



# Sussex Police & Crime Commissioner

## **Office of the Sussex Police & Crime Commissioner – Publication Scheme**

The Sussex Police & Crime Commissioner (PCC) is committed to making available information to the public to enable them to hold her to account during her term of office.

The minimum information that the Office of the Sussex Police & Crime Commissioner (OSPCC) will publish as part of the PCC's transparency agenda is contained within this Publication Scheme.

The main statutory responsibilities placed upon the PCC in relation to the publishing of information derive from the following legislation:

- The Police Reform and Social Responsibility Act 2011;
- The Elected Local Policing Bodies (Specified Information) Order 2011; and
- The Freedom of Information Act 2000

The PCC also follows good practice by publishing information as recommended by central government to local authorities on data transparency.

### **The Police Reform and Social Responsibility Act 2011**

Under the Police Reform and Social Responsibility Act 2011 the PCC is required to publish a Police & Crime Plan and an Annual report.

### **The Elected Local Policing Bodies (Specified Information) Order 2011**

Section 11(1) and (2) of the Police Reform and Social Responsibility Act requires an elected local policing body to publish any information specified by the Secretary of State by Order (secondary legislation) and the time and manner of publication.

The Secretary of State has specified the information publication requirements on the PCC within the Elected Local Policing Bodies (Specified Information) Order 2011 and amendments (2012/2479) and (2013/1816).

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

The Freedom of Information Act 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. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information. Any person making a request must be supplied with that information, unless an exemption applies.

Under the Freedom of Information Act, the PCC is required to adopt an approved Publication Scheme, setting out the information routinely made publicly available. The model scheme, on which this Publication Scheme is based, has been approved by the Information Commissioner and is reviewed from time to time. In adopting (or reviewing) this Publication Scheme, the PCC is required to have regard to the public interest by:

- allowing public access to information held; and
- publishing the reasons for the decisions the PCC makes.

Further information about the Act can be viewed on the Information Commissioner's Office website through the following link: <https://ico.org.uk/>

This Publication Scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits an authority 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 classifications below;
- specify the information which is held by the authority and falls within the classifications below;
- 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 the 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; and
- publish any dataset that has been requested and any updated version that is held by the OSPCC, in a re-usable form where practicable, unless the OSPCC is satisfied that it is not appropriate to publish it.

### **Classes of information**

The information covered by the Publication Scheme is broken down into seven main classes of information:

- 1. Who we are and what we do** – Organisational information, locations and contacts, constitutional and legal governance;
- 2. What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts;
- 3. What our priorities are and how we are doing** – Strategy and performance information, plans, assessments, inspections and reviews;
- 4. How we make decisions** – Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations;
- 5. Our lists and registers** – Information held in registers required by law and other lists and registers relating to the functions of the authority;
- 6. The services we offer** – Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered; and
- 7. Policies and procedures** – Current written protocols for delivering our functions and responsibilities.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempted under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;
- Information in draft form; and
- 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 Publication 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, for example as outlined below.

In exceptional circumstances some information may be available only by viewing it 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. When 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 Publication 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 the 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.

## **Written requests**

Information held by a public 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.

## **General information about the role and responsibilities of the Police & Crime Commissioner**

The Police Reform and Social Responsibility Act (2011) established the role of the PCC. The Act set provisions for the replacement of police authorities with directly elected PCCs, with the aim of improving police accountability by 'reconnecting' the public with policing.

The PCC was re-elected into post on 5 May 2016 to ensure that there is an efficient and effective police force for Sussex and to make sure that the Chief Constable and the Force is are accountable to members of the public in carrying out their responsibilities and serving the communities of Sussex.

The PCC has a number of duties and responsibilities. The main ones are to:

- Setting the strategic direction for policing in Sussex;
- Publishing a Police & Crime Plan;
- Setting the budget and precept for policing in Sussex;
- Commissioning of victims' support services;
- Holding the Chief Constable to account for delivering policing that is efficient, effective and responsive to the needs of the public as set out in the Police & Crime Plan; and
- Appointing, and if necessary, dismissing the Chief Constable of Sussex Police.

It might help you to know that police operations are the responsibility of the Chief Constable and some information may be held by Sussex Police, rather than the OSPCC.

### **Information available guide**

The OSPCC publishes, or intends to publish, information under the classes set out below. Also included within each class of information is the information publishing requirements as required under the Police Reform and Social Responsibility Act 2011 and Elected Local Policing Bodies (Specified Information) Order 2011, as amended.

#### **1. Who we are and what we do**

- The role and statutory responsibilities of the PCC;
- The details of all senior posts within the OSPCC comprising name of the post holder, salary of the post holder (for those earning over £58,200), and the purpose of the role;
- The details of all roles in the employment of the OSPCC comprising structure chart for the OSPCC (including indications of vacant posts), and demographic details of the staff including gender, ethnicity and disability;
- Details of all arrangements made by the PCC to utilise staff from the Chief Constable to fulfil the duties of the OSPCC;
- Details of all arrangements made by the PCC to utilise staff from local authorities to fulfil the duties of the OSPCC;
- Details of the arrangements made for the operation of an Independent Custody Visiting scheme including processes and polices;
- Contact details for the administrative support within the OSPCC, including correspondence;
- Relationships with other bodies, including Community Safety Partnerships;
- Details of any other joint/partnership arrangements with statutory and/or non-statutory bodies.

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

- The budget for the OSPCC;
- The level of policing precept set by the PCC;
- The amount and source of other funding expected to be received by the PCC;
- The PCC's investment strategy;
- Details of any grants awarded by the PCC including name of the recipient, purpose, any conditions, reason why the grant was awarded;
- Salaries, allowances and expenses paid to any senior post holder within the OSPCC;
- Details of any item of expenditure over £500 by either PCC or Chief Constable:
- Copies of every contract with a value of more than £10,000 to which the PCC or Chief Constable is a party;
- Copies of every invitation to tender issued by a PCC or Chief Constable for contracts expected to have a value of more than £10,000;
- A list of every contract with a value up to £10,000 to which the PCC or Chief Constable is a party (including value of contract, identify of every other party and the purpose of the contract); and
- Financial Accounts (as defined in legislation).

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

- Details of the number of complaints and conduct issues brought to the attention of the relevant Police & Crime Panel in relation to all senior post holders within the OSPCC;
- Results/reports of inspections by external bodies;
- PCC responses to HMICFRS inspection reports relating to Sussex Police;
- Police & Crime Plan including local policing and crime objectives;
- Annual Reports to the Police & Crime Panel; and
- Performance reports and statistical information of complaints/conduct issues brought to the attention of the Police & Crime Panel in relation to senior PCC post holders.

## **4. How we make decisions**

- A statement of policy as to how the PCC will make decisions;
- Details of any public meetings attended by the PCC including date, time and place;
- Minutes of any 'non public' meetings held by the PCC at which matters of public interest relating to the PCC's functions are discussed;
- Public consultations including access to papers, results and outcomes;
- A record of every decision made by the PCC as part of their functions, whether made within a meeting or otherwise and procedures, facts and analysis of facts used for decision making;
- Copies of any reports that a PCC has requested from any of the Community Safety Partnerships in Sussex.

## **5. Our lists and registers**

- The identity of any land owned by or occupied by the OSPCC/asset register;
- A register of interests of all post holders within the OSPCC (including every paid employment or other pecuniary interest);
- Details of any gifts and hospitality offered, whether received or not, to all post holders within the OSPCC (indicating whether they were received)

## **6. The services we offer**

- Leaflets and explanatory booklets, including council tax leaflet, advice leaflets and public briefing papers;
- Media releases;
- Services for which the PCC is entitled to recover a fee, together with those fees.

## **7. Policies and procedures**

- A statement by the PCC of any standards regime that they may wish to apply to the OSPCC including any code of conduct for themselves or employees, and complaints handling procedures;
- A statement of policy in relation to records management, including procedures for security and sharing of information (covering data sharing, data protection, archive and charging regime), and retention and destruction of documents;
- A statement of policy in relation to the handling of qualifying disclosures including 'whistle blowing' processes for employees of the OSPCC;
- Financial regulations (also in 2);
- Corporate governance framework;
- Equality Impact Assessments;
- Schemes of delegation;
- Policies and procedures for procurement and commissioning arrangements;
- Policies and procedures about the employment of any staff in the OSPCC including disciplinary and grievance procedures, health and safety, and equalities;
- Memorandum of Understanding;
- Other policies and procedures made by the PCC; and
- Minimum standards for responding to requests for information.

### **Contact details and fees**

Responsibilities for the OSPCC Publication Scheme

The Chief Executive & Monitoring Officer of the OSPCC has overall responsibility for maintaining and managing the Publication Scheme:

Name: Mr Mark Streater  
Chief Executive & Monitoring Officer  
Address: Office of the Sussex Police & Crime Commissioner  
Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ  
Telephone: 01273 481561  
E-mail: [mark.streater@sussex-pcc.gov.uk](mailto:mark.streater@sussex-pcc.gov.uk)

### **Contacting the Office of the Sussex Police & Crime Commissioner**

If you wish to obtain a hard copy of the Publication Scheme or any of the publications contained in the list of publications, you may write to, email or telephone the OSPCC, as follows:

Address: Office of the Sussex Police & Crime Commissioner  
Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ  
Telephone: 01273 481561  
E-mail: [pcc@sussex-pcc.gov.uk](mailto:pcc@sussex-pcc.gov.uk)

### **Schedule of charges**

Free of charge on website – there is no charge made by us, although the user will have to meet any charges made by their internet service provider and/or telephone company, as well as any personal costs for printing or photocopying.

For those without access to the internet, we will provide a single printout of an individual publication, as shown on the website.

For further information on charges, please see our Access to Information Policy.

## **Comments and complaints**

If you have any comments about the Publication Scheme or complaints that information has not been supplied in accordance with the Scheme, you should write, in the first instance, to:

Name: Mr Mark Streater  
Chief Executive & Monitoring Officer  
Address: Office of the Sussex Police & Crime Commissioner  
Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ  
Telephone: 01273 481561  
E-mail: [mark.streater@sussex-pcc.gov.uk](mailto:mark.streater@sussex-pcc.gov.uk)

The OSPCC aims to deal with your complaint within ten working days from receipt of the complaint. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. The OSPCC aims to complete an internal review and respond to you within ten working days from receipt of your request for the matter to be reviewed.

If, after the internal review, you remain dissatisfied, you may apply directly to the Information Commissioner's Office for a decision. Further information can be found using the following link: [https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us)

## **Review of the OSPCC Publication Scheme**

The Publication Scheme will be reviewed annually to ensure that it remains accurate and fit-for-purpose.

## **Availability of the Publication Scheme in other languages and formats**

You can obtain a copy of this Scheme in large print from the above address. If you request a copy of this document in a language other than English, the OSPCC will endeavour to provide you with a translation, in a practicable timescale.

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