



PUBLICATION SCHEME

Policy / Procedure Title	Publication Scheme
Responsible officer	Chief Executive and Monitoring Officer

Security Classification	Public
Disclosable under the Freedom of Information Act 2000	Yes

Implementation date	2012
Next review date:	Bi annual

Revision record	
Date:	Nature of revision
December 2018	Updated following changes in data protection legislation

Part 1

1. Introduction

The Freedom of Information (Fol) Act 2000 gives a general right of access to all types of recorded information held by the Police and Crime Commissioner (PCC), sets out exemptions from that right and places a number of obligations on the PCC. Any person who makes a request to the PCC for information will be informed whether the information is held, and, subject to exemptions, supplied with that information. The effective date of this Scheme is 22 November 2012.

2. Your rights and our responsibilities

Section 19 of the Fol Act, requires the PCC (together with all other public authorities), 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.

This publication scheme lets the public know what information is readily available from the PCC without your needing to ask us for it. Readily available means that the information is available on our website; can be requested by letter, email or telephone call or can be purchased.

3. Your rights and the PCC's responsibilities

The Fol legislation gives you a right of access to recorded information held by the PCC, subject to certain exemptions. If you ask for information, the PCC will be required to:

- let you know in writing whether the information you have requested is held; and
- if it is, provide the information to you within 20 working days, unless it is subject to an exemption.

The PCC also has 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).

4. Responsibility for the Publication Scheme

The PCC's Chief Executive has overall responsibility for the PCC's Publication Scheme. The person responsible for the day to day maintenance and management of the Publication Scheme is:-

Chief Executive
Police and Crime Commissioner West Mercia
Hindlip Hall
Worcester

WR3 8SP
Telephone 01905 331 656
E-mail: opcc@westmerciam.pnn.police.uk

5. Charging for Publications

Free of charge on website - there is no charge made by us, although the user will, of course, have to meet any charges made by their internet service provider and/or telephone company as well as any personal costs for printing, photocopying etc. For those without access to the Internet, we will provide a single printout of an individual publication, as shown on the website, free of charge from the above contact address.

Chargeable on website - requests for multiple copies of publications or multiple printouts from our website or for copies of archived material no longer available on the website will attract a charge. The cost will be restricted to 10% of the reasonable marginal costs of complying with the request, together with photocopying costs (currently 5p per sheet) and postage. We will let you know the cost when we receive your 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.

6. Comments or Complaints about the Publication Scheme

If you think the PCC has failed to supply information in accordance with the Scheme or if you have any comments on our Publication Scheme or feel that the Scheme could be improved, you should write in the first instance to the Chief Executive whose details are set out below.

Chief Executive
Police and Crime Commissioner West Mercia
Hindlip Hall
Worcester
WR3 8SP
Telephone 01905 331 656
E-mail: opcc@westmerciam.pnn.police.uk

Complaints

The PCC will aim to deal with your complaint within 20 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. Internal reviews will be completed promptly and a response given to you within 20 working days of receipt of your further request.

If, after the internal review, you remain dissatisfied, then you can complain to the Information Commissioner, whose address appears at section 10.

7. Availability of this scheme in other formats

Requests for this should be directed in the first instance to the Chief Executive at the address listed above.

8. Copyright

Different bodies might own the copyright of material contained in our Scheme:

Police and Crime Commissioner Copyright Material

For material where the PCC owns the copyright, it 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 the PCC's copyright acknowledged.

The PCC's logo is also copyrighted and may not be reproduced other than as it appears on copied material.

Other Copyrighted Material

Some material included in the PCC's Scheme may be the copyright of a third party. The PCC's rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

9. Requests under the Environmental Information Regulations

If you wish to make a request for information under the Environmental Information Regulations (EIR), you should write to:

Chief Executive
Police and Crime Commissioner West Mercia
Hindlip Hall
Worcester
WR3 8SP
Telephone 01905 331 656
E-mail: opcc@westmercia.pnn.police.uk

10. Information Commissioner

The Information Commissioner can be contacted at:

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

An online complaints procedure is also available on the Information Commissioner's website.

POLICE & CRIME COMMISSIONER FOR WEST MERCIA PUBLICATION SCHEME

Part 2 Classes of Information

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.

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.
- 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.
- 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.