



Freedom of Information Act 2000

Publication Scheme

Revised: January 2024
Next review: January 2027

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- the information is archived, out of date, or otherwise inaccessible or;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 7
Falconers Chase
Wymondham
Norfolk
NR18 0WW

Telephone: 01953 424455

Email: opccn-foi@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:

Send an email to opccn-foi@norfolk.pnn.police.uk

Write to:

Freedom of Information Officer

Office of the Police and Crime Commissioner for Norfolk

Building 7

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.

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 or advise you of their contact details. 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 7
Falconers Chase
Wymondham
Norfolk
NR18 0WW

Telephone: 01953 424455
Email: 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

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 and provide the hyperlink to the applicable webpage. All information is available for free on our website unless otherwise stated.

For those who do not have access to a computer, information contained in this Publication Scheme (including the scheme itself) may be 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

Figure 1 Table of information published by the Office of the Police and Crime Commissioner

Who we are and what we do	Hyperlink (if applicable)
<p>Structure of the Elected Local Policing Body (ELPB):</p>	
<ul style="list-style-type: none"> Names and profiles of the Police and Crime Commissioner and Deputy Police and Crime Commissioner. 	<p>Home > About > Who We Are > Your PCC</p>
<ul style="list-style-type: none"> 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) 	<p>Home > About > Who We Are > PCC Office</p>
<ul style="list-style-type: none"> Details of internal boards/committees and names of members 	<p>Community engagement Norfolk PCC (norfolk-pcc.gov.uk)</p> <p>Audit Committee Norfolk PCC (norfolk-pcc.gov.uk)</p> <p>Grant Funding Norfolk PCC (norfolk-pcc.gov.uk)</p>

Figure 2 Tables of information published by the Office of the Police and Crime Commissioner

Who we are and what we do	Hyperlink (if applicable)
Staff structure of the Elected Local Policing Body:	
<ul style="list-style-type: none"> Basic staff structure, such as organisational structure, and other details indicated the ELPB's administrative support 	Home > About > Who We Are > PCC Office
Contact Information:	
<ul style="list-style-type: none"> Contact details, preferably by reference to name and address for correspondence. 	Home > Contact
Geographical Area of Operation	Home > About
General outline of responsibilities	Home > About
Appointment of Independent Custody Visitors and associated arrangements	Community engagement Norfolk PCC (norfolk-pcc.gov.uk)

Who we are and What we do	Hyperlink (if applicable)
Relationships with other bodies:	
<ul style="list-style-type: none"> Partnership arrangements, or other joint arrangements, with statutory and non-statutory partners and relationships with other key bodies. 	Services we provide Norfolk PCC (norfolk-pcc.gov.uk) Grant Funding Norfolk PCC (norfolk-pcc.gov.uk)

Figure 3 Table of information published by the Office of the Police and Crime Commissioner

What we spend and how we spend it	Hyperlink (if applicable)
The budget of the ELPB (including the total amount allocated to the Police Force)	Police budget and council tax Norfolk PCC (norfolk-pcc.gov.uk)
Annual statement of the ELPB's accounts	Annual accounts Norfolk PCC (norfolk-pcc.gov.uk)
Policing precept and/or information on other sources of income, including grants	Police budget and council tax Norfolk PCC (norfolk-pcc.gov.uk)
Annual Investment Strategy	Audit Committee Norfolk PCC (norfolk-pcc.gov.uk)
Expenditure:	
<ul style="list-style-type: none"> Details of items of expenditure over £500, including costs, supplier and transaction information (monthly) 	Expenditure over £500 Norfolk PCC (norfolk-pcc.gov.uk)
Details of contracts currently being tendered	Home > Spend > Financial Governance > Contracts/Contract Standing Orders
Contracts:	
<ul style="list-style-type: none"> Contracts and invitations to tender that exceed £10,000. 	Home > Spend > Financial Governance > Contracts/Contract Standing Orders
<ul style="list-style-type: none"> A list of contracts under £10,000, to include the value, identity of the parties and purpose of the contract. 	Home > Spend > Financial Governance > Contracts/Contract Standing Orders
Expenses and allowances paid to or incurred by the ELPB and senior employed staff:	
<ul style="list-style-type: none"> Details of the allowances and expenses that can be claimed or incurred. 	Norfolk's Police and Crime Commissioner (norfolk-pcc.gov.uk)
<ul style="list-style-type: none"> Police and Crime Commissioner Expenses 	Norfolk's Police and Crime Commissioner (norfolk-pcc.gov.uk)
<ul style="list-style-type: none"> Deputy Police and Crime Commissioner Expenses 	N/A
<ul style="list-style-type: none"> Chief Executive Expenses 	Office team Norfolk PCC (norfolk-pcc.gov.uk)
<ul style="list-style-type: none"> Chief Finance Officer Expenses 	Office team Norfolk PCC (norfolk-pcc.gov.uk)

Figure 4 Tables of information published by the Office of the Police and Crime Commissioner

What we spend and how we spend it	Hyperlink (if applicable)
<ul style="list-style-type: none"> <li data-bbox="124 376 667 409">• Audit Committee Members Expenses 	Audit Committee Norfolk PCC (norfolk-pcc.gov.uk)
Pay and Grading Structure:	
<ul style="list-style-type: none"> <li data-bbox="124 539 730 763">• (This may be provided as part of the ELPB structure and should, as a minimum, include senior staff salaries. For those earning less than £58,200 per annum, levels of pay should be identified by salary range). 	Home > About > Who We Are > PCC Office
<ul style="list-style-type: none"> <li data-bbox="124 786 722 931">• The 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the work force 	Home > About > Who We Are > PCC Office
Annual Audit Letter	Annual accounts Norfolk PCC (norfolk-pcc.gov.uk)
Financial Audit Reports	Audit Committee Norfolk PCC (norfolk-pcc.gov.uk)
Internal Financial regulations and delegated authority	Financial regulations Norfolk PCC (norfolk-pcc.gov.uk)

What our priorities are and how we are doing	Hyperlink (if applicable)
Police and Crime Plan or other strategic plan or local policing objectives set for the Police Force	PCC responsibilities Norfolk PCC (norfolk-pcc.gov.uk)
Annual Report	Performance Norfolk PCC (norfolk-pcc.gov.uk)
Reports presented to the ELPB indicating service provision, performance assessments, operational assessments of the police force	Performance Norfolk PCC (norfolk-pcc.gov.uk)
Information on the performance of the ELPB	Performance Norfolk PCC (norfolk-pcc.gov.uk)

Figure 5 Tables of information published by the Office of the Police and Crime Commissioner

What our priorities are and how we are doing	Hyperlink (if applicable)
Reports by external inspectors and auditors (including responses to HMIC about inspection reports on the Police Force)	Performance Norfolk PCC (norfolk-pcc.gov.uk)
Statistical information provided to the ELPB	Performance Norfolk PCC (norfolk-pcc.gov.uk)
Privacy impact assessments (in full or summary format)	Home > Transparency

How we make decisions	Hyperlink (if applicable)
Schedule of meetings open to the public	Scrutiny Norfolk PCC (norfolk-pcc.gov.uk)
Agendas and approved minutes of each public meeting and any other decision-making meetings	Scrutiny Norfolk PCC (norfolk-pcc.gov.uk)
Background papers for meetings open to the public	Scrutiny Norfolk PCC (norfolk-pcc.gov.uk)
Records of important decisions	Home > Transparency > Transparency Index > Decisions
Procedures, facts and analyses of facts used for decision making	Home > Transparency > Transparency Index > Decisions Scrutiny Norfolk PCC (norfolk-pcc.gov.uk)
Public consultations:	
<ul style="list-style-type: none"> Details of consultation exercises, with access to the consultation papers. 	Community engagement Norfolk PCC (norfolk-pcc.gov.uk)
<ul style="list-style-type: none"> The results and outcomes of public policing consultation exercises and surveys 	Community engagement Norfolk PCC (norfolk-pcc.gov.uk)

Figure 6 Tables of information published by the Office of the Police and Crime Commissioner

Our policies and procedures	Hyperlink (if applicable)
Policies and procedures for the conduct of the ELPB's business:	
<ul style="list-style-type: none"> • Standing Orders 	Financial regulations Norfolk PCC (norfolk-pcc.gov.uk)
<ul style="list-style-type: none"> • Delegated Powers / Corporate Governance / Consent or Governance Framework 	Home > Transparency > Transparency Index > Documents
<ul style="list-style-type: none"> • Code of Conduct 	Home > Transparency > Transparency Index > Documents
<ul style="list-style-type: none"> • Freedom of Information Publication Scheme 	Home > Transparency > Transparency Index > Freedom of Information
Policies and procedures for procurement and commissioning arrangements	Home > Spend > Commissioning
Policies and procedures about the employment of staff:	
<ul style="list-style-type: none"> • Details of vacancies within the ELPB 	Home > About > Who We Are > PCC Office
<ul style="list-style-type: none"> • The ELPB Equality Scheme 	Home > Equality

Our Policies and Procedures	Hyperlink (if applicable)
Records management and personal data policies:	
<ul style="list-style-type: none"> • Records Retention, Destruction and Archive Policy 	Home > Transparency > Transparency Index > Documents
<ul style="list-style-type: none"> • Data protection (including data sharing) policies 	Home > Transparency > Transparency Index > Documents

Figure 7 Tables of information published by the Office of the Police and Crime Commissioner

Our Policies and Procedures	Hyperlink (if applicable)
<ul style="list-style-type: none"> Where procedures are developed in combination with other public authorities these should be available 	Home > Contact > Complaints Home > Transparency > Transparency Index > Documents
<ul style="list-style-type: none"> Details of the policy for outside business interests of senior employees and staff 	Home > Transparency > Transparency Index > Documents
Complaints procedures:	
<ul style="list-style-type: none"> Details of procedures for handling/overseeing complaints against the Chief Constable and the police force 	Home > Contact > Complaints
<ul style="list-style-type: none"> Details of procedures for handling/overseeing complaints against the policing body 	Home > Contact > Complaints
<ul style="list-style-type: none"> Complaints procedures will include those covering requests for information and operating the publication scheme. 	Home > Transparency > Transparency Index > Freedom of Information

Lists and Registers	Hyperlink (if applicable)
Any information we are legally required to hold in publicly available registers	
Asset Register	Home > Transparency > Transparency Index > Documents
Information Asset Register	
Register of Interests	Home > Transparency > Transparency Index > Documents
Register of Gifts and Hospitality (senior personnel)	Home > Transparency > Transparency Index > Documents

Services we offer	Hyperlink (if applicable)
Information about any services provided by the ELPB	Community engagement Norfolk PCC (norfolk-pcc.gov.uk)
Leaflets and explanatory booklets	Available on request
Media releases	News (norfolk-pcc.gov.uk)