



## **Freedom of Information Act 2000**

### **Publication Scheme**

**(Revised: May 2018)**

#### **Part One**

#### **Introduction**

#### **Freedom of Information Act 2000**

The Freedom of Information (FOI) Act 2000 places a duty on public authorities to proactively publish information via a Publication Scheme. 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, be supplied with that information.

#### **Our Responsibilities**

The Office of the Police and Crime Commissioner for Norfolk (OPCCN), as the Elected Local Policing Body (ELPB) must have a Publication Scheme setting out the information that will routinely be made publicly available. Therefore, the OPCCN has adopted the approved Information Commissioners Office [Model Publication Scheme](#)

This Scheme commits the Office of the Police and Crime Commissioner for Norfolk to:

- Proactively publish information, including environmental information, which is held by the Office of the Police and Crime Commissioner for Norfolk. Part Two of our publication scheme sets out the classes or types of information that we publish or intend to publish. The Information Commissioners Office expects us to publish this information unless:
  - we do not hold the information
  - the information is exempt under one of the FOI exemptions or Environmental Information Regulations exceptions, or its release is prohibited under another statute
  - the information is readily and publicly available from an external website; such as information which may have been provided either by the elected local policing body or on its behalf.
  - the information is archived, out of date, or otherwise inaccessible or;
  - it would be impractical or resource-intensive to prepare the material for routine release.

- Proactively publish information in line with the statements contained within this scheme.
- Produce a means by which the specific information the Police and Crime Commissioner makes routinely available can be easily identified and accessed; and to
- Review and update the information the Office of the Police and Crime Commissioner for Norfolk makes routinely available on a regular basis.

By routinely available, we mean that the information is available on our website; can be obtained from us if you request it by letter, email or telephone; or can be purchased from us.

### **Guidance on Accessing Published Information**

Information, where possible, will be made available electronically via our website. Where information is only accessible in a non-electronic format, or when you as an individual do not wish to access the information electronically, you can contact us and make a request for the information to be provided in hard copy format:

In writing to:

Freedom of Information Officer  
Office of the Police and Crime Commissioner for Norfolk  
Building 8  
Jubilee House  
Falconers Chase  
Wymondham  
Norfolk  
NR18 0WW

Telephone: 01953 424455

Email [opccn@norfolk.pnn.police.uk](mailto:opccn@norfolk.pnn.police.uk)

In instances where information you require is only accessible by attending at our premises to view, you should contact us using the above contact details, to make an appointment. If it is not possible for you to view the information in person, every reasonable effort will be made to find an alternative means of communicating the information.

All information will be provided in the language in which it is held. Where we are required, under another statute, to translate certain information, we will do so.

To meet our obligations laid out within the Equalities Act 2010, should you require information in other forms or an alternative format, please contact us and we will endeavour to meet your requirements.

## **Charging for Publications**

The Office of the Police and Crime Commissioner for Norfolk reserves the right to make a charge for providing materials. However, we aim to provide most of our information for free.

All information found on our website can be downloaded free of charge. The user will, of course, have to meet any charges made by their own Internet service provider and/or telephone company as well as any personal costs for photocopying, etc.

Charges may be made for information subject to a charging regime approved by Parliament and for any relevant expenditure incurred, such as:

- Photocopying documents
- Postage and packaging and
- The viewing of information at our premises

If a charge is to be made, we will advise you of the amount of payment due prior to the information being provided. You will have to pay in advance. Final decisions regarding charging for documents will be taken by the Police and Crime Commissioner.

## **Making a Request for Information**

All requests for information under Section 1 (The General Right of Access) of the Freedom of Information Act MUST be made in writing and MUST include the following:

Your Name

An address; email or postal address

A description of the information you require

You can send in your request via the following methods:

*Contact us on-line*

Send an email to [opccn@norfolk.pnn.police.uk](mailto:opccn@norfolk.pnn.police.uk)

Write to:

Freedom of Information Officer  
Office of the Police and Crime Commissioner for Norfolk  
Building 8  
Jubilee House  
Falconers Chase  
Wymondham  
Norfolk NR18 0WW

### *What happens next:*

You will receive written confirmation of your request and a latest date by which you should receive a reply.

The Act requires that requests for information are responded to within 20 working days, starting from the working day after your request is received. (This does not include Saturdays/Sundays or Bank Holidays)

If it is necessary to clarify any aspect of your request, we will contact you. A telephone number would be helpful for this purpose.

The response to your request will be provided via email or post. If it has been necessary to refuse your request or any part of it, this will be fully explained including what exemptions have been applied and why.

Should the information requested be held by Norfolk Constabulary rather than the Office of the Police and Crime Commissioner for Norfolk, we will contact you to ensure you are happy that we transfer the request to their Freedom of Information Unit. If you do not agree to the request being transferred we will respond but can provide only that information held by the Office of the Police and Crime Commissioner for Norfolk. We may consult with Norfolk Constabulary over issues relating to your request.

### **Internal Review**

If you think we have not supplied information in accordance with Section 1 (the General Right of Access) of the Freedom of Information Act 2000, or you are dissatisfied with the way in which your request has been handled, then you should write, in the first instance, to:

Chief Executive  
Office of the Police and Crime Commissioner for Norfolk  
Building 8  
Jubilee House  
Falconers Chase  
Wymondham  
Norfolk  
NR18 0WW

Telephone: 01953 424455

Fax: 01953 424462

Email: [opccn@norfolk.pnn.police.uk](mailto:opccn@norfolk.pnn.police.uk)

If you are dissatisfied in any way with our response or the way we have handled your request, you can contact us by phone, email or in writing. We may, in the first instance, try and resolve your complaint informally. However, at any stage you can request or we may decide to treat your complaint formally under our internal review process.

An internal review is conducted by the Chief Executive who will review the request and response, taking account of your complaint(s), and will respond in writing as soon as possible. The Information Commissioner's Officer recommends that a response should be made in 20 working days. If we are unable to respond in this timeframe we will inform you and provide a date by which you should expect to receive our response.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner's Office, the government regulator for the Freedom of Information Act. Details of how to contact the Information Commissioner's Office can be found at [www.ico.gov.uk](http://www.ico.gov.uk)

## Part Two

### Classes of Information

#### Introduction

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

A great deal of information is produced by, and for, the Police and Crime Commissioner (PCC). The PCC is committed to being open and transparent about their work. As well as the links provided in this section, you can also gain information by visiting the [Specified Information Order](#) page of our website (which gives details of the information we are required to publish under the Elected Local Policing Bodies (Specified Order) 2011) and the [Documents](#) page of our website (which has information grouped in individual folders by subject).

For each class, we briefly define the information contained in that class, the format in which it is available (providing hyperlinks to our website where possible) 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.

#### **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

The Office of the Police and Crime Commissioner for Norfolk (OPCCN) publishes or intends to publish, information under the following classes:

## Who we are and What we do

Organisational Information, structures, locations and contacts  
Information in this class is for the current year only

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Structure of the Elected Local Policing Body (ELPB):</b>			
<ul style="list-style-type: none"> <li>Names and profiles of the Police and Crime Commissioner and Deputy Police and Crime Commissioner.</li> </ul>	Available on Website	<a href="#">Home &gt; About &gt; Who We Are &gt; Your PCC</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Identity of Officers of the Elected Policing Body and senior staff (for the purposes of this document, those earning £58,200 per annum or above)</li> </ul>	Available on Website	<a href="#">Home &gt; About &gt; Who We Are &gt; PCC Office</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Details of internal boards/committees and names of members</li> </ul>	Available on Website	<a href="#">Home &gt; About &gt; What We Do &gt; Partnerships &gt; Community Involvement</a>  <a href="#">Home &gt; Spend &gt; Financial Governance &gt; Audit Committee</a>  <a href="#">Home &gt; About &gt; What We Do &gt; Community Involvement &gt; Public Meetings</a>  <a href="#">Home &gt; Spend &gt; Commissioning &gt; Funding Opportunities</a>	Free of Charge – on website

**Note:** In relation to officers, senior staff and members of internal boards/committees, consent to disclosure of names may be refused if there is a legitimate reason.

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Staff structure of the Elected Local Policing Body:</b>			
<ul style="list-style-type: none"> <li>Basic staff structure, such as organisational structure, and other details indicated the ELPB's administrative support</li> </ul>	Available on Website	<a href="#">Home &gt; About &gt; Who We Are &gt; PCC Office</a> Link to Organisational Chart contained within the page  <a href="#">Decision No 2014.20 - Organisational Review of OPCCN</a>  <a href="#">Home &gt; About &gt; Who We Are &gt; Meet the Coordinators</a>	Free of Charge – on website
<b>Contact Information:</b>			
<ul style="list-style-type: none"> <li>Contact details, preferably by reference to name and address for correspondence.</li> </ul>	Available on Website	<a href="#">Home &gt; Contact</a>	Free of Charge – on website
<b>Geographical Area of Operation</b>	Available on Website	<a href="#">Home &gt; About</a>	Free of Charge – on website
<b>General outline of responsibilities</b>	Available on Website	<a href="#">Home &gt; About</a>  <a href="#">Decision No 2014.20 - Organisational Review of OPCCN</a>	Free of Charge – on website
<b>Appointment of Independent Custody Visitors and associated arrangements</b>	Available on Website	<a href="#">Home &gt; About &gt; What We Do &gt; Partnerships &gt; Community Involvement</a>	Free of Charge – on website



Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Relationships with other bodies:</b>			
<ul style="list-style-type: none"> <li>Partnership arrangements, or other joint arrangements, with statutory and non-statutory partners and relationships with other key bodies.</li> </ul>	Available on Website	<a href="#">Home &gt; About &gt; What We Do &gt; Partnerships &gt; Partners</a> <a href="#">Home &gt; About &gt; What We Do &gt; Partnerships &gt; Collaboration</a> <a href="#">Home &gt; Spend &gt; Commissioning</a>	Free of Charge – on website

### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit  
Information in this class is for the current year and the previous two financial years

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>The budget of the ELPB (including the total amount allocated to the Police Force)</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Policing Budget</a> Link to Budget Breakdown including budget allocation to Norfolk Constabulary 2015/16 contained within page.	Free of Charge – on website
<b>Annual statement of the ELPB's accounts</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Annual Accounts</a>	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Policing precept and/or information on other sources of income, including grants</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Policing Budget</a>	Free of Charge – on website
<b>Annual Investment Strategy</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Annual Investment and Treasury Management</a>	Free of Charge – on website
<b>Expenditure:</b>			
<ul style="list-style-type: none"> <li>Details of items of expenditure over £500, including costs, supplier and transaction information (monthly)</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Expenditure over £500</a>	Free of Charge – on website
<b>Details of contracts currently being tendered</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Contracts/Contract Standing Orders</a>	Free of Charge – on website
<b>Contracts:</b>			
<ul style="list-style-type: none"> <li>Contracts and invitations to tender that exceed £10,000.</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Contracts/Contract Standing Orders</a>	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> <li>A list of contracts under £10,000, to include the value, identity of the parties and purpose of the contract.</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Contracts/Contract Standing Orders</a>	Free of Charge – on website
<b>Expenses and allowances paid to or incurred by the ELPB and senior employed staff:</b>			
<ul style="list-style-type: none"> <li>Details of the allowances and expenses that can be claimed or incurred.</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; PCC Budget &gt; Expenses &gt; Travel and Subsistence Expenditure Scheme</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Police and Crime Commissioner Expenses</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; PCC Budget &gt; Expenses &gt; PCC Stephen Bett</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Deputy Police and Crime Commissioner Expenses</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; PCC Budget &gt; Expenses &gt; Deputy PCC Jenny McKibben</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Chief Executive Expenses</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; PCC Budget &gt; Expenses &gt; Chief Executive Mark Stokes</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Chief Finance Officer Expenses</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; PCC Budget &gt; Expenses &gt; Chief Finance Officer John Hummersone</a>	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> <li>Audit Committee Members Expenses</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Audit Committee</a>	Free of Charge – on website
<b>Pay and Grading Structure:</b>			
<ul style="list-style-type: none"> <li>(this may be provided as part of the ELPB structure and should, as a minimum, include senior staff salaries. The salaries should be stated in bands of £5,000. For those earning less than £58,200 per annum, levels of pay should be identified by salary range).</li> </ul>		<a href="#">Home &gt; About &gt; Who We Are &gt; PCC Office</a> Link to organisational structure contained within the page	Free of Charge – on website
<ul style="list-style-type: none"> <li>The ‘pay multiple’ – the ratio between the highest paid salary and the median average salary of the whole of the work force</li> </ul>		<a href="#">Home &gt; About &gt; Who We Are &gt; PCC Office</a> Link to organisational structure contained within the page	Free of Charge – on website
<b>Annual Audit Letter</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Annual Accounts</a>	Free of Charge – on website
<b>Financial Audit Reports</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Audit Committee</a>	Free of Charge – on website
<b>Internal Financial regulations and delegated authority</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Financial Regulations</a>	Free of Charge – on website

## What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information in this class is for the current year and the previous two years

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Police and Crime Plan or other strategic plan or local policing objectives set for the Police Force</b>	Available on Website	<a href="#">Home &gt; Priorities &amp; Performance &gt; Police and Crime Plan</a>  <a href="#">Home &gt; Priorities and Performance &gt; PCC Progress &gt; PCC Pledge</a>	Free of Charge – on website
<b>Annual Report</b>  (including the report on the exercise of the ELPB’s functions and the progress made in meeting the objectives in the Police and Crime plan).	Available on Website	<a href="#">Home &gt; Priorities &amp; Performance &gt; PCC Progress &gt; Annual Policing Report</a>	Free of Charge – on website
<b>Reports presented to the ELPB indicating service provision, performance assessments, operational assessments of the police force</b>	Available on Website	<a href="#">Home &gt; Priorities &amp; Performance &gt; Police Performance</a>  <a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Public Meetings &gt; Police Accountability Forum</a>	Free of Charge – on website
<b>Information on the performance of the ELPB</b>	Available on Website	<a href="#">Home &gt; Priorities &amp; Performance &gt; Police Performance</a>	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Reports by external inspectors and auditors (including responses to HMIC about inspection reports on the Police Force)</b>		<a href="#">Home &gt; Priorities &amp; Performance &gt; Police Performance</a>	
<b>Statistical information provided to the ELPB</b>	Available on Website	<a href="#">Home &gt; Priorities &amp; Performance &gt; Police Performance</a> Scroll down to Police Performance in your Local Area within page	Free of Charge – on website
<b>Privacy impact assessments (in full or summary format)</b>	Available on Website	<a href="#">Home &gt; Transparency</a>	Free of Charge – on website

<b>How we make decisions</b>			
Decision making processes and records of decisions Information in this class is for the current year and the previous two years			
Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Schedule of meetings open to the public</b>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Public Meetings</a>	Free of Charge – on website
<b>Agendas and approved minutes of each public meeting and any other decision-making meetings</b>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Public Meetings</a>	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Background papers for meetings open to the public</b>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Public Meetings</a>	Free of Charge – on website
<b>Records of important decisions</b>  (these will be records of decisions arising from the exercise of the ELPB’s functions made either at meetings or elsewhere)		<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Decisions</a>	Free of Charge – on website
<b>Procedures, facts and analyses of facts used for decision making</b>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Decisions</a>  <a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Public Meetings</a>	Free of Charge – on website
<b>Public consultations:</b>			
<ul style="list-style-type: none"> <li>• Details of consultation exercises, with access to the consultation papers.</li> </ul>		<a href="#">Home &gt; About &gt; What We Do &gt; Partnerships &gt; Community Involvement &gt; Have Your Say</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>• The results and outcomes of public policing consultation exercises and surveys</li> </ul>		<a href="#">Home &gt; About &gt; What We Do &gt; Partnerships &gt; Community Involvement &gt; Have Your Say</a>	Free of Charge – on website

## Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities  
Information in this class is for the current year only

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Policies and procedures for the conduct of the ELPB's business:</b>			
Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> <li>• Standing Orders</li> </ul>	Available on Website	<a href="#">Home &gt; Spend &gt; Financial Governance &gt; Contracts/Contract Standing Orders</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>• Delegated Powers / Corporate Governance / Consent or Governance Framework</li> </ul>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Documents</a> Under the heading of A. Key Documents > Scheme of Governance > Scheme of Governance and Consent	Free of Charge – on website
<ul style="list-style-type: none"> <li>• Code of Conduct</li> </ul>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Documents</a> Under the heading of B. Transparency > Code of Conduct and C. Office of the Police and Crime Commissioner > Policies > Codes of Conduct	Free of Charge – on website
<ul style="list-style-type: none"> <li>• Memoranda of Understanding or similar information</li> </ul>		<a href="#">Home &gt; About &gt; What We Do &gt; Partnerships &gt; Collaboration</a>	
<b>Policies and procedures for the provision of services (including the handling of requests for information)</b>			



Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> <li>Freedom of Information Publication Scheme</li> </ul>		<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Freedom of Information</a>	
<b>Policies and procedures for procurement and commissioning arrangements</b>	Available on Website	<a href="#">Home &gt; Spend &gt; Commissioning</a>	Free of Charge – on website
<b>Policies and procedures about the employment of staff:</b>			
<ul style="list-style-type: none"> <li>Details of policies in place regarding employment of staff to ELPB</li> </ul>		<a href="#">Norfolk Constabulary Force Policy Documents</a> The PCC's office has adopted, where appropriate, the Constabulary's Policies. It should be noted that the responsibilities of publishing these policies remains the ownership of Norfolk Constabulary.	Free of Charge – on website
<ul style="list-style-type: none"> <li>Details of vacancies within the ELPB</li> </ul>	Available on Website	<a href="#">Home &gt; About &gt; Who We Are &gt; PCC Office</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>The ELPB Equality Scheme</li> </ul>	Available on Website	<a href="#">Home &gt; Equality</a>	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> <li>Where procedures are developed in combination with other public authorities these should be available</li> </ul>	Available on Website	<a href="#">Home &gt; Contact &gt; Complaints</a> <a href="#">Home &gt; About &gt; What We Do &gt; Partnerships</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Details of the policy for outside business interests of senior employees and staff</li> </ul>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Documents</a> Under the heading of C. Office of the Police and Crime Commissioner > Policies > OPCCN Business Interests Policy	Free of Charge – on website
<b>Complaints procedures:</b>			
<ul style="list-style-type: none"> <li>Details of procedures for handling/overseeing complaints against the Chief Constable and the police force</li> </ul>	Available on Website	<a href="#">Home &gt; Contact &gt; Complaints</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Details of procedures for handling/overseeing complaints against the policing body</li> </ul>	Available on Website	<a href="#">Home &gt; Contact &gt; Complaints</a>	Free of Charge – on website
<ul style="list-style-type: none"> <li>Complaints procedures will include those covering requests for information and operating the publication scheme.</li> </ul>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Freedom of Information</a>	Free of Charge – on website

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<b>Records management and personal data policies:</b>			
<ul style="list-style-type: none"> <li>Information security policies</li> </ul>	Available on Request		
<ul style="list-style-type: none"> <li>Records Retention, Destruction and Archive Policy</li> </ul>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Documents</a> Under the heading of B. Transparency > Freedom of Information > Information Retention and Disposal Policy	Free of Charge – on website
<ul style="list-style-type: none"> <li>Data protection (including data sharing) policies</li> </ul>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Documents</a> Under the heading of C. Office of the Police and Crime Commissioner > Policies > OPCCN Data Protection Policy	
<b>Fileplans (or any other Business Classification Scheme used for the management of information – high level only)</b>	Available on Request		
<b>Charging regimes and policies:</b>			

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<ul style="list-style-type: none"> <li>Details of any statutory charging regimes. <i>(Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated. If the ELPB charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.)</i></li> </ul>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Freedom of Information &gt; Freedom of Information Publication Scheme (page 3)</a>	

### Lists and Registers

Information contained in currently maintained lists and registers

Class and Definition	Format	Hyperlink (if applicable)	Cost/Charge
<p><b>Any information we are legally required to hold in publicly available registers</b></p>	Available on Request		
<p><b>Asset Register</b></p>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Documents</a> Under the heading of C. Office of the Police and Crime Commissioner > Property Assets > Property Asset Register	Free of Charge – on website

<b>Class and Definition</b>	<b>Format</b>	<b>Hyperlink (if applicable)</b>	<b>Cost/Charge</b>
<b>Information Asset Register</b>	Available on Request		
<b>Register of Interests</b>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Documents</a> Under the heading of B. Transparency > Register of Interests	Free of Charge – on website
<b>Register of Gifts and Hospitality (senior personnel)</b>	Available on Website	<a href="#">Home &gt; Transparency &gt; Transparency Index &gt; Documents</a> Under the heading of B. Transparency > Gifts and Hospitality	Free of Charge – on website
<b>The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters			
<b>Class and Definition</b>	<b>Format</b>	<b>Hyperlink (if applicable)</b>	<b>Cost/Charge</b>
<b>Information about any services provided by the ELPB</b>	Available on Website	<a href="#">Home &gt; About &gt; What We Do &gt; Partnerships &gt; Community Involvement</a>	Free of Charge – on website
<b>Leaflets and explanatory booklets</b>	Available on Request		
<b>Media releases</b>	Available on Website	<a href="#">Home &gt; News</a>	Free of Charge – on website