

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.

Responsibilities:

It is expected that each PCC will need to be registered as a data controller with the ICO, by virtue of the nature of the data that PCCs will handle. This means is that they will take on responsibility for the safeguarding of any personal information which is held by the Office of the PCC; the information could be personnel details of staff or details of private contracts or operational matters disclosed to the PCC by the Chief Constable. "Data controller means ... a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed Data controllers must ensure that any processing of personal data for which they are responsible complies with the Act. Failure to do so risks enforcement action, even prosecution, and compensation claims from individuals." (taken from Information

Commissioners Website). Personal data is defined here, and information relating to the Data Protection Act and Freedom of Information Act can be found here. How to (register) notify under the Data Protection Act with the ICO can be found here.

Timing:

The Statutory Instrument outlines the timings for the publication of the specified information and is outlined in Appendix A.

Dissemination:

The use of websites has made it easier for the general public to find out information, and we would expect each PCC to be making information available on the internet.

We expect the specified information to be published in an easily accessible format which is understandable by the general public. For example where data and lists of data are published, we would expect there to be some accompanying narrative to make clear what the data was showing and explaining what the results mean.

Although websites are commonly used by the public to access information, alternatives must be made available for the members of the public who do not have access to the internet or who choose to access the information in a different way. It should be clear by what other means the information can be obtained. This could include making the information available for inspection at a police station/other office, or for paper copies to be sent by post (fees may apply for this and the cost should be made clear - guidance for this is available from the Information Commissioners Office). Details of how to access the information in alternative ways should public.

The PCC should be aware of their obligations (where appropriate) to make documentation available in languages other than English, for example Welsh, and in other formats such as Braille.

Additional Guidance:

On their website the Local Government Association have practitioner guides to making available certain types of Local Authority data; specifically, advice on publishing local spending data, senior salary disclosure and publishing new contracts and tenders. Although not directly applicable, these may be helpful and can be found here.

Best practice on making information available can be found on the 'Advice now' website.

In response to Parliamentary scrutiny of the original Order which specifies the information that elected local policing bodies (Police and Crime Commissioners and the Mayor's Office for Policing and Crime) must publish, Home Office Ministers agreed to amend the Order. Therefore, SI 2011/3050 is amended by [SI 2012/2479](#) The changes made to the Order are:

- The value threshold for publication of tenders and contracts is increased from £500 to £10,000, to match the arrangements in place for central Government. A list of contracts with a value of £10,000 or less is to be published, but not the documents themselves.
- Information on expenditure and contracts of the Chief Officer of Police are to be published by the elected local policing body, to ensure that the public has a complete picture of all police spending.

- The requirement to identify persons appointed as custody visitors is replaced with a requirement to publish general information about custody visitor arrangements.
- An additional requirement is added to publish information about the use made of the staff of the Chief Officer of Police or local authorities, to supplement the information already required about the elected local policing body's own staff.

The Elected Local Policing Bodies (Specified Information) Order 2011 has been further amended by the Elected Local Policing Bodies (Specified Information) (Amendment) Order [\(SI 2021 No. 547\)](#)

This Order provides that the following information must also be published in a prominent place on the elected local policing body's website

- the Constabulary's performance against the Government's published national priorities for policing,
- His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) performance reports on the force, and
- complaint handling

WHO WE ARE AND WHAT WE DO			
a	The name and contact details of the PCC and DPCC together with the details of their role and statutory responsibilities	To be published as soon as practicable after election, reviewed annually and updated when changes are made.	Link
b	The address for correspondence of each relevant office holder	To be published as soon as practicable after election, reviewed annually and updated when changes are made.	Link
c	An organisational chart showing the structure of the staff to include salary bands and indicate where posts are vacant	To be published as soon as practicable after election, reviewed every 6 months rather than annually.	Link
d	Demographics, including ethnicity, gender and disability (by proportion)	To be published as soon as practicable after election, reviewed every 6 months rather than annually.	Link
e	Information about any arrangements that the PCC has to make use of the staff of the Chief Officer of police or a Local Authority	To be published as soon as practicable after election, reviewed every 6 months rather than annually.	N/A
f	Details of the Chief Constable	To be published as soon as practicable after appointment and updated when changes are made.	Link

WHAT WE SPEND AND HOW WE SPEND IT			
a	The budget for the office of the PCC, including: - <ul style="list-style-type: none"> • all planned expenditure • all anticipated revenue sources • the planned precept levels • the draft precept • the response to the Police & Crime Panel's report on the proposed precept 	To be published before the start of each financial year.	Link

b	Details of each grant (including crime and disorder reduction grant) made by the PCC, including: -	To be published each month.	Link
	<ul style="list-style-type: none"> • the conditions (if any) attached to the grant • the recipient of the grant • the purpose of the grant, and • the reasons why the body considered that the grant would secure, or contribute to securing, crime and disorder reduction in the body's area, where appropriate 		
c	<p>Information as to any item of expenditure over £500 (other than crime and disorder reduction grants) by the PCC or the Chief Officer, including:-</p> <ul style="list-style-type: none"> • the recipient • the purpose of the expenditure, and • the reasons why the PCC or Chief Officer considered that VfM would be achieved (except contracts over £10,000). 	To be published quarterly.	Link

d	<p>Allowances and expenses:-</p> <ul style="list-style-type: none"> • details of the allowances and expenses that have been claimed or incurred by the PCC or DPCC <p>The PCC or DPCC should publish a breakdown of their expenses, including:-</p>	To be published quarterly	Link
---	---	---------------------------	----------------------

	<ul style="list-style-type: none"> • their name, financial year, month, date, claim reference number, expense type (e.g. Travel, Accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a 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 stay. 		
--	--	--	--

e	<p>Contracts & Tenders:-</p> <ul style="list-style-type: none"> • a list of contracts for £10,000 or less - to include the value of the contract, the identity of all parties to the contract and its purpose • full copies of contracts over £10,000 • copies of each invitation to tender which is issued by the PCC or the Chief Officer where the contract is to exceed £10,000 	<p>Lists of contracts to be published quarterly.</p> <p>Contracts to be published as soon as practicable</p>	<p>Link</p>
f	<p>Senior Salaries: -</p> <p>The salary amounts above £58,200 including names (with the option to refuse name being published), job description and responsibilities in the office of the PCC</p>	<p>To be published as soon as practicable after election, reviewed annually and updated when changes are made</p>	<p>Link</p>
g	<p>Audit:-</p>	<p>To be published at the end of each financial year.</p>	<p>Link</p>
	<ul style="list-style-type: none"> • Audited accounts • Auditors opinions of the audited accounts of the Force and the PCC, covering any significant issues and any comments • the annual accounting statement showing how the budget has been spent • Audit Reports on the accounts of the office of the PCC 		

h	Investment Strategy:- the investment strategy of the PCC	To be published before the start of each financial year	Link
---	--	---	----------------------

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING			
a	Police and Crime Plan	To be published annually	Link
b	Annual Report	To be published annually	Link
c	A copy of each collaboration agreement, or the fact that an agreement has been made	No deadline specified - suggest within 2 weeks of collaboration agreement being made.	Link
d	Results/reports of inspections by external audit bodies, including <ul style="list-style-type: none"> • responses to HMICFRS inspection reports on the constabulary, • annual report on the effectiveness, efficiency and legitimacy of the Constabulary 	To be within of one month of date of publication by the inspectors of constabulary.	Link
	<ul style="list-style-type: none"> • summary assessment of the performance of the Constabulary 		

e	<p>A statement on the contribution of the Constabulary to achieving improvements against the national priorities.</p> <p>An explanation of which of the national priorities are assessed to be applicable and which not applicable in the context of the relevant police area and the reasons for that assessment</p>	<p>To be published at the same time as the police and crime plan is issued.</p> <p>to be reviewed, and any variation published—</p> <p>(i)quarterly thereafter, and</p> <p>(ii)within the period of one month beginning with the date of publication of an annual report by the inspectors of constabulary on the effectiveness, efficiency and legitimacy of the police force maintained by the elected local policing body.</p>	<p>Link</p>
f	<p>Police Complaints</p> <p>A quarterly and annual report setting out how the elected local policing body has held the chief constable to account in relation to the handling of complaints.</p> <p>A quarterly and annual assessment by the elected local policing body of its performance in exercising its functions as the relevant review body)</p>	<p>To be published with one month of the publication of the most recent data by the Independent Office for Police Complaints</p>	<p>Link</p>

HOW WE MAKE DECISIONS	
------------------------------	--

	The dates, times and places of all public meetings and public consultations held by the PCC. The agenda and any reports being presented and a copy of the minutes of the meeting	To be published as soon as practicable.	Link
	Decisions arising from any "non-public" meetings held by the PCC at which matters of public interest relating to the PCC's functions are discussed	To be published as soon as practicable.	Link
	Copies of any reports that a PCC has requested from any of the Community Safety Partnerships in the Force area	To be published as soon as practicable.	N/A

OUR POLICIES AND PROCEDURES			
	<p>The following policies and procedures to which the PCC must adhere to in the course of their role:-</p> <ul style="list-style-type: none"> • code of conduct • policy on decision making • the procedure for the handling of complaints and the number of complaints against the PCC recorded by the Police and Crime Panel • Information about the operation of the ICV scheme including the process and policies of the scheme • processes and policies relating to the appointment of a Chief Constable 	To be published as soon as practicable, reviewed annually and updated when changes are made. Complaints to be published at the end of each financial year.	Link

	<ul style="list-style-type: none"> • processes and policies relevant to any other appointments • equality impact assessments • schemes of delegation • PCC/staff protocol • equality scheme • policies and procedures about the employment of any staff in the Office of the PCC including disciplinary and grievance procedure • other policies made by the PCC • minimum standards for responding to requests for information 		
	<p>Record management:-</p> <ul style="list-style-type: none"> • record management information security policies, relating to records retention and destruction/archive policies • data sharing policies 	To be published as soon as practicable, reviewed annually and updated when changes are made.	Link
	Whistle blowing - a clear guideline on what to do if concerns over the conduct of the PCC and/or staff are raised	To be published as soon as practicable, reviewed every 6 months and updated when changes are made	Link

LISTS AND REGISTERS			
	Register of any interests which might conflict with the role of the PCC including every other pecuniary interest or other paid positions that they may hold	To be published as soon as practicable and updated when changes are made	Link
	List of FOI requests received, and their responses (disclosure log)	To be published quarterly	Link
	List of all gifts/donations and hospitality offered to staff of the office of the PCC, and whether these were accepted or declined	To be published as soon as practicable and updated when changes are made	Link
	Identity of any land owned by or occupied by the Office of the PCC	To be published as soon as practicable after election, reviewed annually and updated when changes are made	Link

SERVICES WE OFFER			
	Leaflets and explanatory booklets, including the council tax leaflet, advice leaflets and public briefing papers	To be published as soon as practicable	N/A
	Media releases	To be published as soon as practicable	Link