

SUSSEX POLICE AUTHORITY

Freedom of Information Act 2000

PUBLICATION SCHEME

January 2009 (updated March 2010)

Freedom of Information Act 2000

SUSSEX POLICE AUTHORITY PUBLICATION SCHEME

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[Note: Our Publication Scheme is accessible via the web at www.sussexpoliceauthority.gov.uk

SUSSEX POLICE AUTHORITY PUBLICATION SCHEME

Freedom of Information Act 2000

Part 1

Introduction

Freedom of Information Act 2000

The Freedom of Information Act (FOI) 2000 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.

Yours rights and our responsibilities from January 2009

Under the FOI Act all Police Authorities including Sussex 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) the Publication Scheme we are committed 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.

- 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.

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. 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.

The Freedom of Information (FOI) Act 2000 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 Sussex Police Authority. The FOI Act came into force on 1 January 2005 and 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).

General Information about Sussex Police Authority

Sussex Police Authority Role and Responsibilities

Sussex Police Authority is an independent body comprising 17 members: nine Councillors appointed from Brighton & Hove City Council, East Sussex County Council and West Sussex County Council and eight independent members, one of which must be a magistrate these members are appointed to represent the local community. It is our job to ensure that there is an efficient and effective police force for Sussex and to make sure that the chief officer and force are accountable to you in carrying out their responsibilities and serving our communities.

Sussex Police Authority sets the strategic direction for policing in Sussex and holds the chief officer to account for the policing service delivered. Delivery of local policing services is the job of the chief officer 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 and senior police officers
- consult widely with local people about the policing of their area
- set local policing priorities and targets for achievement
- monitor everything the police do and how well they perform against the targets set by the authority
- publish a three year and annual plan which tell local people what they can expect from their police service and report on achievements every year
- make sure local people get best value 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 officer and force and information on individuals is more likely to be held by the police than the police authority.

Responsibilities for the Sussex Police Authority Publication Scheme

The Clerk of Sussex of Sussex Police Authority has overall responsibility for our Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is: -

Name	DR JOHN GODFREY Chief Executive of Sussex Police Authority
Address	County Hall, St Annes Crescent, Lewes, BN7 1SW
Telephone:	01273 481561
E-mail:	john.godfrey@sussexpoliceauthority.gov.uk

Contacting Sussex Police Authority

If you wish to obtain a hard copy of our Publication Scheme or any of the publications contained in our list of publications in Part 3, you may write to, e-mail or telephone us at:

Name	DR JOHN GODFREY Chief Executive of Sussex Police Authority
Address	County Hall, St Anne's Crescent, Lewes, BN7 1SW
Telephone:	01273 481561
E-mail:	john.godfrey@sussexpoliceauthority.gov.uk

Our website also contains a copy of the Publication Scheme at www.sussexpoliceauthority.gov.uk

Charging for Publications

In Part 2, we indicate for each class of information whether the class includes chargeable information or not. In Part 3 - our publication list - we indicate which of the following charging regimes could apply:

- (A) 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.

- (B) 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 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.

- (C) Free of charge hard copy — indicates a leaflet, booklet or periodical which is published by Sussex Police Authority without charge.

- (D) Chargeable hard copy — indicates a bound paper copy, cassette 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.

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:

Name	DR JOHN GODFREY Chief Executive of Sussex Police Authority
Address	County Hall, St Anne's Crescent, Lewes BN7 1SW
Telephone:	01273 481561
E-mail:	john.godfrey@sussexpoliceauthority.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:

Name	Dr JOHN GODFREY Chief Executive of Sussex Police Authority
Address	County Hall, St Anne's Crescent, Lewes BN7 1SW
Telephone:	01273 481561
E-mail:	john.godfrey@sussexpoliceauthority.gov.uk

We aim to deal with your complaint within ten working days from receipt of the complaint. 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 ten working days from receipt of your request for the matter to be reviewed.

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

Review of the Sussex Police Authority Publication Scheme

We will review our Publication Scheme annually in the first instance to take account of feedback.

Copyright

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

Sussex 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 Sussex 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 protections 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 the website of the Information Commissioner www.informationcommissioner.gov.uk or from the address given below.

Information where Sussex 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 Sussex 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 Sussex 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 Sussex Police you should contact: -

Force Data Protection Officer
Address: Sussex Police Headquarters, Malling House, Lewes
Telephone: 01273 404049
Fax: 01273 404276
Email: michael.hands@sussex.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:

Dr John Godfrey
Clerk to Sussex Police Authority
County Hall, St Anne’s Crescent, Lewes BN7 1SW

Telephone: 01273 481561
Fax: 01273 471321
E-mail: john.godfrey@sussexpoliceauthority.gov.uk

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 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 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.

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: Introduction

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

Some information in the classes and table below 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).

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

Model Publication Scheme for Police Authorities

Class & Definition	Format	Cost/Charge
Who we are & what we do		
<p>Here you will find information published by the authority which explains our role and statutory responsibilities. Our organisational information, locations, contacts, constitutional and legal governance. Including:</p> <p>You will also find information on the following:</p> <ul style="list-style-type: none"> ➤ details of the authority’s current membership, the way in which members are appointed and the rules which govern how they carry out their responsibilities; ➤ information about the membership of the Selection Panel which has a role in choosing independent members to serve on the authority and about the lay members of our Standards Committee; ➤ details of the Authority’s officers, including the Chief Executive, Treasurer, Monitoring Officer and key police authority contact staff together with an organisational chart showing the responsibilities of these staff; and <p>You will also find information about our arrangements for consulting and engaging in dialogue with local people about policing issues or the work of the authority, including:</p> <ul style="list-style-type: none"> ➤ 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; ➤ the names of any standing consultative groups or forums administered by the authority, including any organisations represented on those groups; ➤ how you can give your views on policing issues or the work of the authority or force; ➤ the results of our consultation and other initiatives and how we have taken these into account in our work; and 	<p>All are available electronically or hard copy.</p>	<p>For all see “Charging for publications” (A) and (B) in Part I</p>

<p>➤ any current community funds or grant-schemes we operate; the procedures for applying for a grant and the process and criteria for deciding whether to award a grant.</p> <p>Details can be found in a on the ‘about us’ and ‘documents’ page of the website.</p>		
<p>What we spend and how we spend it</p>		
<p>Here you will find financial information relating to projected and actual income and expenditure. Including:</p> <p>➤ Annual reports, financial information and accounts published by the authority.</p> <p>Details can be found in a on the ‘value for money’ and ‘documents’ page of the website.</p>	<p>All are available electronically or hard copy.</p>	<p>For all see “Charging for publications” (A) and (B) in Part I</p>
<p>What our priorities are and how we are doing</p>		
<p>Here you will find strategy and performance information, plans, assessments, inspections and reviews. Including:</p> <p>➤ Monitoring information showing performance against the indicators and targets set for the force on at least a quarterly basis.</p> <p>Details can be found in a on the ‘scrutinising performance’ and ‘documents’ page of the website.</p>	<p>All are available electronically or hard copy.</p>	<p>For all see “Charging for publications” (A) and (B) in Part I</p>
<p>How we make decisions</p>		
<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 including:</p> <p>➤ our committee structure and the membership and terms of reference of each committee;</p> <p>➤ 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;</p> <p>➤ 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 3 working days in advance of the meeting, except late papers tabled in accordance with our urgency arrangements or information</p>	<p>All are available electronically or hard copy.</p>	<p>For all see “Charging for publications” (A) and (B) in Part I</p>

<p>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> <ul style="list-style-type: none"> ➤ 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. <p>Details can be found in a on the ‘documents’ and ‘meetings’ page of the website.</p>		
<p>Our policies and procedures</p>		
<p>Here you will find current written protocols for delivering our functions and responsibilities. Including:</p> <ul style="list-style-type: none"> ➤ our current standing orders and schemes of delegation; and ➤ where it exists, internal guidance produced by the authority to help members or staff carry out their responsibilities <p>Details can be found in a on the ‘documents’ page of the website.</p>	<p>All are available electronically or hard copy.</p>	<p>For all see “Charging for publications” (A) and (B) in Part I</p>
<p>Lists and registers</p>		
<p>Here you will find information held in registers required by law and other lists and registers relating to the functions of the Authority.</p> <p>Details can be found in a on the ‘documents’ page of the website.</p>	<p>All are available electronically or hard copy.</p>	<p>For all see “Charging for publications” (A) and (B) in Part I</p>
<p>The services we offer</p>		
<p>Here you will find advice and guidance, transactions and media releases.</p> <p>Details can be found in a on the ‘homepage’ and ‘documents’ page of the website.</p>	<p>All are available electronically or hard copy.</p>	<p>For all see “Charging for publications” (A) and (B) in Part I</p>

Part 3

List of Publications

Unless otherwise indicated publications are available, free of charge, from: -

Name DR JOHN GODFREY
 Chief Executive of Sussex Police Authority
 Address County Hall, St Anne's Crescent, Lewes BN7 1SW
 Telephone: 01273 481561
 E-mail: john.godfrey@sussexpoliceauthority.gov.uk

This includes:

TITLE	DATE PUBLISHED	FORMAT <i>e.g. web format, hard copy</i>	COST	CLASS
1. Sussex Police Authority Freedom of Information Act 2000 Publication Scheme		Web or hard copy	Free	Our Policies and Procedures
2. Sussex Police Authority Annual Report		Hard copy	Free	What we spend and how we spend it
3. Sussex Police Authority Three Year Strategic Plan		Web or hard copy	Free	Our Policies and Procedures
4. Sussex Police Authority Annual Policing and Best Value Performance Plan		Web or hard copy	Free	What are our priorities and how are we doing
5. Sussex Police Authority Costed Human Resource Plan		Web or hard copy	Free	What we spend and how we spend it
6. Sussex Police Authority Race Equality Scheme	20 May 2002	Web or hard copy	Free	Our Policies and Procedures
7. Sussex Police Authority Members' Allowances and Expenses	1 November 2002	Web or hard copy	Free	Our Policies and Procedures
8. Sussex Police Authority Accounts		Web or hard copy	Free	What we spend and how we spend it
9. Members' Register of Interests	On going – updated as necessary	Hard copy	Free	Our Policies and Procedures
10. Codes of Conduct for Members and Officers	18 April 2002	Web or hard copy	Free	Our Policies and Procedures