

Freedom of Information Act 2000

DERBYSHIRE POLICE AUTHORITY PUBLICATION SCHEME

Part Two

Classes of Information

Introduction

Under the FOI Act, 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 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
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
Services we offer

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

NB. We may not publish information in any 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.

Class & Definition	Format	Cost/Charge
1) Who We Are and What We Do		
(a) The authority's role and statutory responsibilities. (b) Names of the authority's current members, including profile and contact details, the way in which members are appointed and the rules which govern how they carry out their responsibilities. (c) Members' attendance records. (d) Names of the lay members of our Standards Committee.	Electronically or hard copy. Information mentioned in paragraphs (a), (b), (f) and (g) are already available on the Authority website	See "Charging for Publications" section on page 3

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> (e) Names of the members of the Independent Member Selection Panel which has a role in choosing independent members. (f) Our committee structure and the membership and terms of reference of each committee. (g) Information about the Authority's Independent Custody Visitors (ICVA) Scheme. (h) Authority's staff structure including reference to statutory roles and an organisational chart showing the responsibilities of Authority Secretariat. (i) Member links to parts of the Force area. (j) Processes and policies relating to member appointments. (k) Processes and policies relating to ICVAs. (l) Details of the Force Chief Officer Team appointed by the authority and any relevant processes and policies relating to appointments. (m) Processes and policies relevant to other appointments (Standards Committee Lay Members, Selection Panel, Independent Advisory Group etc). (n) Partnerships including CDRPs, LSPs on which the Authority is a member and any plans the partnership produces jointly, including the Local Area Agreement. 	http://policeauthority.derbyshire.police.uk/Who-We-Are/WhoWeAre.aspx	
2) What We Spend and How We Spend It		
<ul style="list-style-type: none"> (a) Summary of revenue budget estimates of the Authority. (b) Annual Statement of Accounts. (c) Budgets set for the Force. (d) Expenses and allowances paid to members (travel, subsistence, accommodation). (e) Members' Allowances Scheme. (f) Expenses paid to senior employed staff (Chief Executive and s151 officer). (g) Annual audit letter. (h) Financial audit reports, from time to time (including PURE report). (i) Financial regulations. 	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraphs (a), (b), (c), (e), (g), (h) and (i) are already available on the Authority website</p> <p>www.derbyshire.police.uk/policeauthority</p> <p>Indeed we have a financial page on the website where most of this information is grouped:</p> <p>www.derbyshire.police.uk.w</p>	<p>See "Charging for Publications" section on page 3</p>
3) What Our Priorities Are and How We Are Doing		
<ul style="list-style-type: none"> (a) Policing Plan. (b) Local Policing Summary. (c) Reports considered in public session of meetings of the Authority and its committees including 	<p>Electronically or hard copy.</p> <p>Information mentioned</p>	<p>See "Charging for Publications" section on</p>

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<p>performance reports detailing force performance presented to the Authority by the Chief Constable.</p> <p>(d) Reports by external inspectors including HMIC and Audit Commission (these will be presented to our Audit Committee).</p> <p>(e) Statistical information provided to the Authority including sickness absence, recruitment and staffing targets, secondments, grievance and employment tribunal cases (<i>n.b. this information is provided to our Resources Committee</i>).</p> <p>(f) 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.</p>	<p>in paragraphs (a), (b), (c) and (e) are already available on the Authority website Derbyshire Police Authority - Homepage . Indeed the Policing Plan is a web-based document at Derbyshire Police Authority - Policing Plan</p>	<p>page 3</p>
4) How We Make Decisions		
<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</p> <p>(a) 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.</p> <p>(b) Dates, times and venues of public consultation events by the Authority.</p> <p>(c) 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 5 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.</p> <p>(d) The minutes of full authority and committee meetings.</p> <p>(e) Procedural standing orders.</p> <p>(f) Equality Impact Assessments.</p> <p>(g) Agendas and newsletters used for public consultation meetings.</p>	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraphs (a), (c), (d) and (e) are already available on the Authority website Derbyshire Police Authority - Meetings .</p>	<p>See “Charging for Publications” section on page 3</p>
5) Our Policies and Procedures		
<p>(a) Our current standing orders</p> <p>(b) Schemes of delegation.</p> <p>(c) Authority Business Plan.</p> <p>(d) Code of Corporate Governance.</p> <p>(e) Members Code of Conduct.</p> <p>(f) Financial Regulations.</p>	<p>Electronically or hard copy.</p> <p>Information mentioned in paragraphs (a), (b), (e), (f), (g) and (i) are</p>	<p>See “Charging for Publications” section on page 3</p>

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<p>(g) Delegation to Officers. (h) Officer/Member protocol. (i) Equality Scheme. (j) Other policies made by the Authority. (k) Policies and procedures about the employment of Authority staff including disciplinary and grievance procedure. (l) Complaints procedure against the actions of the Authority (organisational complaints), about members (through the local assessment of complaints framework) but also through the Ombudsman if not a Code of Conduct issue, about staff. (m) Minimum standards for responding to requests for information. (n) Records Management and Personal Data policies including information security policies, records retention policies, destruction and archive policies, data protection policies.</p> <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>	<p>already available on the Authority website Derbyshire Police Authority - Homepage .</p>	
<p>6) Lists and Registers</p>		
<p>(a) Register of Members' interests. (b) Register of gifts and hospitality. (c) Freedom of Information Act Disclosure Log.</p>	<p>Electronically or hard copy. Information mentioned in paragraph (c) is already available on the Authority website Derbyshire Police Authority - Homepage .</p>	<p>See "Charging for Publications" section on page 3</p>
<p>7) Services We Offer</p>		
<p>(a) Leaflets and explanatory booklets including council tax leaflet, local policing summaries, advice leaflets and public briefing papers. (b) Media releases. (c) Services for which the Authority is entitled to recover a fee, together with those fees.</p>	<p>Electronically or hard copy. Information mentioned in paragraph (b) is already available on the Authority website Derbyshire Police Authority - Homepage .</p>	<p>See "Charging for Publications" section on page 3</p>

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