

**GWENT POLICE AUTHORITY**

**PUBLICATION SCHEME**

**FREEDOM OF INFORMATION ACT 2000**

Section	Page Number
1. Introduction	2
2. Model Publication Scheme	3
3. Information Available Guide	7
4. Contact Details and Charges	11
5. Complaints and Comments And Data Protection	13

## **1. Introduction**

The Freedom of Information Act 2000 received Royal Assent on 30<sup>th</sup> 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. Further information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

## **2. Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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.
- 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.

### **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 policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**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.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt 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.

In exceptional circumstances some information may be available only by viewing 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. Where 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 a 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 Gwent Police Authority**

### **Gwent Police Authority Role and Responsibilities**

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

The Gwent Police Authority sets the strategic direction for policing in the Gwent Police area 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 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 targets set by the Authority
- publish a three year rolling policing plan which tells 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 disciplines senior officers
- promote equality and human rights

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.

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

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

#### **WHO WE ARE & WHAT WE DO**

##### **Structure of the Authority**

- Role & statutory responsibilities
- Names of members of the Authority together with Members' profiles and contact details
- Appointment of Members
- Members Attendance Records
- Membership of Standards Committee
- Membership/Composition of the Selection Panel
- Governance (committee) structure
- Independent Custody Visiting Scheme

##### **Staff Structure of the Authority**

- Basic staff structure
- Contact details for those staff dealing with the public

##### **Contact Information**

- Contact details
- Central contact point for general enquiries
- Geographical contacts

##### **Other Appointments**

- Member appointments
- Independent Custody Visitor appointments
- Chief Officer appointments
- Other appointments (to include standards committees, selection panel, Independent Advisory Group; animal welfare etc)

##### **Partnerships**

Link to Community Safety Partnerships

Information relating to Police Authorities of Wales

In terms of partnership, the Authority may also wish to make available documents relating to other partnerships on which they sit, such as Police Authorities of Wales.

## **WHAT WE SPEND AND HOW WE SPEND IT**

### **Summary of revenue budget estimates of the Authority**

#### **Annual Statement of Accounts**

#### **Budgets set for the force**

#### **Expenses and allowances paid to Members and senior employed staff**

- Members Allowances Scheme
- Allowances paid to Members and Staff

#### **Annual Audit Letter**

#### **Financial Audit Reports**

PURE report

#### **Internal financial regulations and Scheme of Delegation**

## **WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING**

### **Gwent Policing Plan and Local Policing Objectives**

- Local Policing Plan
- Local Policing Summaries

#### **Reports on service provision, performance assessments and operational assessments**

- All reports considered by public meetings of the Authority are available for public inspection.

#### **Reports by external inspectors**

- HMIC
- Wales Audit Office
- NPIA

#### **Statistical information provided to the Authority**

- Performance reports
- Statistical information

#### **Police Authority self assessment process**

- Details of the assessments made by the Authority against the APA's self assessment framework, including action plans developed to address areas of weakness

## **HOW WE MAKE DECISIONS**

### **Schedule of meetings open to the public**

### **Agendas and approved minutes**

### **Background papers for meetings open to the public**

- Standing orders
- Terms of reference of the Authority and its committees

### **Facts & analyses of facts used for decision making**

- Equality Impact Assessments

### **Public Consultations**

- Agendas and newsletters for public consultation meetings
- Contact/Engagement strategy
- List of forthcoming public meetings

## **OUR POLICIES & PROCEDURES**

### **Policies and procedures for the conduct of the Authority's business**

- Standing Orders
- Terms of reference
- Authority Business Plan
- Code of Corporate Governance
- Members Code of Conduct
- Financial Regulations
- Delegation to Officers
- Officer/Member protocol
- Race Equality Scheme
- Diversity Equality Scheme
- Other equality schemes

### **Policies and procedures for the provision of services**

- Freedom of Information Publication Scheme (including charging policy in relation to the copying and provision of documents)

### **Policies and procedures about the employment of staff**

- Disciplinary & Grievance procedure

### **Customer Service**

- Complaints procedure

- against the actions of the Authority (organisational complaints)
- about Members but also through the Public Services Ombudsman
- about Staff
- Minimum standards for responding to requests for information

### **Records Management & Personal Data policies**

- Information security policies
- Records retention policies
- Destruction & archive policies
- Data protection policies

## **LISTS & REGISTERS**

### **Register of Members' Interests**

### **Register of Gifts & Hospitality**

### **Fol Act Disclosure Log**

## **SERVICES WE OFFER**

### **Information about the provision of the Authority's services**

- Authority Business Plan
- Local Policing Summaries

### **Leaflets & Explanatory booklets**

- council tax leaflet,
- local policing summaries,
- advice leaflets
- public briefing papers

### **Media Releases**

## **4. Contact Details and Charges**

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

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

Business and Member Services Manager  
Gwent Police Authority  
Police Headquarters  
Croesyceiliog  
CWMBRAN  
NP44 2XJ

Telephone: 01633 642200  
Fax: 01633 643095  
e-mail: [policeauthority@gwent.pnn.police.uk](mailto:policeauthority@gwent.pnn.police.uk)

### **Contacting Gwent 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, you may write to, e-mail or telephone us at:

Gwent Police Authority  
Police Headquarters  
Croesyceiliog  
CWMBRAN  
NP44 2XJ

Telephone: 01633 642200  
Fax: 01633 643095  
e-mail: [policeauthority@gwent.pnn.police.uk](mailto:policeauthority@gwent.pnn.police.uk)

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

### **Schedule of Charges**

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 photocopying costs (currently 10p per sheet) 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 – indicates a leaflet, booklet or periodical which is published by Gwent Police Authority without charge.

Chargeable hard copy – indicates a bound paper copy, compact disc or other produce 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.

## **5. Complaints and Comments**

### **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:

Gwent Police Authority  
Police Headquarters  
Croesyceiliog  
CWMBRAN  
NP44 2XJ

Telephone: 01633 642200  
Fax: 01633 643095  
e-mail: [policeauthority@gwent.pnn.police.uk](mailto:policeauthority@gwent.pnn.police.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:

Gwent Police Authority  
Police Headquarters  
Croesyceiliog  
CWMBRAN  
NP44 2XJ

Telephone: 01633 642200  
Fax: 01633 643095  
e-mail: [policeauthority@gwent.pnn.police.uk](mailto:policeauthority@gwent.pnn.police.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 the Gwent Police Authority Publication Scheme**

We will review our Publication Scheme every three years.

### **Availability of this Scheme in other Languages and Formats**

You can obtain a copy of this Scheme in Welsh on application to the Authority office and we will endeavour to provide copies in other languages on request.

## **Copyright**

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

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

### **Other Copyrighted Material**

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

## **Requests for Personal Information**

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

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

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

## **Information where Gwent 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 process
- to be told the recipients, or classes of recipients, to whom the data is or maybe 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 Gwent 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 Gwent 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 Gwent Police you should contact:

Force Data Protection Officer  
Police Headquarters  
Croesyceiliog  
CWMBRAN  
NP44 2XJ

Telephone: 01633 838111  
e-mail: [Kim.Lloyd-Elliott@gwent.pnn.police.uk](mailto:Kim.Lloyd-Elliott@gwent.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 the local authority for the area in which you reside or the area for which you are seeking the relevant information.