

FREEDOM OF INFORMATION ACT 2000

HUMBERSIDE POLICE AUTHORITY PUBLICATION SCHEME

PART ONE

Introduction

Humberside Police Authority Publication Scheme

Freedom of Information Act 2000

The Freedom of Information Act 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, be supplied with that information.

Under the FOI Act all Police Authorities including Humberside Police Authority must have a Publication Scheme setting out the information we routinely make publicly available. The Information Commissioner's Office has approved a model publication scheme which public authorities can adopt from 1 January 2009. If a public authority adopts the model publication scheme without modification, specific approval is not required from the Information Commissioner's Office. Humberside Police Authority has adopted this model publication scheme.

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; and
- to 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; and
- say if we will provide the information free or 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, 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 intends to publish.

Yours rights and our responsibilities from 1st January 2005

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 Humberside Police Authority.

From 1 January 2005 (when the FOI Act came fully into force), 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).

Responsibilities for the Humberside Police Authority Publication Scheme

Kevin Sharp, Chief Executive of Humberside Police Authority has overall responsibility for our Publication Scheme. The Chief Executive is also the person responsible for maintaining and managing the Publication Scheme : -

Kevin Sharp
Humberside Police Authority
Pacific Exchange
40 High Street
Hull
HU1 1PS
Telephone: 01482 334818
Fax: 01482 334822
E-mail: chiefexec@humberside-pa.karoo.co.uk

Contacting Humberside Police Authority

If you wish to obtain a hard copy of our Publication Scheme you may write to, e-mail or telephone us at:

Humberside Police Authority
Pacific Exchange
40 High Street
Hull
HU1 1PS
Telephone: 01482 334818
Fax: 01482 334822

E-mail: chiefexec@humberside-pa.karoo.co.uk

Our website also contains a copy of the Publication Scheme at ww.humberside-pa.org.uk

Charging for Publications

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.

Chargeable on website — requests 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.

Hard copy documents – Humberside Police Authority will provide free of charge any document which has fewer than 10 pages in A4 size. It reserves the right to charge for larger documents or multiple copies. The cost is currently 10p per A4 sheet and postage. 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 or complaints about our Publication Scheme or if you feel that we have not supplied information in accordance with it, you should write, in the first instance to:

Kevin Sharp
Humberside Police Authority
40 High Street,
Hull
HU1 1PS
Telephone: 01482 334818
Fax: 01482 334822
E-mail: chiefexec@humberside-pa.karoo.co.uk

Review of the Humberside Police Authority Publication Scheme

This Publication Scheme was adopted on 1 January 2009 and will be reviewed in accordance with Information Commissioner's Office guidance.

Availability of this scheme in other formats.

You can obtain a copy of this scheme in large print, Braille or on audio tape on request. For information in languages other than English, please contact the Police Authority for further details.

Copyright

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

Humberside 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 Humberside 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 or from the address given below.

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

Force Data Protection Officer
Humberside Police Headquarters
Priory Road
Hull
HU5 5SF
Telephone: 01482 326111
Fax: 01482 220337
Email: webmail@humberside.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:

Kevin Sharp
Humberside Police Authority
Pacific Exchange
40 High Street
Hull
HU1 1PS
Telephone: 01482 334818
Fax: 01482 334822
E-mail: chiefexec@humberside-pa.karoo.co.uk

General Information about Humberside Police Authority

Humberside Police Authority Role and Responsibilities

The Humberside 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 Humberside 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 Humberside Police Authority sets the strategic direction for policing in the Humberside 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

- 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 tells local people what they can expect from their police service and report on achievements every year
- makes sure local people get best value from their local police
- oversees complaints against the police and disciplines 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.

FREEDOM OF INFORMATION ACT 2000

HUMBERSIDE POLICE AUTHORITY PUBLICATION SCHEME

PART TWO

Classes of Information

Introduction

This publication scheme commits us to make information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below.

The Scheme commits us as an authority:

- to proactively publish or otherwise made 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 the scheme.
- to produce a schedule of any fees charges for access to information which is made proactively available.
- to make this publication scheme available to the public.

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

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.

<p>Policing Objectives)</p> <p>Reports on service provision, performance assessments</p> <ul style="list-style-type: none"> ○ Performance reports detailing force performance presented to the Authority on a regular basis including project updates and Force Corporate Plan updates <p>Reports by external inspectors</p> <ul style="list-style-type: none"> ○ HMIC ○ Audit Commission <p>Statistical information provided to the Authority</p> <ul style="list-style-type: none"> ○ Performance reports ○ Statistical information on sickness absence; recruitment & staffing targets; secondments; grievance & employment tribunal cases; complaints. <p>Police Authority self assessment process</p> <ul style="list-style-type: none"> ○ Details of the assessments made by the Authority against the APA's self assessment framework, including action plans developed to address areas of weakness 	<p>Electronically and/or hard copy</p> <p>Electronically and/or hard copy</p> <p>Electronically and/or hard copy</p> <p>Electronically and/or hard copy</p>	<p>One</p> <p>See "Charging for publications" section in Part One</p> <p>See "Charging for publications" section in Part One</p> <p>See "Charging for publications" section in Part One</p> <p>See "Charging for publications" section in Part One</p>
<p>How we make decisions</p>		
<p>Here you will find</p> <p>Schedule of meetings open to the public</p> <ul style="list-style-type: none"> ○ This includes not only the formal committees and sub-committees but the Authority's public consultation meetings <p>Agendas and approved minutes</p> <p>Background papers for meetings open to the public</p>	<p>Electronically and/or hard copy</p> <p>Electronically and/or hard copy</p>	<p>See "Charging for publications" section in Part One</p> <p>See "Charging for publications" section in Part One</p>

<ul style="list-style-type: none"> ○ Council tax leaflet ○ Local policing summaries 	<p>and/or hard copy</p>	<p>for publications” section in Part One</p>
<p>Media Releases</p>	<p>Electronically and/or hard copy</p>	<p>See “Charging for publications” section in Part One</p>