

<b>Policy Name</b>	<b>Publication Scheme</b>
<b>Policy Owner</b>	Monitoring Officer and CEO
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<b>Disclosable Under FOI Act</b>	Yes
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<b>Equality Analysis</b>	Low

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## 1. Purpose

This document was developed to be compliant with the statutory requirements and guidance of the Freedom of Information Act 2000, the Police Reform and Social Responsibility Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency 2011.

Police and Crime Commissioners were introduced in the Police Reform and Social Responsibility Act 2011 as directly elected Local Policing Bodies to hold their Police Force to account in the delivery of an effective and efficient policing service.

As the local policing body, the Police and Crime Commissioner and their Office are regarded as a public office.

## 2. Legal Requirements

### a. Police and Crime Commissioner Role and Responsibilities:

The Police and Crime Commissioner for Cambridgeshire and Peterborough was re-elected on the 3<sup>rd</sup> May 2024. It is the Commissioner's job to ensure that there is an efficient and effective police force for Cambridgeshire and Peterborough and to make sure that the Chief Constable and Force are accountable to the public in carrying out their responsibilities and serving our communities.

The Commissioner engages with the public and communities in Cambridgeshire and Peterborough and holds the Chief Constable to account for the delivery of policing, sets and updates a Police and Crime Plan, sets the Force budget and council tax precept, and appoints and, where necessary, dismisses the Chief Constable.

It might help the public to know that police operations are the responsibility of the Chief Constable and Force and therefore, information on individuals is more likely to be held by Cambridgeshire Constabulary. The Police and Crime Commissioner cannot influence any operational policing decisions.

### b. The Freedom of Information Act 2000:

The Freedom of Information Act 2000 (FOIA) provides rights of public access to information held by public authorities. The FOIA requires all public authorities to have a publication scheme.

The Elected Local Policing Bodies (Specified Information) Order 2011 of the Police Reform and Social Responsibility Act 2011 sets out statutory requirements for the publication of specific information by the Office of the Police and Crime Commissioner.

The Code of Recommended Practice for Local Authorities on Data Transparency 2011 sets out key principles for authorities to create greater transparency and enhance accountability through the publication of public data.

This Publication Scheme has been developed to be compliant with the statutory requirements and guidance of the Freedom of Information Act 2000, the Police Reform and Social Responsibility Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency 2011.

c. Model Publication Scheme:

The Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough has adopted the Model Publication Scheme of the Information Commissioner's Office (ICO) as set out below and incorporated all specific information requirements of the Police Reform and Social Responsibility Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency 2011, thus providing compliance to all statutory requirements regarding the publication of information at the time of implementation.

Information Commissioner – Model Publication Scheme:

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public office without further approval and will be valid until further notice.

This publication scheme commits an office 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 office. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an office:

- 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.
- To specify the information which is held by the authority and falls within the classifications below.

- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

### **3. Classes of Information**

**Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

**What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections, and reviews.

**How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.

**Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the office.

**The services we offer:** Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt 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.

#### **4. The method by which information published under this scheme will be made available**

The office 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 office, 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 office will indicate how information can be obtained by other means and provide it by those means.

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an office 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.

## **5. Charges which may be made for Information published under this 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 office for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where

they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

## **6. Written Requests**

Information held by a public office 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.

This policy applies to all permanent, temporary, and contracted staff working at the Office of the Cambridgeshire and Peterborough Police & Crime Commissioner (OPCC).

The Publication Scheme will be monitored by the Chief Executive/Compliance Officer to ensure full adherence to the policy at all times, and to incorporate changes via the Information commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

## **7. Policy**

The Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough will publish all required information on its website.

Our website contains a copy of the Publication Scheme. If there is no access to the website, the Office will provide a single copy free of charge.

## **8. Charging for Publications**

All listed information will be available on the website.

**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 service 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 10p per printed sheet plus 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.

**Free of charge hard copy:** Indicates a leaflet, booklet or periodical which is published by the Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough, still current and available, without charge.

**Chargeable hard copy:** Indicates a bound paper copy or other product as shown in our publication list. Where a charge applies, the cost and the reasons for levying such a charge will be made known to you. Any charge will be payable in advance.

## **9. Complaints about the Publication Scheme**

If you think we have not supplied information in accordance with our Scheme, then you should write, in the first instance, to:

Chief Executive

Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough

Police Headquarters

Huntingdon

Cambridgeshire

PE29 6NP

Telephone: 0300 333 3456

E-mail: [cambs-pcc@cambs.police.uk](mailto:cambs-pcc@cambs.police.uk)

We 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. We aim to

complete an internal review and respond to you within 20 working days.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner:

Information Commissioner  
Wycliffe House  
Water Lane Wilmslow,  
Cheshire  
SK9 5AF

## **10. Review of the Cambridgeshire and Peterborough Publication Scheme**

We will review and update our Publication Scheme annually or in accordance with any new national guidance or legislation.

## **11. Copyright**

Different bodies might own the copyright of material.

## **12. Copyright Material of the Office of the Police and Crime Commissioner**

For material where we own 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 our copyright acknowledged. The Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough logo is also copyrighted and may not be reproduced other than as it appears on copied material.

## **13. Other Copyrighted Material**

Some material we include in our Scheme may be the copyright of a third party. Our

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. This requires the consent of the Police and Crime Commissioner.

#### **14. Requests for Personal Information – Please visit the website to find more information.**

Under the Data Protection Act 2018, you already have a statutory right to have access to personal data we hold about you on computer or in a structured manual file (i.e. on paper). You also have the right to expect us, as the data controller, to ensure that data is:

- processed fairly and lawfully
- obtained for specific and lawful purposes
- adequate, relevant, and not excessive
- accurate and where necessary kept up to date
- not kept for longer than is necessary
- processed in accordance with the rights of the data subject
- kept secure
- not transferred abroad unless to countries with adequate data protection laws.

#### **15. Information where the Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough is the Data Controller**

Where we are the data controller, you are entitled to be told whether we hold data about you, and if we do:

- to be given a description of the data in question
- to be told for what purposes the data is processed
- to be told the recipients, or classes of recipients, to whom the data is or may be disclosed

You are also entitled to a copy of the information with any unintelligible terms, acronyms or codes explained. You will also be given any information available to us on the source of the data. The data will be in its latest form. Unless there are any exemptions which need to be applied.

If you consider that a request by you for access to your personal data has not been dealt with properly, you may:

Contact the Information Commissioner, who is appointed to consider such complaints at:

Office of the Information Commissioner

Wycliffe House

Water Lane Wilmslow,

Cheshire

SK9 5AF

<https://ico.org.uk/>

The Information Commissioner is empowered to assess whether there has been a failure to comply with the 2018 Act. The Commissioner can issue enforcement proceedings if satisfied that there has been a contravention of the Data Protection Act.

#### **16. Information where the Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough is not the “Data Controller”**

In many cases, it is the Police and not the Office of the Police and Crime Commissioner that hold personal information. The Police National Computer (PNC) includes information on prosecutions, convictions, and cautions. Chief Officers of Police are the “data controllers” for this information and not Cambridgeshire and Peterborough OPCC.

Police Forces provide a form to simplify the exercise of your subject access rights to PNC information. In the case of Cambridgeshire Constabulary, you should contact:

Data Protection Officer:

Information Rights

Bedford Borough Hall

Cauldwell Street

Bedford

MK42 9AP

Email: [DataProtection@beds.police.uk](mailto:DataProtection@beds.police.uk)

## **17. Requests under the Environmental Information Regulations 2004**

If you wish to make a request for information under the Environmental Information Regulations 2004 (EIR), you should write to:

Reviews, Governance and Compliance Officer  
Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough  
Police Headquarters  
Huntingdon  
Cambridgeshire  
PE29 6NP  
Telephone: 0300 333 3456  
E-mail: [cambs-pcc@cambs.police.uk](mailto:cambs-pcc@cambs.police.uk)

*The Chief Executive has overall responsibility for this Publication Scheme.*