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SCOTTISH POLICE

AUTHORITY

MODEL PUBLICATION SCHEME

Version 1.4

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VERSION CONTROL

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Role	Draft Review (Y/N)	Review (Y/N)	Sign-off Required(Y/N)
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Project Management Officer	V1.3	20/10/21	Full review of doc
Project Management Officer	V1.4	15/12/21	Amended hyperlinks

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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 March 2021. You can access the model scheme from the following web link [The Model Publication Scheme \(itspublicknowledge.info\)](https://itspublicknowledge.info) 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 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). If you would like this information in an alternative format or language - please contact us on 01786 896630 to discuss your needs.

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.

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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.

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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. We adhere to the [Scottish Information Commissioners EIR Guidance Series](#)

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.

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

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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

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

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

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](#)

The Scottish Police Authority (SPA) has an oversight role in scrutinising policing in Scotland and holding the Chief Constable to account; and its supportive role in maintaining and improving the police service. The SPA is also responsible for the management and delivery of Forensic Services in Scotland.

Authority	Forensic Services SPA
About Us	Forensic Services
The Board	Biology
Senior Management Team	Chemistry, Document and Handwriting
Governance	DNA
Corporate Plan	Drug Analysis
Budget and Finance	Firearms Examination
Financial Disclosure	Fingerprints
Engagement and Communication	Mark Enhancement Laboratory (MEL)
Equality and Diversity	Multimedia Unit
Complaints	Scene Examination
Contact Us	Toxicology
SPA Key Facts	Forensic 2026 Strategy
Senior Remuneration	Defence Access Policy
Accessing Information	Quality
Data Protection Principles	
Privacy Policy	
Cookie Policy	
Cookie Settings	

Contacting us

Scottish Police Authority	Contact Us - Scottish Police Authority (spa.police.uk)
General Enquiries	enquiries@spa.pnn.police.uk
Media Enquiries	media@spa.pnn.police.uk or Tel: 01786 896871 / 01786 896882 Out of hours: 01786 896890
Freedom of Information (FOI) requests	FOI@spa.pnn.police.uk
FOI – Frequently Asked Questions (FAQ's)	FAQ's
Complaints	complaints@spa.pnn.police.uk or Tel: 01786 896630
Forensic Services General Enquiries	ForensicEnquiries@spa.pnn.police.uk
Forensic Multimedia Unit	Andy Mason Tel: 01236 818 332 Email: andy.mason@spa.pnn.police.uk Frank Brown Tel: 01236 818 329 Email: frank.brown@spa.pnn.police.uk

Governance

As a public body, the SPA is committed to the highest standards of openness and transparency in the way it conducts business, takes decisions and spends public money.

[Our Governance arrangements](#)

[Corporate Governance Framework of the Scottish Police Authority](#)

[Authority's Financial Regulations](#)

[Whistleblowing](#)

[External Auditors](#)

The majority of the work of Forensic Services SPA has been accredited by the United Kingdom Accreditation Service (UKAS) to ISO17025.

The United Kingdom Accreditation Service (UKAS) also provides accreditation services for UK crime scene investigation service providers to ISO17020. Forensic Services operates in compliance with the requirements of ISO17020 and is working towards accreditation.

Engagement and Communication

The Scottish Police Authority's (SPA) vision for 'policing in the public interest' is set out in the [SPA's Corporate Plan for 2020-23](#).

[Scottish Police Authority Engagement Strategy \(2021-2023\)](#) aligns with the approach and priorities set out in [Police Scotland's Public Contact and Engagement Strategy](#).

The Scottish Police Authority engages with local authorities and local stakeholders, COSLA and local policing teams to make sure that the Board's national assurance and governance is informed by that local accountability, experience and insight.

[Supporting Local Accountability in Policing - Scottish Police Authority \(spa.police.uk\)](#)

For more information on the SPA and local accountability, please contact the SPA Community Accountability Team SPACommunityAccountability@spa.pnn.police.uk

All local residents can express their views on policing priorities using Police Scotland's [Your Police 2021-22](#) survey

[Public Reports, Evidence and Submissions - Scottish Police Authority \(spa.police.uk\)](#)

This page provides links to the most recent public reports, evidence and submissions published by the SPA

Keeping others informed

[Meetings - Scottish Police Authority \(spa.police.uk\)](#)
[News from the Scottish Police Authority](#)

You can also visit the Scottish Police Authority's social media pages:

Twitter: @ScotPolAuth

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](#)
[Leave Policy](#)
[Organisational Change Policy](#)
[Pay and Reward Policy](#)

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[Pension Discretions Policy](#)
[Resourcing Policy](#)
[Training Leadership Development Policy](#)
[Health Safety Wellbeing Policy](#)
[Data Protection Policy](#)
[Information Security Policy](#)
[Freedom of Information Policy](#)
[SPA Forensic Services Defence Access Policy](#)
[SPA Forensic Services Quality Policy Manual](#)

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](#)
[Engagement and Communication](#)
[Supporting Local Accountability in Policing](#)
[Governance](#)
[SPA Corporate Plan](#)
[Annual Business Plan](#)
[Authority Meetings](#)
[Complaints](#)
[Independent Custody Visiting](#)
[Forensic Services Strategy](#)

The SPA and Police Scotland have developed a number of factsheets about topical policing issues or policing technologies. Published factsheets are available:

- [Public Confidence Survey - Factsheet - 28 October 2021](#)
- [Body Worn Video - Factsheet - 21 October 2021](#)
- [Naloxone - Factsheet - 13 October 2021](#)
- [Drones - Factsheet - 5 October 2021](#)
- [Fixed Penalty Notices during the pandemic - Factsheet - 1 October 2021](#)
- [Tasers - Factsheet - 28 September 2021](#)

Statistics on the number of profiles held on the Scottish DNA Database for 2020-21 and successful matching are published here; [DNA Database Monthly Statistics](#)

Statistics for 2019-20 and dating as far back to 2011 are available on the [Historic DNA Database Statistics](#) page

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](#)
[Corporate Governance Framework of the Scottish Police Authority](#)
[Authority Meetings](#)

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

Class description: 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 Remuneration](#)
[Members Remuneration & Expenses](#)
[Resources Committee](#)
[Budget and Finance](#) - this page provides the current Annual Report & Accounts and all archived Annual Reports & Accounts from 2013

Additional Finance Documents:

[Ten Year Financial Strategy](#)
[Three Year Financial Plan 2018/19 to 2020/21](#)
[Police Scotland Procurement Strategy 2014 - 2018](#)
[Annual Procurement Report 2019-2020](#)
[2021 - 22 Budget](#)
[Authority's Financial Regulations](#)

Expenditure:

The Public Services Reform (Scotland) Act 2010 requires public bodies, including the SPA and Police Scotland, to publish certain information relating to our expenditure.

In addition, the Act also requires a statement of payments made during the financial year. The disclosures below reflect our payments above £25,000 to companies and organisations who provide services to us as part of our work:

[SPA & Police Scotland supplier invoices above £25,000: 01 April 2020 to 31 March 2021](#)

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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 – [SPA Structure 2021](#)

[People Committee](#)

[Recruitment/Vacancies](#)

[Equality and Diversity](#)

[Equality Outcomes](#)

- [Joint Equality Outcomes for Policing 2021](#)
- [SPA Equality Outcomes 2017-21](#)

[Progress Reporting](#)

[Monitoring & Analysis Data](#)

[Equality & Human Rights Impact Assessments](#)

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

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

Procurement information is published by Police Scotland in their [Publication Scheme](#)

Police Scotland produce and publish all Annual Procurement reports on our behalf. These are available here: <https://www.scotland.police.uk/about-us/procurement/>

Police Scotland's regulated contract register is publicly available on Public Contract Scotland <https://www.publiccontractsscotland.gov.uk/> this provides details of live regulated contracts including start and end dates, as well as noting renewal expectations and extension options available.

Invitations to tender - Listed within the Scottish Police Authority area of the [Public Contracts Scotland \(PCS\)](#) website, searching for 'Scottish Police Authority' - Public Contracts Scotland.

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 is available:

Strategy & Performance

The SPA has developed a Performance Framework which allows it to monitor and evaluate the performance of the police and whether the aims and benefits resulting from a single police force in Scotland are being realised.

The revised <http://www.gov.scot/publications/strategic-police-priorities-scotland-2/> were developed following a public consultation, and an associated programme of engagement with partners across Scotland.

Police Scotland and the SPA agreed a [Joint Memorandum of Understanding](#) on engagement and communication relating to new and emerging strategy, policy or practice in areas of significant public interest.

Performance

The Authority has a duty to hold the Chief Constable to account for delivery of policing in Scotland against the [Strategic Police Plan](#). This is done through regular scrutiny of Police Scotland's quarterly performance reports at public sessions of our [Policing Performance Committee](#) and full meetings of the [Authority](#).

A revised [Performance Framework for 2020/2021](#) sets out what and how we monitor Police Scotland's performance against the Strategic Police Plan.

You can also read the Chief Constable's most recent annual assessment of Police Scotland's performance from the following paper: [Annual Assessment of policing performance 2019/2020](#)

Budget & Finance

Regular monitoring and oversight takes place at the SPA's [Resources Committee](#) and [Authority](#) meetings

Forensic Services SPA

The Forensic Services Business Performance is reported through the [Forensics Committee](#) every quarter

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

CLASS 9: OUR OPEN DATA

Class Description: Open data made available by the SPA as per the Scottish Governments [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'.