	PCC Oath	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/04/Declaration-of-Acceptance-of-Oath-2-de-italicised-copy.pdf	ASAP, review annually	CS/AF/PO	01/11/2014	30/11/2015	Consider adding staff code of conduct - Link to Constabulary code of ethics which we follow	To be published as soon as practicable, reviewed annually and updated when changes are made.
decision making (policy on),		http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/04/Decision-Making-Policy_December-2012.pdf	ASAP, review annually	CS/AF/PO	01/11/2014	30/11/2015	Change date on document to evidence last review date	To be published as soon as practicable, reviewed annually and updated when changes are made.
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).	Complaints made against PCC / DPCC	http://www.cambridgeshire-pcc.gov.uk/transparency/complaints-and-conduct/	ASAP, review annually	CS/AF/PO	01/11/2014	30/11/2015	Check what detail needs to be made available	To be published as soon as practicable, reviewed annually and updated when changes are made. Complaints to be published at the end of each financial year.

	Complaints policy	http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/03/14-07-24-BCB-Agenda-Item-5.1-Cambs-PCC-Complaints-Policy.pdf	ASAP, review annually	CS/AF/PO	01/11/2014	30/11/2015		
	Making a complaint about the Commissioner	http://cambridgeshire-pcc.gov.uk/wp-admin/post.php?post=72&action=edit	ASAP, review annually	CS/AF/PO	01/11/2014	30/11/2015		
Information about the operation of the ICV scheme including the process and policies of the scheme.		http://www.cambridgeshire-pcc.gov.uk/volunteer-schemes/independent-custody-visitors-scheme/policies-and-procedures/	ASAP, review annually	HW	01/11/2014	30/11/2015		To be published as soon as practicable, reviewed annually and updated when changes are made.
Record management:								
Record management Information security policies, relating to records retention and destruction/archive policies		http://www.cambridgeshire-pcc.gov.uk/transparency/records-management-retention-and-destruction/	ASAP, review annually	CS/AF/PO	01/12/2013	31/12/2014		To be published as soon as practicable, reviewed annually and updated when changes are made.
data sharing policies (Minimum standards to responding for requests for Information).		http://www.cambridgeshire-pcc.gov.uk/transparency/records-management-retention-and-destruction/	ASAP, review annually	CS/AF/PO	01/12/2013	31/12/2014		To be published as soon as practicable, reviewed annually and updated when changes are made.
HR:								
Numbers of staff employed by the office of the PCC,.		http://www.cambridgeshire-pcc.gov.uk/transparency/the-office-of-the-police-and-crime-commissioner-staffing/	ASAP, review every 6 months	CG	01/09/2015	31/03/2016		To be published as soon as practicable, reviewed every 6 months and updated when changes are made.
Diversity data on staff employed by the office of the PCC, including the number of women, ethnic minorities and those who are disabled.		http://www.cambridgeshire-pcc.gov.uk/transparency/staff-equality-diversity-information/	ASAP, review every 6 months	CG	01/09/2015	31/03/2016		To be published as soon as practicable, reviewed every 6 months and updated when changes are made.
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)	Covered in scheme of governance	http://www.cambridgeshire-pcc.gov.uk/transparency/qualifying-disclosures/	ASAP, review annually	CS/AF/PO	01/11/2014	30/11/2015	We should provide clearer guidance on what to do. Qualifying Disclosures is not a clear heading	To be published as soon as practicable, reviewed annually and updated when changes are made.
Lists & registers:								
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.cambridgeshire-pcc.gov.uk/transparency/disclosure-information/	ASAP, review monthly	CS/AF	01/04/2015	31/10/2015		To be published as soon as practicable and updated when changes are made.
list of FOI requests received, and their responses (disclosure log).		http://www.cambridgeshire-pcc.gov.uk/accessing-information/previous-freedom-of-information-requests/	Quarterly	CS/AF	31/03/2015	30/06/2015	Need to update - 3 months overdue	To be published quarterly.
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.cambridgeshire-pcc.gov.uk/transparency/gifts-hospitality-register/	ASAP, review monthly	CS/AF	31/03/2015	30/04/2015	Need to update - 3 months overdue	To be published as soon as practicable and updated when changes are made.