



**Warwickshire**  
POLICE AUTHORITY

*The authority behind the force*

**Freedom of Information Act 2000**

**Warwickshire Police Authority Publication Scheme**

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[www.warwickshirepa.gov.uk](http://www.warwickshirepa.gov.uk)

## Part 1

### INTRODUCTION

#### Our role and responsibilities

Warwickshire Police Authority is an independent body made up of local people. Our job is to ensure that there is efficient and effecting policing of Warwickshire and to make sure that the Chief Constable and Force are accountable for what they do for our local communities.

Warwickshire Police Authority sets the strategic direction for policing in the county and holds the Chief Constable to account for the policing service delivered. Day-to-day 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 force
- Hold the budget and allocate resources
- Appoint (and dismiss, if necessary) the Chief Constable and senior officers
- Consult widely with local people about the policing of the area
- Set local policing priorities and targets for achievement
- Monitor everything the force does and how well it performs against the targets we set
- Publish a three year strategic plan and an annual policing plan which tells local people what they can expect from their service and report on achievements every year
- Make sure local people get best value from their local police and that it continually improves
- Oversee complaints against the police and discipline senior officers
- Operate a system to provide an independent check on persons being detained in police cells

#### Your rights under the Freedom of Information Act, 2000

Since 1 January 2005, the Freedom of Information (FOI) Act, 2000 has given 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 Warwickshire Police Authority. If you ask us for information we will be required to

- Let you know in writing whether we hold information you have asked for and
- If we do, provide the information to you 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).

## **Our publication scheme**

Under the FOI Act all public authorities, including Warwickshire 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
- The publication of 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
- Say if we will provide the information free of 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, fax, 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 type of information that we publish or intend to publish. Part 3, our list of publications, supports the publication scheme. It lists specific publications we make available, how they can be obtained and whether they are free or if we will ask you to pay a charge.

## **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 the 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 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 at [www.dpr.gov.uk](http://www.dpr.gov.uk) or from the Information Commissioner at the address given below.

## Information where we are 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 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:

Warwickshire Police Authority  
3 Northgate Street  
Warwick  
CV34 4SP  
Tel No : 01926 412238  
Fax No : 01926 412502

Email [police-authority@warwickshire.gov.uk](mailto:police-authority@warwickshire.gov.uk)

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

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline – 01625 545745

[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

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 we are not the data controller**

The National Police Computer (PNC) includes information on prosecutions, convictions and cautions. Chief Constables are the “data controllers” for this information and not police authorities.

You have the right to be told by a Chief Constable whether any information is held about you on the PNC and a right to a copy of that information. The Chief Constable will give that information if he is satisfied as to your identity and on payment of a fee of £10. He 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.

Warwickshire Police provides a form to simplify the exercise of your subject access rights to PNC information. You should contact:-

Subject Access Office  
Information Assurance Department  
Warwickshire Police  
PO Box 4  
Leek Wooton  
Warwick, CV35 7QB  
Telephone Number : 01926 415097

## **Part 2**

### **CLASSES OF INFORMATION**

#### **Introduction**

Under the Freedom of Information Act 2000, our Publication Scheme must say what classes or broad types of information the 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 our ability to secure best value from local policing 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 (chargeable material indicated by a “£” sign).

For those who do not have access to the Internet, 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  
The services we offer  
Significant Public Interest Events

Warwickshire Police Authority publishes, or intends to publish, information under the following classes.

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

Here you will find:

- Details of the Authority's current membership, the way in which members are appointed, the rules which govern how they carry out their responsibilities and the geographical areas for which members have responsibility.
- Details of the Authority's officers, including the Chief Executive, Treasurer, Monitoring Officer and key Authority staff together with an organisational chart showing the responsibilities of these staff.
- Details of the Force's senior officers appointed by the Authority.
- Information published by the Authority that explains our role and statutory responsibilities
- The means by which Authority members and officers can be contacted.

### **Availability**

**Via:** post or website

**Cost:** Free

*We may not publish information in this class if it is commercially confidential or if it is personal information exempt under the Data Protection Act 1998.*

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

Here you will find:-

- All financial information and accounts published by the Authority (including an annual statement of accounts, financial regulations, and the annual audit letter)

We are currently reviewing the expenses and allowances paid to Members and will publish this once it is available.

### **Availability**

**Via:** post or website

**Cost:** Free

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

Here you will find:

- All plans and annual reports published by the Authority
- Monitoring information showing performance against the indicators and targets set for the Force on at least a quarterly basis

We will not publish the contents of reports where this is not in the public interest for example, because it may prejudice law enforcement or contains commercially confidential information. Where this is the case we will explain what information has been withheld and why.

### **Availability**

**Via:** Post or website

**Cost:** Free

### **How we make decisions**

Here you will find information about how we carry out our work and make decisions through meetings of the full Authority and its committees and about our arrangements for consulting and engaging in dialogue with local communities about policing issues or the work of the Authority, including:

- Our governance framework
- The Authority's calendar (for this year) setting out the dates, times and venues of full Authority and committee meetings held in public
- For full Authority and committee meetings – agendas and reports to be considered at those meetings will be published 3 working days in advance of the meeting, except late papers tabled in accordance with our urgency arrangements or 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.
- The minutes of full Authority and committee meetings, except 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
- Our current strategy for engaging in consultation and dialogue with local people
- Surveys or other consultation/community engagement initiatives we carry out including both with local communities and our own staff
- Information about dates and venues of any planned public meetings over the next 12 months
- How you can give your views on policing issues or the work of the Authority or Force
- Details of the outcomes of our consultation and other initiatives over the past year and how we have taken these outcomes into account in our work

### **Availability**

**Via:** Post or website

**Cost:** Free

## **Our policies and procedures**

Here you will find

- Copies of the Authority's formally approved policies, where developed, which set out the broad principles of our approach to making decisions or dealing with particular issues or aspects of our work.
- Our current standing orders, financial regulations and schemes of delegation.

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.

### **Availability**

**Via:** Post or website

**Cost:** Free

### **Lists and registers**

Here you will find information on the Authority's records or filing index to help you understand the information we hold, how long we keep records and our disposal policy.

We publish a disclosure log which summarises information which has been disclosed following a request under the Freedom of Information Act 2000.

### **Availability**

**Via:** Post or website

**Cost:** Free

### **The services we offer**

Here you will find information about advice and guidance provided by the Authority in books, leaflets, transactions and media releases, including :-

- A summary of local policing information for your area
- Communications and Community Engagement strategy
- Our press releases and other publicity information produced by the Authority
- Information about how the Authority works with other statutory and voluntary partners through local crime and disorder reduction partnerships (CDRPs) and local Criminal Justice Boards.
- Information about the Authority's independent custody visitors scheme (including: the purpose of the scheme, current number of independent custody visitors, process and criteria for selection as a visitor, current vacancies, overview reports produced for the Authority on outputs from independent custody visiting and the results of assessments taken by the Authority on the scheme's operation.

## **Availability**

**Via:** Post or website

**Cost:** Free

### **Category outside of model scheme – significant public interest events**

Here you will find information about local policing events or matters which the Authority considers to be of significant public interest.

## **PART 3**

### **Information published under this scheme and the method by which it will be made available**

Unless otherwise indicated publications are available, free of charge from

Warwickshire Police Authority  
3 Northgate Street  
Warwick  
CV34 4SP

Tel No : 01926 412238

Fax No : 01926 412502

Email [police-authority@warwickshire.gov.uk](mailto:police-authority@warwickshire.gov.uk)

These include our:

1. Freedom of Information Act, 2000 publication scheme
2. Annual report
3. Three year strategic plan
4. Annual policing and best value performance plan
5. Equality scheme
6. Members' allowances and travel & subsistence schemes
7. Accounts
8. Members' register of interests
9. Codes of conduct for members and officers

## **Part 4**

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

#### **Charging for publications**

In Part 2, we indicated for each class of information whether the class includes chargeable information or not, and which of the following charging regimes could apply:

## **FREE OF CHARGE ON WEBSITE**

There is no charge made by us, although the user will, of course, 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, free of charge from the above contact address.

## **CHARGEABLE ON WEBSITE**

Requests for multiple copies of publications or multiple printouts from our website or for copies of archived material no longer available on the website will attract a charge. The cost will be restricted to 10% of the reasonable marginal costs of complying with the request, together with the photocopying costs and postage. We will let you know the cost when we receive your request. The charge will be payable in advance.

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

## **FREE OF CHARGE HARD COPY**

A leaflet, booklet or periodical which is published by Warwickshire Police Authority can be obtained without charge.

## **CHARGEABLE HARD COPY**

Indicates a bound paper copy, CD or other product charged as shown in our publication list.

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.

## **Copyright requests for personal information**

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

## **Warwickshire 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 Warwickshire Police Authority logo is also copyrighted and may not be reproduced other than as it appears on copied material.

## **Other copyright 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.

## **PART 5**

### **Written Requests**

#### **Making a Freedom of Information Request**

The Chief Executive of Warwickshire Police Authority, Sue Howl, has overall responsibility for our publication scheme.

You can make a Freedom of Information request by contacting:

Warwickshire Police Authority  
3 Northgate Street  
Warwick  
CV34 4SP

Tel No : 01926 412238  
Fax No : 01926 412502

Email [police-authority@warwickshire.gov.uk](mailto:police-authority@warwickshire.gov.uk)

## **PART 6**

### **Improving our Scheme**

#### **Comments or complaints about the publication scheme**

If you have any comments on our publication scheme or feel that the scheme could be improved, or if you feel we have not supplied information in accordance with our scheme, you should write to:

Sue Howl  
Chief Executive  
Warwickshire Police Authority  
3 Northgate Street  
Warwick  
CV34 4SP

Tel No : 01926 412238  
Fax No : 01926 412502

Email [police-authority@warwickshire.gov.uk](mailto:police-authority@warwickshire.gov.uk)

We aim to deal with your complaint within 20 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 20 working days.

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

**Review of our publication scheme**

We will review our publication scheme on a regular basis.