**STATUTORY WEBSITE DUTIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section of Order** | **What is Needed** | **Where on Website** | **How Often** | **Date Reviewed** | **Next Review** | **Next Review** | **Next Review** |
|  | **Who we are and what we do** |  |  |  |  |  |  |
| 1(a),(b),(c) | Names, contact details and salary of the PCC | <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/biography/>  <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/contact-me/>  <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/role-of-the-police-crime-commissioner/> | After election and reviewed annually and updated as and when changes are made  (Checked quarterly) | 02.10.2019 | 08.09.2020 |  |  |
| 2(c) | Information about the internal structures of the OPCC  Organisational Chart | General information on internal structure of OPCC  [http://www.dyfedpowys-pcc.org.uk/media/8906/03-opcc-structure-and-names.pdf](http://www.dyfedpowys-pcc.org.uk/media/10555/03-opcc-structure-and-names.pdf) | As soon after election as possible, reviewed half yearly and updated as and when changes occur (Checked quarterly) | 02.10.2019 | 08.09.2020 |  |  |
| 2(d) | Senior salaries – salary amounts above £58,200  i) names (unless refuses to publish)  ii) job title, salary and  iii)responsibilities | <http://www.dyfedpowys-pcc.org.uk/en/the-office/the-team/>  Organisation chart also contains salary bands above £58200, job title and names of employees  <http://www.dyfedpowys-pcc.org.uk/media/10555/03-opcc-structure-and-names.pdf> | As soon after election as possible and reviewed annually  (Checked quarterly) | 02.10.2019 | 08.09.2020 |  |  |
| 2(a)  2(b)    6(d) | Human Resources  i) Numbers of staff employed by the OPCC  ii) diversity data on staff employed by the OPCC including the number of women, those who speak Welsh, ethnic minorities and those who are disabled  iii) A statement of the policy in relation to the handling of qualifying disclosures (within the meaning of section 43B of the Employment Rights Act 1996(4)) - Whistleblowing – a clear guideline on what to do if concerns over the conduct of the PCC and/or staff are raised | <http://www.dyfedpowys-pcc.org.uk/en/the-office/the-team/>  Details at bottom of page under senior staff photos  HR Policy  <http://www.dyfedpowys-pcc.org.uk/media/9732/1hr-policies-amendments.pdf>  <http://www.dyfedpowys-pcc.org.uk/media/6277/whistleblowing-policy.pdf> | As soon after election as possible and reviewed half yearly  (Checked quarterly) (2(a)(b))  As soon as practical after election and reviewed annually (6(d)) | 02.10.2019 | 08.09.2020 |  |  |
| 2A (a) & (b) | Information about any arrangements that the PCC has to make use of the staff of the Chief Officer of Police or a Local Authority | <http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/collaboration/>  <http://www.dyfedpowys-pcc.org.uk/media/9265/corporate-governance-framework-2020-21.pdf>  <http://www.dyfedpowys-pcc.org.uk/media/2665/joint-memorandum-of-understanding.pdf> | As soon after an election as possible and reviewed half yearly  (Checked quarterly) | 02.10.2019 | 08.09.2020 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | What we spend and how we spend it |  |  |  |  |  |  |
| 3(a)  3(d)  3(c)  3(b) | The budget for the OPCC  i) proposed expenditure  ii) all anticipated revenue sources (other than the Precept)  Precept issued | <http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/office-budget/>  <http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/commissioning-budget/>  Precept notice  <http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/precept-and-medium-term-financial-plan/>  <http://www.dyfedpowys-pcc.org.uk/media/9094/2021-mtfp-and-precept-report-for-panel-final-for-publication.docx>    The report from the Police and Crime Panel agreeing the Precept can be found  <http://www.dyfedpowys-pcc.org.uk/media/7135/police-and-crime-panel-response-2019-20.pdf> | Published before the start of each financial year  (Updated once Precept agreed) | 23.10.2019 | 24.10.2020 |  |  |
| 3(f) | Details of each grant (including crime and disorder reduction grant made by the PCC)  i) Conditions (if any) attached to the grant  ii) the recipient of the grant  iii) the purpose of the grant  iv) the reasons why the body considered the grant would secure, or contribute to securing, crime and disorder reduction in the body’s area, where appropriate | Various grants are given out throughout the year and can be found detailed at the link below:  <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/commissioners-community-funding/>  Decision logs are also signed by the Commissioner when funding is awarded and can be searched for here:  <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/decisions/> | Monthly  (Updated once grants distributed – annually) | 02.10.2019 | 08.09.2020 |  |  |
| 3(g) | Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer of the police force  i) the recipient  ii) purpose of the expenditure  iii) reasons why the PCC/Chief Officer considered that VfM would be achieved | <http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/contracts-and-expenditure/>  i) & ii) are included.  iii) VfM there is a statement within the authorisation document and also on our website | Monthly | 02.10.2019 | 08.09.2020 |  |  |
| 1(d) | Details of the allowances and expenses that have been claimed or incurred by the PCC   * name, expense type, short description, details amount claimed and Value for Money     Breakdown of expenses for publication:   * force area, financial year, month, date, claim reference numbers, amount reimbursed, amount not reimbursed and the reason the 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 | <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/expenses/>  When booking all travel and accommodation a comparison of all available options is undertaken to ensure value for money is achieved.  All required information Included in above links | Quarterly  (Updated monthly if possible) | 02.10.2019 | 08.09.2020 |  |  |
| 4(b)  4(c) | Contracts and Tenders  a copy of each contract with value exceeding £10k to which PCC of Chief Officer is to be party to;  a copy of each invitation to tender which is issued by the PCC or Chief Officer where the contract is expected to exceed £10k  list of contracts for £10k or less – to include the value of the contract, the identity of all parties to the contract and its purpose | <http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/contracts-and-expenditure/>  Discussions on-going with Procurement department in relation to publishing of contracts due to volume of work it would generate. No further information has been received as yet, so have continued as before as information not accessible to upload by this office. | As soon as practicable after it becomes available – at least quarterly | 02.10.2019 | 08.09.2020 |  |  |
|  | Audit  i) audited accounts  ii) auditors opinions of the audited accounts of the force and PCC covering any significant issues and any comments  iii) the annual accounting statement showing how the budget has been spent  iv) audit reports on the accounts of the OPCC | All of this information is covered by the Statement of Accounts  <http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/statutory-accounts/>  In the Download  These reports are also discussed at the Joint Audit Committee  <http://www.dyfedpowys-pcc.org.uk/en/accountability/joint-audit-committee/> | Published at the end of each financial year  (Signed by end of September publish in October) | 02.10.2019 | 08.09.2020 |  |  |
| 3(e) | Annual Investment Strategy of the OPCC | Treasury Management Strategy  <http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/financial-policies/> | Published before the start of each financial year | 02.10.2019 | 08.09.2020 |  |  |
|  |  |  |  |  |  |  |  |
|  | **What our priorities are and how we are doing** |  |  |  |  |  |  |
|  | Police and Crime Plan | <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/the-police-and-crime-plan/> | Annually | 02.10.2019 | 08.09.2020 |  |  |
|  | Annual Report  Collaboration Agreement | <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/police-and-crime-commissioners-annual-report/>  <http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/collaboration/>  <http://www.dyfedpowys-pcc.org.uk/media/2665/joint-memorandum-of-understanding.pdf> | Annually | 02.10.2019 | 08.09.2020 |  |  |
|  |  |  |  |  |  |  |  |
|  | **How We Make Decisions** |  |  |  |  |  |  |
| 5(a) | The dates, times and places of all public meetings and public consultations held by the PCC | <http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/policing-accountability-board/>  Public Consultations  <http://www.dyfedpowys-pcc.org.uk/en/your-neighbourhood/events/>  <http://www.dyfedpowys-pcc.org.uk/en/your-neighbourhood/consultations-surveys/> | As soon as possible after it becomes available | 02.10.2019 | 08.09.2020 |  |  |
| 5(b) | Agendas and reports for the meetings | Police Accountability Board  <http://www.dyfedpowys-pcc.org.uk/en/accountability/policing-accountability-board/>  Joint Audit Committee – not public meetings but agendas and minutes published after the meeting has been held  <http://www.dyfedpowys-pcc.org.uk/en/accountability/joint-audit-committee/>  Includes Annual Report in Green Highlighted bar at centre of web page  Policing Board  <http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/policing-board/> | As soon as possible after it becomes available | 02.10.2019 | 08.09.2020 |  |  |
| 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 | Police Accountability Board  <http://www.dyfedpowys-pcc.org.uk/en/accountability/policing-accountability-board/>  Joint Audit Committee  <http://www.dyfedpowys-pcc.org.uk/en/accountability/joint-audit-committee/>  Policing Board  <http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/policing-board/> | As soon as possible after it becomes available | 02.10.2019 | 08.09.2020 |  |  |
| 5(d) | A record of every significant decision taken by or on behalf of the PCC as a result of a meeting or otherwise | <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/decisions/> | As soon as possible after it becomes available | 02.10.2019 | 08.09.2020 |  |  |
| 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) | <http://www.dyfedpowys-pcc.org.uk/en/your-neighbourhood/newsletters/> | As soon as possible after it becomes available | 02.10.2019 | 08.09.2020 |  |  |
|  |  |  |  |  |  |  |  |
|  | **Our Policies and Procedures** |  |  |  |  |  |  |
| 6(a)  6(b)  6(a)  1(f) | The policies and procedures to which the PCC must adhere to in the course of their role  i) code of conduct  ii) decision making  iii)procedure for handling complaints  iv) number of complaints or conduct matters brought to the attention of the PCC by the PCP  8. information on the operation of the ICV scheme | <http://www.dyfedpowys-pcc.org.uk/en/the-office/strategies-and-policies/>  <http://www.dyfedpowys-pcc.org.uk/media/2664/code-of-conduct-22-11-2012.pdf>  <http://www.dyfedpowys-pcc.org.uk/media/6315/declaration-of-acceptance.pdf>  <http://www.dyfedpowys-pcc.org.uk/media/6121/notification-of-disclosable-interests.pdf>  Information as to how we make decisions is set out in the Manual of Corporate Governance along with a Decision Making Policy:  <http://www.dyfedpowys-pcc.org.uk/media/9265/corporate-governance-framework-2020-21.pdf>    <http://www.dyfedpowys-pcc.org.uk/media/8454/english.pdf>  <http://www.dyfedpowys-pcc.org.uk/en/contact-us/compliments-and-concerns/>  <http://www.dppoliceandcrimepanel.wales/home/the-commissioner/>  <http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/police-and-crime-panel/>  <http://www.dyfedpowys-pcc.org.uk/en/the-office/volunteer-schemes/independent-custody-visitors/> | As soon as possible after the election and review annually (6(a)(b)and 8)  As soon as practicable after the end of the financial year (1(f)) | 03.10.2019 | 08.09.2020 |  |  |
| 2A a & b | 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 | <http://www.dyfedpowys-pcc.org.uk/media/2665/joint-memorandum-of-understanding.pdf>  <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/decisions/> | No deadline specified | 02.10.2019 | 08.09.2020 |  |  |
| 6(c) | Record Management   1. Record management information security policies relating to records retention and destruction/archive policies   ii) Data sharing policies (minimum standards to responding for requests for information) | <http://www.dyfedpowys-pcc.org.uk/media/8556/retention-disposal-policy-oct-19.pdf>  Also contained within FOI pages  <http://www.dyfedpowys-pcc.org.uk/en/contact-us/access-to-information-we-hold/>  <http://www.dyfedpowys-pcc.org.uk/media/8556/retention-disposal-policy-oct-19.pdf> | As soon as possible after the election and reviewed annually | 02.10.2019 | 08.09.2020 |  |  |
|  |  |  |  |  |  |  |  |
|  | **Lists and Registers** |  |  |  |  |  |  |
| 1(e) | Register of any interests of the PCC/DPCC including every paid employment or office or other pecuniary interest of each relevant office holder. | <http://www.dyfedpowys-pcc.org.uk/media/6121/notification-of-disclosable-interests.pdf> | As soon as after an election and as soon as practicable when changes become known reviewed annually | 02.10.2019 | 08.09.2020 |  |  |
| FOI Publication Scheme | List of FOI requests received and their response | <http://www.dyfedpowys-pcc.org.uk/en/contact-us/access-to-information-we-hold/requests-and-responses-disclosure-log/>  8 subsections for each FoI subject | Quarterly | 02.10.2019 | 08.09.2020 |  |  |
| 2(e) | A register of all gifts/donations and hospitality offered to the PCC and all staff of the OPCC and whether these were accepted or refused | <http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/gifts-hospitality-register/>  One register for PCC and one for all other PCC staff | Monthly | 23.10.2019 | 08.09.2020 |  |  |
| 4(a) | The identity of any premises or land owned by, or occupied for the purpose of the work of the PCC | <http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/estates/>  <http://www.dyfedpowys-pcc.org.uk/media/10109/asset-register-march-2020.pdf> | Reviewed Annually | 02.10.2019 | 24.09.2020 |  |  |
|  |  |  |  |  |  |  |  |
|  | The Services we Offer (FOI) |  |  |  |  |  |  |
| FoI Publication Scheme | * Information about any services provided by the ELPB * Leaflets and explanatory booklets * Media releases * Any services provided by the ELPB for which it is entitled to recover a fee, together with those fees | <http://www.dyfedpowys-pcc.org.uk/en/your-neighbourhood/services-available-to-you/>  Available in hard copy on request from the office  <http://www.dyfedpowys-pcc.org.uk/media/8340/opcc-foi-publication-scheme-term-2-v5.pdf> | Reviewed Annually | 02.10.2019 | 08.09.2020 |  |  |
|  |  |  |  |  |  |  |  |