

**STANDARD OPERATING PROCEDURES:  
OFFICE OF THE BEDFORDSHIRE POLICE AND CRIME COMMISSIONER**

<b>Title</b>	Website Process
<b>Area of Compliance</b>	Business and Compliance
<b>SRR Ref. No.</b>	PCC – SR8
<b>SOP Ref. No.</b>	014/2015
<b>Version No.</b>	Version 1.0
<b>Senior Lead</b>	Chief Executive
<b>Author</b>	Compliance Officer

**Revision History**

<b>Date</b>	<b>Revision</b>	<b>Change</b>	<b>Section</b>	<b>Review Date</b>
January 2016	1.0	New Document		January 2017

1. Purpose

1.1 The purpose of this document is to:

- 1.1.1 Ensure that the Police and Crime Commissioners website is compliant with the Elected Local Policing Bodies (Specified Information) Order 2011, ensuring transparency with the public.
- 1.1.2 Provide OPCC staff with a process for uploading information to the website.

1.2 The Police and Crime Commissioner (PCC) for Bedfordshire, believes that transparency is key for the delivery of our services. As the Office of the Police and Crime Commissioner are a publicly funded organisation, the PCC has a duty to be transparent in his business operations and outcomes to make sure the PCC delivers value for money for Bedfordshire’s public, and the tax payers he serves.

1.3 The PCC is committed to being fully compliant with the Elected Local Policing Bodies (Specified Information) Order 2011 which sets out the information all Police and Crime Commissioners must make public.

1.4 By adhering to this document the OPPC will be compliant with the Elected Local Policing Bodies (Specified Information) Order 2011 and the public will have faith and trust in what the PCC is delivering.

## 2. Background

2.1 The PCC has made a commitment to ensure transparency:

Statement from Police and Crime Commissioner Olly Martins.

***Commitment 8 - I will continue to find new and innovative approaches which promote transparency in policing that build greater confidence within our communities. I have supported a number of initiatives that have succeeded in making Bedfordshire Police more transparent and accessible as part of promoting confident communities.***

## 3. Affected persons

3.1 This policy applies to all permanent, temporary, and contracted staff working at the Office of the Bedfordshire Police & Crime Commissioner (OPCC).

## 4. Strategic Risk Register

4.1 The Website policy will be monitored within the Strategic Risk Register to ensure full adherence to the policy at all times. The website is continually reviewed by the Business and Compliance department.

## 5. Policy

5.1 The Elected Local Policing Bodies (Specified Information) Order 2011 states:

### **Information required to be published**

1. *In relation to the relevant office holders of the elected local policing body*
  - (a) *the name of each relevant office holder*
  - (b) *the salary of each relevant office holder*
  - (c) *the address for correspondence of each relevant office holder*
  - (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*
  - (e) *a Register of Interests of relevant office holders, including every paid employment or office or other pecuniary interest of each relevant office holder*

- (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)*
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*  
(b) *the proportion of staff who:*
- *are women*
  - *are, to the knowledge of the elected local policing body, members of an ethnic minority*
  - *have, to the knowledge of the elected local policing body, a disability (within the meaning of section 6 of the Equality Act 2010); All required staff information above is available*
- (c) *An Organisational Chart showing the structure of the staff*  
(d) *the job title, responsibilities and salary of each senior employee and the name of the senior employee*  
(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*
- 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, information as to any arrangements (Decision Making Policy) for use by the elected local policing body of the staff of the chief officer or of a local authority under those provisions.*
3. *In relation to the income and expenditure of the elected local policing body*
- (a) *the total budget of the elected local policing body*  
(b) *where the elected local policing body is a police and crime commissioner, the precept issued by the commissioner*  
(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)*

- (d) information as to the proposed expenditure of the elected local policing body*
- (e) a copy of the annual investment strategy of the elected local policing body*
- (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*

*(g) information as to each item of expenditure of:*

- *the elected local policing body, or*
- *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 or an item of expenditure to which sub-paragraph (h) applies), 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*

*(h) information as to each item of expenditure of the elected local policing body in relation to travel by, accommodation for, or the subsistence, (included within the expense claims of each office holder) of, a relevant office holder, including the recipient of the funds, the purpose of the expenditure and the reasons why the elected local policing body considered that good value for money would be obtained*

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*

*(b) a copy of each contract with a value exceeding £10,000, to which*

- *the elected local policing body, or*
- *the chief officer of the police force maintained by the body, is or is to be a party*

*(c) a copy of each invitation to tender issued by*

- *the elected local policing body, or*
- *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*

*(d) a list of every contract with a value not exceeding £10,000 to which*

- *the elected local policing body, or*

- *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*

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*
- (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*
- (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*
- (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*

6. *In relation to the policies of the elected local policing body*

- (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)*
- (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*
- (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*
- (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).*

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*

8. *In relation to the independent custody visitor arrangements made under Section 51 of the Police Reform Act*

## Process

The website is continually monitored on a weekly basis by the Business and Compliance Team – all information that is uploaded onto the website must be given the authorisation to do so by the Business and Compliance Manager or Chief Executive/Monitoring Officer.

Triggers in addition to the weekly review:

- Every time a meeting takes place such as Strategic Board / Joint Audit Committee the previous minutes and papers which have been agreed need to be added immediately on to the website.
- Every time there is a change in staffing levels/WTE etc needs to be changed on the website
- New policies/processes need to be added to the website to ensure transparency.

## 6. Responsibilities

6.1 Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Business and Compliance Manager. Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- All their staff are aware of the policy and the arrangements, and the reasons for the policy