

## Freedom of Information Act 2000

# POLICE & CRIME COMMISSIONER FOR SURREY PUBLICATION SCHEME

## Part 2 Explanatory Notes

### Who we are and what we do

The **Police & Crime Commissioner (PCC)** will publish in this class material about the role of the PCC or their work, such as the PCC Business Plan and Scheme of Corporate Governance

- **Office of the PCC**
  - The names of the Chief Executive, Treasurer and other officers and an overview of their responsibilities.
- **Organisational staff chart** — comprising Chief Executive, Treasurer and officers.
- **How to contact the PCC** — name, address, telephone and fax numbers and e-mail address of main contact point for the PCC.
- **About the PCC** — information about the incumbent PCC and their Deputy, including biographies, photos, salaries and details of expenses incurred as part of their role.
- **Chief Constable**
  - Information about the current Chief Constable
- **Independent Custody Visitors Scheme**

The PCC will publish an explanation of:

- The Independent Custody Visitors' Scheme and its purpose
  - Training for ICVs
  - How to apply
  - Job description and person specification
  - Selection process and criteria for appointment
- Any assessments undertaken by the PCC of the scheme

## **What we spend and how we spend it**

In this class of information we will include:

- Finance reports for the current financial year
- Statement of Accounts
- External auditors' reports and Audit/Management letters.
- Internal audit reports — except where these would not be subject to disclosure under the access provisions of the Local Government Act 1972.

## **What our priorities are and how we are doing**

In this class of information we would include information relating to strategy and performance, plans, assessments, inspections and reviews and would include:

- Police and Crime Plan
- Surrey Police performance information
- Information on on-going reviews

## **How we make decisions**

Information contained in this class would include:

- A log of decisions made by the PCC and the rationale behind them

## **Our Policies and Procedures**

This class of information will include both the PCC's own policies and protocols which set out how we would deliver our functions and responsibilities. This class includes any policies that have been formally agreed or approved by the PCC which govern Force procedures and practices. Care will be taken to ensure that unnecessary duplication does not occur with the publication arrangements in place for Surrey Police.

Examples of policies which will be included (either in time or immediately) are given below:

- Equalities Statement
- Scheme of Delegation
- Making a Complaint including:

- Complaints against senior officers
- Complaints from the public about the force
- Complaints against the PCC, his Deputy or his officers

## **Lists and Registers**

This class of information contains the PCC's scheme in full, providing details of your rights under the Freedom of Information Act 2000, the type of information that is available, charges which may apply, and how you might apply for information not listed under the Scheme's List of Publications.

This class of information also contains the PCC's Retention & Disposal policy, setting out how long the PCC keeps many types of information. The number and type of Freedom of Information requests can also be requested.

## **The Services we Offer**

In this class we will publish matters in the public interest in the form of press releases and announcements, information relating to the provision of the PCC's services.

# Freedom of Information Act 2000

## Part 2: Classes of Information

### Introduction

Under the Freedom of Information Act 2000, our 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, 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. Multiple copies of any of the publications included, requested from the Secretariat may incur a charge.

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 free of charge on request to the PCC's office on 01483 630200 or at:

Office of the Police & Crime Commissioner for Surrey  
PO Box 412  
Guildford  
Surrey  
GU3 1BR

### 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 & Crime Commissioner publishes, or intends to publish, information under the following classes:

### Publication Scheme for the Police & Crime Commissioner

| Class & Definition   | Format   | Cost/Charge           |
|--|--|-----------------------|
|  |  |                       |
| <b>Who we are and what we do</b>   |  |                       |
| <p><b>The PCC</b> will publish in this class material about the role of the PCC or their work, such as the PCC Business Plan and Scheme of Corporate Governance</p> <p><b>Office of the PCC</b><br/>The names of the Chief Executive, Treasurer and other officers and an overview of their responsibilities.</p> <ul style="list-style-type: none"> <li>➤ <b>Organisational staff chart</b> — comprising Chief Executive, Treasurer and officers.</li> <li>➤ <b>How to contact the PCC</b> — name, address, telephone and fax numbers and e-mail address of main contact point for the PCC.</li> <li>➤ <b>About the PCC</b> — information about the incumbent PCC and their Deputy, including biographies, photos, salaries and details of expenses incurred as part of their role.</li> <li>➤ <b>Chief Constable</b><br/>Information about the current Chief Constable</li> <li>➤ <b>Independent Custody Visitors Scheme</b><br/>The PCC will publish an explanation of: <ul style="list-style-type: none"> <li>- The Independent Custody Visitors' Scheme and its purpose</li> <li>- Training for ICVs</li> <li>- How to apply</li> <li>- Job description and person specification</li> <li>- Selection process and criteria for appointment</li> </ul> </li> </ul> | <p>Electronically on the website and hard copy on request.</p> | <p>Free of Charge</p> |

| Class & Definition   | Format  | Cost/Charge           |
|--|---|-----------------------|
| <p>- Any assessments undertaken by the PCC of the scheme</p> <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>   |   |                       |
| <b>What we spend and how we spend it</b>   |   |                       |
| <p>In this class of information we will include:</p> <ul style="list-style-type: none"> <li>▪ Finance reports for the current financial year</li> <li>▪ Statement of Accounts</li> <li>▪ External auditors' reports and Audit/Management letters.</li> <li>▪ Internal audit reports — except where these would not be subject to disclosure under the access provisions of the Local Government Act 1972.</li> </ul> | <p>Electronically on the website and hard copy on request</p> | <p>Free of Charge</p> |
| <b>What our priorities are and how we are doing</b>  |   |                       |
| <p>In this class of information we would include information relating to strategy and performance, plans, assessments, inspections and reviews and would include:</p> <ul style="list-style-type: none"> <li>▪ Police and Crime Plan</li> <li>▪ Surrey Police performance information</li> <li>▪ Information on ongoing reviews</li> </ul>   | <p>Electronically on the website and hard copy on request</p> | <p>Free of Charge</p> |
| <b>How we make decisions</b>   |   |                       |
| <p>Information contained in this class would include:</p> <ul style="list-style-type: none"> <li>▪ A log of decisions made by the PCC and the rationale behind them</li> </ul>   | <p>Electronically on the website and hard copy on request</p> | <p>Free of Charge</p> |

| Class & Definition  | Format   | Cost/Charge    |
|---|--|----------------|
| <b>Our Policies and Procedures</b>  |  |                |
| <p>This class of information will include both the PCC's own policies and protocols which set out how we would deliver our functions and responsibilities. This class includes any policies that have been formally agreed or approved by the PCC which govern Force procedures and practices. Care will be taken to ensure that unnecessary duplication does not occur with the publication arrangements in place for Surrey Police.</p> <p>Examples of policies which will be included (either in time or immediately) are given below:</p> <ul style="list-style-type: none"> <li>➤ Equalities Statement</li> <li>➤ Scheme of Delegation</li> <li>➤ Making a Complaint including: <ul style="list-style-type: none"> <li>▪ Complaints against senior officers</li> <li>▪ Complaints from the public about the force</li> <li>▪ Complaints against the PCC</li> <li>▪ Code of Conduct complaints</li> </ul> </li> </ul> | Electronically on the website and hard copy on request | Free of Charge |
| <b>Lists and Registers</b>  |  |                |
| <p>This class of information contains the PCC's scheme in full, providing details of your rights under the Freedom of Information Act 2000, the type of information that is available, charges which may apply, and how you might apply for information not listed under the Scheme's List of Publications.</p>   | Electronically on the website and hard copy on request | Free of Charge |



| Class & Definition  | Format  | Cost/Charge           |
|---|---|-----------------------|
| <p>This class of information also contains the PCC's Retention &amp; Disposal policy, setting out how long the PCC keeps many types of information. The number and type of Freedom of Information requests can also be requested.</p> |   |                       |
| <p><b>The services we offer</b></p>   |   |                       |
| <p>In this class we will publish matters in the public interest in the form of press releases and announcements, information relating to the provision of the PCC's services.</p>   | <p>Electronically on the website and hard copy on request</p> | <p>Free of Charge</p> |

## Freedom of Information Act 2000

### Part 3: List of Publications

Unless otherwise indicated publications are available, free of charge, from: -

Office of the Police and Crime Commissioner for Surrey  
PO Box 412  
Guildford  
Surrey  
GU3 1BR

Telephone: 01483 630200  
Fax: 01483 634502  
Email [meyer14593@surrey.pnn.police.uk](mailto:meyer14593@surrey.pnn.police.uk)

Please note that if you wish to request a document which is produced on an annual basis and the year you require is not listed please contact the Office of the Police and Crime Commissioner for Surrey on the details above.

| <b>TITLE</b>  | <b>DESCRIPTION AND DATE PUBLISHED</b>                                 | <b>FORMAT</b><br><i>e.g. web format, hard copy</i>      | <b>COST</b>                        | <b>CLASS</b>                                 |
|---|---|---|------------------------------------|--|
| 1. Office of the Police & Crime Commissioner (OPCCS) Freedom of Information Act 2000 Publication Scheme | November 2012   | Electronically on the website and hard copy on request. | Free of Charge                     | Lists and Registers                          |
| 2. OPCCS Scheme of Corporate Governance   | November 2012   | Electronically on the website and hard copy on request. | Free of Charge                     | Who we are and what we do                    |
| 3. Surrey Police and Crime Plan   | As soon as possible after approval                                    | Electronically on the website and hard copy on request. | Multiple copies may incur a charge | What our priorities are and how we are doing |
| 4. Salaries of the Police and Crime Commissioner, the Deputy Police and Crime Commissioner              | Published as soon as practicable post-election and reviewed annually  | Electronically on the website                           | Free of Charge                     | What we spend and how we spend it            |
| 5. Expenses of the Police and Crime Commissioner, the Deputy Police and Crime Commissioner              | Published as soon as practicable post-election and reviewed quarterly | Electronically on the website.                          | Free of Charge                     | What we spend and how we spend it            |

|   |   |  |                                    |                                   |
|---|---|--|------------------------------------|-----------------------------------|
| 6. Register of Interests of the Police and Crime Commissioner, the Deputy Police and Crime Commissioner   | Published as soon as practicable post-election and reviewed quarterly                               | Electronically on website. Hard copy on request and available for inspection.        | Free of Charge                     | Who we are and what we do         |
| 7. Job titles, responsibilities and salary of each senior employee.   | Published as soon as practicable post-election and reviewed annually                                | Electronically on the website and hard copy on request.                              | Free of Charge                     | Who we are and what we do         |
| 8. Information on the staff structure of the Office of the Police and Crime Commissioner  | Published as soon as practicable post-election and reviewed every six months                        | Electronically on the website and hard copy on request.                              | Free of Charge                     | Who we are and what we do         |
| 9. Register of Gifts & Hospitality made to a relevant office holder or member of staff  | Published as soon as is practicable post-election and reviewed as soon as is practicable thereafter | Electronically on the website and hard copies on request or available for inspection | Free of Charge                     | Who we are and what we do         |
| 10. The total budget of the OPCCs, precept issued by the PCC, all other sources of revenue, plans for investment and expenditure.   | Annually, published before the start of the financial year to which it relates.                     | Electronically on the website and hard copy on request.                              | Multiple copies may incur a charge | What we spend and how we spend it |
| 11. Information as to each crime and disorder reduction grant made by the OPCCS, including conditions, recipients, purpose and reasons why the PCC considered the grant would contribute to crime reduction | Monthly, as soon as practicably after the month to which it relates                                 | Electronically on the website and hard copy on request.                              | Free of Charge                     | Who we are and what we do         |
| 12. Each item of spending by the OPCCS and Surrey Police that exceeds £500  | Current   | Electronically on the website  | Free of Charge                     | What we spend and how we spend it |

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|--|--|---|----------------|--|
| 13. The identity of any premises or land owned by or occupied for the purposes of the OPCCS  | Published as soon as practicable post-election and reviewed annually | Electronically on the website and hard copy on request. | Free of Charge | Who we are and what we do                    |
| 14. A copy of each contract with a value exceeding £10,000 to which the OPCCS or Chief Constable is or is to be a party  | As soon as is practicable after it becomes available                 | Electronically on the website                           | Free of Charge | What we spend and how we spend it            |
| 15. A copy of each invitation to tender issued by the OPCCS or Chief Constable in relation to a contract which is expected to have a value exceeding £10,000                 | As soon as is practicable after it becomes available                 | Electronically on the website                           | Free of Charge | What we spend and how we spend it            |
| 16. A list of every contract with a value not exceeding £10,000 to which the OPCCS or Chief Constable is or is to be a party, including its value, purpose and other parties | Quarterly  | Electronically on the website                           | Free of Charge | What we spend and how we spend it            |
| 17. Information on public meetings held by the PCC including dates, times, venues, agendas, papers and minutes   | As soon as is practicable  | Electronically on the website                           | Free of Charge | What our priorities are and how we are doing |
| 18. A record of each decision of significant public interest arising from the OPCCS' functions   | As soon as is practicable.   | Electronically on the website and hard copy on request. | Free of Charge | What we spend and how we spend it            |
| 19. PCC Code of Conduct and information on the handling of qualifying complaints and conduct matters   | Published as soon as practicable post-election and reviewed annually | Electronically on the website                           | Free of Charge | Who we are and what we do                    |
| 20. PCC Decision Making Policy   | Published as soon as practicable post-                               | Electronically on the website                           | Free of Charge | Who we are and what we do                    |

|  |  |                               |                |                           |
|--|--|-------------------------------|----------------|---------------------------|
|  | election and reviewed annually                                       |                               |                |                           |
| 21. OPCCS Records Management Policy, including retention schedule and handling of qualifying disclosures | Published as soon as practicable post-election and reviewed annually | Electronically on the website | Free of Charge | Who we are and what we do |
| 22. Office of the Police and Crime Commissioner for Surrey Organisational Chart & Responsibilities       | Current  | Electronically on the website | Free of Charge | Who we are and what we do |
| 23. Office of the Police and Crime Commissioner for Surrey Contact Details                               | Current  | Electronically on the website | Free of Charge | Who we are and what we do |
| 24. Surrey Police Chief Constable Information  | Current  | Electronically on the website | Free of Charge | Who we are and what we do |
| 25. Press Releases   | Current  | Electronically on the website | Free of Charge | The Services we Offer     |
| 26. Independent Custody Visitor Scheme Information   | Current  | Electronically on the website | Free of Charge | Who we are and what we do |
| 27. Number & type of Freedom of Information Requests   |  | Hard copy on request.         | Free of Charge | Lists and Registers       |
| 28. Information released under Freedom of Information  |  | Hard copy on request.         | Free of Charge | Lists and Registers       |