



Freedom of Information Act 2000

Publication Scheme

(Revised: August 2015)

Part One

Introduction

Freedom of Information Act 2000

The Freedom of Information (FOI) Act 2000 places a duty on public authorities to proactively publish information via a Publication Scheme. 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, be supplied with that information.

Our Responsibilities

The Office of the Police and Crime Commissioner for Norfolk (OPCCN), as the Elected Local Policing Body (ELPB) must have a Publication Scheme setting out the information that will routinely be made publicly available. Therefore, the OPCCN has adopted the approved Information Commissioners Office [Model Publication Scheme](#)

This Scheme commits the Office of the Police and Crime Commissioner for Norfolk to:

- Proactively publish information, including environmental information, which is held by the Office of the Police and Crime Commissioner for Norfolk. Part Two of our publication scheme sets out the classes or types of information that we publish or intend to publish. The Information Commissioners Office expects us to publish this information unless:
 - we do not hold the information
 - the information is exempt under one of the FOI exemptions or Environmental Information Regulations exceptions, or its release is prohibited under another statute
 - the information is readily and publicly available from an external website; such as information which may have been provided either by the elected local policing body or on its behalf.
 - the information is archived, out of date, or otherwise inaccessible or;
 - it would be impractical or resource-intensive to prepare the material for routine release.

- Proactively publish information in line with the statements contained within this scheme.
- Produce a means by which the specific information the Police and Crime Commissioner makes routinely available can be easily identified and accessed; and to
- Review and update the information the Office of the Police and Crime Commissioner for Norfolk makes routinely available on a regular basis.

By routinely available, we mean that the information is available on our website; can be obtained from us if you request it by letter, email or telephone; or can be purchased from us.⁷

Guidance on Accessing Published Information

Information, where possible, will be made available electronically via our website. Where information is only accessible in a non-electronic format, or when you as an individual do not wish to access the information electronically, you can contact us and make a request for the information to be provided in hard copy format:

In writing to:

Claire Buckley
Senior Business Support Officer
Office of the Police and Crime Commissioner for Norfolk
Building 8
Jubilee House
Falconers Chase
Wymondham
Norfolk
NR18 0WW

Telephone: 01953 424455

Email opccn@norfolk.pnn.police.uk

In instances where information you require is only accessible by attending at our premises to view, you should contact us using the above contact details, to make an appointment. If it is not possible for you to view the information in person, every reasonable effort will be made to find an alternative means of communicating the information.

All information will be provided in the language in which it is held. Where we are required, under another statute, to translate certain information, we will do so.

To meet our obligations laid out within the Equalities Act 2010, should you require information in other forms or an alternative format, please contact us and we will endeavour to meet your requirements.

Charging for Publications

The Office of the Police and Crime Commissioner for Norfolk reserves the right to make a charge for providing materials. However, we aim to provide most of our information for free.

All information found on our website can be downloaded free of charge. The user will, of course, have to meet any charges made by their own Internet service provider and/or telephone company as well as any personal costs for photocopying, etc.

Charges may be made for information subject to a charging regime approved by Parliament and for any relevant expenditure incurred, such as:

- Photocopying documents
- Postage and packaging and
- The viewing of information at our premises

If a charge is to be made, we will advise you of the amount of payment due prior to the information being provided. You will have to pay in advance. Final decisions regarding charging for documents will be taken by the Police and Crime Commissioner.

Making a Request for Information

All requests for information under Section 1 (The General Right of Access) of the Freedom of Information Act MUST be made in writing and MUST include the following:

Your Name

An address; email or postal address

A description of the information you require

You can send in your request via the following methods:

Contact us on-line

Send an email to opccn@norfolk.pnn.police.uk

Write to:

Claire Buckley

Senior Business Support Officer

Office of the Police and Crime Commissioner for Norfolk

Building 8

Jubilee House

Falconers Chase

Wymondham

Norfolk NR18 0WW

What happens next:

You will receive written confirmation of your request and a latest date by which you should receive a reply.

The Act requires that requests for information are responded to within 20 working days, starting from the working day after your request is received. (This does not include Saturdays/Sundays or Bank Holidays)

If it is necessary to clarify any aspect of your request, we will contact you. A telephone number would be helpful for this purpose.

The response to your request will be provided via email or post. If it has been necessary to refuse your request or any part of it, this will be fully explained including what exemptions have been applied and why.

Should the information requested be held by Norfolk Constabulary rather than the Office of the Police and Crime Commissioner for Norfolk, we will contact you to ensure you are happy that we transfer the request to their Freedom of Information Unit. If you do not agree to the request being transferred we will respond but can provide only that information held by the Office of the Police and Crime Commissioner for Norfolk. We may consult with Norfolk Constabulary over issues relating to your request.

Internal Review

If you think we have not supplied information in accordance with Section 1 (the General Right of Access) of the Freedom of Information Act 2000, or you are dissatisfied with the way in which your request has been handled, then you should write, in the first instance, to:

Mark Stokes
Chief Executive
Office of the Police and Crime Commissioner for Norfolk
Building 8
Jubilee House
Falconers Chase
Wymondham
Norfolk
NR18 0WW

Telephone: 01953 424455
Fax: 01953 424462
Email: opccn@norfolk.pnn.police.uk

If you are dissatisfied in any way with our response or the way we have handled your request, you can contact us by phone, email or in writing. We may, in the first instance, try and resolve your complaint informally. However, at any stage you can request or we may decide to treat your complaint formally under our internal review process.

An internal review is conducted by the Chief Executive who will review the request and response, taking account of your complaint(s), and will respond in writing as soon as possible. The Information Commissioner's Officer recommends that a response should be made in 20 working days. If we are unable to respond in this timeframe we will inform you and provide a date by which you should expect to receive our response.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner's Office, the government regulator for the Freedom of Information Act. Details of how to contact the Information Commissioner's Office can be found at www.ico.gov.uk

Part Two

Classes of Information

Introduction

Under the Freedom of Information Act 2000, the Publication Scheme must say what classes, or broad types, of information the PCC 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.

A great deal of information is produced by, and for, the Police and Crime Commissioner (PCC). The PCC is committed to being open and transparent about their work. As well as the links provided in this section, you can also gain information by visiting the [Specified Information Order](#) page of our website (which gives details of the information we are required to publish under the Elected Local Policing Bodies (Specified Order) 2011) and the [Documents](#) page of our website (which has information grouped in individual folders by subject).

For each class, we briefly define the information contained in that class, the format in which it is available (providing hyperlinks to our website where possible) 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
The services we offer

The Office of the Police and Crime Commissioner for Norfolk (OPCCN) publishes or intends to publish, information under the following classes:

Who we are and What we do

Organisational Information, structures, locations and contacts
Information in this class is for the current year only

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Structure of the Elected Local Policing Body (ELPB):			
<ul style="list-style-type: none"> Names and profiles of the Police and Crime Commissioner and Deputy Police and Crime Commissioner. 	Available on Website	Home > About > Who We Are > Your PCC	Free of Charge – on website
<ul style="list-style-type: none"> Identity of Officers of the Elected Policing Body and senior staff (for the purposes of this document, those earning £58,200 per annum or above) 	Available on Website	Home > About > Who We Are > PCC Office	Free of Charge – on website
<ul style="list-style-type: none"> Details of internal boards/committees and names of members 	Available on Website	Home > About > What We Do > Partnerships > Community Involvement Home > Spend > Financial Governance > Audit Committee Home > About > What We Do > Community Involvement > Public Meetings Home > Spend > Commissioning > Funding Opportunities	Free of Charge – on website

Note: In relation to officers, senior staff and members of internal boards/committees, consent to disclosure of names may be refused if there is a legitimate reason.

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Staff structure of the Elected Local Policing Body:			
<ul style="list-style-type: none"> Basic staff structure, such as organisational structure, and other details indicated the ELPB's administrative support 	Available on Website	Home > About > Who We Are > PCC Office Link to Organisational Chart contained within the page Decision No 2014.20 - Organisational Review of OPCCN Home > About > Who We Are > Meet the Coordinators	Free of Charge – on website
Contact Information:			
<ul style="list-style-type: none"> Contact details, preferably by reference to name and address for correspondence. 	Available on Website	Home > Contact	Free of Charge – on website
Geographical Area of Operation	Available on Website	Home > About	Free of Charge – on website
General outline of responsibilities	Available on Website	Home > About Decision No 2014.20 - Organisational Review of OPCCN	Free of Charge – on website
Appointment of Independent Custody Visitors and associated arrangements	Available on Website	Home > About > What We Do > Partnerships > Community Involvement	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Relationships with other bodies:			
<ul style="list-style-type: none"> Partnership arrangements, or other joint arrangements, with statutory and non-statutory partners and relationships with other key bodies. 	Available on Website	Home > About > What We Do > Partnerships > Partners Home > About > What We Do > Partnerships > Collaboration Home > Spend > Commissioning	Free of Charge – on website

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
Information in this class is for the current year and the previous two financial years

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
The budget of the ELPB (including the total amount allocated to the Police Force)	Available on Website	Home > Spend > Policing Budget Link to Budget Breakdown including budget allocation to Norfolk Constabulary 2015/16 contained within page.	Free of Charge – on website
Annual statement of the ELPB's accounts	Available on Website	Home > Spend > Financial Governance > Annual Accounts	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Policing precept and/or information on other sources of income, including grants	Available on Website	Home > Spend > Policing Budget	Free of Charge – on website
Annual Investment Strategy	Available on Website	Home > Spend > Financial Governance > Annual Investment and Treasury Management	Free of Charge – on website
Expenditure:			
<ul style="list-style-type: none"> • Details of items of expenditure over £500, including costs, supplier and transaction information (monthly) 	Available on Website	Home > Spend > Financial Governance > Expenditure over £500	Free of Charge – on website
Details of contracts currently being tendered	Available on Website	Home > Spend > Financial Governance > Contracts/Contract Standing Orders	Free of Charge – on website
Contracts:			
<ul style="list-style-type: none"> • Contracts and invitations to tender that exceed £10,000. 	Available on Website	Home > Spend > Financial Governance > Contracts/Contract Standing Orders	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> A list of contracts under £10,000, to include the value, identity of the parties and purpose of the contract. 	Available on Website	Home > Spend > Financial Governance > Contracts/Contract Standing Orders	Free of Charge – on website
Expenses and allowances paid to or incurred by the ELPB and senior employed staff:			
<ul style="list-style-type: none"> Details of the allowances and expenses that can be claimed or incurred. 	Available on Website	Home > Spend > PCC Budget > Expenses > Travel and Subsistence Expenditure Scheme	Free of Charge – on website
<ul style="list-style-type: none"> Police and Crime Commissioner Expenses 	Available on Website	Home > Spend > PCC Budget > Expenses > PCC Stephen Bett	Free of Charge – on website
<ul style="list-style-type: none"> Deputy Police and Crime Commissioner Expenses 	Available on Website	Home > Spend > PCC Budget > Expenses > Deputy PCC Jenny McKibben	Free of Charge – on website
<ul style="list-style-type: none"> Chief Executive Expenses 	Available on Website	Home > Spend > PCC Budget > Expenses > Chief Executive Mark Stokes	Free of Charge – on website
<ul style="list-style-type: none"> Chief Finance Officer Expenses 	Available on Website	Home > Spend > PCC Budget > Expenses > Chief Finance Officer John Hummersone	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> Audit Committee Members Expenses 	Available on Website	Home > Spend > Financial Governance > Audit Committee	Free of Charge – on website
Pay and Grading Structure:			
<ul style="list-style-type: none"> (this may be provided as part of the ELPB structure and should, as a minimum, include senior staff salaries. The salaries should be stated in bands of £5,000. For those earning less than £58,200 per annum, levels of pay should be identified by salary range). 		Home > About > Who We Are > PCC Office Link to organisational structure contained within the page	Free of Charge – on website
<ul style="list-style-type: none"> The ‘pay multiple’ – the ratio between the highest paid salary and the median average salary of the whole of the work force 		Home > About > Who We Are > PCC Office Link to organisational structure contained within the page	Free of Charge – on website
Annual Audit Letter	Available on Website	Home > Spend > Financial Governance > Annual Accounts	Free of Charge – on website
Financial Audit Reports	Available on Website	Home > Spend > Financial Governance > Audit Committee	Free of Charge – on website
Internal Financial regulations and delegated authority	Available on Website	Home > Spend > Financial Governance > Financial Regulations	Free of Charge – on website

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information in this class is for the current year and the previous two years

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Police and Crime Plan or other strategic plan or local policing objectives set for the Police Force	Available on Website	Home > Priorities & Performance > Police and Crime Plan Home > Priorities and Performance > PCC Progress > PCC Pledge	Free of Charge – on website
Annual Report (including the report on the exercise of the ELPB's functions and the progress made in meeting the objectives in the Police and Crime plan).	Available on Website	Home > Priorities & Performance > PCC Progress > Annual Policing Report	Free of Charge – on website
Reports presented to the ELPB indicating service provision, performance assessments, operational assessments of the police force	Available on Website	Home > Priorities & Performance > Police Performance Home > Transparency > Transparency Index > Public Meetings > Police Accountability Forum	Free of Charge – on website
Information on the performance of the ELPB	Available on Website	Home > Priorities & Performance > Police Performance	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Reports by external inspectors and auditors (including responses to HMIC about inspection reports on the Police Force)		Home > Priorities & Performance > Police Performance	
Statistical information provided to the ELPB	Available on Website	Home > Priorities & Performance > Police Performance Scroll down to Police Performance in your Local Area within page	Free of Charge – on website
Privacy impact assessments (in full or summary format)	Available on Website	Home > Transparency	Free of Charge – on website

How we make decisions

Decision making processes and records of decisions
Information in this class is for the current year and the previous two years

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Schedule of meetings open to the public	Available on Website	Home > Transparency > Transparency Index > Public Meetings	Free of Charge – on website
Agendas and approved minutes of each public meeting and any other decision-making meetings	Available on Website	Home > Transparency > Transparency Index > Public Meetings	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Background papers for meetings open to the public	Available on Website	Home > Transparency > Transparency Index > Public Meetings	Free of Charge – on website
Records of important decisions (these will be records of decisions arising from the exercise of the ELPB’s functions made either at meetings or elsewhere)		Home > Transparency > Transparency Index > Decisions	Free of Charge – on website
Procedures, facts and analyses of facts used for decision making	Available on Website	Home > Transparency > Transparency Index > Decisions Home > Transparency > Transparency Index > Public Meetings	Free of Charge – on website
Public consultations:			
<ul style="list-style-type: none"> • Details of consultation exercises, with access to the consultation papers. 		Home > About > What We Do > Partnerships > Community Involvement > Have Your Say	Free of Charge – on website
<ul style="list-style-type: none"> • The results and outcomes of public policing consultation exercises and surveys 		Home > About > What We Do > Partnerships > Community Involvement > Have Your Say	Free of Charge – on website

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities
Information in this class is for the current year only

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Policies and procedures for the conduct of the ELPB's business:			
Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> • Standing Orders 	Available on Website	Home > Spend > Financial Governance > Contracts/Contract Standing Orders	Free of Charge – on website
<ul style="list-style-type: none"> • Delegated Powers / Corporate Governance / Consent or Governance Framework 	Available on Website	Home > Transparency > Transparency Index > Documents Under the heading of A. Key Documents > Scheme of Governance > Scheme of Governance and Consent	Free of Charge – on website
<ul style="list-style-type: none"> • Code of Conduct 	Available on Website	Home > Transparency > Transparency Index > Documents Under the heading of B. Transparency > Code of Conduct and C. Office of the Police and Crime Commissioner > Policies > Codes of Conduct	Free of Charge – on website
<ul style="list-style-type: none"> • Memoranda of Understanding or similar information 		Home > About > What We Do > Partnerships > Collaboration	
Policies and procedures for the provision of services (including the handling of requests for information)			

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> Freedom of Information Publication Scheme 		Home > Transparency > Transparency Index > Freedom of Information	
Policies and procedures for procurement and commissioning arrangements	Available on Website	Home > Spend > Commissioning	Free of Charge – on website
Policies and procedures about the employment of staff:			
<ul style="list-style-type: none"> Details of policies in place regarding employment of staff to ELPB 		Norfolk Constabulary Force Policy Documents The PCC's office has adopted, where appropriate, the Constabulary's Policies. It should be noted that the responsibilities of publishing these policies remains the ownership of Norfolk Constabulary.	Free of Charge – on website
<ul style="list-style-type: none"> Details of vacancies within the ELPB 	Available on Website	Home > About > Who We Are > PCC Office	Free of Charge – on website
<ul style="list-style-type: none"> The ELPB Equality Scheme 	Available on Website	Home > Equality	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> Where procedures are developed in combination with other public authorities these should be available 	Available on Website	Home > Contact > Complaints Home > About > What We Do > Partnerships	Free of Charge – on website
<ul style="list-style-type: none"> Details of the policy for outside business interests of senior employees and staff 	Available on Website	Home > Transparency > Transparency Index > Documents Under the heading of C. Office of the Police and Crime Commissioner > Policies > OPCCN Business Interests Policy	Free of Charge – on website
Complaints procedures:			
<ul style="list-style-type: none"> Details of procedures for handling/overseeing complaints against the Chief Constable and the police force 	Available on Website	Home > Contact > Complaints	Free of Charge – on website
<ul style="list-style-type: none"> Details of procedures for handling/overseeing complaints against the policing body 	Available on Website	Home > Contact > Complaints	Free of Charge – on website
<ul style="list-style-type: none"> Complaints procedures will include those covering requests for information and operating the publication scheme. 	Available on Website	Home > Transparency > Transparency Index > Freedom of Information	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Records management and personal data policies:			
<ul style="list-style-type: none"> Information security policies 	Available on Request		
<ul style="list-style-type: none"> Records Retention, Destruction and Archive Policy 	Available on Website	Home > Transparency > Transparency Index > Documents Under the heading of B. Transparency > Freedom of Information > Information Retention and Disposal Policy	Free of Charge – on website
<ul style="list-style-type: none"> Data protection (including data sharing) policies 	Available on Website	Home > Transparency > Transparency Index > Documents Under the heading of C. Office of the Police and Crime Commissioner > Policies > OPCCN Data Protection Policy	
Fileplans (or any other Business Classification Scheme used for the management of information – high level only)	Available on Request		
Charging regimes and policies:			

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> Details of any statutory charging regimes. <i>(Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated. If the ELPB charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.)</i> 	Available on Website	Home > Transparency > Transparency Index > Freedom of Information > Freedom of Information Publication Scheme (page 3)	

Lists and Registers

Information contained in currently maintained lists and registers

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<p>Any information we are legally required to hold in publicly available registers</p>	Available on Request		
<p>Asset Register</p>	Available on Website	Home > Transparency > Transparency Index > Documents Under the heading of C. Office of the Police and Crime Commissioner > Property Assets > Property Asset Register	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Information Asset Register	Available on Request		
Register of Interests	Available on Website	Home > Transparency > Transparency Index > Documents Under the heading of B. Transparency > Register of Interests	Free of Charge – on website
Register of Gifts and Hospitality (senior personnel)	Available on Website	Home > Transparency > Transparency Index > Documents Under the heading of B. Transparency > Gifts and Hospitality	Free of Charge – on website
The services we offer Information about the services we offer, including leaflets, guidance and newsletters			
Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
Information about any services provided by the ELPB	Available on Website	Home > About > What We Do > Partnerships > Community Involvement	Free of Charge – on website
Leaflets and explanatory booklets	Available on Request		
Media releases	Available on Website	Home > News	Free of Charge – on website