

## **SCOTTISH POLICE AUTHORITY – MODEL PUBLICATION SCHEME**

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## **INTRODUCTION TO THE PUBLICATION SCHEME**

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 July 2017. You can access the model scheme from the following web link <http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx> 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, please contact us on 01786 896630

## **AVAILABILITY AND FORMATS**

The information we 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, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

## **EXEMPT INFORMATION**

We 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 we 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**

The Scottish Police Authority holds the copyright for the vast majority of information in this publication scheme. All of 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 Scottish Police 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 we do not own the copyright documents within the section detailing classes of information.

## OUR CHARGING POLICY

All information contained within our 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 e-mail.

We 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.

In the event that 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 we 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 we will charge no more than what it cost us, 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 our 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.

## WHAT WE MAY CHARGE FOR

We do 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 on the basis of the actual cost to the Scottish Police 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.

We do not charge for information which costs less than £100 to provide to you.

## OFFICIAL

Where information costs between £100 and £600 to provide to you, we may ask you to pay 10% of the cost of providing it. For example, if you were to ask us for information that costs us £600 to provide, you could be asked to pay no more than £50. This fee is calculated on the basis of 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, we 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 on the basis of 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 Scottish Police 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 we 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 us. 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 we do not hear from you within 20 working days of issue of a fees notice, we will assume that you have withdrawn your request.

### **CONTACT US**

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

Information Management Department  
Scottish Police Authority  
1 Pacific Quay  
Glasgow  
G51 1DZ

Tel: 01786 896630

E-mail: [foi@spa.pnn.police.uk](mailto:foi@spa.pnn.police.uk)

We 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 WE PUBLISH**

We 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 Authority

Class 2: How we deliver our functions and services

Class 3: How the Authority takes decisions and what it has decided

Class 4: What the Authority spends and how it spends it

Class 5: How the Authority manages its human, physical and information resources

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

Class 7: How our Authority is performing

Class 8: Our commercial publications

Class 9: Our Open Data

## **CLASS 1: ABOUT THE AUTHORITY**

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

The information we publish/intend to publish under this class:

### **Our enabling legislation**

[The Police and Fire Reform \(Scotland\) Act 2012](#)

### **About us**

[The Scottish Police Authority](#)

[The Board of the Scottish Police Authority](#)

[Forensic Services](#)

[News](#)

### **Contacting us**

[Contact the Scottish Police Authority](#)

[News & Media Enquiries](#)

[Requesting Information from us](#)

[Complaining to or about us](#)

### **Governance & Accountability**

[Our Governance arrangements](#)

[Standing Orders – December 2015](#)

[Internal Scheme of Delegation – June 2018](#)

[Decision Making Structure/Committees](#)

[External Auditors](#)

### **External Relations/Working with others**

[Engagement & Communication](#)

[Supporting Local Accountability in Policing](#)

[Public Reports, Evidence & Submissions](#)

### **Keeping others informed**

[Meetings and Events](#)

[News from the Scottish Police Authority](#)

[Visit the Scottish Police Authority's social media pages](#)

## **Corporate Policies and Procedures**

We will publish policies as and when they are approved/amended. Some of our policies are joint policies with Police Scotland as they provide a service back to us in areas such as Finance, HR, Procurement and Health & Safety.

[Employee Relations Policy](#)

[Equality, Diversity & Dignity Policy](#)

[Leave Policy](#)

[Organisational Change Policy](#)

[Pay & Reward Policy](#)

[Pension Discretions Policy](#)

[Resourcing Policy](#)

[Training, Leadership & Development Policy](#)

[Health, Safety & Wellbeing Policy](#)

[Data Protection](#)

[Information Security](#)

[Freedom of Information](#)

## **CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES**

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

The information we publish/intend to publish in this class:

[What we do](#)

[The Board](#)

[Partnership and Engagement](#)

[Working with local authorities and communities](#)

[Governance](#)

[Policing 2026](#)

[Board Meetings](#)

[Complaints](#)

[Independent Custody Visiting Scheme](#)

**CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED**

Class description: Information about the decisions we take, how we make decisions and how we involve others

The information we publish/intend to publish under this class:

[Our Governance arrangements](#)

[Standing Orders](#)

[Minutes of meetings](#)

**CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish/intend to publish under this class:

[Senior Staff Remuneration](#)

[Finance Committee](#)

[Regular budgetary reports](#)

[Annual Report & Accounts](#)

[Audited accounts](#)

**CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES**

Class description: Information about how we manage the human, physical and information resources of the authority.

The information we publish/intend to publish under this class:

Staffing Structure – *The structure is currently under review and will be published once finalised*

[People Committee](#)

HR Policies and Procedures (see corporate policies & procedures)

[Recruitment/Vacancies](#)

**CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDER**

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

Procurement is a 'service back' from Police Scotland. Accordingly, all relevant procurement information will be published by Police Scotland in their Publication Scheme at <http://www.scotland.police.uk/access-to-information/publication-scheme/>

**CLASS 7: HOW THE AUTHORITY IS PERFORMING**

Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services.

The information we publish/intend to publish under this class:

[Annual reports](#)

[Audited Accounts](#)

**CLASS 8: OUR COMMERCIAL PUBLICATIONS**

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

**Not Applicable**