

Agenda Item 8 Appendix B – audit of BTPA information currently held, where published and recommendations

Information category	Relevant information as defined by the ICO	Is information currently held by BTPA	Is it currently published	Recommendation: publish on website/ make available on request ¹	Any actions arising
1. Who we are and what we do	Structure of the Authority	Yes	Yes – on web site	Web & hard copy on request	
	Staff structure of Authority Secretariat	Yes	Yes – on web site	Web & hard copy on request	
	Contact information	Yes	Yes – on web site and in policy documents	Web & hard copy on request	
	Geographic area of operation	Yes	Yes – in our Policing Plans	Web & hard copy on request	Add a general description of the geographical area of operation to the new BTPA website
	General outline of responsibilities	Yes	Yes – on web site	Web & hard copy on request	
	Appointment of independent custody visitors	Yes	No	Web & hard copy on request	Add section to new BTPA website – text currently being drafted
2. What we spend and how we spend it	Summary of revenue budget estimates of the Authority	Yes	No	Web & hard copy on request	Add to FOI section of website
	Annual statement of Authority's accounts	Yes	Yes – on web site	Web & hard copy on request	
	Budget set for the Police Force	Yes	Yes – in meeting minutes on web site	Web & hard copy on request	Add as an annual news item to BTPA website

¹ Where possible documents may be emailed too.

	Expenses and allowances paid to or incurred by the Authority Members and senior staff	Yes	In part – Allowances Scheme on web site	Allowances on Web & hard copy on request Expenses in hard copy on request	Make member and senior staff expenses available in hard copy on request
	Annual audit letter	Yes	No	Web & hard copy on request	Publish annual audit letter on website
	Financial audit reports	Yes	No – are made available on request	Web & hard copy on request	Publish A&CG papers and meetings minutes on website
	Internal financial regulations and delegated authority	Yes	Yes – Corporate Governance documents on web site	Web & hard copy on request	
3. What our priorities are and how we are doing	Strategic plan or local policing objectives set for the Police Force	Yes	Yes – on web site	Web & hard copy on request	
	Reports presented to the Police Authority indicating service provision, performance assessments, operational assessments	Yes	No - are made available on request	Web & hard copy on request	Publish full Authority public papers and public meetings minutes on website
	Statistical information provided to the Authority	Yes	No - not by BTPA but monthly FMI information is available via the Force's website	Web & hard copy on request	Add a link to the Force's online FMI data report and publish Authority public meeting papers on the new BTPA website

4. How we make decisions	Schedule of meetings open to the public	Yes	Yes – on web site	Web & hard copy on request	
	Agendas and approved minutes of Authority and Committee meetings	Yes	In part – schedule of Authority meetings & approved minutes on website, Committee agendas and minutes are not	Web & hard copy on request	Publish Committee meeting agendas, public minutes and public papers on new BTPA website
	Background papers for meetings open to the public	Yes	No	Web & hard copy on request	Publish Committee meeting agendas and public papers on new BTPA website
	Facts and analyses of facts used for decision making	Yes	No	Web & hard copy on request	Publish full Authority, Committee and sub-group meeting agendas, public minutes and public papers on new BTPA website
	Public consultations	Yes	Yes – on web site	Web & hard copy on request	
5. Our policies and procedures (ICO recommends for the current year only)	Policies and procedures for the conduct of the Authority's business – standing orders, corporate governance etc	Yes	Yes – on web site	Web & hard copy on request	Suggest we archive all current policies and function statements on the website
	Policies and procedures for the provision of services - including requests for information	Yes	Yes – on web site	Web & hard copy on request	Suggest we archive all current policies and function statements on the website

	Policies and procedures about the employment of staff – including details of current vacancies	Yes	No	Web & hard copy on request	Add staff handbook to new BTPA website
	Customer service – including complaints policies	Yes	Yes – on web site	Web & hard copy on request	Suggest we archive all current policies and function statements on the website
	Records management – including security, records retention and data protection policies	No	No	Web & hard copy on request	Suggest we archive all current policies and function statements on the website
6. Lists and registers	Register of Member's interests	Yes	No	Web & hard copy on request	Add Members register of interests to new BTPA website
	Register of gifts and hospitality provided to Members and senior personnel	Yes	No	Hard copy on request	Make member and senior staff gifts and hospitality available in hard copy on request
	FOIA disclosure log	Yes	No	Web & hard copy on request	Add FOI disclosure log to new BTPA website
7. The services we offer	Information about the provision of the Authority's services	Yes	Yes – on web site	Web & hard copy on request	
	Leaflets and explanatory booklets	Yes	Yes – on web site	Web & hard copy on request	
	Media releases	Yes	Yes – on web site	Web & hard copy on request	

	Services for which the Authority is entitled to recover a fee together with those fees	N/A	N/A	N/A	