



South Wales
Police and Crime Commissioner
Comisiynydd yr Heddlu a Throsedd
De Cymru

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

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1. Introduction

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. It 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. A 'public authority' is defined in the Act, and includes but is not restricted to central and local government, non-departmental public bodies, the police, the health service and schools, colleges and universities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Under the Freedom of Information Act 2000, the Police and Crime Commissioner for South Wales must have a Publication Scheme setting out the information we routinely make publicly available. Our Scheme must be approved by the information Commissioner and we have to review it from time to time.

The purpose of our Publication Scheme is to let you know what information is readily available from us. By this we mean that the information is available on our website; can be obtained from us if you request it by letter, fax or email; or can be purchased from us or can be found in a local library. Should you require any advice on this, you can telephone the Commissioner's Office on the details provided at the end of this scheme.

Further information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk.

To receive this report in large print, an alternative language or a other format, please contact the Police and Crime Commissioner's Office.

We operate a Welsh Language Scheme and welcome correspondence in Welsh and English.

2. Model Publication Scheme

This publication scheme commits a public authority (for example the Police and Crime Commissioner for South Wales) 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.
- 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.

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 authority.

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.

The method by which information published under this 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.

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 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 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 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.

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.

3. General Information about the Police and Crime Commissioner for South Wales

Role and Responsibilities

The Police and Crime Commissioner for South Wales is the elected individual responsible for representing the public in ensuring an efficient and effective police service in South Wales, and to make sure the Chief Constable is accountable in carrying out his responsibilities and serving our communities.

The Commissioner sets the strategic direction for policing in South Wales and holds the Chief Constable to account for the policing service delivered. Delivery of local policing services is the job of the Chief Constable of police.

We have a number of statutory duties and responsibilities. The main ones are to:

- secure an efficient and effective local police force
- hold the police budget and allocate resources
- appoint (and dismiss, if necessary) the chief constable
- consult widely with local people about the policing of their area
- set local policing priorities and targets for achievement
- monitor everything the police do and how well they perform against the targets set by the Commissioner
- publish a Police and Crime Plan which tells local people what they can expect from their police service and report on achievements every year
- make sure local people get best value from their local police
- Investigate complaints against the Chief Constable
- monitor complaints against the police
- promote equality and human rights.

Police operations are the responsibility of the Chief Constable and force and information on individuals is more likely to be held by the police than the Commissioner.

4. Information Available Guide

The Police and Crime Commissioner for South Wales publishes, or intends to publish, information under the following classes. This is in line with the requirements set out in the Elected Local Policing Bodies (Specified Information) Order 2011.

WHO WE ARE AND WHAT WE DO

Commissioner

- Role and statutory responsibilities
- Name and contact details of the Commissioner
- Salary and expenses incurred
- Register of interests
- Independent Custody Visiting Scheme
- Number of complaints or conduct matters brought to the attention of the Commissioner by the Police and Crime Panel

Staff Structure

- Staff structure and outline of responsibilities
- Contact details for those staff dealing with the public
- Number of officers, including the proportion of staff who are women, members of an ethnic minority
- Job title, responsibilities and salary of each senior employee (whose salary exceeds £58,200)

Contact Information

- Contact details
- Central contact point for general enquiries
- Geographical contacts

Appointments

- Appointments of members to the Joint Audit Committee
- Independent Custody Visitor appointments
- Chief Constable appointments
- Staff appointments

Partnerships

- Information relating to collaboration work
- In terms of partnership, the Commissioner may also wish to make available documents relating to other partnerships on which they sit, as and when they are developed.

WHAT WE SPEND AND HOW WE SPEND IT

Summary of revenue budget estimates

Annual Statement of Accounts

Budgets set for the force

Annual Investment Strategy

Crime and Disorder Reduction Grants made by the Commissioner

The Precept issued by the Commissioner

Expenses and allowances paid to the Commissioner and senior employed staff

Annual Audit Letter

Financial Audit Reports

Internal financial regulations and Manual of Governance

WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING

South Wales Police and Crime Plan

Reports on service provision, performance assessments and operational assessments

Reports by external inspectors

- Her Majesty's Inspectorate of Constabulary
- Wales Audit Office

Statistical information provided to the Commissioner

- Performance reports
- Statistical information

HOW WE MAKE DECISIONS

Schedule of meetings open to the public, including those of the Police and Crime Panel

Agendas and approved minutes

Decisions made by the Commissioner

Facts and analyses of facts used for decision making

- Equality Impact Assessments

Public Consultations

- Agendas and newsletters for public consultation meetings
- Consultation and Engagement Strategies
- List of forthcoming public meetings

OUR POLICIES AND PROCEDURES

Policies and procedures for the conduct of the Commissioner's business

Policies and procedures for the provision of services

- Freedom of Information Publication Scheme (including charging policy in relation to the copying and provision of documents)

Policies and procedures about the employment of staff

- Disciplinary and Grievance procedure

Customer Service

- Complaints procedure
- Minimum standards for responding to requests for information

Records Management and Personal Data policies

- Information security policies
- Records retention policies
- Destruction and archive policies
- Data protection policies

LISTS AND REGISTERS

Register of Interests of the Police and Crime Commissioner

Register of Gifts and Hospitality

Freedom of Information Act Disclosure Log

SERVICES WE OFFER

Information about the provision of the Commissioner's services

Leaflets and Explanatory booklets

- council tax leaflet
- advice leaflets
- public briefing papers

Media Releases

5. Contact Details

Responsibilities for the Police and Crime Commissioner's Publication Scheme

The Chief of Staff of the Commissioner has overall responsibility for our Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is the:

Chief of Staff
Police and Crime Commissioner for South Wales
Tŷ Morgannwg
Police Headquarters
Bridgend
CF31 3SU

Telephone: 01656 869366

Fax: 01656 869407

Email: commissioner@south-wales.pnn.police.uk

Website: www.southwalescommissioner.org.uk

Contacting the Police and Crime Commissioner

If you wish to obtain a hard copy of our Publication Scheme or any of the publications contained in our list of publications, you may write to, fax, e-mail or telephone us at the contact details above.

6. Schedule of Charges

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 10p 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.

Free of charge hard copy – indicates a leaflet, booklet or periodical which is published by the Police and Crime Commissioner for South Wales without charge.

Chargeable hard copy – indicates a bound paper copy, compact disc or other product charged 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.

7. Complaints and Comments

If you have any comments or complaints in relation to this Publication Scheme or feel that the Scheme could be improved, you should write, in the first instance to:

Chief of Staff
Police and Crime Commissioner for South Wales
Tŷ Morgannwg
Police Headquarters
Bridgend
CF31 3SU

Telephone: 01656 869366
Fax: 01656 869407
e-mail: commissioner@south-wales.pnn.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.

8. Review of the Police and Crime Commissioner's Publication Scheme

We will review our Publication Scheme every three years.

Availability of this Scheme in other Languages and Formats

You can obtain a copy of this Scheme in Welsh on application to the Commissioner or from our website www.southwalescommissioner.org.uk and we will endeavour to provide copies in other languages on request.

Copyright

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

Copyright Material

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 Police and Crime Commissioner for South Wales logo is also copyrighted and may not be reproduced other than as it appears on copied material.

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.

9. Requests for Personal Information

Under the Data Protection Act 1998, 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.

For the purposes of the 1998 Act, “personal data” is information that relates to a living identifiable person. The person or organisation who controls the purpose and manner in which data is processed is the “data controller”. More information on the Data Protection Act can be found on the website of the Information Commissioner www.ico.gov.uk or from the address given below.

Information where the Police and Crime Commissioner for South Wales 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 maybe 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.

If you wish to apply for access to your personal data, known as “a subject access request”, you should write to us at the above address. A fee of £10 must accompany your request together with proof of your identity. We also need to be supplied with the details needed to locate the information you seek. A request for access to personal data will be dealt with promptly and in any event within 40 days of receipt of the request and payment of the fee.

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

- write to us at the above address seeking resolution of your complaint
- write to the Information Commissioner, who is appointed to consider such complaints at:

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

The Information Commissioner is empowered to assess whether there has been a failure to comply with the 1998 Act. The Commissioner can issue enforcement proceedings if satisfied that there has been a contravention of the data protection principles. The Commissioner can also recommend that you apply to court alleging a failure to comply with the subject access provisions of the 1998 Act. The court may make an order requiring compliance with those provisions and may also award compensation for any damages you have suffered as well as any associated distress.

Information where Police and Crime Commissioner for South Wales is not the “Data Controller”

In many cases, it is the police and not the Commissioner who hold personal information. The Police National Computer includes information on prosecutions, convictions and cautions. Chief Officers of Police are the “data controllers” for this information and not Commissioner.

You have the right to be told by a Chief Officer whether any information is held about you on the Police National Computer and a right to a copy of that information. The Chief Officer will give that information if he is satisfied as to your identity and on payment of a fee of £10. The Chief Officer may deny access to this information where the information is held for the prevention or detection of crime or for the apprehension or prosecution of offenders and where release of the information would be likely to be prejudicial to any of these purposes.

Police forces provide a form to simplify the exercise of your subject access rights to PNC information. In the case of South Wales Police you should contact:

Force Data Protection Officer
South Wales Police
Police Headquarters
Bridgend
CF31 3SU

Telephone: 01656 303445
Or visit South Wales Police website www.south-wales.police.uk

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 the local authority for the area in which you reside or the area for which you are seeking the relevant information.