

Freedom of Information Act 2000

Part 2: Classes of Information

Introduction

Under the Freedom of Information Act 2000, our Publication Scheme must say what classes, or broad types, of information the Authority 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.

For each class we briefly define the information contained in that class, the format in which it is available and whether the class includes chargeable material. Multiple copies of any of the publications included, requested from the Secretariat may incur a charge.

For those who do not have access to a computer, all information contained in this Publication Scheme (including the Scheme itself) is available in hard copy form free of charge on request to the Authority's secretariat on 01483 630200 or at:

PO Box 412
Guildford
Surrey
GU3 1BR

Classes of Information:

Who we are and what we do
What we spend and how we spend it
What our Priorities are and how we are doing
How we make decisions
Our policies and procedures
Lists and Registers
The services we offer

Surrey Police Authority publishes, or intends to publish, information under the following classes:

Model Publication Scheme for Police Authorities

Class & Definition	Format	Cost/Charge
Who we are and what we do		
<p>Here you will find information about the Authority, its role, purpose and responsibilities as well as information about the Members and staff of the Authority including:</p> <ul style="list-style-type: none"> ➤ Membership of Panels and Committees ➤ Organisational structure and contact details ➤ The way in which Members are appointed and the rules which govern how they carry out their responsibilities. ➤ Details of their declarations of interest and of Gifts & Hospitality <p>Here you will find information about the Authority's Independent Custody Visitors Scheme including:</p> <ul style="list-style-type: none"> ➤ The purpose of the scheme, how it operates and the key contact point in the Authority. ➤ The process and criteria for selection as an Independent Custody Visitor. ➤ How to apply. ➤ the results of the regular assessments undertaken by the Authority on the operation of the scheme and its effectiveness; and 	<p>Electronically on the website and hard copy on request.</p>	<p>Free of Charge</p>

Class & Definition	Format	Cost/Charge
<p>➤ Any performance monitoring data or statistics relating to the operation of the scheme reported to the Authority.”</p> <p>We may not publish information in this class if it would endanger the safety of any individual, is commercially confidential or if it is personal information exempt under the Data Protection Act 1998.</p>		
What we spend and how we spend it		
<p>Here you will find financial information, including:</p> <ul style="list-style-type: none"> ➤ financial reports for the current financial year, financial regulations, accounts published by the Authority and both external and internal audit reports ➤ The way members are remunerated 	<p>Electronically on the website and hard copy on request</p>	<p>Free of Charge</p>
What our priorities are and how we are doing		
<p>Here you will find:</p> <ul style="list-style-type: none"> ➤ all plans, strategies, annual reports, assessments, inspections reports and reviews ➤ Monitoring information showing performance against the indicators and targets set for the force on at least a quarterly basis.” <p>In this class you will find reports relating to engagement with our partners including,</p> <ul style="list-style-type: none"> ➤ Local crime and disorder audits, strategies and local criminal justice plans 	<p>Electronically on the website and hard copy on request</p>	<p>Free of Charge</p>

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> ➤ Details of our involvement in local crime and disorder reduction partnerships 		
How we make decisions		
<p>Here you will find</p> <ul style="list-style-type: none"> ➤ the Authority's current calendar setting out the dates, times and venues of full Authority and committee meetings held in public and how you can attend; ➤ for full Authority and committee meetings – agendas and reports to be considered at those meetings will be published a minimum of 5 working days in advance of the meeting, except late papers tabled in accordance with our urgency arrangements or information which is exempt under the provisions of the Local Government Act 1972, for example, because it is commercially sensitive, relates to individual staff or legal proceedings; ➤ the minutes of full Authority and committee meetings, except information which is exempt under the provisions of the Local Government Act 1972, for example, because it is commercially sensitive, relates to individual staff or legal proceedings. <p>Here you will also find</p> <ul style="list-style-type: none"> ➤ information about our arrangements for consulting and engaging in dialogue with local people about policing issues or the work of the Authority, including: 	<p>Electronically on the website and hard copy on request</p>	<p>Free of Charge</p>

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> ➤ our current strategy for engaging in consultation and dialogue with local people; ➤ surveys or other consultation/community engagement initiatives we carry out including both with local communities and our own staff; ➤ the names of any standing consultative groups or forums administered by the authority, including any organisations represented on those groups; ➤ how you can give your views on policing issues or the work of the Authority or force; ➤ the results of our consultation and other initiatives and how we have taken these into account in our work. ➤ information about how the Authority works with other statutory and voluntary partners through local crime and disorder reduction partnerships (CDRPs) and local Criminal Justice Boards.” 		
Our Policies and Procedures		
<p>Here you will find:</p> <ul style="list-style-type: none"> ➤ copies of the Authority’s formally approved policies, where developed, which set out the broad principles of our approach to making decisions or dealing with particular issues or aspects of our work; ➤ Where it exists, internal guidance produced by the Authority to help members or staff carry out their 	<p>Electronically on the website and hard copy on request</p>	<p>Free of Charge</p>

Class & Definition	Format	Cost/Charge
<p>responsibilities.”</p> <p>Some information in this class may not be published where this is not in the public interest. In these cases, the material will show where information has been withheld and explain what exemption has been applied and why, for example because its release would compromise the health and safety of staff, law enforcement, the detection and prevention of fraud or legal proceedings. And in the case it may prejudice law enforcement or contains commercially confidential information. Where this is the case we will explain what information has been withheld and why.</p>		
Lists and Registers		
<p>Here you will find</p> <ul style="list-style-type: none"> ➤ The Authority’s scheme in full, providing details of your rights under the Freedom of Information Act 2000, the type of information that is available, charges which may apply, and how you might apply for information not listed under the Scheme’s List of Publications. ➤ Details of the Authority’s retention schedule which sets out how long we keep records for and our disposal policy. We will not publish or disclose information which we hold which is exempt under the Data Protection Act 1998 or because it would prejudice law enforcement or legal proceedings or is commercially confidential. ➤ The number and type of requests made and information 	<p>Electronically on the website and hard copy on request</p>	<p>Free of Charge</p>

Class & Definition	Format	Cost/Charge
disclosed under the Freedom of Information Act 2000 is held centrally by the Authority and in hard copy only.		
The services we offer		
<p>Here you will find</p> <ul style="list-style-type: none"> ➤ Our press releases and announcements, information relating to the provision of the Authority's services, leaflets, advice & guidance. 	Electronically on the website and hard copy on request	Free of Charge