



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

STATUTORY WEBSITE DUTIES

Section of Order	What is Needed	Where on Website	How Often	Date Reviewed	Date Reviewed	Next Review By	
	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	31.12.2021	
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	As soon after election as possible, reviewed half yearly and updated as and when changes occur (Checked quarterly)	02.10.2019	08.09.2020	31.12.2021	
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 https://www.dyfedpowys-pcc.org.uk/media/11006/03-opcc-structure-and-names.pdf	As soon after election as possible and reviewed annually (Checked quarterly)	02.10.2019	08.09.2020	31.12.2021	
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	31.12.2021	
2A (a) & (b)	Information about any arrangements that the PCC has to make use of the staff of the	http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/collaboration/	As soon after an election as possible	02.10.2019	08.09.2020	31.12.2021	

	Chief Officer of Police or a Local Authority	https://www.dyfedpowys-pcc.org.uk/media/10692/corporate-governance-framework-2021-22.docx http://www.dyfedpowys-pcc.org.uk/media/2665/joint-memorandum-of-understanding.pdf	and reviewed half yearly (Checked quarterly)				
	<u>What we spend and how we spend it</u>						
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/ https://www.dyfedpowys-pcc.org.uk/media/10559/2122-mtft-and-precept-report-for-panel-submitted-003.docx The report from the Police and Crime Panel agreeing the Precept can be found https://www.dyfedpowys-pcc.org.uk/media/10561/letter-to-pcc-approving-2021-precept-003.docx	Published before the start of each financial year (Updated once Precept agreed)	23.10.2019	24.10.2020	31.12.2021	
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	31.12.2021	
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	31.12.2021	

1(d)	<p>Details of the allowances and expenses that have been claimed or incurred by the PCC</p> <ul style="list-style-type: none"> name, expense type, short description, details amount claimed and Value for Money <p>Breakdown of expenses for publication:</p> <ul style="list-style-type: none"> 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 	<p>http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/expenses/</p> <p>When booking all travel and accommodation a comparison of all available options is undertaken to ensure value for money is achieved.</p> <p>All required information Included in above links</p>	Quarterly (Updated monthly if possible)	02.10.2019	08.09.2020	31.12.2021	
4(b) 4(c)	<p>Contracts and Tenders a copy of each contract with value exceeding £10k to which PCC of Chief Officer is to be party to;</p> <p>a copy of each invitation to tender which is issued by the PCC or Chief Officer where the contract is expected to exceed £10k</p> <p>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</p>	<p>http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/contracts-and-expenditure/</p> <p>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.</p>	As soon as practicable after it becomes available – at least quarterly	02.10.2019	08.09.2020	31.12.2021	
	<p>Audit</p> <p>i) audited accounts</p> <p>ii) auditors opinions of the audited accounts of the force and PCC covering any significant issues and any comments</p> <p>iii) the annual accounting statement showing how the budget has been spent</p> <p>iv) audit reports on the accounts of the OPCC</p>	<p>All of this information is covered by the Statement of Accounts</p> <p>http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/statutory-accounts/ In the Download</p> <p>These reports are also discussed at the Joint Audit Committee http://www.dyfedpowys-pcc.org.uk/en/accountability/joint-audit-committee/</p>	Published at the end of each financial year (Signed by end of September publish in October)	02.10.2019	08.09.2020	31.12.2021	
3(e)	Annual Investment Strategy of the OPCC	<p>Treasury Management Strategy</p> <p>http://www.dyfedpowys-pcc.org.uk/en/the-office/finance/financial-policies/</p>	Published before the start of each financial year	02.10.2019	08.09.2020	31.12.2021	

	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	31.12.2021	
	Annual Report	http://www.dyfedpowys-pcc.org.uk/en/the-commissioner/police-and-crime-commissioners-annual-report/	Annually	02.10.2019	08.09.2020	31.12.2021	
	Collaboration Agreement	http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/collaboration/ http://www.dyfedpowys-pcc.org.uk/media/2665/joint-memorandum-of-understanding.pdf					
7A(a)(b)	Statement on performance in relation to key National Priorities for Policing	Policing Accountability Board (dyfedpowys-pcc.org.uk)	At the same time as the Police and Crime Plan is reviewed and annually		31.07.2021	31.12.2021	
7B(a)(b)	HMICFRS Reports	https://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/force-performance/hmic/	Within one month of report publication - reviewed annually		31.07.2021	31.12.2021	
7C(a)(b)	Copies of IOPC data on Force complaints and how the PCC is exercising his complaints handling function	https://www.dyfedpowys-pcc.org.uk/media/11008/info-to-be-published-sio.docx	Within one month of report publication - reviewed annually		31.07.2021	31.12.2021	
	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	31.12.2021	
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	31.12.2021	

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	<p>Police Accountability Board http://www.dyfedpowys-pcc.org.uk/en/accountability/policing-accountability-board/</p> <p>Joint Audit Committee http://www.dyfedpowys-pcc.org.uk/en/accountability/joint-audit-committee/</p> <p>Policing Board http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/policing-board/</p>	As soon as possible after it becomes available	02.10.2019	08.09.2020	31.12.2021	
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	31.12.2021	
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	31.12.2021	
Our Policies and Procedures							
6(a) 6(b) 6(a) 1(f)	<p>The policies and procedures to which the PCC must adhere to in the course of their role</p> <p>i) code of conduct</p> <p>ii) decision making</p> <p>iii) procedure for handling complaints</p> <p>iv) number of complaints or conduct matters brought to the attention of the PCC by the PCP</p>	<p>http://www.dyfedpowys-pcc.org.uk/en/the-office/strategies-and-policies/</p> <p>http://www.dyfedpowys-pcc.org.uk/media/2664/code-of-conduct-22-11-2012.pdf</p> <p>https://www.dyfedpowys-pcc.org.uk/media/10854/declaration-of-acceptance-of-office.pdf</p> <p>https://www.dyfedpowys-pcc.org.uk/media/10785/notification-of-disclosable-interests-signed-june-2021.pdf</p> <p>Information as to how we make decisions is set out in the Manual of Corporate Governance along with a Decision Making Policy: https://www.dyfedpowys-pcc.org.uk/media/10692/corporate-governance-framework-2021-22.docx</p> <p>http://www.dyfedpowys-pcc.org.uk/media/8454/english.pdf</p> <p>http://www.dyfedpowys-pcc.org.uk/en/contact-us/compliments-and-concerns/</p> <p>http://www.dppoliceandcrimepanel.wales/home/the-commissioner/</p> <p>http://www.dyfedpowys-pcc.org.uk/en/accountability-and-transparency/police-and-crime-panel/</p>	<p>As soon as possible after the election and review annually (6(a)(b)and 8)</p> <p>As soon as practicable after the end of the financial year (1(f))</p>	03.10.2019	08.09.2020	31.12.2021	

	8. information on the operation of the ICV scheme	http://www.dyfedpowys-pcc.org.uk/en/the-office/volunteer-schemes/independent-custody-visitors/					
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	31.12.2021	
6(c)	Record Management i) 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)	https://www.dyfedpowys-pcc.org.uk/media/10750/retention-disposal-policy-mar-21.pdf Also contained within FOI pages http://www.dyfedpowys-pcc.org.uk/en/contact-us/access-to-information-we-hold/ https://www.dyfedpowys-pcc.org.uk/media/10750/retention-disposal-policy-mar-21.pdf	As soon as possible after the election and reviewed annually	02.10.2019	08.09.2020	31.12.2021	
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.	https://www.dyfedpowys-pcc.org.uk/media/10785/notification-of-disclosable-interests-signed-june-2021.pdf	As soon as after an election and as soon as practicable when changes become known reviewed annually	02.10.2019	08.09.2020	31.12.2021	
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	31.12.2021	
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	31.12.2021	
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/ https://www.dyfedpowys-pcc.org.uk/media/10818/asset-register-june-2021_for-publishing.xlsx	Reviewed Annually	02.10.2019	24.09.2020	31.12.2021	

	<u>The Services we Offer (FOI)</u>						
FoI Publication Scheme	<ul style="list-style-type: none"> • 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 https://www.dyfedpowys-pcc.org.uk/media/10587/opcc-foi-publication-scheme-term-2-v6.pdf	Reviewed Annually	02.10.2019	08.09.2020	31.12.2021	