

***This is the Scheme first published on 31 December 2008. We would love to hear from you if you have any comments about it; please telephone 0116 229 8980 or email them to [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk) . Thank you.***

## **Freedom of Information Act 2000**

### **LEICESTERSHIRE POLICE AUTHORITY PUBLICATION SCHEME**

#### **Part One**

#### **Introduction**

#### **Leicestershire Police Authority Publication Scheme**

#### **Freedom of Information Act 2000**

The Freedom of Information Act 2000 ("FOI Act") received Royal Assent on 30 November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A 'public authority' is defined in the Act, and includes (but is not restricted to) central and local government, non-departmental public bodies, the police, the health service and schools, colleges and universities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

#### **Your rights and our responsibilities**

Under the FOI Act all Police Authorities including Leicestershire Police Authority must have a Publication Scheme setting out the information we routinely make publicly available. Our scheme must be approved by the Information Commissioner and we have to review the scheme from time to time. In adopting (or reviewing) our Publication Scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; and
- publishing reasons for the decisions we make.

Our publication scheme must:

- set out the classes of information which we publish or intend to publish;
- say how we will publish the information in each class; and
- say if we will provide the information free or charge for it.

The purpose of our Publication Scheme is to let you know what information is readily available from us without your needing to ask us for it. By readily available we mean that the information is available on our website; can be obtained from us if you request it by letter, e-mail or telephone call; can be purchased from us; or can be found in a local library.

Part 2 of our Publication Scheme sets out the classes or types of information that we publish or intend to publish.

The FOI Act also gives you a right of access to recorded information held by public authorities, subject to certain exemptions.

The FOI Act applies to the vast majority of public authorities, including Leicestershire Police Authority. If you ask us for information we are required to:

- let you know in writing whether we hold information you have asked for; and
- provide to you the information we do hold within 20 working days, unless it is subject to an exemption.

We also have a duty to provide advice or assistance to you or anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

Please note that for the purposes of the FOI Act Leicestershire Constabulary is a separate organisation to Leicestershire Police Authority and therefore we may suggest directing your request to the Constabulary if this is likely to provide a more helpful response.

### **Responsibilities for the Leicestershire Police Authority Publication Scheme**

The person with overall responsibility for the Publication Scheme and for maintaining and managing it is:-

Robert Swinfield  
Chief Executive  
Leicestershire Police Authority  
St. Johns  
Enderby  
Leicester  
LE19 2BX

Telephone: 0116 229 8980  
Fax: 0116 229 8985  
E-mail: [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk)  
Text: 07847 359130

### **Contacting Leicestershire Police Authority**

If you wish to obtain a hard copy of our Publication Scheme, you may write to, e-mail or telephone us at:

Leicestershire Police Authority  
St. Johns  
Enderby  
Leicester  
LE19 2BX

Telephone: 0116 229 8980  
Fax: 0116 229 8985  
E-mail: [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk)  
Text: 07847 359130

Our website also contains a copy of the Publication Scheme at [www.leics-pa.police.uk](http://www.leics-pa.police.uk)

### **Charging for Publications**

There is no charge to access documents published on our website although the user will, of course, have to meet any charges made by their Internet service provider and telephone company as well as any personal costs for printing, photocopying etc.

For hard copy documents the Police Authority will provide free of charge any current document smaller than 10 No. A4 pages in size. It reserves the right to charge in respect of requests for larger documents or multiple copies or archived material. The cost will be restricted to 10% of the reasonable marginal costs of complying with the request, together with photocopying costs (currently 10p per sheet) and postage.

Where the information is available via the website but a value-added service is requested using that information, a charge will be made.

Where a charge applies, the cost and the reasons for levying such a charge will be made known to you. Any charge will be payable in advance.

### **Comments about the Publication Scheme**

If you have any comments on our Publication Scheme or feel that the Scheme could be improved, you should write, in the first instance to:

Robert Swinfield  
Chief Executive  
Leicestershire Police Authority  
St. Johns  
Enderby  
Leicester  
LE19 2BX

Telephone: 0116 229 8980  
Fax: 0116 229 8985  
E-mail: [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk)  
Text: 07847 359130

### **Complaints about the Publication Scheme**

If you think we have not supplied information in accordance with our Scheme, then you should write, in the first instance, to:

Robert Swinfield  
Chief Executive  
Leicestershire Police Authority  
St. Johns  
Enderby  
Leicester  
LE19 2BX

Telephone: 0116 229 8980  
Fax: 0116 229 8985  
E-mail: [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk)  
Text: 07847 359130

We aim to deal with your complaint within 15 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. We aim to complete an internal review and respond to you within 15 working days. If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner.

### **Review of the Leicestershire Police Authority Publication Scheme**

We will review our Publication Scheme in 2013 or when the Information Commissioner indicates we should.

### **Availability of this scheme in other languages and formats.**

The Leicestershire Police Authority will endeavour to make information as widely available as possible. Information can be provided in large print, Braille or on audio tape on request. For information in languages other than English, please contact the Police Authority for further details.

## Copyright

Different bodies might own the copyright of material contained in our Scheme:

### Leicestershire Police Authority Copyright Material

For material where we own the copyright, it can be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation. This is subject to the material being reproduced accurately and not being used in a misleading context. Where material is being republished or copied to others, the source of the material must be identified and our copyright acknowledged. The Leicestershire Police Authority logo is also copyrighted and may not be reproduced other than as it appears on copied material.

### Other Copyrighted Material

Some material we include in our Scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

### Requests for Personal Information

Under the Data Protection Act 1998, you already have a statutory right to have access to personal data we hold about you on computer or in a structured manual file (i.e. on paper). You also have the right to expect us, as the data controller, to ensure that data is:

- processed fairly and lawfully
- obtained for specific and lawful purposes
- adequate, relevant and not excessive
- accurate and where necessary kept up to date
- not kept for longer than is necessary
- processed in accordance with the rights of the data subject
- kept secure
- not transferred abroad unless to countries with adequate data protection laws.

For the purposes of the 1998 Act, “personal data” is information that relates to a living identifiable person. The person or organisation who controls the purpose and manner in which data is processed is the “data controller”. More information on the Data Protection Act can be found on [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) (the Information Commissioner’s website) or from the address given below.

### Information where Leicestershire Police Authority is the Data Controller

Where we are the data controller, you are entitled to be told whether we hold data about you, and if we do:

- to be given a description of the data in question
- to be told for what purposes the data is processed
- to be told the recipients, or classes of recipients, to whom the data is or may be disclosed

You are also entitled to a copy of the information with any unintelligible terms, acronyms or codes explained. You will also be given any information available to us on the source of the data. The data will be in its latest form.

If you wish to apply for access to your personal data, known as “a subject access request”, you should write to us at the above address. A fee of £10 must accompany your request together with proof of your identity. We also need to be supplied with the details needed to locate the information you seek. A request for access to personal data will be dealt with promptly and in any event within 40 days of receipt of the request and payment of the fee.

If you consider that a request by you for access to your personal data has not been dealt with properly, you may:

- write to us at the above address seeking resolution of your complaint.
- write to the Information Commissioner, who is appointed to consider such complaints at:

Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

The Information Commissioner is empowered to assess whether there has been a failure to comply with the 1998 Act. The Commissioner can issue enforcement proceedings if satisfied that there has been a contravention of the data protection principles. The Commissioner can also recommend that you apply to court alleging a failure to comply with the subject access provisions of the 1998 Act. The court may make an order requiring compliance with those provisions and may also award compensation for any damages you have suffered as well as any associated distress.

#### **Information where Leicestershire Police Authority is not the “Data Controller”**

In many cases, it is the police and not the police authority who hold personal information. The Police National Computer includes information on prosecutions, convictions and cautions. Chief Officers of Police are the “data controllers” for this information and not Leicestershire Police Authority.

You have the right to be told by a Chief Officer whether any information is held about you on the Police National Computer and a right to a copy of that information. The Chief Officer will give that information if he is satisfied as to your identity and on payment of a fee of £10. The Chief Officer may deny access to this information where the information is held for the prevention or detection of crime or for the apprehension or prosecution of offenders and where release of the information would be likely to be prejudicial to any of these purposes.

Police forces provide a form to simplify the exercise of your subject access rights to PNC information. In the case of Leicestershire Police you should contact: -

Information Manager  
Leicestershire Constabulary  
St. Johns  
Enderby  
Leicester  
LE19 2BX

Telephone: 0116 222 2222 xtn 5220 or 5218  
Fax: 0116 248 5217  
E-mail: [data.protection@leicestershire.pnn.police.uk](mailto:data.protection@leicestershire.pnn.police.uk)

#### **Requests under the Environmental Information Regulations**

If you wish to make a request for information under the Environmental Information Regulations (EIR), you should write to:

Robert Swinfield  
Chief Executive  
Leicestershire Police Authority  
St. Johns  
Enderby  
Leicester  
LE19 2BX

Telephone: 0116 229 8980  
Fax: 0116 229 8985  
E-mail: [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk)  
Text: 07847 359130

## **General Information about Leicestershire Police Authority**

### **Leicestershire Police Authority Role and Responsibilities**

The Leicestershire Police Authority is an independent body made up of local people. It is our job to ensure that there is an efficient and effective police force for Leicester, Leicestershire and Rutland and to make sure that the Chief Constable and force are accountable to you in carrying out their responsibilities and serving our communities.

The Leicestershire Police Authority sets the strategic direction for policing in Leicester, Leicestershire and Rutland and holds the Chief Constable to account for the policing service delivered. Delivery of local policing services is the job of the Chief Constable.

We have a number of statutory duties and responsibilities. The main ones are to

- secure an efficient and effective local police force
- hold the police budget and allocate resources
- appoint (and dismiss, if necessary) the chief constable and senior police officers
- consult widely with local people about the policing of their area
- set local policing priorities and targets for achievement
- monitor what the police do and how well they perform against the targets set by the authority
- publish a rolling three year plan which tells local people what they can expect from their police service and report on achievements every year
- make sure local people get value for money from their local police
- oversee complaints against the police and discipline senior officers

**It might help you to know that police operations are the responsibility of the Chief Constable and force and information on individuals is more likely to be held by the police than the police authority.**

## **Freedom of Information Act 2000**

### **LEICESTERSHIRE POLICE AUTHORITY PUBLICATION SCHEME**

#### **Part Two**

#### **Classes of Information**

##### **Introduction**

Under the FOI Act, our Publication Scheme must say what classes, or broad types, of information the police authority already publishes or intends to publish. We aim to publish as much information as possible about our work through the scheme, except where it would not

be in the public interest to do so (for example, because it might prejudice law enforcement or the health and safety of our staff, or because information is commercially sensitive).

For each class we briefly define the information contained in that class, the format in which it is available and whether the class includes chargeable material.

For those who do not have access to a computer, all information contained in this Publication Scheme (including the Scheme itself) is available in hard copy form.

**Classes of Information:**

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services we offer

Leicestershire Police Authority publishes, or intends to publish, information under the following classes:

NB. We may not publish information in any class if it would endanger the safety of any individual, is commercially confidential or if it is personal information exempt under the Data Protection Act 1998.

Class & Definition	Format	Cost/Charge
<b>1) Who We Are and What We Do</b>		
<ul style="list-style-type: none"> <li>(a) The authority's role and statutory responsibilities.</li> <li>(b) Names of the authority's current members, including profile and contact details, the way in which members are appointed and the rules which govern how they carry out their responsibilities.</li> <li>(c) Members' attendance records.</li> <li>(d) Names of the lay members of our Standards Committee.</li> <li>(e) Names of the members of the Independent Member Selection Panel which has a role in choosing independent members.</li> <li>(f) Our committee structure and the membership and terms of reference of each committee.</li> <li>(g) Information about the Authority's Independent Custody Visitors (ICVA) Scheme.</li> <li>(h) Authority's staff structure including reference to statutory roles and an organisational chart showing the responsibilities of Authority Secretariat.</li> <li>(i) Member links to parts of the Force area.</li> <li>(j) Processes and policies relating to member appointments.</li> <li>(k) Processes and policies relating to ICVAs.</li> <li>(l) Details of the Force Chief Officer Team appointed by the authority and any relevant processes and policies relating to appointments.</li> <li>(m) Processes and policies relevant to other appointments (Standards Committee Lay Members, Selection Panel, Independent Advisory Group etc).</li> <li>(n) Partnerships including CDRPs, LSPs on which the Authority is a member and any plans the partnership produces jointly, including the Local Area Agreement.</li> </ul>	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraphs (a), (b), (d), (f), (g), (h) and (i) are already available on the Authority website <a href="http://www.leics-pa.police.uk">www.leics-pa.police.uk</a></p>	<p>See "Charging for Publications" section on page 3</p>
<b>2) What We Spend and How We Spend It</b>		
<ul style="list-style-type: none"> <li>(a) Summary of revenue budget estimates of the Authority.</li> <li>(b) Annual Statement of Accounts.</li> <li>(c) Budgets set for the Force.</li> </ul>	<p>Electronically or hard copy.</p> <p>Information mentioned in</p>	<p>See "Charging for Publications"</p>

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> <li>(d) Expenses and allowances paid to members (travel, subsistence, accommodation).</li> <li>(e) Members' Allowances Scheme.</li> <li>(f) Expenses paid to senior employed staff (Chief Executive and s151 officer).</li> <li>(g) Annual audit letter.</li> <li>(h) Financial audit reports, from time to time (including PURE report).</li> <li>(i) Financial regulations.</li> </ul>	<p>paragraphs (a), (b), (c), (e), (g), (h) and (i) are already available on the Authority website <a href="http://www.leics-pa.police.uk">www.leics-pa.police.uk</a> . Indeed we have a financial page on the website where most of this information is grouped: <a href="http://www.leics-pa.police.uk/resources/finance">www.leics-pa.police.uk/resources/finance</a></p>	<p>section on page 3</p>
<b>3) What Our Priorities Are and How We Are Doing</b>		
<ul style="list-style-type: none"> <li>(a) Policing Plan.</li> <li>(b) Local Policing Summary.</li> <li>(c) Reports considered in public session of meetings of the Authority and its committees including performance reports detailing force performance presented to the Authority by the Chief Constable.</li> <li>(d) Reports by external inspectors including HMIC and Audit Commission.</li> <li>(e) Statistical information provided to the Authority including sickness absence, recruitment and staffing targets, secondments, grievance and employment tribunal cases.</li> <li>(f) Police Authority self assessment process – details of the assessments made by the Authority against the APA's self assessment framework, including action plans developed to address areas of weakness.</li> </ul>	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraphs (a), (b), (c) and (e) are already available on the Authority website <a href="http://www.leics-pa.police.uk">www.leics-pa.police.uk</a> . Indeed the Policing Plan is a web-based document at <a href="http://www.leics-pa.police.uk/localpolicingplan/">www.leics-pa.police.uk/localpolicingplan/</a></p> <p>Information mentioned in paragraph(b) is available at <a href="http://www.leics-pa.police.uk/resources/library/local-policing-summaries-2007-2008/">www.leics-pa.police.uk/resources/library/local-policing-summaries-2007-2008/</a></p> <p>Information at paragraph (d) and (e) will normally be reported to our Audit Committee and Human Resources Committee respectively and hence is now and in future available as those reports are published: <a href="http://www.leics-pa.police.uk/news-and-events/authority-meetings/">www.leics-pa.police.uk/news-and-events/authority-meetings/</a></p>	<p>See "Charging for Publications" section on page 3</p>
<b>4) How We Make Decisions</b>		
<p>Here you will find information about how we carry out our work and make decisions through meetings of the full authority and its committees</p> <ul style="list-style-type: none"> <li>(a) The authority's current calendar setting out the dates, times and venues of full authority and committee meetings held in public and how you can attend.</li> <li>(b) Dates, times and venues of public consultation events by the Authority.</li> <li>(c) For full authority and committee meetings - agendas and reports, including a list of background papers, to be considered at those meetings will be published a minimum of 5 working days in advance of the meeting, except late papers tabled in accordance with our urgency arrangements or</li> </ul>	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraphs (a), (c), (d), (e) and (f) are already available on the Authority website <a href="http://www.leics-pa.police.uk">www.leics-pa.police.uk</a> .</p>	<p>See "Charging for Publications" section on page 3</p>

Class & Definition	Format	Cost/Charge
<p>information which is exempt under the provisions of the Local Government Act 1972, for example, because it is commercially sensitive, relates to individual staff or legal proceedings.</p> <p>(d) The minutes of full authority and committee meetings.</p> <p>(e) Procedural standing orders.</p> <p>(f) Equality Impact Assessments.</p> <p>(g) Agendas and newsletters used for public consultation meetings.</p>		
<b>5) Our Policies and Procedures</b>		
<p>(a) Our current standing orders</p> <p>(b) Schemes of delegation.</p> <p>(c) Authority Business Plan.</p> <p>(d) Code of Corporate Governance.</p> <p>(e) Members Code of Conduct.</p> <p>(f) Financial Regulations.</p> <p>(g) Delegation to Officers.</p> <p>(h) Officer/Member protocol.</p> <p>(i) Equality Scheme.</p> <p>(j) Other policies made by the Authority.</p> <p>(k) Policies and procedures about the employment of Authority staff including disciplinary and grievance procedure.</p> <p>(l) Complaints procedure against the actions of the Authority (organisational complaints), about members (through the local assessment of complaints framework) but also through the Ombudsman if not a Code of Conduct issue, about staff.</p> <p>(m) Minimum standards for responding to requests for information.</p> <p>(n) Records Management and Personal Data policies including information security policies, records retention policies, destruction and archive policies, data protection policies.</p> <p>Some information in this class may not be published where this is not in the public interest. In these cases, the material will show where information has been withheld and explain what exemption has been applied and why, for example because its release would compromise the health and safety of staff, law enforcement, the detection and prevention of fraud or legal proceedings.</p>	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraphs (a), (b), (d), (e), (f), (g) and (i) are already available on the Authority website <a href="http://www.leics-pa.police.uk">www.leics-pa.police.uk</a> .</p> <p>For information in paragraph (m) see pages 1-6 above of this very document.</p>	<p>See “Charging for Publications” section on page 3</p>
<b>6) Lists and Registers</b>		
<p>(a) Register of Members’ interests.</p> <p>(b) Register of gifts and hospitality.</p> <p>(c) Freedom of Information Act Disclosure Log.</p>	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraph (c) is already available on the Authority website <a href="http://www.leics-pa.police.uk">www.leics-pa.police.uk</a> .</p>	<p>See “Charging for Publications” section on page 3</p>
<b>7) Services We Offer</b>		
<p>(a) Leaflets and explanatory booklets including council tax leaflet, local policing summaries, advice leaflets and public briefing papers.</p> <p>(b) Media releases.</p> <p>(c) Services for which the Authority is entitled to recover a fee, together with those fees.</p>	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraphs (a) and (b) is already available on the Authority website <a href="http://www.leics-pa.police.uk">www.leics-pa.police.uk</a> .</p>	<p>See “Charging for Publications” section on page 3</p>

Last revised:  
31dec08 by R Swinfield