



THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST:

To approve the Publication Scheme in respect of the Community Safety Hub project.

Title:

Community Safety Hub – Publication Scheme

Executive Summary:

A Publication Scheme is a document which explains to the public and to stakeholders, the documentation which a public authority (in this instance, the OPCC) holds (or expects to hold) in connection with a particular project, initiative or subject matter. It also explains whether – and if so, when – the documentation is intended to be published by the public authority.

Publication Schemes assist both the public and the OPCC to address disclosure obligations in accordance with the Freedom of Information Act 2000, by setting out future publication plans in a clear and accessible way at an early stage.

The Publication Scheme in respect of the Community Safety Hub is attached as an appendix to this Decision Record Form. It will be reviewed and amplified as the project progresses in order to ensure that it is comprehensive and informative.

Decision:

I approve the Publication Scheme and authorise the Chief of Staff to approve subsequent routine amendments to it as part of project governance. Should the Chief of Staff consider such amendments to be significant, I will re-approve the amended Scheme at that stage.

Implications:

Has consideration been taken of the following:	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

(If yes please provide further details below)

Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC's CFO where the decision has financial implications)

There are no financial implications that arise from the decisions as set out in this decision record form.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

As explained in the body text of this Decision Record.

Equality and Diversity Implications

None arise.

Human Rights Implications

None arise.

Sustainability Implications

None arise.

Risk Management Implications

None arise.

OFFICER APPROVAL

Chief Executive

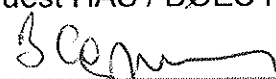
I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed: 

Date: 17 October 2014

Police and Crime Commissioner:

The above request HAS / ~~DOES NOT HAVE~~ my approval.

Signed: 

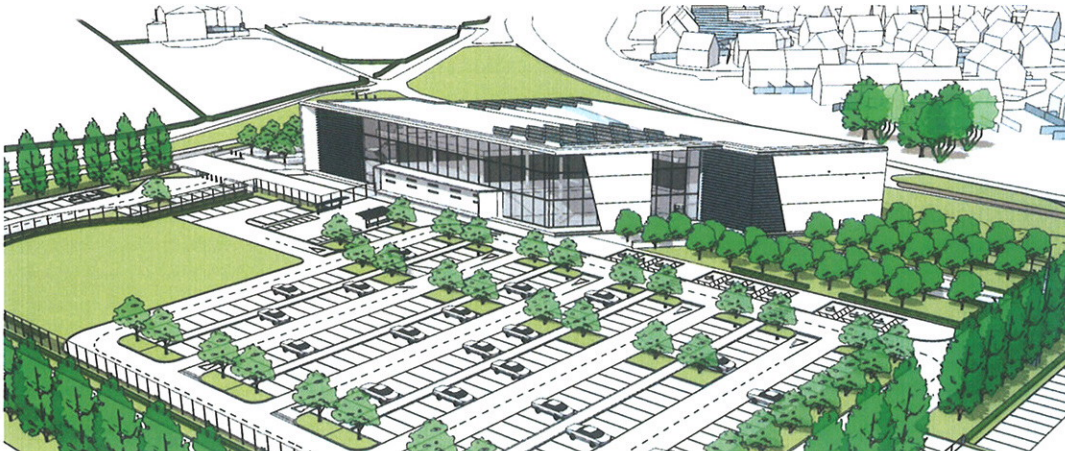
Date: 17/10/14



Agile Programme

Community Safety Hub Publication Strategy

COLLETT, Glenn (C8158)



This document provides looks at the process undertaken and site selection for the proposed new Community Safety hub. It does not propose to provide analysis of each site that has been considered, but rather considers how the project has evolved to a position where the site has been agreed.

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Document Control

Document Title/Reference	5.3 Publication Strategy
Document Subject	A list of documents to be published and indicative timelines
Document location	CSH SharePoint site
Author	Glenn Collett
Contributors	Miranda Sykes
Owner	Agile Programme Manager
Version	1.0
Approvers	Project Board

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Purpose

This document outlines how the Office of the Police and Crime Commissioner for Cleveland and Cleveland Police will manage the publication of information relating to the Community Safety Hub. This is to ensure that the proposals can be implemented effectively, with due regard to the Freedom of Information Act, balanced against the need to manage information that may be confidential, operationally, financially sensitive or personal.

This publication strategy recognises that information will become available at different stages throughout the project and describes how this will be managed and published to ensure that all possible information is placed into the public domain as soon as is practical while implementing a process through which individual requests can be managed in an efficient and effective manner.

All information and documents will be published on full completion of the project (date to be agreed and published at a future date), subject to exemptions under the Freedom of Information Act 2000 and therefore until that time the Office of the Police and Crime Commissioner for Cleveland and Cleveland Police will rely on Section 22 of the Freedom of Information Act, Information for Future Publication unless specifically stated in the schedule below.

Proposed publication schedule

Category	Document title	Publication location	Publication date
Strategic Documents (including Finance and Resources)	• Estates Strategy	Published on PCC website	Complete
	• Decision notice regarding sale of Ladgate Lane	Published on PCC website	July 2014
	• Decision notice regarding move to new preferred site	Published on PCC website	July 2014
	• Business case for new build	Published on PCC website	February 2015
	• Planning consent and plans	Published on Middlesbrough Council Website – ref:M/FP/0172/11/P	July 2013
	• Final Business Case for new	Publish on PCC website.	July 2015

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	Build		
Decision Making	<ul style="list-style-type: none"> Decision notice Minutes of meetings Supporting project papers and research documents Equalities Impact assessment RAID log 	<p>As detailed in the forward plan listed on the PCC website.</p> <p>Publish on the PCC website and</p> <p>Publish on the PCC website and</p> <p>Publish on PCC website</p> <p>Publish on PCC website, subject to redaction</p>	<p>As required</p> <p>At conclusion of project</p> <p>At conclusion of the project</p> <p>July 2015</p> <p>At conclusion of the project</p>
Contracts	<ul style="list-style-type: none"> Decision notice regarding Section 106 agreement Contract of sale Contract for new site Tender for works document Contract award notice 	<p>Publish on PCC website</p> <p>Publish on PCC website</p> <p>Publish on PCC website</p> <p>Publish in accordance with standard procurement policies</p> <p>Publish on PCC website</p>	<p>July 2014</p> <p>In accordance with the law.</p> <p>In accordance with the law.</p> <p>June 2015</p> <p>June 2015</p>
Staff	<ul style="list-style-type: none"> Migration of service plan and 	PCC website	July 2016

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	staff relocation plan		
Stakeholders	<ul style="list-style-type: none"> Public consultation notices Stakeholder engagement and communications strategy Joint publication scheme Media releases 	<p>Publish on PCC website</p> <p>Published on PCC website</p> <p>Publish on PCC and Force websites</p> <p>Publish on PCC and Force websites</p>	<p>As and when required.</p> <p>At conclusion of the project</p> <p>August 2014</p> <p>As and when required</p>

Note: Any publications will be made in line with The Freedom of Information Act 2000 and any relevant exemptions and/or redactions will be applied, at the time of publication, if necessary.