

**Freedom of Information Act 2000**

**SURREY POLICE AUTHORITY**  
**PUBLICATION SCHEME**

**Explanatory Notes**

**Who we are and what we do**

In this class, we will include:

- **The Authority** will publish in this class material which we publish about the role of the Authority or its work, such as the Authority's Business Plan, Code of Corporate Governance, Standing Orders, Annual Reports and Panel & Committees' Terms of Reference.
- **Police authority staff**
  - The name of the Chief Executive, Treasurer and other officers and an overview of their responsibilities.
- **Organisational staff chart** — comprising Chief Executive, Treasurer and officers.
- **How to contact the Authority** — name, address, telephone and fax numbers and e-mail address of main contact point for the Authority.
- **Members of the Authority** — The Authority's membership including a photo of each member, membership of panels and Committees and also members' individual Register of Interest forms and terms of appointment. The Police Authority holds some profile information such as sexual orientation and disability status of its members. This is available only where members have chosen to disclose this information.
- **Standards Committee Independent Members**
  - The names of the independent Members of the Authority's Standards Committee and their terms of appointment.
- **For All Members**
  - The Authority's Code of conduct
  - Gifts & Hospitality Annual Report
- **Chief Officer team**
  - The names, terms of appointment; responsibilities; and salary bands of the force chief officer team appointed by the Authority.

- Any current vacancies and the selection process and criteria when such vacancies arise.

➤ **Independent Custody Visitors Scheme**

The Authority will publish an explanation of:

- The Independent Custody Visitors' Scheme and its purpose
  - Training for ICVs
  - How to apply
  - Job description and person specification
  - Selection process and criteria for appointment
- The expenses scheme for ICVs
- Any assessments undertaken by the Authority of the scheme

All staff at employed at the Authority Secretariat are employees of Surrey County Council. All relevant policies and procedures relating to their employment can be obtained through the County Council at:

County Hall  
Kingston upon Thames  
Surrey  
08456 009009  
[www.surreycc.gov.uk](http://www.surreycc.gov.uk)

## **What we spend and how we spend it**

In this class of information we will include:

- Finance reports for the current financial year
- Statement of Accounts
- External auditors' reports and Audit/Management letters.
- Internal audit reports — except where these would not be subject to disclosure under the access provisions of the Local Government Act 1972.
- The Authority's Members' Allowances and Expenses Scheme

## **What our priorities are and how we are doing**

In this class of information we would include information relating to strategy and performance, plans, assessments, inspections and reviews and would include:

- Local Policing Plan
- Continuous Improvement Reviews
- Statutory Performance Reports

In this class we may also publish reports relating to engagement with our partners including

- Local crime and disorder audits, local crime and disorder strategies & local criminal justice strategies and plans
- Details of our involvement in local Crime & Disorder Reduction Partnerships.

## **How we make decisions**

Information contained in this class would include:

- A schedule of the Authority's public meetings for the current year.
- Agendas, minutes and accompanying papers for the Authority's public meetings and committees.

This class provides information on the way in which the Authority consults and engages with local communities and any formal consultations undertaken with staff, and therefore includes the following:

- The Authority's Local Engagement Strategy incorporating the areas of Consultation, Community Engagement and Communication.
- Local Policing Plan & Stakeholder Consultation Survey Results
- Any feedback from the Authority's annual consultations and surveys.

## **Our Policies and Procedures**

This class of information will include both the Authority's own policies and protocols which set out how we would deliver our functions and responsibilities. This class includes any policies that have been formally agreed or approved by the Authority which govern Force procedures and practices. Care will be taken to ensure that unnecessary duplication does not occur with the publication arrangements in place for Surrey Police.

Examples of policies which will be included (either in time or immediately) are given below:

- Single Equality Scheme
- Equality Impact Assessments
- Scheme of Delegation
- Making a Complaint including:
  - Complaints against senior officers
  - Complaints from the public about the force
  - Complaints against the police authority
  - Code of Conduct complaints

## **Lists and Registers**

This class of information contains 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.

This class of information also contains the Authority's Retention & Disposal policy, setting out how long the Authority keeps many types of information. The number and type of Freedom of Information requests can also be requested.

## **The Services we Offer**

In this class we will publish matters in the public interest in the form of press releases and announcements, information relating to the provision of the Authority's services, leaflets, advice & guidance.