

# **HERTFORDSHIRE POLICE AUTHORITY**

## **Freedom of Information Act 2000 Publication Scheme**

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# **PART 1 INTRODUCTION**

## **HERTFORDSHIRE POLICE AUTHORITY ROLES AND RESPONSIBILITIES**

Hertfordshire 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 and to make sure that the Chief Constable and his staff provide a service that meets your needs.

Delivery of local policing services is the responsibility of the Chief Constable. The Authority sets the strategic direction for policing in Hertfordshire and holds the Chief Constable to account for the police service delivered.

We have a range of statutory responsibilities, including the need to:

- Secure an efficient and effective local police service
- Set 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 in 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 an annual 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 service.
- Oversee complaints against the police and discipline senior officers.

More details about our responsibilities can be found at in Part 2 of this Scheme.

## **YOUR RIGHTS**

### **Freedom of Information Act 2000**

**From 1 January 2005**, the Freedom of Information (FOI) Act 2000 will give you a right of access to recorded information held by most public authorities, including Hertfordshire Police Authority, subject to certain exemptions.

After that date, 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).

Further information with regard to Individual Rights of Access will be provided nearer to the start date of January 2005. This will include contact details and information about our appeals procedure.

### **Data Protection Act 1998**

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 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
- 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

You are also entitled to be told whether we hold data about you, and if we do:

- To be given the 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.
- To receive a copy of the information with any unintelligible terms, acronyms or codes explained.

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.informationcommisioner.gov.uk](http://www.informationcommisioner.gov.uk)

*If might help you to know that police operations are the responsibility of the Chief Constable and, therefore, information on individuals is more likely to be held by the Constabulary than the Police Authority. You have the right to be told by the Constabulary whether any information is held about you on the Police National Computer and a right to a copy of that information. That information will be given to you once proof of your identity is confirmed and a payment of £10 is made. Access to information may be denied if it 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.*

## **ABOUT THIS PUBLICATION SCHEME**

### **What it is**

Under the FOI Act all public authorities, including Hertfordshire Police Authority, must have a Publications Scheme, setting out the information we routinely make publicly available. Our Scheme will be/has been approved by the Information Commissioner and will be reviewed in September 2004. By law, our 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
- Say if we will provide the information free or make a charge for it.

It must also take account of the need to:

- Allow public access to information we hold
- Publish the reasons for the decisions we make

## **Accessing the information**

### ***FOI Publication Scheme***

The purpose of our Scheme is to let you know what information is readily available from us without your needing to ask us for it. This means that the information is available on our website ([www.herts-police-authority.org.uk](http://www.herts-police-authority.org.uk)); can be obtained from us in paper form if you request it by letter, e-mail or telephone; can be purchased from us; or can be found in a local library. The majority of information is also available on request in large print and some information is available on request in a number of other languages.

Part 2 of our Publications Scheme sets out the classes or types of information that we publish or intend to publish, and whether there will be a charge made for supplying the information.

Part 3 is our list of publications that we make available, how they can be obtained and, if there is a charge, how much it will be.

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.

Documents fall into four categories:

***Free on website*** – there will be no charge for this information, although you will have to meet any charges made by your internet service provider and/or telephone company as well as any additional printing or photocopying costs.

If you do not have access to the website we will provide a single printout of an individual publication, as shown on the website, free of charge from the Authority's contact address (page 8).

***Chargeable on website*** – you will be charged for requests for multiple copies of publications, multiple printouts from our website or copies of archived material no longer available on our website. The cost will be no more than 10 per cent of the costs of responding to the request plus any photocopying costs at 10p per sheet and postage at standard rates. We will let you know the

total cost when we receive the 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 in accordance with the above guidelines.

*Free of charge hard copy* – indicates a leaflet, booklet or periodical which is published by Hertfordshire Police Authority without charge.

*Chargeable hard copy* – indicates a bound paper copy, cassette or other product charged as shown in our publications list.

### **Data Protection Act 1998**

You are entitled to a copy of your personal data in its latest form. If you wish to apply for access to your personal data you need to make a 'subject access request' by writing to us at the address on page 8. 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. Your request will be dealt with promptly and within 40 days of receipt of the request and payment of the fee.

## **COPYRIGHT, COMMENTS, AND COMPLAINTS**

### **Copyright**

Material owned by Hertfordshire Police Authority 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 Hertfordshire Police Authority logo is also copyrighted and may not be reproduced other than as it appears on copied material.

Some material included in our Scheme may be the copyright of a different organisation, for example Hertfordshire Constabulary. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

## **Comments and Complaint**

We are keen to make as much information as possible readily available to you. If you have any comments about our Publication Scheme or suggestions for improvements, we would like to hear from you.

We would also like to know if you think we have not supplied information in accordance with our Scheme. You should write in the first instance to (name) at the address below. We will aim to deal with your complaint within 14 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 28 working days. If, after the internal review, you remain dissatisfied, then you can complain to the Information Commissioner at the address below.

If you consider that a request by you for access to your personal data has not been dealt with properly you should write to us at the address below seeking resolution of your complaint. Alternatively you can write to the Information Commission.

Hertfordshire Police Authority, FREEPOST NG6281,  
Hertford, SG13 8YS  
Telephone:  
Fax:  
e-mail:

Office of the Information Commissioner, Wycliffe House,  
Water Lane, Wilmslow, Cheshire, SK9 5AF.

*For complaints under the Data Protection Act 1998, the Information Commissioner will assess whether there has been a failure to comply with the Act and 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.*

# **Classes of Information**

## **Introduction**

*Under the Freedom of Information Act 2000, our Publication Scheme must say what classes, or broad types, of information the police authority already publishes or intends to publish. We aim to publish as much information as possible about our work through the scheme, except where it would not be in the public interest to do so, for example, because it might prejudice law enforcement or the health and safety of our staff, or our ability to secure best value from local policing because information is commercially sensitive.*

*For each class we briefly define the information contained in that class, the format in which it is available and whether the class includes chargeable material (chargeable material indicated by a “£” sign).*

*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:**

*What We Do  
Who We Are  
How We Work  
Our Policies and Procedures  
Involving our Communities  
Our Plans, Performance and Reports  
Our Partners  
Press & Publicity  
Independent Custody Visitors’ Scheme  
Other Visiting Schemes  
Information the Authority holds*

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

Class & Definition	Format	Cost/Charge
<b>What We Do</b>		
<p>Here you will find information published by the Authority which explains our role and statutory responsibilities.</p>	<p><i>Electronically and hard copy</i></p>	<p><i>Charges will apply for multiple copies only</i></p>
<b>Who We Are</b>		
<p>Here you will find</p> <ul style="list-style-type: none"> <li>➤ <i>details of the Authority's current membership, the way in which members are appointed and the rules which govern how they carry out their responsibilities;</i></li> <li>➤ <i>information about the membership of the Selection Panel which has a role in choosing independent members to serve on the Authority and about the lay members of our Standards Committee;</i></li> <li>➤ <i>details of the Authority's officers, including the Executive Director and Monitoring Officer, Treasurer and key Police Authority contact staff together with an organisational chart showing the responsibilities of these staff; and</i></li> <li>➤ <i>details of the Force Chief Officer Team appointed by the authority.</i></li> </ul> <p>We may not publish information in this class if it would endanger the safety of any individual, is commercially confidential or if it is personal information exempt under the Data Protection Act 1998.</p>	<p><i>Electronically and hard copy</i></p>	<p><i>Charges will apply for multiple copies only</i></p>
<b>How We Work</b>		
<p>Here you will find information about how we carry out our work and make decisions through meetings of the full Authority and its committees including:</p>	<p><i>Electronically and hard copy</i></p>	<p><i>Charges will apply for multiple copies only</i></p>

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> <li>➤ <i>our committee structure and the membership and terms of reference of each committee;</i></li> <li>➤ <i>the Authority's current calendar setting out the dates, times and venues of full Authority and committee meetings held in public and how you can attend;</i></li> <li>➤ <i>for full Authority and committee meetings - agendas and reports, including a list of background papers, to be considered at those meetings will be published a minimum of 3 working days in advance of the meeting, except late papers tabled in accordance with our urgency arrangements or information which is exempt under the provisions of the Local Government Act 1972, for example, because it is commercially sensitive, relates to individual staff or legal proceedings;</i></li> <li>➤ <i>the minutes of full Authority and committee meetings, except information which is exempt under the provisions of the Local Government Act 1972, for example, because it is commercially sensitive, relates to individual staff or legal proceedings;</i></li> <li>➤ <i>the names of any regular Authority working groups, panels or project boards, their terms of reference and the names of those Authority members appointed to them; and</i></li> <li>➤ <i>internal newsletters, where produced, for members and/or staff of the authority to update them on developments affecting the authority.</i></li> </ul>		

Class & Definition	Format	Cost/Charge
<b>Our Policies and Procedures</b>		
<p>Here you will find:</p> <ul style="list-style-type: none"> <li>➤ <i>copies of the Authority's formally approved policies, where developed, which set out the broad principles of our approach to making decisions or dealing with particular issues or aspects of our work;</i></li> <li>➤ <i>our current standing orders and schemes of delegation; and</i></li> <li>➤ <i>where it exists, internal guidance produced by the authority to help members or staff carry out their responsibilities.</i></li> </ul> <p>Some information in this class may not be published where this is not in the public interest. In these cases, the material will show where information has been withheld and explain what exemption has been applied and why, for example because its release would compromise the health and safety of staff, law enforcement, the detection and prevention of fraud or legal proceedings.</p>	<i>Electronically and hard copy</i>	<i>Charges will apply for multiple copies only</i>
<b>Involving Our Communities</b>		
<p>Here you will find information about our arrangements for consulting and engaging in dialogue with local people about policing issues or the work of the Authority, including:</p> <ul style="list-style-type: none"> <li>➤ <i>our current strategy for engaging in consultation and dialogue with local people;</i></li> <li>➤ <i>surveys or other consultation/community engagement initiatives we carry out including both with local communities and our own staff;</i></li> </ul>	<i>Electronically and hard copy</i>	<i>Charges will apply for multiple copies only</i>

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> <li>➤ <i>the names of any standing consultative groups or forums administered by the Authority, including any organisations represented on those groups;</i></li> <li>➤ <i>information about dates and venues of any planned public meetings;</i></li> <li>➤ <i>how you can give your views on policing issues or the work of the Authority or force;</i></li> <li>➤ <i>the results of our consultation and other initiatives and how we have taken these into account in our work; and</i></li> <li>➤ <i>any current community funds or grant-schemes we operate; the procedures for applying for a grant and the process and criteria for deciding whether to award a grant.</i></li> </ul>		
<p><b><i>Our Plans, Performance and Annual Reports</i></b></p>		
<p>Here you will find:</p> <ul style="list-style-type: none"> <li>➤ <i>all plans, annual reports, financial information and accounts published by the Authority; and</i></li> <li>➤ <i>monitoring information showing performance against the indicators and targets set for the force on at least a quarterly basis.”</i></li> </ul> <p>We will not publish the contents of reports where this is not in the public interest for example, because it may prejudice law enforcement or contains commercially confidential information. Where this is the case we will explain what information has been withheld and why.</p>	<p><i>Electronically and hard copy</i></p>	<p><i>Charges will apply for multiple copies only</i></p>

Class & Definition	Format	Cost/Charge
<b>Our Partners</b>		
<p>Here you will find information about how the Authority works with other statutory and voluntary partners through local crime and disorder reduction partnerships (CDRPs) and local Criminal Justice Boards</p>	<p><i>Electronically and hard copy</i></p>	<p><i>Charges will apply for multiple copies only</i></p>
<b>Press &amp; Publicity</b>		
<p>Here you will find the Authority's media and communications strategy; our press releases and other publicity information produced by the Authority.</p>	<p><i>Electronically and hard copy</i></p>	<p><i>Charges will apply for multiple copies only</i></p>
<b>Independent Custody Visitors Scheme</b>		
<p>Here you will find information about the Authority's Independent Custody Visitors Scheme including:</p> <ul style="list-style-type: none"> <li>➤ <i>the purpose of the scheme, how it operates and the key contact point in the Authority;</i></li> <li>➤ <i>the current number of Independent Custody Visitors;</i></li> <li>➤ <i>the process and criteria for selection as an Independent Custody Visitor;</i></li> <li>➤ <i>any current vacancies and how to apply;</i></li> <li>➤ <i>the overview reports (not individual visit reports) produced for the Authority on the outputs from independent custody visiting;</i></li> <li>➤ <i>the results of the regular assessments undertaken by the Authority on the operation of the scheme and its effectiveness; and</i></li> <li>➤ <i>any performance monitoring data or statistics relating to the operation of the scheme reported to the Authority.</i></li> </ul>	<p><i>Electronically and hard copy</i></p>	<p><i>Charges will apply for multiple copies only</i></p>

Class & Definition	Format	Cost/Charge
We will not publish any personal information which is exempt under the Data Protection Act 1998.		
<b>Other Visiting Schemes</b>		
Here you will find details of any other visiting schemes operated by the authority including information about the operation of the scheme and how visitors are selected. We will not publish personal information which is exempt under the Data Protection Act 1998 in this class.	<i>Electronically and hard copy</i>	<i>Charges will apply for multiple copies only</i>
<b>Information the Authority Holds</b>		
<p><b>From December 2004</b> onwards you will find details of the Authority's records/filing index (where developed) to help you understand the information we hold, how long we keep records for and our disposal policy. We will not publish or disclose information which we hold which is exempt under the Data Protection Act 1998 or because it would prejudice law enforcement or legal proceedings or is commercially confidential.</p> <p><b>From February 2005</b> onwards we will publish a Disclosure Log which summarises information which has been disclosed following a request under the Freedom of Information Act 2000.</p>	<i>Electronically and/or hard copy</i>	<i>Charges will apply for multiple copies only</i>
<b>Category outside of Model Scheme</b>		
<b>Significant Public Interest Events</b>		
Here you will find information about local policing events or matters which the Authority considers to be of significant public interest.	<i>Electronically and/or hard copy</i>	<i>Charges will apply for multiple copies only</i>