



FREEDOM OF INFORMATION PUBLICATION SCHEME

1. INTRODUCTION

- 1.1 A publication scheme sets out information that a public authority should routinely make available. It commits the Office of the Police and Crime Commissioner (the Commissioner) for Northumbria to make information available to the public as part of its normal business activities.
- 1.2 The Information Commissioner's Office (ICO) has developed a model publication scheme for which classifies information at a high level and states what it expects to be routinely provided.
- 1.3 The scheme commits the Police and Crime Commissioner for Northumbria:
- a) To proactively publish or otherwise make available as a matter of routine, as soon as is practicable, information, including environmental information, which is held by the Commissioner and falls within the classifications below.
 - b) To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - c) To produce and publish the methods by which the specific information is routinely made available so that it can be easily accessed by members of the public.
 - d) To review and update on a regular basis the information which it makes available under the scheme.
 - e) To produce a schedule of any fees and charges for access to information which is made proactively available.
 - f) To make this scheme available to the public.
 - g) To specify the information which falls in the classes below.

2. CLASSES OF INFORMATION

2.1 How we make decisions

In accordance with the decision making principles set out in the Police and Crime Commissioner for Northumbria's Governance and Policy framework.

2.2 Who we are and what we do

The names of relevant office holders with information about governance arrangements, organisational structure charts, the geographical area the Commissioner covers and key contacts details.

2.3 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts, financial audits and accounts in accordance with

Police and Crime Commissioner for Northumbria's Governance and Policy framework.

2.4 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

2.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities as set out in the Police and Crime Commissioner for Northumbria's Governance and Policy framework.

2.6 List and registers

Current lists and registers held by the Commissioner.

2.7 Services provided by the Commissioner

Information about the services the Commissioner provides, including leaflets, guidance and newsletters.

2.8 The classes of information will not generally include:

- a) Information the disclosure of which is prevented by law, or exempt from disclosure, under the Freedom of Information Act 2000, or is otherwise properly considered, to be protected from disclosure.
- b) Information in draft form.
- c) Information that is no longer readily available as it is contained in files that have been placed into archived storage, or is difficult to access for similar reasons. The method by which information published under this scheme will be made available.

3. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

3.1 The information is available on our website free of charge and can be accessed via this link www.northumbria-pcc.gov.uk

3.2 If a hard copy is required there is a charge for photocopying of 20 pence per A4 sheet. We do not charge if photocopying would cost less than £10. Most information can be accessed by using the home page of our website.

3.3 Where it is impracticable to make information available on the website, we will indicate how information can be obtained by other means and provide it by those other means.

3.4 In exceptional circumstances some information may be available only by viewing 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.

3.5 Information will be provided in the language in which it is held or in such other language that is legally required. Where the Commissioner is legally required to translate information, it will do so.

- 3.6 Obligations under the disability 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.

4. CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

- 4.1 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 Commissioner for routinely published information, will be justified, transparent and kept to a minimum.
- 4.2 Material which is published and accessed on the internet will be provided free of charge.
- 4.3 Charges for hard copies of information available on our website are charged at 20 pence per A4 sheet of paper. No charge is made if it would cost less than £10 to copy. In addition a charge may be made for the actual cost for postage.
- 4.4 Charges may be made for actual disbursements incurred such as but not limited to:
- a) Photocopying
 - b) Postage and packing
 - c) The costs directly incurred as a result of viewing information
- 4.5 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 the Commissioner, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 4.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided.
- 4.7 Payment may be requested prior to the provision of the information.

5. WRITTEN REQUESTS

- 5.1 Information held by the Commissioner 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 2000.
- 5.2 For further information, or to make a request for information, contact the Information Rights Officer. Email: enquiries@northumbria-pcc.gov.uk or telephone 0191 221 9800.