

# **OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR WARWICKSHIRE**

## **PUBLICATION SCHEME**

The Police and Crime Commissioner for Warwickshire is committed to making available information to the public to enable them to hold him to account during his term of office. The minimum information that the PCC will publish as part of his transparency agenda is contained within this Publication Scheme.

The main statutory responsibilities placed upon the PCC in relation to the publishing of information derive from the following legislation:

The Police Reform and Social Responsibility Act 2011

The Elected Local Policing Bodies (Specified Information) Order 2011

The Freedom of Information Act 2000

The PCC also follows good practice by publishing information as recommended by central government to local authorities on data transparency.

### **THE POLICE REFORM AND SOCIAL RESPONSIBILITY ACT 2011**

Under the Police Reform and Social Responsibility Act 2011 the PCC is required to publish an Annual report and a Police and Crime Plan.

### **THE ELECTED LOCAL POLICING BODIES (SPECIFIED INFORMATION) ORDER 2011**

Section 11(1) and (2) of the Police Reform and Social Responsibility Act requires an elected local policing body to publish any information specified by the Secretary of State by Order (secondary legislation) and the time and manner of publication.

The Secretary of State has specified the information publication requirements on the PCC within the Elected Local Policing Bodies (Specified Information) Order 2011 and amendments (2012/2479) and (2013/1816).

### **FREEDOM OF INFORMATION ACT 2000**

The Freedom of Information Act 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. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information. Any person making a request must be supplied with that information, unless an exemption applies. Further information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

Under the Freedom of Information Act, the PCC is required to adopt an approved Publication Scheme, setting out the information routinely made publicly available. The model scheme, on which this publication scheme is based, has been approved by the Information Commissioner and is reviewed from time to time. In adopting (or reviewing) this Publication Scheme, the PCC is required to have regard to the public interest by:

- allowing public access to information held; and
- publishing the reasons for the decisions the PCC makes.

This Publication Scheme commits an authority 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 authority.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority 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.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.

- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- publish any dataset that has been requested and any updated version that is held by the OPCC, in a re-usable form where practicable, unless the OPCC is satisfied that it is not appropriate to publish it.

### **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 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.

#### **Policies and procedures**

Current written protocols for delivering our functions and responsibilities.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempted 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 authority 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 a public authority, 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, a public authority will indicate how information can be obtained by other means and provide it by those means, for example as outlined below.

In exceptional circumstances some information may be available only by viewing it 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. When 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 the 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.

### **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.

### **General Information about the Office of the Police and Crime Commissioner** **Police and crime Commissioner Role and Responsibilities**

The Office of the Police and Crime Commissioner 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 the Warwickshire area and to make sure that the Chief Constable and Force are accountable to you in carrying out their responsibilities and serving our communities.

The Office of the Police and crime Commissioner sets the strategic direction for policing in the Warwickshire area and holds the Chief Constable to account for the policing service delivered. Delivery of local policing services is the job of the Chief Constable of police.

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
- Consult widely with local people about the policing of their area and in particular anti-social behaviour
- Set local policing priorities and targets for achievement
- Monitor everything the police do and how well they perform against the Police and Crime Plan
- Report on achievements against the Police and Crime Plan on a yearly basis
- Make sure local people get best value from their local police
- Oversee complaints against the police and disciplines senior officers
- Promote equality and human rights

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 Chief Constable than the Commissioner's office (which is a distinct organisation from the force).

### **3. Information Available Guide**

The OPCC publishes, or intends to publish, information under the classes set out below. Also included within each class of information are the information publishing requirements as required under the Police Reform and Social Responsibility Act 2011 and Elected Local Policing Bodies (Specified Information) Order 2011, as amended.

#### **1. Who I am and what I do** (relating to current year)

- The details of all senior posts within the Office of the PCC comprising:
  - Name of the post holder
  - Address for correspondence of post holder
  - Salary (if any) of post holder
  - The purpose of the role
- The details of all roles in the employment of the Office of the PCC (including employees in senior posts) comprising:
  - Position within structure of Office of PCC (organisation chart)
  - Demographic details to at least include gender, ethnicity and disability (these can be proportions and need not identify by post)
  - Details of all arrangements made by PCC to utilise Staff of the office of the Chief Constable fulfilling the duties of the Office of the PCC
  - Details of all arrangements made by PCC to utilise Staff of Local Authorities in fulfilling the duties of the Office of the PCC
- Details of arrangements made for the operation of an Independent Custody Visiting Scheme.
- The structure of the Office of PCC (Organisation Chart) could include:
  - Salary Bands
  - Indicate where posts are vacant
- The details required for “Senior Posts” applied to any person earning over £58,200 (or the appropriate equivalent at the time of publication)
- The ‘pay multiple’ could be included – the ratio between the highest paid salary and median average salary of the whole of the workforce.
- The OPCC’s administrative support including contact details for correspondence
- Details of internal boards / committees and who sits on them
- Election results could be included.
- (If applicable) justification by PCC of reasons why they are not fulfilling the role on a full time basis.
- The role and statutory responsibilities of the PCC
- Processes and policies relating to an ICV Scheme

- Relationships with other bodies
- Link to Community Safety Partnerships
- Details of any other joint / partnership arrangements with statutory and / or non-statutory bodies
- Details of Chief Constable and any processes and policies relating to the appointment of a Chief Constable
- Processes and policies relevant to any other appointments

**2. What I spend and how I spend it**  
(relating to current and previous 2 financial years)

- The budget for the Office of the PCC
- The level of Policing Precept set by the PCC
- The amount and source of other funding expected to be received by the PCC
- The PCC's investment strategy
- Details of any grants awarded by the PCC (i.e. work "commissioned"):
  - Recipient
  - Purpose
  - Any conditions
  - Reason why grant was awarded (i.e. why it contributes to crime and disorder reduction)
- Salaries, allowances and expenses paid to any senior post holder within the Office of the PCC (including recipient, purpose, value for money) (updated monthly)
- **Pay and Grading structure**
- Details of any item of expenditure over £500 (other than a grant) by either PCC or Chief Constable:
  - Recipient
  - Purpose
  - Why it provided value for money for the taxpayer
- Copies of every contract with a value of more than £10,000 to which the PCC or Chief Constable is a party
  - Copies of every invitation to tender issued by a PCC or Chief Constable for contracts expected to have a value of more than £10,000
  - A list of every contract with a value up to £10,000 to which the PCC or Chief Constable is a party (including value of contract, identify of every other party and the purpose of the contract).

- Financial Accounts (as defined in legislation)
- Why the PCC's structure (details of which are published under the statute) offers value for money for the taxpayer as compared with alternatives
- Justification by PCC of Chief Constable's salary level as to why this level has been set if compared to the "normal level" prescribed by the Home Secretary for the size of the Force.
- Details and value of all benefits received by the Chief Constable.
- Annual audit letter
- Financial audit reports
- Financial regulations / scheme of consent i.e. delegated authorities
- Services for which the PCC is entitled to recover a fee, together with those fees.

### **3. What my priorities are and how I am doing** (relating to current and previous 2 years)

- Details of the number of complaints and conduct issues brought to the attention of the relevant Police and Crime Panel in relation to all senior post holders within the Office of the PCC
- Results/reports of inspections by external bodies
- PCC response to HMIC inspection reports of force (including statistics and privacy impact assessment)
- Police and Crime Plan and Local Policing objectives
- Annual Report to Police and Crime Panel
- Statistical information provided by Chief Constable to PCC (excluding information on crime which is co-ordinated by Home Office)
- Performance reports (to include operational assessments of police force) and statistical information of complaints / conduct issues brought to the attention of the Police and Crime Panel in relation to senior PCC post holders

### **4. How do I make decisions** (relating to current and previous 2 years)

A statement of policy as to how a PCC will make decisions

Details of any public meetings held by the PCC (though there is no legal requirement for them to actually hold any):

- Date, time and place
- Agenda and any reports being presented

- Copy of the minutes of the meeting
- Minutes of any “non public” meetings held by the PCC at which matters of public interest relating to the PCC’s functions are discussed.
- **Public consultations – access to papers, results and outcomes**
- A record of every decision made by a PCC as part of their functions, whether made within a meeting or otherwise and procedures, facts and analysis of facts used for decision making
- Copies of any reports that a PCC has requested from any of the Community Safety Partnerships in the Force area.
- **Details of standing orders**

**5. My policies and procedures**  
(for current year)

- A statement by the PCC of any standards regime that they may wish to apply to the Office of the PCC including:
  - **Terms of Reference**
  - **The OPCC Business Plan**
  - Any Code of Conduct for themselves or employees
  - Complaints handling procedures
- A statement of policy in relation to records management, including:
  - Procedures for security and sharing of information
  - Retention and destruction of documents
  - Covering data sharing, data protection, archive, charging regime
- A statement of policy in relation to the handling of qualifying disclosures (i.e. a “whistle blowing” process for employees of the Office of the PCC)
- **Financial regulations (also in 2)**
- **Joint Corporate Governance framework**
- **Details of standing orders (also in 4)**
- **Equality Impact Assessments**
- **Schemes of delegation (probably because a PCC cannot “delegate” anything to a Chief Constable, this might also cover “Schemes of Consent”)**
- **Policies and procedures for procurement and commissioning arrangements**
- **Health and Safety policy**
- **Staff/PCC protocol**
- **Equality Scheme**
- **Policies and procedures about the employment of any staff in the Office of the PCC including disciplinary and grievance procedure**

- Memoranda of Understanding
- Other policies and procedures made by the PCC
- Minimum standards for responding to requests for information

## **6. Lists and Registers**

- The identity of any land owned by or occupied by the Office of the PCC/asset register.
- A register of interests of all senior post holders within the Office of the PCC (including every paid employment or other pecuniary interest)
- Details of any gifts and hospitality offered, whether received or not, to senior post holders within the Office of the PCC (indicating whether they were received)
- Freedom of Information Act disclosure Log.

## **7. Services I offer**

- Leaflets and explanatory booklets including council tax leaflet, advice leaflets and public briefing papers
- Media releases
- Public briefing papers
- Services for which the PCC is entitled to recover a fee, together with those fees, (also in 2)

## **4. Contact Details and Fees**

### **Responsibilities for the Office of the Police and Crime Commissioner Publication Scheme**

The Chief Executive of the Office of the Police and Crime Commissioner has overall responsibility for our Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is:

Neil Hewison  
Chief Executive  
Warwickshire's OPCC  
3 Northgate Street  
Warwickshire County Council  
CV34 4SP

Telephone: 01926 412322  
Email address: [opcc@warwickshire.gov.uk](mailto:opcc@warwickshire.gov.uk)

### **Contacting the Office of the Police and Crime Commissioner**

If you wish to obtain a hard copy of our Publication Scheme or any of the publications contained in our list of publications, you may write to, email or telephone us at:

Warwickshire's OPCC  
3 Northgate Street  
Warwickshire County Council  
CV34 4SP

Telephone: 01926 412322  
Email: [opcc@warwickshire.gov.uk](mailto:opcc@warwickshire.gov.uk)

### **Schedule of charges**

Free of charge on website – there is no charge made by us, although the user will have to meet any charges made by their internet service provider and/or telephone company as well as any personal costs for printing, photocopying etc

For those without access to the internet, we will provide a single printout of an individual publication, as shown on the website.

For further information on charges, please see our Access to Information Policy

## **5. Complaints and Comments**

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:

Chief Executive  
Warwickshire's OPCC  
3 Northgate Street  
Warwick  
CV34 4SP

Telephone: 01926 412322  
Email: [opcc@warwickshire.gov.uk](mailto:opcc@warwickshire.gov.uk)

### **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:

Chief Executive  
Warwickshire's OPCC  
3 Northgate Street  
Warwick  
CV34 4SP

Telephone: 01926 412322  
Email: [opcc@warwickshire.gov.uk](mailto:opcc@warwickshire.gov.uk)

We will aim to deal with your complaint within 20 working days. If you are dissatisfied with any response you can ask for the matter to be internally reviewed. We aim to complete an internal review and respond to you within 20 working days.

If, after the internal review, you remain dissatisfied with then you can complain to the Information Commissioner.

### **Review of the Office of the Police and Crime Commissioner Publication Scheme**

We will review our Publication Scheme periodically to ensure that it is accurate and up-to-date.

### **Availability of the Scheme in other languages and formats**

You can obtain a copy of this scheme in large print from the above address. If you request a copy of this document in a language other than English, the OPCC will endeavour to provide you with a translation, in a practicable timescale.

## **6. Copyright**

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

### **Office of the Police and crime Commissioner Copyright Material**

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### **Other Copyrighted Material**

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