



**FREEDOM OF INFORMATION ACT 2000**

**CAMBRIDGESHIRE POLICE AUTHORITY**  
**PUBLICATION SCHEME**

**1 JANUARY 2009 – 31 DECEMBER 2012**

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## **1. INTRODUCTION**

The Freedom of Information Act 2000 received Royal Assent on 30<sup>th</sup> November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. 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, supplied with that information.

Under the FOI Act 2000 all Police Authorities, including Cambridgeshire Police Authority, must have a Publication Scheme setting out the information we routinely make publicly available. Our Scheme must be approved by the information Commissioner and we have to review it from time to time.

The purpose of our Publication Scheme is to let you know what information is readily available from us. By this we mean that the information is available on our website; can be obtained from us if you request it by letter, email or telephone call; can be purchased from us or can be found in a local library.

Further information about the Act is available from the Information Commissioner's Office at **[www.ico.gov.uk](http://www.ico.gov.uk)**.

## **2. MODEL PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. It is adopted without modification by Cambridgeshire Police Authority and is valid until further notice.

This publication scheme commits the authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes of Information**

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The Services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## **General Information about Cambridgeshire Police Authority**

### **Cambridgeshire Police Authority Role and Responsibilities**

The Cambridgeshire Police Authority is an independent body made up of local people. It is our job to ensure that there is an efficient and effective police force for Cambridgeshire and Peterborough and to make sure that the chief officer and force are accountable to you in carrying out their responsibilities and serving our communities.

The Cambridgeshire Police Authority sets the strategic direction for policing in Cambridgeshire and Peterborough and holds the chief officer to account for the policing service delivered. Delivery of local policing services is the job of the chief officer of police.

We have a number of statutory duties and responsibilities. The main ones are to:

- secure an efficient and effective local police force
- hold the police budget and allocate resources
- appoint (and dismiss, if necessary) the chief constable and senior police officers
- consult widely with local people about the policing of their area
- set local policing priorities and targets for achievement
- monitor everything the police do and how well they perform against the targets set by the Authority
- publish a three year rolling policing plan which tells local people what they can expect from their police service and report on achievements every year
- make sure local people get best value from their local police
- oversee complaints against the police and discipline Senior Officers
- promote equality and human rights.

A more detailed list of our responsibilities can be found at Annex A to this scheme.

It might help you to know that police operations are the responsibility of the chief officer and force and information on individuals is more likely to be held by the police than the police authority.

### **3. INFORMATION AVAILABLE GUIDE**

Cambridgeshire Police Authority publishes, or intends to publish, information under the following classes:

#### **WHO WE ARE & WHAT WE DO**

##### **Structure of the Authority**

- Role & statutory responsibilities
- Names of members of the Authority together with Members' profiles and contact details
- Members Attendance Records
- Membership of Standards Committee
- Membership/Composition of the Selection Panel
- Governance (committee) structure
- Independent Custody Visiting Scheme

##### **Staff Structure of the Authority**

- Basic staff structure and outline of responsibilities
- Contact details for those staff dealing with the public

##### **Contact Information**

- Contact details
- Central contact point for general enquiries
- Geographical contacts

##### **Appointments**

- Member appointments
- Independent Custody Visitor appointments
- Chief Officer appointments
- Chief Executive Staff appointments
- Other appointments (which relate to an independent Standards Committee,
- Independent Member Selection Panel, Animal Welfare Visitors,
- Independent Members on Misconduct Panels)

##### **Partnerships**

###### **Community Safety Partnerships**

In terms of partnerships, the Authority may also wish to make available documents relating to other partnerships as and when they are developed.

## **WHAT WE SPEND AND HOW WE SPEND IT**

### **Summary of revenue budget estimates of the Authority**

### **Annual Statement of Accounts**

### **Budgets set for the force**

### **Expenses and allowances paid to Members and senior employed staff**

- Members Allowances Scheme
- Allowances paid to Members and Senior Employed Staff.

### **Annual Audit Letter**

### **Financial Audit Reports which include the Audit Commission's Police Use of Resources (PURE) Reports**

### **Internal financial regulations and Scheme of Delegation**

## **WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING**

### **Cambridgeshire Policing Plan and Local Policing Objectives**

- Local Policing Plan
- Local Policing Summaries

### **Reports on service provision, performance assessments and operational assessments**

- All reports considered by public meetings of the Authority are available for public inspection.

### **Reports by external inspectors**

- HMIC
- Audit Commission
- NPIA

### **Statistical information provided to the Authority**

- Performance reports
- Statistical information

### **Police Authority self assessment process**

- Details of the assessments made by the Authority against the APA's self assessment framework, including action plans developed to address areas of weakness

## **HOW WE MAKE DECISIONS**

### **Schedule of meetings open to the public**

### **Agendas and approved minutes**

### **Background papers for meetings open to the public**

- Standing orders
- Terms of reference of the Authority and its committees

### **Facts and analyses of facts used for decision making**

- Equality Impact Assessments

### **Public Consultations**

- Agendas and newsletters for public consultation meetings
- Consultation and Engagement Strategies
- List of forthcoming public meetings

## **OUR POLICIES & PROCEDURES**

### **Policies and procedures for the conduct of the Authority's business**

- Standing Orders
- Terms of reference
- Code of Corporate Governance
- Members' Code of Conduct
- Financial Regulations
- Delegations to Officers
- Race Equality Scheme
- Diversity Equality Scheme
- Disability Equality Scheme
- Other equality schemes

### **Policies and procedures for the provision of services**

- Freedom of Information Publication Scheme (including charging policy in relation to the copying and provision of documents)

### **Policies and procedures about the employment of staff**

- Disciplinary & Grievance procedure

## **Customer Service**

- Complaints procedure
  - against the actions of the Authority (organisational complaints)
  - about Members
  - about Staff
  
- Minimum standards for responding to requests for information

## **Records Management & Personal Data policies**

- Information security policies
- Records retention policies
- Destruction & archive policies
- Data protection policies

## **LISTS AND REGISTERS**

### **Register of Members' Interests**

### **Register of Gifts & Hospitality**

### **FOI Act Disclosure Log**

## **SERVICES WE OFFER**

### **Information about the provision of the Authority's services**

council tax leaflet,  
local policing summaries,  
advice leaflets  
public briefing papers

### **Media Releases**

## **4. CONTACT DETAILS AND CHARGES**

### **Responsibilities for the Cambridgeshire Police Authority Publication Scheme**

The Chief Executive of the Cambridgeshire Police Authority has overall responsibility for our Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is the:

Policy and Performance Manager  
Cambridgeshire Police Authority  
Hinchingsbrooke Park  
HUNTINGDON  
PE29 6NP  
Telephone: 01480 4222463  
Fax: 01480 425748  
Email: [police.authority@cambs.pnn.police.uk](mailto:police.authority@cambs.pnn.police.uk)  
Website: [www.cambs-pa.gov.uk](http://www.cambs-pa.gov.uk)

### **Contacting Cambridgeshire Police Authority**

If you wish to obtain a hard copy of our Publication Scheme or any of the publications contained in our list of publications, you may write to, fax, e-mail or telephone us at:

Cambridgeshire Police Authority  
Hinchingsbrooke Park  
HUNTINGDON  
PE29 6NP  
Telephone: 01480 4222463  
Fax: 01480 425748  
Email: [police.authority@cambs.pnn.police.uk](mailto:police.authority@cambs.pnn.police.uk)

Our website at [www.cambs-pa.gov.uk](http://www.cambs-pa.gov.uk) also contains a copy of the Publication Scheme.

### **Schedule of Charges**

Free of charge on website – there is no charge made by us, although the user will, of course, have to meet any charges made by their Internet service provider and/or telephone company as well as any personal costs for printing, photocopying etc.

For those without access to the internet, we will provide a single printout of an individual publication, as shown on the website, free of charge from the above contact address.

*Chargeable on website – requests for multiple copies of publications or multiple printouts from our website or for copies of archived material no longer available on the website will attract a charge. The cost will be restricted to 10% of the reasonable marginal costs of complying with the request, together with photocopying costs (currently 10p per sheet) and postage. We will let you know the cost when we receive your request. The charge will be payable in advance.*

Where the information is available via the website but a value-added service is requested using that information, a charge will be made.

Free of charge hard copy – indicates a leaflet, booklet or periodical which is published by Cambridgeshire Police Authority without charge.

Chargeable hard copy – indicates a bound paper copy, compact disc or other product charged as shown in our publication list.

Where a charge applies, the cost and the reasons for levying such a charge will be made known to you. Any charge will be payable in advance.

## **5. COMPLAINTS AND COMMENTS**

### **Comments about the Publication Scheme**

If you have any comments on our Publication Scheme or feel that the Scheme could be improved, you should write, in the first instance to:

Policy and Performance Manager  
Cambridgeshire Police Authority  
Hinchingsbrooke Park  
HUNTINGDON  
PE29 6NP  
Telephone: 01480 4222463  
Fax: 01480 425748  
Email: [police.authority@cambs.pnn.police.uk](mailto:police.authority@cambs.pnn.police.uk)

### **Complaints about the Publication Scheme**

If you think we have not supplied information in accordance with our Scheme, then you should write, in the first instance, to:

Policy and Performance Manager  
Cambridgeshire Police Authority  
Hinchingsbrooke Park  
HUNTINGDON  
PE29 6NP  
Telephone: 01480 4222463  
Fax: 01480 425748  
Email: [police.authority@cambs.pnn.police.uk](mailto:police.authority@cambs.pnn.police.uk)

We aim to deal with your complaint within 20 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. We aim to complete an internal review and respond to you within 20 working days.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner.

### **Review of the Cambridgeshire Police Authority Publication Scheme**

We will review our Publication Scheme every three years.

## **Availability of this Scheme in other Languages and Formats**

You can obtain a copy of this Scheme on application to the Authority office or from our website [www.cambs-pa.gov.uk](http://www.cambs-pa.gov.uk). We will endeavour to provide copies in other languages or other formats (e.g. large type) on request.

## **Copyright**

Different bodies might own the copyright of material contained in our Scheme:

### **Cambridgeshire Police Authority Copyright Material**

For material where we own the copyright, it can be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation. This is subject to the material being reproduced accurately and not being used in a misleading context. Where material is being republished or copied to others, the source of the material must be identified and our copyright acknowledged. The Cambridgeshire Police Authority crest is also copyrighted and may not be reproduced other than as it appears on copied material.

### **Other Copyrighted Material**

Some material we include in our Scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

### **Requests for Personal Information**

Under the Data Protection Act 1998, you already have a statutory right to have access to personal data we hold about you on computer or in a structured manual file (i.e. on paper). You also have the right to expect us, as the data controller, to ensure that data is:

- processed fairly and lawfully
- obtained for specific and lawful purposes
- adequate, relevant and not excessive
- accurate and where necessary kept up to date
- not kept for longer than is necessary
- processed in accordance with the rights of the data subject
- kept secure
- not transferred abroad unless to countries with adequate data protection laws.

For the purposes of the 1998 Act, “personal data” is information that relates to a living identifiable person. The person or organisation who controls the purpose and manner in which data is processed is the “data controller”. More information on the Data Protection Act can be found on the website of the Information Commissioner [www.ico.gov.uk](http://www.ico.gov.uk) or from the address given below.

### **Information where Cambridgeshire Police Authority is the Data Controller**

Where we are the data controller, you are entitled to be told whether we hold data about you, and if we do:

- to be given a description of the data in question
- to be told for what purposes the data is process
- to be told the recipients, or classes of recipients, to whom the data is or maybe disclosed

You are also entitled to a copy of the information with any unintelligible terms, acronyms or codes explained. You will also be given any information available to us on the source of the data. The data will be in its latest form.

If you wish to apply for access to your personal data, known as “a subject access request”, you should write to us at the above address. A fee of £10 must accompany your request together with proof of your identity. We also need to be supplied with the details needed to locate the information you seek. A request for access to personal data will be dealt with promptly and in any event within 40 days of receipt of the request and payment of the fee. If you consider that a request by you for access to your personal data has not been dealt with properly, you may:

- write to us at the above address seeking resolution of your complaint
- write to the Information Commissioner, who is appointed to consider such complaints at:

Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow,  
CHESHIRE,  
SK9 5AF

The Information Commissioner is empowered to assess whether there has been a failure to comply with the 1998 Act. The Commissioner can issue enforcement proceedings if satisfied that there has been a contravention of the data protection principles. The Commissioner can also recommend that you apply to court alleging a failure to comply with the subject access provisions of the 1998 Act. The court may make an order requiring compliance with those provisions and may also award compensation for any damages you have suffered as well as any associated distress.

## **Information where Cambridgeshire Authority is not the “Data Controller”**

In many cases, it is the police and not the police authority which holds personal information. The Police National Computer includes information on prosecutions, convictions and cautions. Chief Officers of Police are the “data controllers” for this information and not Cambridgeshire Police Authority.

You have the right to be told by a Chief Officer whether any information is held about you on the Police National Computer and a right to a copy of that information. The Chief Officer will give that information if he is satisfied as to your identity and on payment of a fee of £10. The Chief Officer may deny access to this information where the information is held for the prevention or detection of crime or for the apprehension or prosecution of offenders and where release of the information would be likely to be prejudicial to any of these purposes.

Police forces provide a form to simplify the exercise of your subject access rights to PNC information. In the case of Cambridgeshire Constabulary you should contact:

Subject Access Administrator  
Cambridgeshire Constabulary  
Hinchingsbrooke Park  
HUNTINGDON  
Cambs  
PE29 6NP

Telephone: 0845 456 456 4

Or visit Cambridgeshire Constabulary website [www.cambs.police.uk](http://www.cambs.police.uk)

## **Requests under the Environmental Information Regulations**

If you wish to make a request for information under the Environmental Information Regulations (EIR), you should write to the local authority for the area in which you reside or the area for which you are seeking the relevant information.

## **Cambridgeshire Police Authority**

### **Publication Scheme**

#### **Section 1. Who we are**

##### **1.1 Members of Cambridgeshire Police Authority**

Cambridgeshire Police Authority has 17 Members:

- Nine local councillors – seven are nominated by Cambridgeshire County Council, two are nominated by Peterborough Unitary Authority
- Eight independent Members – representatives chosen from the community, one of which must be a magistrate.

Most members have a special responsibility for local issues in one of the local policing sectors in the county. Details of our members, including their lead roles, are included at [www.cambs-pa.gov.uk/members.cfm](http://www.cambs-pa.gov.uk/members.cfm) or on request from the Police Authority.

Postal address:

Cambridgeshire Police Authority  
Room G038  
Cambridgeshire Constabulary Headquarters  
Hinchingsbrooke Park  
Huntingdon  
PE29 6NP  
Tel: 0300 333 3456  
Email: [police.authority@cambs.pnn.police.uk](mailto:police.authority@cambs.pnn.police.uk)

#### **Committees and Panels**

The Authority conducts its business through a number of committees and panels which ultimately feed into the main Police Authority meetings.

All agendas, reports and minutes for previous committee meetings can be obtained by contacting the Police Authority office at the above address, by telephone 0845 345 4335 or by email [police.authority@cambs.pnn.police.uk](mailto:police.authority@cambs.pnn.police.uk).

Details also available online

[www.cambs-pa.gov.uk/committees.cfm](http://www.cambs-pa.gov.uk/committees.cfm)

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The committees and panels that report directly to the Police Authority are:

### **Eastern Region Collaboration Joint Statutory Committee**

[www.cambs-pa.gov.uk/committeeDetail.cfm?comID=32](http://www.cambs-pa.gov.uk/committeeDetail.cfm?comID=32)

The purpose of this committee is the governance of the collaborative projects involving three or more policing areas within the region. The committee includes Cambridgeshire, Bedfordshire, Essex, Hertfordshire, Norfolk and Suffolk Police Authorities.

### **Scrutiny and Audit Committee**

[www.cambs-pa.gov.uk/committeeDetail.cfm?comID=9](http://www.cambs-pa.gov.uk/committeeDetail.cfm?comID=9)

The Committee monitors the performance of the Constabulary against the targets as determined by the National Policing Plan and the Cambridgeshire Policing Plan and reviews and scrutinises the performance of both the Authority and Constabulary in several areas, in particular the functions of Audit, Efficiency and Best Value.

### **Human Resources and Training Panel**

[www.cambs-pa.gov.uk/committeeDetail.cfm?comID=15](http://www.cambs-pa.gov.uk/committeeDetail.cfm?comID=15)

The Panel oversees Constabulary human resource matters and monitors policies, practices and performance of the Constabulary in relation to the recruitment, retention, development and training matters, health, safety and welfare (inc. Occupational Health) and diversity of Police Officers and support staff under the direction and control of the Chief Constable.

### **Finance and Resources Committee**

[www.cambs-pa.gov.uk/committeeDetail.cfm?comID=10](http://www.cambs-pa.gov.uk/committeeDetail.cfm?comID=10)

The main purpose of the Committee is to consider draft revenue and capital estimates and to recommend the Budget and Council Tax precept level to the Full Authority. It also approves the 3 year Strategic Plan and the Cambridgeshire Policing Plan, in addition to overseeing of human resources matters.

### **Professional Standards Committee**

[www.cambs-pa.gov.uk/committeeDetail.cfm?comID=11](http://www.cambs-pa.gov.uk/committeeDetail.cfm?comID=11)

The purpose of the Committee is to satisfy the Police Authority's statutory duties and to enhance public confidence in relation to the complaints and discipline process and professional standards within the Constabulary. This involves the oversight of all matters relating to Professional Standards (complaints and discipline) of all ranks of officers (including the Special Constabulary) and, as appropriate, Police Staff; and will include pension forfeiture, Occupational Health appeals and any other quasi-judicial decision-making or appeal process for staff (including any directly appointed members of staff of the Police Authority).

### **Ethical Standards Committee**

[www.cambs-pa.gov.uk/committeeDetail.cfm?comID=19](http://www.cambs-pa.gov.uk/committeeDetail.cfm?comID=19)

The Committee's main role is to promote and maintain high standards of conduct by Members of the Authority and to assist Members to observe the Members' Code of Conduct. Where appropriate, the Committee also deals with any reports from a case

tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter which is referred by an Ethical Standards Officer to the Monitoring Officer.

### **Citizen Focus Panel**

[www.cambs-pa.gov.uk/committeeDetail.cfm?comID=16](http://www.cambs-pa.gov.uk/committeeDetail.cfm?comID=16)

The Panel oversees the statutory duties of the Police Authority with regard to public consultation and manages and coordinates the development of an Independent Advisory Group and the administration thereof, in conjunction with the Constabulary.

### **Way Forward Panel**

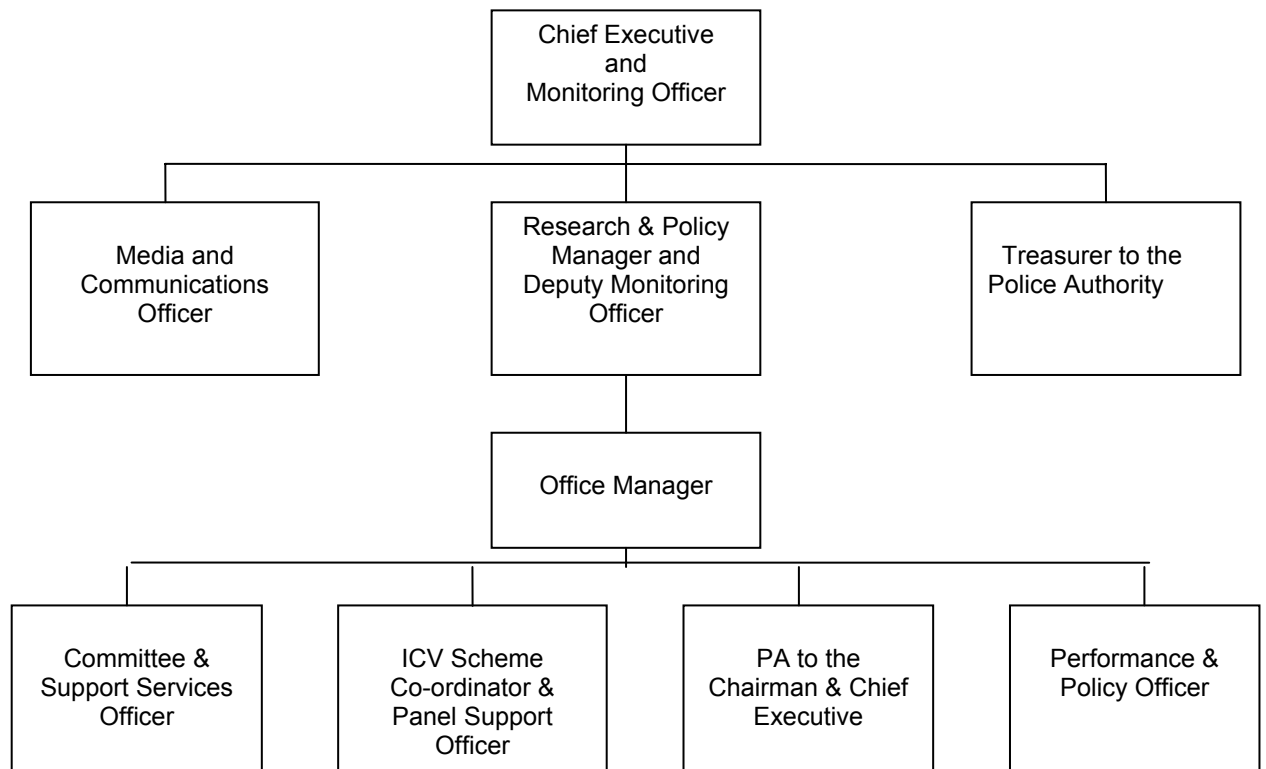
[www.cambs-pa.gov.uk/committeeDetail.cfm?comID=29](http://www.cambs-pa.gov.uk/committeeDetail.cfm?comID=29)

This Panel provides an informal forum for the Chairman and Chairmen of Panels & Committees to discuss emerging strategic issues which may affect the Authority's work and to determine the "Way Forward".

## **MEMBERS' APPOINTMENTS TO COMMITTEES, PANELS AND OUTSIDE BODIES AND OTHER RESPONSIBILITIES**

The current document containing details of members' appointments can be found at [insert website link when document is live] or by request from the Police Authority office.

### **1.2 Staff Structure of the Authority.**



### **Chief Executive and Monitoring Officer**

Providing the Authority with strong management and leadership, ensuring its duties are successfully fulfilled by establishing relationships with internal and external partners such as the Home Office. Representing and promoting the interests and public image of the Authority and acting as a Solicitor in providing legal advice and support.

### **Research and Policy Manager**

Deputising for the Executive Director and managing the Authority's Custody Visiting Scheme. Providing Authority Members and other bodies with information and advice to base the Force's future strategies on, as well as influencing the way it responds to national initiatives. This means conducting research into a broad range of issues and assessing the impact of previous initiatives. Annual Policing Plans and participating in ongoing performance reviews is also part of the remit.

### **Media and Communications Officer**

Communicates the work of the Police Authority via the media and other communication mechanisms to the public, to the staff of the Constabulary and to other key agencies (including Her Majesty's Inspectorate of Constabularies and the Home Office), to enhance the reputation and public image of the Police Authority. Also monitors the press daily, providing advice and information to members on issues of relevance to the media. Also works on consultation and community engagement, developing the methods whereby the Authority carries out its consultation.

### **Treasurer to the Authority**

Responsible for the administration of the Authority's financial affairs including financial advice to the authority, budget plans, seeking value for money, publishing annual financial statements. Also responsible for making returns to central government, providing an effective audit function and to provide advice on risk management.

### **Office Manager**

Responsible for the day to day running of the Authority's offices including managing the team, liaising with Members and Constabulary officers and staff and providing executive support. Furthermore, managing routine financial systems and developing the website as a communication tool.

### **Committee and Support Services Officer**

Attending and taking minutes at all meetings of the full Authority and its principal committees, sub-committees. Supporting and assisting the work of the Office Manager and deputising for the Office Manager when required.

### **ICV Scheme Coordinator and Panel Support Officer**

Manages all aspects of Cambridgeshire Police Authority's Independent Custody Visitor Scheme, to directly support the Citizen Focus and HR & Training Panels and support the business of the Authority as required.

### **PA to the Chairman and Chief Executive**

Responsible for routine office administration, office system maintenance, providing secretarial and administrative support to the Executive Team, supporting and liaising with Members regarding their administrative requirements.

### **Performance and Policy Officer**

Supports the Chairman, Authority Members and the Chief Executive in the development of Authority plans and policies and in holding the Chief Constable to account for the Force's performance. Ensures that all policy is formulated, applied, monitored, reviewed and updated in a structured, efficient and effective manner. Works in conjunction with the Constabulary to enable the Authority, by monitoring, to fulfil its statutory responsibilities in relation to efficiency and effectiveness; human rights; diversity; inter-force collaborations; performance management and value for money initiatives.

### **1.3 Contact Information.**

You can contact any member of Police Authority staff by post, email or telephone using the contact details supplied at 1.1.

### **1.4 Visiting Schemes**

The Police Authority is involved in two independent visiting schemes.

These are:

- **Independent Custody Visiting Scheme**

It is the statutory duty of Cambridgeshire Police Authority to administer and monitor the Independent Custody Visiting Scheme for the county.

Independent Custody Visitors (ICVs) are volunteers from the local community who make unannounced to custody suites of police stations to check on the welfare of detainees and the conditions under which they are detained. The purpose of the ICVs' role is to act as an independent monitor of police custody areas and to comment on whether PACE (Police and Criminal Evidence Act) guidelines are being met.

A full summary is contained within the Custody Visiting Scheme Annual Report, which can be found online at

[www.cambs-pa.gov.uk/user\\_files/article/ICV%20Annual%20Report%202006-07.pdf](http://www.cambs-pa.gov.uk/user_files/article/ICV%20Annual%20Report%202006-07.pdf)

A hard copy of the report or further information is available upon request from the Police Authority office.

- **Animal Welfare Scheme**

It is essential that the welfare of animals engaged in police work is maintained and any mistreatment is identified and dealt with promptly. To this end, an Animal Welfare Scheme was introduced with effect from 1st February 2004. In Cambridgeshire this was because it was deemed to be good practice and not as a result of any problems being experienced.

Professionals from the RSPCA and Wood Green Animal Shelter visit the premises of the Police Dog Section, together with associated training centres, unannounced to check on the welfare of animals engaged in police work.

A protocol has been developed to assist all parties in the operation of the scheme.

Further information is available by phoning, emailing, writing to the Police Authority.

**Section 2 What we spend and how we spend it.**

<b>Description</b>	<b>Format</b>	<b>Cost/Charge</b>
Summary of revenue budget estimates of the Authority 2007-2008	Electronic or hard copy	Free of charge. Available on website and from Police Authority office.
(ii) Summary of revenue budget estimates of the Authority 2006-2007 and 2005-2006.	Hard copy.	Free of charge. Available from Police Authority office.
(iii) Annual statement of the Authority's accounts 2007-2008 and 2006-2007.	Electronic or hard copy.	Free of charge. Available on website and from Police Authority office.
(iv) Annual statement of the Authority's accounts 2005-2006.	Hard copy.	Free of charge. Available from Police Authority office.
(v) Budgets set for the Force 2007-2008, 2006-2007, 2005-2006.	Hard copy.	Free of charge. Available from Police Authority office.
(vi) Expenses and allowances paid to Members and senior staff 2007-2008.	Electronic or hard copy.	Free of charge. Available on website and from Police Authority office.
(vii) Expenses and allowances paid to Members and senior employed staff 2006-2007 and 2005-2006.	Hard copy.	Free of charge. Available from

		Police Authority website.
(viii) Annual Audit Letter 2006-2007.	Electronic or hard copy.	Free of charge. Available on website and from Police Authority office.
(ix) Annual Audit Letter 2005-2006.	Hard copy.	Free of charge. Available from Police Authority office.
(x) Financial Audit Reports	Hard copy.	Free of charge. Available from Police Authority office.
(xi) Internal financial regulations and delegated authority.	Electronic or hard copy.	Free of charge. Available on website and from Police Authority office.

### **Section 3 What are our priorities and how are we doing?**

#### **3.1 Strategic Plan or Local Policing Objectives.**

The Police Authority is required by law to produce each year a 3-year Strategic Plan to include Local Policing Objectives. The most recent publication can be found on the Police Authority website, or a hard copy is available on request.

<b>Description</b>	<b>Format</b>	<b>Cost/Charge</b>
(i) Local Policing Plan 2008-2011.	Electronic or hard copy.	Free of charge. Available on website.
(ii) Reports on service provision, performance assessments and operational assessments 2007-8, 2006-7, 2005-6.	Hard copy.	Free of charge.
(iii) Reports by external inspectors.	Hard copy.	Free of charge.
(iv) Statistical information provided to the Authority.	Hard copy.	Free of charge.

### **Section 4 How we make decisions**

#### **4.1 Future and Previous Public Meetings**

Details of future and previous meetings can be found at:

[www.cambs-pa.gov.uk/meetings.cfm](http://www.cambs-pa.gov.uk/meetings.cfm) or hard copies are available on request.

#### **4.2 Agenda, approved minutes and background papers for meetings open to the public.**

The Authority conducts its business through a number of committees and panels which ultimately feed into the main Police Authority meetings.

All agendas, reports and minutes for previous committee meetings can be found at [www.cambs-pa.gov.uk/meetings.cfm](http://www.cambs-pa.gov.uk/meetings.cfm) or hard copies are available on request from the Police Authority office.

#### **4.3 Public consultations.**

Cambridgeshire Police Authority is committed to engaging with the people of Cambridgeshire regarding local policing and the prevention of crime. Talking and listening to you is an important ingredient in shaping your policing service.

Cambridgeshire Police Authority is currently reviewing the way in which it carries out consultation with its communities, with the aim of ensuring the most effective use of the public forums as a means of gathering feedback on the service.

The Police Authority is required by law to annually produce and deliver a Local Policing Summary (LPS) to every council taxpayer in Cambridgeshire and Peterborough. In practice, this means that the document is distributed to around 320,000 households. The LPS contains information relating to local policing, including summarised performance targets and financial information as well as relevant crime prevention advice and neighbourhood team contact information. The Police Authority produces six versions of the LPS tailored for each of the districts in the force area: East Cambs, South Cambs, Fenland, Hunts, Cambridge and Peterborough. The most recent publications can be found on the Police Authority website, or hard copies are available by contacting the Media & Communications Officer on 0300 333 3456.

If you would like to provide us feedback on any matters relating to policing in Cambridgeshire, go to:

[www.cambs-pa.gov.uk/consultFeedback.cfm](http://www.cambs-pa.gov.uk/consultFeedback.cfm)

Further information on Police Authority community engagement is available by contacting the Police Authority Media and Communications Officer on the contact details provided at 1.1.

### **Section 5 Our Policies and Procedures.**

Some information in this class may not be published where this is not in the public interest. In these cases the material will show where information has been withheld and explain what exemption has been applied for and why, for example because its release would compromise the health and safety of staff, law enforcement, the detection and prevention of fraud or legal proceedings.

## **5.1 Policies and Procedures for the conduct of the Authority's business.**

### **5.1.1 Standing Orders**

[www.cambs-pa.gov.uk/user\\_files/article/Police%20Authority%20Standing%20Orders.pdf](http://www.cambs-pa.gov.uk/user_files/article/Police%20Authority%20Standing%20Orders.pdf)

Hard copy available on request.

### **5.1.2 Delegated Powers**

[www.cambs-pa.gov.uk/user\\_files/article/CPA%20Scheme%20of%20Delegation.pdf](http://www.cambs-pa.gov.uk/user_files/article/CPA%20Scheme%20of%20Delegation.pdf)

Hard copy available on request.

### **5.1.3 Code of Conduct**

The Members Code of Conduct applies to all Members of the Police Authority together with the principles prescribed by the Secretary of State.

[www.cambs-pa.gov.uk/user\\_files/article/Code%20of%20Conduct.pdf](http://www.cambs-pa.gov.uk/user_files/article/Code%20of%20Conduct.pdf)

Hard copy available on request.

### **5.1.4 Financial Regulations**

To conduct its business effectively, the Authority needs to ensure that it has sound financial management policies in place and that they are strictly adhered to. Part of this process is to adopt and implement Financial Regulations. The Regulations contained in the following report have been drawn up in such a way as to ensure that the financial matters of the Authority are conducted properly and in compliance with all necessary requirements.

[www.cambs-pa.gov.uk/user\\_files/article/CPA%20Financial%20Regulations.pdf](http://www.cambs-pa.gov.uk/user_files/article/CPA%20Financial%20Regulations.pdf)

Hard copy available on request.

### **5.1.5 Delegation to Officers**

[www.cambs-pa.gov.uk/user\\_files/article/CPA%20Scheme%20of%20Delegation.pdf](http://www.cambs-pa.gov.uk/user_files/article/CPA%20Scheme%20of%20Delegation.pdf)

Hard copy available on request.

### **5.1.6 Race Equality Scheme**

The Cambridgeshire Police Authority is committed to supporting and excellent policing service to all our communities. The Race Relations (Amendment) Act 2000

Cambridgeshire Police Authority Publication Scheme 2009 - 2012

Date of issue: 1 January 2009

puts on a statutory basis a positive duty on Police Authorities to help eliminate racial discrimination as well as a duty to promote equality of opportunity and good race relations. The Race Equality Scheme, as required under the Act sets out how the Cambridgeshire Police Authority aims to work towards and ultimately meet this challenge.

[www.cambs-pa.gov.uk/user\\_files/article/Race%20Equality%20Scheme%202005-2008.pdf](http://www.cambs-pa.gov.uk/user_files/article/Race%20Equality%20Scheme%202005-2008.pdf)

Hard copy available on request.

## **5.2 Policies and Procedures for the provision of services.**

### **5.2.1 Freedom of Information Publication Scheme**

[www.cambs-pa.gov.uk/freedom\\_publication.cfm](http://www.cambs-pa.gov.uk/freedom_publication.cfm)

## **Freedom of Information Act 2000**

The Freedom of Information (FOI) Act 2000 received Royal Assent on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. 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, supplied with that information.

To make a request under the FOI Act please contact us using the contact details shown in 1.1.

## **5.3 Policies and Procedures about the employment of staff.**

Cambridgeshire Police authority actively promotes applications from all sections of society irrespective of gender, ethnic origin, age, disability, religious belief or sexual orientation.

The Police Recruitment and Selection Policy:

[www.cambs-police.co.uk/about/planspoliciesreports/policies/0328.pdf](http://www.cambs-police.co.uk/about/planspoliciesreports/policies/0328.pdf)

Details of current vacancies:

[www.cambs-police.co.uk/recruitment/staff/](http://www.cambs-police.co.uk/recruitment/staff/)

Hard copies also available upon request.

## **5.4 Customer Service.**

Cambridgeshire Police Authority has a number of specific duties in relation to the handling of complaints.

Cambridgeshire Police Authority Publication Scheme 2009 - 2012  
Date of issue: 1 January 2009

The effective and efficient handling of complaints is an extremely important part of the Authority's functions. Further details available online or by request from the Police Authority office.

[www.cambs-pa.gov.uk/user\\_files/article/CPA%20Complaints%20Policy.pdf](http://www.cambs-pa.gov.uk/user_files/article/CPA%20Complaints%20Policy.pdf)

## **5.5 Records Management and Personal Data policies.**

Cambridgeshire Police Authority abides by the same Information Security Policy and Procedure and Data Disposal code of Practice as Cambridgeshire Constabulary. A copy of this is available through the Constabulary.

Cambridgeshire Constabulary  
Headquarters  
Hinchingsbrooke Park  
Huntingdon  
Cambs  
PE29 6NP  
Tel: 0845 456 4564

## **Section 6 Lists and Registers.**

### **6.1 Register of Members' interests.**

A register of Members' interests is held in the Police Authority Executive Office and is available on request.

### **6.2 Freedom of Information Act Disclosure Log.**

A log of requests under the Freedom of Information Act is held in the Police Authority Executive Office and is available on request.

## **Section 7 Services we offer.**

### **7.1 Information about the provision of the Authority's services.**

Our website provides further information in all cases, or call/ write to the Police Authority and a member of Police Authority staff will assist.

### **7.2 Leaflets and explanatory booklets.**

Our website provides further information in all cases, or call/ write to the Police Authority and a member of Police Authority staff will assist.

### **7.3 Media Releases.**

The Authority's media and communications strategy and other publicity information is available from the Police Authority Media and Communications Officer. News releases are available online at [www.cambs-pa.gov.uk/news.cfm](http://www.cambs-pa.gov.uk/news.cfm).

### **7.4 Services for which the Authority is entitled to recover a fee, together with those fees.**

Cambridgeshire Police Authority reserves the right to make a charge for providing materials under the Freedom of Information Scheme. However, our aim is to provide information free whenever possible.

All the 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. Where there is a significant direct cost involved in providing copies of documents, such as multiple copies, photocopies, archived material or postage costs, for example, we may pass these costs on to you, either partially or fully. If we intend to charge you, we will give you an approximate cost and will only proceed with your request when you have given your approval. You will have to pay in advance. Final decisions regarding charging for documents will be taken by the Chief Executive to the Authority.