



## **FREEDOM OF INFORMATION ACT 2000**

### **PUBLICATION SCHEME**

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Chief Executive  
November 2012

Note: This Publication Scheme has been prepared in accordance with the model publication scheme prepared and approved by the Information Commissioner. Such a model publication scheme may be adopted without modification without further approval from the Information Commissioner and will be valid until further notice. The Publication Scheme is supplemented by the Definition Document for the Model Publication Scheme for former police authorities produced by the Information Commissioner, and which is attached at Appendix 1.

***[Police and Crime Commissioners replaced police authorities from 22 November 2012. As a consequence, the Information Commissioner's Office intends in due course to issue a Definition Document for Police and Crime Commissioners. This Publication Scheme will be reviewed against that document and modified as necessary]***

## 1. Publication Scheme

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. Additional assistance is provided for the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The Definition Document for the model publication scheme for former police authorities (Appendix 1) gives guidance upon the kinds of information that it would be good practice for police authorities to provide and is relevant to 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 PCC and falls within the classifications below;
- to specify the information which is held by the PCC 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 PCC 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.

## 2. 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 PCC.

**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 2000, 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.

**3. The Elected Local Policing Bodies (Specified Information) Order 2011 (as amended)**

The Order specifies the information that must be published by police and crime commissioners and times of publication. It does not replace or supersede the Freedom of Information Act framework to make information available to the public as a matter of routine.

A summary of the specified information requirements and availability can be accessed via the PCC's website.

**4. 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 the PCC's website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the Office of the Police and Crime Commissioner (OPCC) will indicate how information can be obtained by other means and provide it by those means (see 5. below 'Written Requests').

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 the PCC 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.

## **5. 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 PCC for routinely published material will be justified and transparent and kept to a minimum.

Wherever possible, 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 the 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.

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.

## **6. Written Requests**

Information held by the PCC that is not published under this Scheme can be requested in writing. The request will be considered in accordance with the provisions of the Freedom of Information Act 2000.

You will receive written confirmation of your request. The Act requires that requests for information are responded to within 20 working days, starting from the working day after your request is received. If it is necessary to clarify any aspect of your request, we will contact you. It would be helpful if you could provide a telephone number.

The response to your request will be provided by email or post. If it is decided to refuse your request, or any part of it, the reasons will be explained, including the exemptions that have been applied if appropriate. In the event that the information requested is held by another organisation (e.g. Suffolk Constabulary) rather than the PCC, we will contact you to ensure that you are content for us to transfer the request to that organisation.

## **7. Internal Review**

If you consider that we have not supplied information in accordance with the Publication Scheme, or you are dissatisfied with the way in which your request has been dealt with, you should write to:

*Christopher Jackson  
Chief Executive  
Office of the Police and Crime Commissioner for Suffolk  
Police Headquarters  
Martlesham Heath  
Ipswich  
IP5 3QS*

Telephone: 01473 782773  
Fax: 01473 611580  
Email: [spcc@suffolk.pnn.police.uk](mailto:spcc@suffolk.pnn.police.uk)

If you are dissatisfied with our response or the way in which we have handled your request, you can contact us as above. We may, in the first instance, try and resolve your complaint informally. However, at any stage you can request, or we may decide, to treat your complaint formally under the following internal review process.

The PCC's Chief Executive conducts a review. He will review the request and response taking account of your complaint(s). As recommended by the Information Commissioner's Office, we will aim to send a response in writing by post or email within 20 working days. If we are unable to respond within this timeframe, we will inform you and provide a date by which you should expect to receive a reply.

If you remain dissatisfied, you can complain to the Information Commissioner's Office, the government regulator for the Freedom of Information Act. Details of how to contact the Information Commissioner's Office can be found at [www.ico.gov.uk](http://www.ico.gov.uk) .

## Information Commissioner's Office

### Freedom of Information Act

#### Definition document for Police Authorities and the Northern Ireland Policing Board

This guidance gives examples of the kinds of information that we would expect Police Authorities and the Northern Ireland Policing Board to provide in order to meet their commitments under the model publication scheme. We would expect these bodies to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give a definitive list. The legal commitment is to the model publication scheme, and authorities should look to provide as much information as possible on a routine basis.

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

Organisational information, structures, locations and contacts.

We would normally expect information in this class to be for the current year only

- **Structure of the Authority or Board**

Names of members of the authority and any council or other body represented. Any sub-committee structure.

- **Staff structure of the Authority or Board**

Basic staff structure or other details indicating the authority's administrative support.

- **Contact information**

Police authority contact details, preferably by reference to name.

- **Geographical area of operation**
- **General outline of responsibilities**

- **Appointment of independent custody visitors**
  - **In Northern Ireland the role of the Board in relation to District Policing Partnerships**

**What we spend and how we spend it**

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

We would expect as a minimum that financial information for the current and previous two financial years should be available.

- **Summary of revenue budget estimates of the Authority or Board itself**
- **Annual Statement of the Authority's or Board's accounts**
- **Budget set for the Police Force**
- **Expenses and allowances paid to or incurred by Authority or Board members and senior employed staff**

Details of the allowances and expenses that can be claimed or incurred. It should include the total of the allowances and expenses incurred by or paid to individual senior staff and authority or board members by reference to categories. These categories should be produced in line with the authority's policies, practices and procedures and will be under headings like travel, subsistence and accommodation.

- **Annual audit letter**
- **Financial audit reports**
- **Internal financial regulations and delegated authority**

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

Strategies and plans, performance indicators, audits, inspections and reviews.

We would expect information in this class to be available at least for the current and previous two years.

- **Strategic plan or local policing objectives set for the Police Force**
- **Reports presented to the Police Authority or Board indicating service provision, performance assessments, operational assessments**
- **Reports by external inspectors**
- **Statistical information provided to the Authority or Board**

**How we make decisions**

Decision making processes and records of decisions.

We would expect information in this class to be available at least for the current and previous two years.

- **Schedule of meetings open to the public**
- **Agendas and approved minutes of the Authority (Board) and Authority (Board) sub-committees**



This will be the information that is required to be publicly available under local authority access to information rules.

- **Background papers for meetings open to the public**
- **Facts and analyses of facts used for decision making**
- **Public consultations**

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

Current written protocols, policies and procedures for delivering our services and responsibilities.

We would normally expect information in this class to be for the current year only.

- **Policies and procedures for the conduct of the authority's business**

Standing Orders, delegated powers, corporate governance, code of conduct, memoranda of understanding and similar information.

- **Policies and procedures for the provision of services**

This will include any policies and procedures for handling requests for information.

- **Policies and procedures about the employment of staff**

Where the authority employs its own staff, details of the policies in place, or where staff are employed through another body, reference to the policies of that body. . If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

- **Customer service**

Standards for providing services to the authority's customers, including the complaint procedure. Complaints procedures will include those covering requests for information and operating the publication scheme.

- **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

#### **Lists and registers**

We expect this to be information contained only in currently maintained lists and registers.

- **Register of members' interests**
- **Register of gifts and hospitality provided to members and senior personnel**
- **FOIA disclosure log**

Where an information disclosure log is produced indicating the information that has been provided in response to requests it should be readily available. Disclosure logs are themselves recommended as good practice.

**The services we offer**

Information about the services we offer, including leaflets, guidance and newsletters.

- **Information about the provision of the Authority's or Board's services**
- **Leaflets and explanatory booklets**
- **Media releases**
- **Services for which the authority is entitled to recover a fee, together with those fees**

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