

**Devon & Cornwall Police Authority**  
**Freedom of Information Act 2000**  
**Publication Scheme**  
**Approved and Adopted By the Police Authority 11 December 2009**

**Index**

**Part 1 Introduction**

- The Police Authority's Role and Responsibilities
- Your Rights Under the Freedom of Information Act 2000
- Our Publication Scheme
- Copyright
- Contacting Us

**Part 2 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

**Part 3 Information available under the publication scheme and how it is published**

**Part 4 Charges**

**Part 5 Making a Freedom of Information Request**

**Part 6 Improving our Scheme**

## Part 1 of the Publication Scheme Introduction

### **The Police Authority's Role and Responsibilities**

Devon & Cornwall Police Authority is an independent body comprising 19 local people. It is our job to ensure that there is an efficient and effective police service for Devon & Cornwall and to make sure that the Chief Constable and the police service are accountable to you in carrying out their responsibilities and serving our communities.

The Devon & Cornwall Police Authority sets the strategic direction for policing in Devon & Cornwall and holds the Chief Constable to account for the policing services delivered. Delivery of local policing services is the responsibility of the Chief Constable

We have a number of duties and responsibilities. The main ones are to

- secure an efficient and effective police force for Devon, Cornwall and the Isles of Scilly
- hold the police budget and set the police element of the council tax
- work with the Home Office to appoint the Chief Constable and other Senior Police Officers and Police Staff
- engage widely with local people about the policing of their area and take their views into account when making decisions
- ensure that the Chief Constable delivers a police service which balances both national strategic priorities and the concerns of local people
- set local policing priorities and targets for achievement
- monitor how the police service performs against the targets set by the Authority and make sure that Devon & Cornwall Police do everything they can to keep improving policing for your community
- publish a three year plan and an 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
- oversee complaints against the police and discipline senior officers
- operate the Independent Custody Visiting scheme
- promote equalities and good relations between different groups of people. As part of this, we provide information on peoples' rights if they are stopped or searched by the police

### **Your Rights Under the Freedom of Information Act 2000**

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 Devon & Cornwall Police Authority. If you ask us for information we are required to:

- let you know in writing whether we hold information you have asked for; and
- if we do, provide the information to you within 20 working days, unless it is subject to an exemption.

We also have a duty to provide advice or assistance to you or anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

### **Our Publication Scheme**

Under the Freedom of Information Act 2000 all Police Authorities, including Devon & Cornwall, must have a Publication Scheme setting out the information we routinely make publicly available. Our

scheme must be approved by the Information Commissioner and we have to review the scheme from time to time. In adopting (or reviewing) our Publication Scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; 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.

This publication scheme (which follows the model publication scheme for police authorities issued by the Information Commissioner's Office) commits us 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 classification given in Part 2 of the publication scheme
- specify the information which is held by the authority and falls within the classifications given in Part 2 of the publication scheme
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- produce and publish the methods by which specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information the authority makes available under this scheme
- produce a schedule of any fees charged for access to information which is made proactively available
- make this publication scheme available to the public

## **Copyright**

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

### **Devon & Cornwall 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 Devon & Cornwall 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.

## **Contacting Us**

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, our contact details are:

Devon and Cornwall Police Authority  
PO Box 229  
Exeter  
Devon, EX2 5YT

Telephone: 01392 268333

Email: [polauth@devonandcornwall.pnn.police.uk](mailto:polauth@devonandcornwall.pnn.police.uk)

Website: [www.dcpa.police.uk](http://www.dcpa.police.uk)

## Part 2 of the Publication Scheme Classes of Information

### **Introduction**

This part of our Publication Scheme explains 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.

### **Who We Are and What We Do**

Information in this class includes organisational information, locations and contacts, constitutional and legal governance.

### **What We Spend and How We Spend It**

Information in this class includes financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What Our Priorities Are and How We Are Doing**

Information in this class includes strategy and performance information, plans, assessments, inspections and reviews.

### **How We Make Decisions**

Information in this class includes policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

### **Our Policies and Procedures**

Information in this class includes current written protocols for delivering our functions and responsibilities.

### **Lists and Registers**

Information in this class includes registers required by law and other lists and registers relating to the functions of the authority.

### **The Services We Offer**

Information in this class includes advice and guidance, booklets and leaflets, transactions and media releases.

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.

**Part 3 of the Publication Scheme**  
**Information Available Under The Publication Scheme And How It Is Published**

This part of our publication scheme explains what information is available and how it can be obtained.

Where it is within our capability , the information will be provided on our website. Where it is impracticable to make information available on our website, or when an individual does not wish to access the information by the website, details of how to obtain the information in other formats / by other means is given in this section.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact should be made with the police authority office to make appropriate arrangements. Contact details are given in Part 1 of this scheme. 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 we are legally required to translate any information we will do so.

Our 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.

Nature of Information	Availability (wherever website is indicated hardcopy information is also available from the Police Authority office)	When the information is updated
<b>Who We Are and What We Do</b> (Information in this class includes organisational information, locations and contacts, constitutional and legal governance)		
Current Structure of the Police Authority - names of Members,	Website <a href="http://www.dcpa.police.uk/who/members/members.htm">http://www.dcpa.police.uk/who/members/members.htm</a>	Whenever Members join or leave the authority
Information about the Authority's Constitution and the committee structure	Website <a href="http://www.dcpa.police.uk/how/index.htm">http://www.dcpa.police.uk/how/index.htm</a> The Corporate Governance Committee may be of particular interest <a href="http://www.dcpa.police.uk/how/commstruc/corpgov.htm">http://www.dcpa.police.uk/how/commstruc/corpgov.htm</a>	
Current Staff Structure	Website <a href="http://www.dcpa.police.uk/who/pao/names.htm">http://www.dcpa.police.uk/who/pao/names.htm</a>	Whenever staff join or leave the authority
Contact Information	Website <a href="http://www.dcpa.police.uk/contact/contact.aspx">http://www.dcpa.police.uk/contact/contact.aspx</a>	
Geographical area of operation and general outline of responsibilities	Website <a href="http://www.dcpa.police.uk/what/index.htm">http://www.dcpa.police.uk/what/index.htm</a>	When legal duties and responsibilities change
Appointment of Independent Custody Visitors	Website <a href="http://www.dcpa.police.uk/icv/index.htm">http://www.dcpa.police.uk/icv/index.htm</a>	Whenever processes change

<b>What We Spend and How We Spend It</b> (Information in this class includes financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.)		
Summary of revenue budget estimates for the Authority (for the current year)	Nov 09: We are currently reviewing this information and it will be published as soon as it is available The Resources Committee maybe of particular interest <a href="http://www.dcpa.police.uk/how/commstruc/resource.htm">http://www.dcpa.police.uk/how/commstruc/resource.htm</a>	Each financial year
Annual Statement of the Authority's accounts (for the past 2 years)	Nov 09 Headline information is available within the statement of accounts on our website <a href="http://www.dcpa.police.uk/spend/index.htm">http://www.dcpa.police.uk/spend/index.htm</a> Consideration is being given to providing more comprehensive information	Annually after the Audit Commission issues its opinion on the accounts – usually in the autumn
Budget set for the Police Force		Annually following the Authority's budget meeting
Members' allowances and expenses (for the current and past 2 years)	Nov 09 We are currently reviewing this expenditure information and it will be published as soon as it is available The Members; allowances scheme is part of the constitution and can be found on the website at <a href="http://www.dcpa.police.uk/how/constitution.html">http://www.dcpa.police.uk/how/constitution.html</a>	
Senior staff employed by the Authority - expenses (for the past 2 years)	Nov 09 We are currently reviewing this expenditure information and it will be published as soon as it is available	
Annual Audit letter from the Audit Commission (for the past 2 years)	Website <a href="http://www.dcpa.police.uk/spend/index.htm">http://www.dcpa.police.uk/spend/index.htm</a>	Annually
Police Use of Resources Reports from the Audit Commission (for the past 2 years)	Website <a href="http://www.dcpa.police.uk/spend/index.htm">http://www.dcpa.police.uk/spend/index.htm</a>	Annually
Current Financial Regulations and Contract Standing Orders	These form part of the Constitution website <a href="http://www.dcpa.police.uk/how/constitution.html">http://www.dcpa.police.uk/how/constitution.html</a>	Whenever amendments are approved by the Authority

<b>What Our Priorities Are and How We Are Doing</b> Information in this class includes strategy and performance information, plans, assessments, inspections and reviews.		
Police Authority Strategic Plan	Website <a href="http://www.dcpa.police.uk/ppr/index.htm">http://www.dcpa.police.uk/ppr/index.htm</a>	
Local Policing Summary	Website <a href="http://www.dcpa.police.uk/ppr/index.htm">http://www.dcpa.police.uk/ppr/index.htm</a>	Annually
Annual Local Policing Plan	Website <a href="http://www.dcpa.police.uk/ppr/index.htm">http://www.dcpa.police.uk/ppr/index.htm</a>	Annually
Committee Papers	Website <a href="http://www.dcpa.police.uk/how/index.htm">http://www.dcpa.police.uk/how/index.htm</a> The Performance Management Committee may be of particular interest <a href="http://www.dcpa.police.uk/how/commstruc/pmac.htm">http://www.dcpa.police.uk/how/commstruc/pmac.htm</a>	
Reports from the Audit Commission e.g PURE	Website <a href="http://www.dcpa.police.uk/ppr/index.htm">http://www.dcpa.police.uk/ppr/index.htm</a>	
<b>How We Make Decisions</b> Information in this class includes policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.		
Calendar of meetings which are open to the public	Website <a href="http://www.dcpa.police.uk/how/index.htm">http://www.dcpa.police.uk/how/index.htm</a>	Whenever a formal meeting is added or re-arranged
Committee documentation (agendas, reports, minutes)	Website <a href="http://www.dcpa.police.uk/how/index.htm">http://www.dcpa.police.uk/how/index.htm</a>	
Public consultations	Information on public consultations and meetings can be found on the website <a href="http://www.dcpa.police.uk/involvement/index.htm">http://www.dcpa.police.uk/involvement/index.htm</a> Nov 09 – It is anticipated that on-line polls will be launched in early 2010	Consultation results are added to the website whenever new reports are available  On line polls are likely to happen on a monthly basis

<b>Our Policies and Procedures</b> Information in this class includes current written protocols for delivering our functions and responsibilities.		
Policies and procedures for the conduct of the Authority's business are contained in the Constitution	Website <a href="http://www.dcpa.police.uk/how/constitution.html">http://www.dcpa.police.uk/how/constitution.html</a>	Whenever the Constitution is amended
Policies and Procedures for the provision of services e.g. commitment to Children and Young People, webcasting protocol, complaints	Website <a href="http://www.dcpa.police.uk/polpro/index.htm">http://www.dcpa.police.uk/polpro/index.htm</a>	
Policies and procedures about the employment of police authority staff	Website <a href="http://www.dcpa.police.uk/polpro/index.htm">http://www.dcpa.police.uk/polpro/index.htm</a>	
Customer service – complaints procedure	Website <a href="http://www.dcpa.police.uk/polpro/index.htm">http://www.dcpa.police.uk/polpro/index.htm</a>	
Records management	Nov 09 This is currently under review	
<b>Lists and Registers</b> Information in this class includes registers required by law and other lists and registers relating to the functions of the authority		
Register of Members Interests	Register of Interests are available on the website with each Member's profile <a href="http://www.dcpa.police.uk/who/members/members.htm">http://www.dcpa.police.uk/who/members/members.htm</a>	Whenever a declaration form is completed or amended
Register of Gifts and Hospitality	Where a Member or Officer has completed a declaration of a gift or hospitality exceeding £25.00 it will be available on the website with each Member's profile <a href="http://www.dcpa.police.uk/who/members/members.htm">http://www.dcpa.police.uk/who/members/members.htm</a> for members or <a href="http://www.dcpa.police.uk/who/pao/names.htm">http://www.dcpa.police.uk/who/pao/names.htm</a> for officers	Whenever a declaration form is completed
FOI Disclosure Log	<a href="http://www.dcpa.police.uk/ppr/FreedomInformation.html">http://www.dcpa.police.uk/ppr/FreedomInformation.html</a>	
<b>The Services We Offer</b> Information in this class includes advice and guidance, booklets and leaflets, transactions and media releases.		
Leaflets & explanatory booklets	Website <a href="http://www.dcpa.police.uk/involve/leaflets.htm">http://www.dcpa.police.uk/involve/leaflets.htm</a>	Whenever a leaflet is published or amended
Media Releases	Website <a href="http://www.dcpa.police.uk/newsrelease/index.htm">http://www.dcpa.police.uk/newsrelease/index.htm</a>	Whenever a media release is issued

## Part 4 of The Publication Scheme Charges

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.

## Part 5 of the Publication Scheme Written Requests

Information held by the 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.