



Cumbria Office of the Police & Crime Commissioner Publication Scheme Disclosure

Source	Disclosure Of	Frequency of Publishing	Location on OPCC Website	Who is responsible for Publishing
What we spend & how we spend it: Covering Financial information relating to projected and actual income and expenditure and clear financial audit for transparency.				
Home Office Guidance Document *SI	Details of the 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 * 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.	To be published each month.	https://cumbria-pcc.gov.uk/what-we-do/funding/successful-applicantsgrant-agreements/	Chief Finance Officer / Head of Commissioning
Home Office Guidance Document *SI	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. * full copies of contracts over £10'000 * copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10'000.	Lists of contracts to be published quarterly. Contracts to be published as soon as practicable.	https://cumbria-pcc.gov.uk/finance-governance/transparency/contracts-and-spending/	Chief Finance Officer / Head of Commissioning - This information is pending - CFO to provide information.



Cumbria Office of the Police & Crime Commissioner Publication Scheme Disclosure

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Our Policies & Procedures: current written policies, procedures for delivering services and responsibilities.				
Home Office Guidance Document *SI	Information about the operation of the ICV scheme including the process and policies of the scheme	To be published as soon as practicable, reviewed annually and updated when changes are made.	https://cumbria-pcc.gov.uk/what-we-do/custody-visiting/	ICV Administrator



Cumbria Office of the Police & Crime Commissioner Publication Scheme Disclosure

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How we make decisions: decision making processes & records of decisions - all for transparency purposes.				
Home Office Guidance Document	A record of every significant decision taken by or on behalf of the PCC as a result of a meeting or otherwise.	To be published as soon as practicable	https://cumbria-pcc.gov.uk/your-pcc/decisions/	Governance Manager
Our Policies & Procedures: current written policies, procedures for delivering services and responsibilities.				
Home Office Guidance Document *SI	The following policies and procedures to which the PCC & deputy must adhere to in the course of their role: * code of conduct (if any) * decision making (policy on) * the procedure for the handling of complaints	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.	https://cumbria-pcc.gov.uk/finance-governance/transparency/policies-strategies-and-codes/	Governance Manager
Home Office Guidance Document	The number of complaints against the PCC recorded by the Police and Crime Panel (as required by regulations)	To be published as soon as practicable after each Police & Crime Panel meeting.	https://cumbria-pcc.gov.uk/contact/complaints-complaints/	Governance Manager

*SI - Statutory Instruments - (Specified Information) Order 2011

Home Office Guidance Document *SI	Record Management: * record management information security policies, relating to records, retention and destructive/archive policies * data sharing policies (minimum standards to responding for requests for information)	To be published as soon as practicable, reviewed annually and updated when changes are made.	https://cumbria-pcc.gov.uk/finance-governance/transparency/policies-strategies-and-codes/	Governance Manager
Home Office Guidance Document	HR * numbers of staff employed by the office of the PCC * Diversity data on staff employed by the office of the PCC, including the number of women, ethnic minorities and those who are disabled.	To be published as soon as practicable, reviewed every 6 months and updated when changes are made.	https://cumbria-pcc.gov.uk/your-pcc/your-pcc-team/	Governance Manager
APCC Guidance	Policies and procedures about services provided by PCC (including handling of requests for information) and standards of customer service	This information has no specific requirement date of when it should be published, but there is an expectation that this will be within a reasonable period of time to keep the information up to date.	https://cumbria-pcc.gov.uk/finance-governance/foi/ https://cumbria-pcc.gov.uk/finance-governance/foi/	Governance Manager
APCC Guidance	Policies and procedure for conduct of PCC's business e.g. details of local standing orders, delegated powers, corporate governance matters, equalities scheme, local protocols between PCC and partners	This information has no specific requirement date of when it should be published, but there is an expectation that this will be within a reasonable period of time to keep the information up to date.	https://cumbria-pcc.gov.uk/finance-governance/transparency/policies-strategies-and-codes/ https://cumbria-pcc.gov.uk/finance-governance/equality-diversity/	Governance Manager
	Details of Chief Constable and any processes	This information has no specific requirement date of when it should be published, but there is an expectation		

APCC Guidance	and policies relating to the appointment of a Chief Constable	that this will be within a reasonable period of time to keep the information up to date.	https://cumbria-pcc.gov.uk/your-pcc/	Governance Manager
Home Office Guidance Document	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)	To be published as soon as practicable, reviewed annually and updated when changes are made.	https://cumbria-pcc.gov.uk/finance-governance/transparency/policies-strategies-and-codes/	Governance Manager
Lists & Registers:				
Home Office Guidance Document *SI	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.	To be published as soon as practicable and updated when changes are made.	https://cumbria-pcc.gov.uk/finance-governance/registers-gifts/	Governance Manager
Home Office Guidance Document	List of FOI requests received, and their responses (disclosure log).	To be published on a monthly basis.	https://cumbria-pcc.gov.uk/finance-governance/foi/	Governance Manager
Home Office Guidance Document *SI	List of all gifts/donations and hospitality offered to staff of the office of the PCC, and whether these were accepted or declined.	To be published as soon as practicable and updated when changes are made.	https://cumbria-pcc.gov.uk/finance-governance/registers-gifts/	Governance Manager



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How we make decisions: decision making processes & records of decisions - all for transparency purposes.				
Home Office Guidance *SI	<p>The dates, times & places of all public meetings and public consultations help by the PCC;</p> <ul style="list-style-type: none"> * agendas and discussion documents for the meeting * copies of the agreed minute, (to ensure transparency and the decisions made by the elected officials). * a record of every significant decision taken by or on behalf of the PCC as a result of a meeting or otherwise. 	To be published as soon as practicable.	https://cumbria-pcc.gov.uk/news-events/news/ https://cumbria-pcc.gov.uk/your-pcc/decisions/	PCC Executive Assistant
Home Office Guidance Document	<p>The dates, times & places of all public meetings held by the PCC;</p> <ul style="list-style-type: none"> * agendas and discussion documents for the meeting * copies of the agreed minute, (to ensure transparency and the decisions made by the elected officials). 	To be published as soon as practicable.	https://cumbria-pcc.gov.uk/news-events/news/	PCC Executive Assistant



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What our priorities are & how we are doing: strategies and plans, performance indicators, audits, inspections and reviews.				
Home Office Guidance Document	Police and crime plan (please see s.5(10) of the Act)	To be published annually.	https://cumbria-pcc.gov.uk/your-pcc/police-and-crime-plan/	Partnership & Strategy Manager
Home Office Guidance Document	Annual report (see s.12(6) of the Act)	To be published annually.	https://cumbria-pcc.gov.uk/your-pcc/annual-report/	Partnership & Strategy Manager
APCC Guidance	Reports by external inspectors (HMIC can no longer inspect PCC's, but a few regulations can - e.g. Information Commissioner, Equalities and Human Rights commission).	This information has no specific requirement date of when it should be published, but there is an expectation that this will be within a reasonable period of time to keep the information up to date.	There is a link on our website, where you can view the inspections (HMIC website) https://cumbria-pcc.gov.uk/your-pcc/force-performance/	Partnership & Strategy Manager
APCC Guidance	Statistical information provided by Chief Constable to PCC (excluding information on crime which is co-ordinated by home office) and reports to PCC's on service provision, including performance and operational assessments.	This information has no specific requirement date of when it should be published, but there is an expectation that this will be within a reasonable period of time to keep the information up to date.	https://cumbria-pcc.gov.uk/your-pcc/public-meetings/ https://cumbria-pcc.gov.uk/your-pcc/force-performance/	Partnership & Strategy Manager



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What we spend & how we spend it: Covering Financial information relating to projected and actual income and expenditure and clear financial audit for transparency.				
Home Office Guidance Document *SI	The budget for the office of the PCC, including: * all planned expenditure * all anticipated revenue sources * the planned precept levels * the draft precept (which must go before the PCP for comment) *the response to the PCP's report on the proposed precept	To be published before the start of each financial year.	https://cumbria-pcc.gov.uk/finance-governance/budget-finance/	Chief Finance Officer
Home Office Guidance Document *SI	Details of the 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 * 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.	To be published each month.	https://cumbria-pcc.gov.uk/what-we-do/funding/successful-applicantsgrant-agreements/	Chief Finance Officer

<p>Home Office Guidance Document *SI</p>	<p>Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the chief Officer, including:</p> <ul style="list-style-type: none"> * the recipient * the purpose of the expenditure * the reasons why the PCC or Chief Officer considered that VtM would be achieved (except contracts over £10'000). 	<p>To be published each month.</p>	<p>https://cumbria-pcc.gov.uk/finance-governance/transparency/contracts-and-spending/</p>	<p>Chief Finance Officer</p>
<p>Home Office Guidance Document *SI</p>	<p>Contracts & Tenders:</p> <ul style="list-style-type: none"> * 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. * full copies of contracts over £10'000 * copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10'000. 	<p>Lists of contracts to be published quarterly.</p> <p>Contracts to be published as soon as practicable.</p>	<p>https://cumbria-pcc.gov.uk/finance-governance/transparency/contracts-and-spending/</p>	<p>Chief Finance Officer</p>
<p>Home Office Guidance Document</p>	<p>Audit:</p> <ul style="list-style-type: none"> * audited accounts (the specialist examination of the accounts of the office of the PCC) * auditors opinions of the audited accounts of the force & PCC, covering any significant issued and any comments. * the annual accounting statement showing how the budget has been spent. * audit reports on the account of the office of the PCC (please see the accounts and audit (England) regulations 2011 and the accounts and audit (Wales) regulations 2005). * annual Audit letter * financial audit reports * internal financial regulations and delegation 	<p>To be published at the end of each financial year.</p>	<p>https://cumbria-pcc.gov.uk/finance-governance/budget-finance/financial-statements/</p>	<p>Chief Finance Officer</p>

Home Office Guidance Document *SI	Investment Strategy: * The investment strategy of the PCC (please see: Local Government Act 2003 s15).	To be published before the start of each financial year.	http://www.cumbria-pcc.gov.uk/media/9110/PCC%2022-02-13%20Treasury%20Management%20Strategy%20Statement.pdf	Chief Finance Officer
APCC Guidance	Services for which the PCC is entitled to recover a fee, together with those fees.	This information has no specific requirement date of when it should be published, but there is an expectation that this will be within a reasonable period of time to keep the information up to date.	https://cumbria-pcc.gov.uk/finance-governance/transparency/policies-strategies-and-codes/	Chief Finance Officer
What our priorities are & how we are doing: strategies and plans, performance indicators, audits, inspections and reviews.				
Home Office Guidance Document	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).	No deadline specified - suggest within 2 weeks of collaboration agreement being made.	https://cumbria-pcc.gov.uk/your-pcc/collaboration/	Chief Finance Officer



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Who we are and What we do: organisational information, structures, locations & contracts				
Home Office Guidance Document *SI	The names and contact details of the PCC and Deputy PCC and the role and statutory responsibilities of the PCC	After each election, reviewed annually, 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.	https://cumbria-pcc.gov.uk/your-pcc/	Coms & Media Exec
Home Office Guidance Document *SI	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).		https://cumbria-pcc.gov.uk/your-pcc/your-pcc-team/	Coms & Media Exec
Home Office Guidance Document	Information about any arrangements that the PCC has to make use of the staff of the chief officer of the police or a local authority.		https://cumbria-pcc.gov.uk/your-pcc/your-pcc-team/	Coms & Media Exec
APCC Guidance	Media Releases	This information has no specific requirement date of when it should be published, but there is an expectation that this will be within a reasonable period of time to keep the information up to date.	https://cumbria-pcc.gov.uk/news-events/news/	Coms & Media Exec

APCC Guidance	Leaflets and explanatory booklets	This information has no specific requirement date of when it should be published, but there is an expectation that this will be within a reasonable period of time to keep the information up to date.	https://cumbria-pcc.gov.uk	Coms & Media Exec
What we spend & how we spend it: Covering Financial information relating to projected and actual income and expenditure and clear financial audit for transparency.				
Home Office Guidance Document	Senior Salaries: The salary amounts above £58'200 including names (with the option to refuse name being published), job description & responsibilities in the office off the PCC.	To be published as soon as practicable after election, reviewed annually and updated when changes are made.	https://cumbria-pcc.gov.uk/your-pcc/your-pcc-team/	Coms & Media Exec



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Who we are and What we do: organisational information, structures, locations & contracts				
Home Office Guidance Document *SI	The identity of any premises or land owned by, or occupied for the purpose of the work of the PCC.	To be published as soon as practicable after election, reviewed annually and updated when changes are made.	https://cumbria-pcc.gov.uk/what-we-do/estate-asset/	Administration Support Officer
What we spend & how we spend it: Covering Financial information relating to projected and actual income and expenditure and clear financial audit for transparency.				

<p>Home Office Guidance Document *SI</p>	<p>Allowances & Expenses: * details of the allowances and expenses that have been claimed or incurred by the PCC and Deputy PCC. Police & 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. * 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.</p>	<p>To be published monthly.</p>	<p>https://cumbria-pcc.gov.uk/finance-governance/allowances/</p>	<p>Administration Support Officer</p>
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