

For Information	
Public/Non Public*	Public
Report to:	Joint Audit and Scrutiny Panel (JASP)
Date of Meeting:	30th May 2018
Report of:	Chief Constable
Report Author:	Pat Stocker – Information Management Lead
E-mail:	Pat.stocker@nottinghamshire.pnn.police.uk
Other Contacts:	
Agenda Item:	18

*If Non Public, please state under which category number from the guidance in the space provided.

Force Report on Monitoring, Review and Assurance of the Publication Scheme

1. Purpose of the Report

- 1.1 The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.
- 1.2 The purpose of this report is to update the Audit & Scrutiny Meeting on the current Force position on the Publication Scheme requirements

2. Recommendations

- 2.1 The Audit & Scrutiny Meeting is asked to note the contents of this paper

3. Reasons for Recommendations

- 3.1 To provide awareness of the current position of Nottinghamshire Police in terms of the Publication Scheme requirements

4. Summary of Key Points

- 4.1 The ICO guidance is for those police forces which are strategically managed by a Police and Crime Commissioner (PCC), it gives examples of the kinds of information that the ICO expects the Force to provide in order to meet their commitments under the model publication scheme.
- 4.2 The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and forces should look to provide as much information as possible on a routine basis.
- 4.3 The table below shows the types of data identified in the ICO's guidance and the current position on the Force website.

4.4 All information assets identified below will be added to relevant Information Asset Registers. Those areas marked in red and identified as either 'not published' or 'not located' will be reviewed and updated with a decision regarding future publication.

4.5 Table 1 – Data Categories included in ICO guidance and Force position as at 30 April 2018.

Who we are and what we do		
Organisational information, structures, locations and contacts		
Requirement	RAG status	Comments / Actions
Force structure		New Force structure published as a news article and is still available online; it will be built into the core website content.
Profiles of COT team		CC/DCC/ACC's profiles published - some require updating
Identities of senior staff		Not on the website
Locations and contact details of police stations and opening hours		Published on the Police Stations web page
Arrangements for Special Constables and civilian volunteers		Published under the 'Careers' section
Relationships with other authorities		Published under 'Our Partners' section
Sponsorship with Businesses		Published under 'Doing business with us'
What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Annual statement of accounts		2012/13 to 2016/17 is published under 'What we spend'
Force budget (as agreed by PCC or Police Board)		Budget report available on PCC website
Expenditure		Published under 'What we spend' and 'Access to Information – Finance'
Details of contracts: Expectation that the force will publish contracts and invitations to tender that exceed £10,000. A list of contracts under £10,000 should also be published to include value, identity		Published under 'Doing business with us' - Contracts over £25,000 - current contracts awarded for Nottinghamshire Police are available to view by accessing the online Blue Light Procurement database

of the parties and purpose of the contract.		
Expenses paid to or incurred by the Chief Officer, Deputy and Assistant Chief Constables or Commissioners		Included in 'What we spend'
Pay and grading structure		Not published
Evaluation of police use of resources		Audits and Inspection reports are published
Support for the provision of Community Support Officers		Details on PCSO role published under 'Careers'
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. ICO expects as a minimum that information for the current and previous two financial years should be available.		
Strategic plans		Our Priority plan – up to March 2018
Annual Policing plans		Not in Library
Area Policing plans		Although not an area plan – lots of information is available via the 'Your area' section
Chief Officers Annual Report		Annual Reports available via PCC website
Police Performance Assessments		Audits and Inspection reports are published
Police Force statistics -This will include crime statistics published on the www.police.uk website.		Published under 'Find out how we are performing' Also signpost to police.uk on each neighbourhood page
Neighbourhood Policing arrangements		Your area covers local neighbourhood inspector details, police station and contact details as well as access to social media comments from local team
How we make decisions Decision making processes and records of decisions.		
Agenda and minutes for the senior decision making committee		Strategic Meetings are published on the PCC website. Force meetings are not published.
Feedback from public consultation and surveys		Not located on Force website
Our policies and procedures		

Current written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of police force business		Published under 'Library' – requires review and updating
Policies and procedures for the provision of policing services		Published under 'Library' – requires review and updating
Policies and procedures about the recruitment and employment of staff		Published under 'Library' – requires review and updating
Records management and personal data policies		Published under 'Library' – requires review and updating
Fileplans (or any other Business Classification Scheme used for the management of information)		Requires review and updating in line with Regional Government Security Classification Policy
Customer service standards and complaint procedure		Published under 'Contact us'
Charging regimes and policies		List of Financial charges published
Lists and Registers		
Information held in registers required by statute		Access to information – registers includes use of force, COT contact with the media, Gifts, gratuities and hospitality, business interests
Asset registers		Not published
Information asset register		Not published
CCTV - locations of any overt CCTV surveillance cameras operated by the police force		Not located on Force website
Registers of interests		Published under 'Access to Information'
Register of gifts and hospitality (senior personnel)		Published under 'Access to Information'
FOI disclosure log		Published under 'Access to Information'
Services provided by the police force		
Information about the services provided by the police force, including leaflets, guidance and newsletters produced for the public and businesses		
Advice and guidance for the general public		Available via Advice Centre
Firearms and explosives licensing, firearms dealers licensing, abnormal load escort, keyholder		All available via search facility

services		
Police college or learning centre		Links to Regional EMCHRS and National College of Policing
Ceremonial duties		Not published
Museum		Not applicable
Local campaigns		Published under 'Your area' and highlighted on news section and Advice Centre, as appropriate
Media releases		Published under 'News & Appeals'
Details of the services for which the police force is entitled to recover a fee together with those fees		List of charges published – based on national list

5. Financial Implications and Budget Provision

5.1 None

6. Human Resources Implications

6.1 None

7. Equality Implications

7.1 None

8. Risk Management

8.1 None

9. Policy Implications and links to the Police and Crime Plan Priorities

9.1 None

10. Changes in Legislation or other Legal Considerations

10.1 None

11. Details of outcome of consultation

11.1 No consultation took place when preparing this report

12. Appendices

12.1 None