

## Freedom of Information Act 2000

### Publication Scheme

This publication scheme is based upon the model publication scheme which has been prepared and approved by the Information Commissioner. The model publication scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits the Police and Crime Commissioner (PCC) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the PCC.

The scheme commits the PCC:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.



## **Classes of information**

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The PCC will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the PCC, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the PCC will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.



Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



The Office of the Police and Crime Commissioner publishes, or intends to publish, information under the following classes:

**Publication Scheme for the Police and Crime Commissioner**

INFORMATION	DETAIL
<b><i>Who we are and what we do:</i></b>	
Structure / Governance	Name and profile of the PCC.  Identity of officers and senior staff (those earning £58,200 pa +) in the OPCC. Details of internal boards/committees and identity of those who sit on them).
Staff structure of the OPCC	Basic staff and organisational structure and details of administrative support.
Contact information	Contact details (preferably by reference to name and address for correspondence).
Geographic area of operation	
General outline of area of responsibilities	
Appointment of Independent Custody Visitors and associated arrangements	
Relationship with other bodies	Partnership arrangements, or other joint arrangements with statutory and non-statutory partners and other bodies.
<b><i>What we spend and how we spend it:</i></b>	
The budget	Including the total amount allocated to the Police.
Annual Statement of accounts	
Policing precept and other sources of income, including grants	
Annual investment strategy	
Expenditure	Items over £500, including costs, supplier and transaction information (monthly).
Details of contacts currently being tendered	Those that exceed £10,000.

	Contracts under £10,000.
Contracts	All contracts including value, identity of the parties and purpose of the contract.
Expenses and allowances paid to or incurred by the PCC and senior employed staff	By reference to categories in line with policies, practices and procedures such as travel, subsistence and accommodation.
Pay and grading structure	As a minimum include senior staff salaries.  The pay multiple – the ratio between the highest paid salary and median average salary of the whole of the OPCC.
Annual audit letter	
Financial reports	
Internal financial regulations and delegated authority	
<b><i>What our priorities are and how we are doing:</i></b>	
Police and Crime Plan or local policing objectives	
Annual report	Including the OPCC functions and the progress made in meeting the objectives in the Police and Crime Plan.
Reports presented to the PCC indicating service provision, performance assessments, operational assessments of the constabulary	
Information on the performance of the OPCC	
Reports by external inspections and auditors	Including responses to HMICFRS inspection reports on the constabulary.
Statistical information provided to the PCC	
Privacy impact assessments	In full or summary format.
<b><i>How we make decisions:</i></b>	
Schedule of meetings open to the public	
Agendas and approved minutes of each public meeting and any other decision-making meetings	
Background papers for meetings open to the public	

Records of important decisions	Decisions arising from the exercise of PCC functions made either at meetings or elsewhere.
Procedures, facts and analyses of facts used for decision making	
Public consultations	All details of consultation exercises including the results and outcomes of public policing consultation exercises and surveys.
<b><i>Our policies and procedures:</i></b>	
Policies and procedures for the conduct of the PCC's businesses	Standing orders, delegated powers, corporate governance, consent or governance framework, code of conduct, MOU etc.
Policies and procedures for the provision of services	Including handling requests for information.
Policies and procedures for procurement and commissioning arrangements.	
Policies and procedures regarding the employment of staff	Including policies developed in combination with other public authorities.
Complaints procedures	Including handling/oversight of those against the Chief Constable and constabulary and OPCC, requests for information and operating the publication scheme.
Records management and personal data policies	Including security policies, records retention, destruction and archive policies and data protection/sharing policies.
Charging regimes and policies	Including charges made for information routinely published. Policies should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.
<b><i>Lists and registers:</i></b>	
Any information we are legally required to hold in publically available registers	
Asset register	Public land/buildings and capital assets.
Information asset register	To be published only if one exists.
Register of interests	



Register of gifts and hospitality (senior personnel)	Including hospitality declined.
Disclosure log	Information provided in response to FOI requests if kept.
<b><i>The services we offer:</i></b>	
Information about any services provided	
Leaflets and explanatory booklets	
Media releases	
Any services provided for which the OPCC is entitled to recover a fee, together with those fees	