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**SCOTTISH POLICE**  
**AUTHORITY**  
ÙGHDARRAS POILIS NA H-ALBA

# **Publication Scheme and Guide to Information**

**Version 2.0**

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**Version Control**

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## **Introduction**

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Under the Act, Scottish public authorities are required to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- Publish the classes of information that they make routinely available.
- Tell the public how to access the information and what it might cost.

The aim of the scheme is to improve public access to the information we hold and encouraging public awareness of, and participation in, the decisions we make.

The Scottish Police Authority has adopted the **Model Publication Scheme** produced and updated by the Scottish Information Commissioner (SIC) in March 2021. You can access the [model publication scheme](#) online or you can contact the Scottish Information Commissioner to be sent a copy 01334 464610.

If you would prefer a hard copy of this Guide to Information, or if you require an alternative format or language, please contact us on 01786 896630

## **Availability and formats**

The information the Authority publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, the Authority can usually arrange to send information to you in paper copy (although there may be a charge for this).

If you would like this information in an alternative format or language - please contact the Authority on 01786 896630 to discuss your needs.

## **Exempt information**

The Authority will publish the information we hold that falls within the classes of information detailed in this document. Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be circumstances where information will be withheld from one of the classes of information listed. Information will only be withheld, however, where FOISA or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004 expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interest, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.

Whenever information is withheld, the Authority will inform you of this, and will set out why that information cannot be released. Even where information is withheld it may, in some cases, be possible to provide copies with the withheld information edited out.

## **Copyright and re-use**

The Authority holds the copyright for most of the information in this publication scheme. All this information can be copied or reproduced without formal permission, provided it is copied or reproduced accurately, if not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may, however, contain information where the copyright holder is not the Authority. In most cases the copyright holder will be obvious from the document, for example clearly marked as from or produced by Police Scotland. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible the scheme will indicate where the Authority does not own the copyright documents within the section detailing classes of information.

## **Charging Policy**

All information contained within the Authority's publication scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

The Authority reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual cost of reproduction and postage to the authority, as set out below.

If charges have to be levied, you will be advised of the charge and how it has been calculated.

Reproduction costs:

Size of paper	Pence per sheet (b&w)	Pence per sheet (colour)
A3	30p	50p
A4	10p	30p

Computer discs will be charged at the rate of £1.00 per CD-Rom

Postage costs:

Postage charges will be recharged to the requester at the rate the Authority paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

When providing copies of pre-printed publications, the Authority will charge no more than what it cost, per copy, to have the publication printed. Please note that this charging schedule does not apply to our commercial publications where relevant (see Class 8).

## **Charges for information available only by request**

This part of the Authority charging policy applies to information which we do not routinely publish, but which anyone can request from us. It applies to all requests, whether for environmental or non-environmental information. The Authority adhere to the Scottish Information Commissioner's [EIRs Guidance Series](#)

## **What the Authority may charge for**

The Authority does not charge for the time taken to determine whether we hold the requested information, nor for the time it takes us to decide whether the information can be released. Charges may, however, be made for the staff time taken to locate and retrieve the information and for providing it to you.

## **Calculating charges**

Charges are calculated based on the actual cost to the Authority of providing the information. Staff time is charged at the average hourly rate of pay for the grade(s) of the staff responding to the request, up to a maximum of £15 per hour per member of staff.

The Authority does not charge for information which costs less than £100 to provide to you.

Where information costs between £100 and £600 to provide to you, the Authority may ask you to pay 10% of the cost of providing it. For example, if you were to ask the Authority for information that costs us £600 to provide, you could be asked to pay no more than £50. This fee is calculated based on a waiver for the first £100 costs of providing the information and 10% of the remaining £500.

Where information costs over £600 to provide to you, the Authority may ask you to pay the additional cost over that amount in full. For example, if you were to ask us for information that costs us £800 to provide, you may be asked to pay £250. This fee would be calculated based on a waiver for the first £100 costs of providing the information, 10% of the next £500 costs, and full cost recovery for cost over £600 (in this example, £200).

Please note that the Authority may refuse to deal with requests for non-environmental information which would cost more than £600 to provide.

## **Requests for your own personal data**

Requests for your own personal data will be dealt with under the Data Protection Act. There is no fee for disclosures under this legislation.

## **Fees notice**

If the Authority intend to make a charge, we will contact you before we send any information. We will issue you a Fees Notice which sets out the charge and how it has been calculated. The notice will tell you how to pay the fee to the Authority. It will also offer advice and assistance to help you narrow your request to reduce or avoid charges altogether. If you receive a Fees Notice you can decide whether to pay for the information or to take up our offer of advice and assistance. If the Authority does not hear from you within 20 working days of issue of a fees notice, we will assume that you have withdrawn your request.

## **Review**

The Authority's publication scheme and guide to information will be reviewed every 6 months in line with the Freedom of Information Handling Procedure.

## **Contact us**

The Authority would encourage you to please consult our publication scheme, disclosure log, and frequently asked questions (FAQs) before submitting a request as the information you seek may already be available.

You can contact the Authority for assistance with any aspect of this publication scheme:

Scottish Police Authority  
1 Pacific Quay  
Glasgow  
G51 1DZ

Email: [foi@spa.police.uk](mailto:foi@spa.police.uk)

The Authority will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme.



**The classes of information that the Authority publish.**

The Authority publish information that we hold within the following classes. Once information is published under a class, we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes of information are:

Class 1: About the Scottish Police Authority

Class 2: How the Authority deliver our functions and services

Class 3: How the Authority take decisions and what we have decided

Class 4: What the Authority spend and how we spend it

Class 5: How the Authority manage our human, physical and information resources

Class 6: How the Authority procure goods and services from external providers

Class 7: How the Authority is performing

Class 8: The Authorities commercial publications

Class 9: The Authorities Open Data

## **Class 1: About the Scottish Police Authority**

Information about the Authority, who we are, where to find us, how to contact us, how we are managed and our external relations.

General information about the Authority:

- [Authority name address and contact details](#) for headquarters and principal offices
- [Organisational structure, roles and responsibilities of senior officers](#)
- Contact details for [customer care](#) and [complaints functions](#)
- [Customer codes or charters](#)
- [Publication scheme and Guide to Information](#)
- [Charging schedule for published information](#)
- [Contact details and advice about how to request information from the authority](#)
- [Charging schedule for environmental information](#) provided in response to requests under the EIRs
- [Legal framework](#) for the authority, including constitution, articles of association or charter.

How the Authority is run:

- [Description of governance structure, Board, committees and other decision-making structures](#)
- [Names, responsibilities, and biographical details of the people who make strategic and operational decisions](#) about the performance of function and/or delivery of services by the authority, e.g. Board members, chief officers
- [Governance policies, including standing orders, code of conduct, and register of interests](#)

Corporate Planning:

- [Mission statement](#)
- [Corporate plan](#)
- [Corporate strategies](#)
- [Corporate policies](#)
  - [Employee Relations Policy](#)
  - [Equality, Diversity and Dignity Policy](#)
  - [Health, Safety and Wellbeing Policy](#)
  - [Leave Policy](#)
  - [Organisational Change Policy](#)
  - [Pay and Reward Policy](#)
  - [Pensions Discretion Policy](#)
  - [Resourcing Policy](#)
  - [Training, Leadership and Development Policy](#)
- [Strategic planning processes](#)

External relations:

- [Accountability relationships](#), including reports to regulators – [HMICS](#), [Scottish Biometrics Commissioner](#); [Criminal Justice Committee](#); [Public Audit Committee](#)
- [Internal](#) and [external](#) audit arrangements.
- [Strategic agreements](#) with other bodies
- [News & Insights](#)

## **Class 2: How the Authority deliver our functions and services**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

Functions:

- [Description of functions](#), including [statutory basis](#)
- [Strategies, policies and internal staff procedures for performing statutory functions](#), including [complaints](#).

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- How to [report a concern to the authority](#)
- [Reports of the authority's exercise of its statutory functions](#)
- [Fees and charges for performance of the authority's function](#)

### Services:

- [List of services](#), including [statutory basis](#) for them, where applicable
- [Service policies and internal staff procedures, including allocation, quality and standards](#)
- [Service schedules and delivery plans](#)
- [Information for service users](#), including [how to access the services](#)

### **Class 3: How we take decisions and what we have decided**

Information about the decisions we take, how we make decisions and how we involve others.

- [Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board \(or equivalent\) meetings](#)
- [Public consultation](#) and [engagement strategies](#)
- Reports of [regulatory inspections](#), [audits](#) and investigations carried out by the authority.

### **Class 4: What we spend and how we spend it**

Information about our strategy for, and management of, financial resources

- [Financial statements, including annual accounts](#), any [regular statements](#) e.g. quarterly budget statements
- [Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform \(Scotland\) Act 2010](#)
- [Financial policies and procedures for budget allocation](#)
- [Budget allocation to key policy / function / service areas](#)

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- [Purchasing plans](#) and [capital funding plans](#)
- [Financial administration manual / internal financial regulations](#) (see the Corporate Governance Framework)
- [Expenses policies and procedures](#)
- [Senior staff / board member](#) expenses at category level e.g., travel, subsistence and accommodation
- [Board member remuneration](#) other than expenses
- [Pay](#) and grading structure (levels of pay rather than individual salaries)
- [Investments](#), summary information about endowments, investments and [authority pension fund](#)
- [Funding awards available from the authority, how to apply for them and funding awards made by the authority](#)

### **Class 5: How we manage our human, physical and information resources**

Information about how we manage the human, physical and information resources of the authority

Although the Scottish Police Authority (SPA) is the legal employer of police staff in Scotland, the SPA delegates the people and development function to Police Scotland. Relevant information published through Police Scotland's Publication Scheme is linked below:

Human resources:

- [Strategy](#) and [management of human resources](#)
- [Staffing structure](#)
- Human resources policies, procedures and guidelines – the Standard Operating Procedures listed below are available through the Police Scotland Publication Scheme and apply to Scottish Police Authority staff:
  - [Annual Leave \(Staff\) SOP](#)
  - [Attendance Management SOP](#)
  - [Business Interests and Secondary Employment SOP](#)
  - [Capability \(Attendance and Performance\) Authority/Police Staff SOP](#)
  - [Career Breaks SOP](#)

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- [Chief Officers Relocation SOP](#)
  - [Death in Service SOP](#)
  - [Diploma in Police Service Leadership and Management SOP](#)
  - [Disability in Employment SOP](#)
  - [Disciplinary SOP](#)
  - [Disruption SOP](#)
  - [DNA Sampling and Retention SOP](#)
  - [Equality, Diversity and Dignity \(Police Officers and Authority/Police Staff\) SOP](#)
  - [Equality and Diversity Employment Monitoring \(Police Officers and Authority/Police Staff\) SOP](#)
  - [Fertility Treatment SOP](#)
  - [Flexi-time \(Staff\) SOP](#)
  - [Flexible Working SOP](#)
  - [Grievance SOP](#)
  - [Ill Health Retirement \(Staff\) SOP](#)
  - [International Training Deployment SOP](#)
  - [Leavers SOP](#)
  - [Mentoring Programme SOP](#)
  - [MyCareer SOP](#)
  - [National and International Deployment Welfare SOP](#)
  - [Notifiable Associations SOP](#)
  - [Organisational Change SOP](#)
  - [Overtime and TOIL \(Authority/Police Staff\) SOP](#)
  - [Parental Leave SOP](#)
  - [Pay \(Authority/Police Staff\) SOP](#)
  - [Pay Protection SOP](#)
  - [Police Leadership Development Programme SOP](#)
  - [Pregnancy and Maternity SOP](#)
  - [Relocation \(Staff\) SOP](#)
  - [Secondment SOP](#)
  - [Shared Parental Leave SOP](#)
  - [Smoking at Work SOP](#)
  - [Special Leave SOP](#)
  - [Stress Management SOP](#)
  - [Surrogacy SOP](#)
  - [Transitioning at Work SOP](#)
  - [Trauma Risk Management \(TRiM\) SOP](#)
  - [Visitors to Police Premises SOP](#)
  - [Volunteer Reserve Forces SOP](#)
- [Employee relations structures and agreements reached with recognised trade unions and professional organisations - Police Negotiating Board; Scottish Police Federation; Unison; Unite](#)

Physical resources:

- [Management of the authority's land and property assets](#), including [environmental / sustainability reports](#)
- [Description of the authority's land and property holdings](#)
- [Estate development plans](#)
- [Maintenance arrangements](#)

Information resources

- [Records management policy and records management plan](#), including records retention schedule
- [Information governance](#) / asset management policies and procedures, information asset list
- [Knowledge management](#) policies and procedures
- List of [statistical information](#) published by the authority, this includes the [Scottish DNA Database](#)
- [Freedom of information policies and procedures](#)
- [Data protection](#) and [privacy policy](#)

## **Class 6: How we procure goods and services from external providers**

Information about how we procure works, goods and services, and our contracts with external providers.

Although the Scottish Police Authority (SPA) is the Contracting Authority for all SPA and Police Scotland procurement, the SPA delegates the operation of a procurement function to put in place such contracts to Police Scotland.

Procurement information published by Police Scotland is detailed in their [Guide to Information](#) as well as below:

- [Procurement strategy, policies and procedures](#)
- [Invitations to tender](#) – current contract notices and future contract notices are listed on the Public Contracts Scotland website

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- [Register of contracts awarded](#), which have gone through formal tendering, including name of supplier, period of contract and value
- Additional information which is required to be published by applicable procurement legislation and statutory guidance
  - The Procurement Reform (Scotland) Act 2014 requires a [Procurement Strategy and annual procurement reporting](#)
  - The Public Contracts (Scotland) regulations 2015 and Procurement (Scotland) Regulations 2016 requires [regulated contract notices and awards](#) to be published on the Public Contracts Scotland website
- Links to procurement information the authority publishes on the [Public Contracts Scotland](#) website

### **Class 7: How we are performing**

Information about how we perform as an organisation, and how well we deliver our functions and services.

- External reports - [annual report and accounts](#), including performance [statements required by statute](#) (e.g., [section 32 of the Public Service Reform \(Scotland\) Act 2010](#))
- [Performance indicators and performance against them](#)
- [Mainstreaming Equality Reports produced under the Equality Act 2010 \(Specific Duties\) \(Scotland\) Regulations 2012](#), as amended
- [Employee](#) and [board](#) equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended



### **Class 8: Our commercial publications**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g., bookshop, museum or research journal.

Not applicable

### **Class 9: Our open data**

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

The Scottish Police Authority does not currently process any information falling within the classification of 'Open Data'.