

Freedom of Information Act 2000

KENT POLICE AUTHORITY PUBLICATION SCHEME 2010

Part 1: Introduction and Overview Freedom of Information Act 2000

The Freedom of Information Act (FOI) 2000 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. Any person who makes a request to a public authority for information must, subject to some exemptions, be informed whether the public authority holds that information and supplied with that information.

Kent Police Authority is a public body with a budget of over £260m per year, to fund the policing of Kent and Medway. We are committed to both the principles and the spirit of the Act. Should either we receive a request for information that is more appropriately directed at Kent Police, we will transfer the request to them. Alternatively any request sent to the Force that is more appropriately dealt with by the Authority will be forwarded to us.

Your rights and Kent responsibilities

Under the FOI Act the Police Authority 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 the scheme from time to time. In adopting (or reviewing) our Publication Scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; and
- to the publication of reasons for the decisions we make.

Our publication scheme must:

- set out the classes of information which we publish or intend to publish;
- say how we will publish the information in each class; and
- say if we will provide the information free or charge for it.

The purpose of our Publication Scheme is to let you know what information is readily available from us without your needing to make a formal request under the Act. By readily available we mean that the information is available on our website; can be obtained from us if you request it by letter, e-mail or telephone call; can be purchased from us; or can be found in a local library.

Part 2 of our Publication Scheme sets out the classes or types of information that we publish or intend to publish. Part 3, our list of publications, supports the Publication Scheme. It lists specific publications we make available, how they can be obtained and whether they are free or if we will ask you to pay a charge.

The Act gives you a right of access to recorded information held by the Authority, subject to certain exemptions. If you ask us for information we are required to:

- let you know in writing whether we hold information you have asked for; and

- if we do, provide the information to you within 20 working days, unless it is subject to an exemption.

We also have a duty to provide advice or assistance to you or anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

Responsibility for the Kent Police Authority Publication Scheme

The person responsible for maintaining and managing the Publication Scheme is the Authority Chief Executive.

Contacting Kent Police Authority

If you wish to obtain a paper copy of our Publication Scheme or any of the publications contained in our list of publications in Part 3, you may do so by contacting us.

Kent Police Authority
1st Floor
Gail House
Lower Stone Street
Maidstone
ME15 6ND

Telephone: 01622 677055
Fax: 01622 604489
E-mail: kpaenquiries@kent.pnn.police.uk

Charging for Information

There is no charge made by us for reading or printing material off our web-site. On request to the Authority office we will provide a single copy of any item on the web-site free of charge.

We reserve the right to make charge of up to 10p for each A4 sheet plus postage if you want a large number of web-site pages printed and sent to you or if you want more than one copy of the information. We will normally only make such a charge if the total cost exceeds £10. 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.

Comments about the Publication Scheme

If you have any comments on our Publication Scheme or feel that the Scheme could be improved, you should contact the Authority as outlined above.

Complaints about the Publication Scheme

If you think we have not supplied information in accordance with our Scheme, then you should contact either the Chief Executive or the Chair of the Authority.

We aim to deal with your complaint within 15 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 a further 20 working days.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner, at www.ico.gov.uk or via the address on page 4.

Review of the Kent Police Authority Publication Scheme

The scheme was reviewed in 2008 and we have adopted the model publication scheme for Police Authorities as approved by the Information Commissioner. We will formally review it again in 2011, we aim to respond to suggestions and comments for improvement of the scheme as and when they are received.

Availability of this scheme in other languages and formats.

We will normally make copies available in other languages and formats free of charge. If we have to consider a charge because of the cost to the Authority, we will discuss this with you first. In this case there may be a delay in obtaining the documents for you.

Copyright

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

Kent Police Authority 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 Kent Police Authority logo 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.

Requests for Personal Information

Under the Data Protection Act 1998, as a member of the public 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 protections 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 Kent Police Authority 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.

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 may in some cases need to ask you for more information to help us 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 Kent Police Authority is not the "Data Controller"

In many cases, it is the police force and not the police authority 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 Kent Police Authority.

You have the right to be told by a Chief Officer whether any information is held about you on the Police National Computer or in other police records 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 police force information. In the case of Kent Police you should contact: -

Head of Information Compliance
Kent Police
Police Headquarters
Sutton Road
Maidstone
Kent
ME15 9BZ

Telephone: 01622 652669
Fax: 01622 654437
Email: subjectaccess@kent.pnn.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 contact the Authority (details above)

General Information about Kent Police Authority

The Kent Police Authority is an independent body set up by Parliament. It is our job to ensure that there is an efficient and effective police force for Kent and Medway and to hold the Chief Constable and Kent Police to account on your behalf for carrying out their responsibilities and serving our communities.

The Kent Police Authority sets the strategic direction for policing in Kent and holds the chief officer to account for the policing service delivered. Delivery of local policing services is the job of the Chief Constable.

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 and senior police officers
- 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 authority
- publish a three year and annual 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 oversee complaints against the police and discipline senior officers

A more detailed list of our responsibilities can be found at Part 2 ("Classes of Information") to this scheme.

Police operations are the responsibility of the Chief Constable, information on individuals and policing policies is more likely to be held by Kent Police than the police authority. See www.kent.police.uk

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 police 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 or 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.

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 (contact details in Part 1):

Classes of Information

Kent Police Authority publishes information under the following classes:

- 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 (including gifts, hospitality and register of interests)
- Services we offer

Class & Definition - Who we are and What We do	Format
<p>An explanation of the Authority's role and statutory responsibilities.</p> <ul style="list-style-type: none"> • details of the Authority's current membership and their responsibilities, including geographical responsibilities, the way in which Members are appointed and the rules which govern how they carry out their responsibilities • governance / committee structure, please refer to "How We Make Decisions" • information about the Membership of the Selection Panel which has a role in choosing independent members to serve on the Authority and about the lay members of our Standards Committee • members' attendance records • basic staff structure of the Authority's officers, including a brief outline of the responsibilities of the statutory roles i.e. Chief Executive, Treasurer, and key contact details for public enquiries • Chief Officer Appointments, processes and policies • Appointments to the Independent Advisory Group <p>Here you will find information about the Authority's Independent Custody Visitors Scheme including:</p> <ul style="list-style-type: none"> • the appointment of independent custody visitors • the purpose of the scheme, how it operates and the key contact point in the authority • any current vacancies and how to apply, including memorandum of understanding and appointment and appeals procedures • our annual custody visiting report <p>The Police Authority is a responsible authority in terms of the Crime & Disorder Act 1998 and is therefore a co-signatory to the partnership plans in place for the CDRPs within their area. A copy of that plan is available, as it sets out how resources will be used at the local level to address issues of crime and disorder. A copy of the Local Area Agreement is also available.</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>	<p>On www.kentpa.police.uk or on paper on request to the Authority</p>

Class & Definition - What We Spend and How We Spend It	Format
<p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p> <ul style="list-style-type: none"> • the annual reports and statements of accounts detailing the income and expenditure of the KPA. It consists of the following: <ul style="list-style-type: none"> ○ the revenue account ○ the balance sheet ○ the statement of total movement in reserves ○ the cashflow statement ○ the statement of accounting policies • the audit report containing summaries in relation to; <ul style="list-style-type: none"> ○ financial statements ○ use of resources ○ audit fee ○ audit reports issued ○ use of resources – conclusion ○ including the Police Use of Resources (PURE) report • Annual Audit letter • Authority’s financial regulations setting out the authorisation process for expenditure • Expenses scheme, detailing the Authority members’ expenses and allowances and senior employed staff 	<p>On www.kentpa.police.uk or on paper on request to the Authority</p>

Class & Definition - What Our Priorities Are and How We Are Doing	Format
<ul style="list-style-type: none"> • our three year strategy for Kent Police and annual policing plan for Kent Police • for full Authority and committee meetings - agendas and reports, including a list of background papers, 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 crime prevention • Reports by external inspectors, including <ul style="list-style-type: none"> • HMIC • Audit Commission • National Policing Improvement Agency (NPIA) • Self Assessments made by Kent Police Authority against the APA's self assessment framework, including action plans. <p><i>We will not publish the contents of reports where this is not in the public interest for example, because 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.</i></p>	<p>On www.kentpa.police.uk or on paper on request to the Authority.</p> <p>Normally on www.kent.police.uk. If not on the website, available on a paper on request to the Authority</p> <p>The performance management pack is available, on request, in hard copy.</p>

Class & Definition - How We Make Decisions	Format
<p>How we carry out our work and make decisions through meetings of the full Authority and its Committees including:</p> <ul style="list-style-type: none"> • our committee structure and the Membership and terms of reference of each committee • 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, including a list of background papers, 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 crime prevention • the minutes of the 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 • where appropriate any relevant equality impact assessments will be published, or a link will be provided to the Force equality impact assessments • Kent Police Authority Administrative and Financial Standing Orders • Policies and procedures regarding the employment of staff <p>Your Views Our arrangements for consulting and engaging in dialogue with local people about policing issues or the work of the Authority, including:</p> <ul style="list-style-type: none"> • our current strategy and programme for engaging in consultation and dialogue with local people • information about dates and venues of any planned public meetings • how you can give your views on policing issues • the results of our consultations and other initiatives 	<p>On www.kentpa.police.uk or on paper on request to the Authority.</p> <p>Normally on www.kent.police.uk. If not on the web-site, available on a paper on request to the Authority</p> <p>On www.kent.police.uk or on paper on request to the Authority.</p> <p>On www.kentpa.police.uk or on paper on request to the Authority.</p>

Class & Definition - Policies and Procedures	Format
<p>The Authority's formally approved policies including</p> <ul style="list-style-type: none"> • our current standing orders and schemes of delegation • terms of reference • Kent Police Authority business plan • corporate governance • how to complain, about a police authority member • financial regulations • Members code of conduct; and • our Single Equality Scheme <p>Employment Policies KPA secretariat staff will be subject to and benefit from the employment policies as set out by Kent Police. Where the policies cannot be directly applied, the spirit of the policy will apply with variations as necessary to accommodate the KPA structure. The Chief Executive will be the senior point of authority in all policy matters.</p> <p>Staff Vacancies These are advertised on our website.</p> <p>Customer Service Complaints procedure</p> <ul style="list-style-type: none"> • against the actions of the Authority (organisational complaints) • about Members (through the local assessment of complaints framework) but also through the Ombudsman if not a Code of Conduct issue • about Staff • minimum standards for responding to requests for information <p>Records Management & Personal Data policies Kent Police Authority is subject to the force policies governing records management and personal data policies, please follow the links below:</p> <ul style="list-style-type: none"> • Information security policies • Records retention policies • Destruction & archive policies • Data protection policies <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.</p>	<p>On www.kentpa.police.uk or on paper on request to the Authority.</p> <p>On www.kent.police.uk or on paper on request to the Authority.</p> <p>On paper on request to the Authority.</p>

Class & Definition - Lists and Registers	Format
<p data-bbox="264 226 805 262">Member interests, Gifts and hospitality</p> <p data-bbox="264 275 1045 338">The register details members interests and their declarations of gifts and hospitality received.</p> <p data-bbox="264 401 1003 495">The Disclosure Log which summarises information which has been disclosed following a request under the Freedom of Information Act 2000.</p>	<p data-bbox="1084 285 1317 443">Available for inspection in the office, available on website after KPA 2009 AGM</p>

Class & Definition - Services We Offer	Format
<p>News</p> <p>Here you will find our press releases and other publicity information produced by the authority, including the Local Policing Summaries</p>	

Unless otherwise indicated publications are available, free of charge, from: -

<p>Kent Police Authority 1st Floor Gail House Lower Stone Street, Maidstone Kent ME15 6RB</p>	<p>Telephone: 01622 677055 Fax: 01622 604489 E-mail: kpaenquiries@kent.pnn.police.uk</p>
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