

NOT CONFIDENTIAL – for public release

**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION**

REF: 2012/005


DATE: 22 November 2012

SUBJECT		PUBLICATION SCHEME	
REPORT BY	CHIEF EXECUTIVE		
CONTACT OFFICER	John King, Corporate Administration Officer, OPCC Tel 01522 947227		
EXECUTIVE SUMMARY AND PURPOSE OF REPORT			
To consider a draft Publication Scheme for the Police and Crime Commissioner for Lincolnshire.			
RECOMMENDATION	<i>That the Publication Scheme attached at Appendix 1 be approved.</i>		

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE

I hereby approve the recommendation above, having considered the content of this report.

Signature:



Date: 22/11/12

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

A1. INTRODUCTION AND BACKGROUND

Publication Schemes

- 1.1 The Freedom of Information Act (FOIA) 2000 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 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, schools, colleges and universities. Any person who makes a request to a relevant authority for information must be informed whether that authority holds the information and, subject to exemptions, be supplied with that information.
- 1.2 Under the FOIA relevant authorities, which include Police and Crime Commissioners, must have a Publication Scheme setting out the information that will routinely be made publicly available. In adopting (or reviewing) a Publication Scheme, a relevant authority is required to have regard to the public interest in:
 - allowing public access to information held; and

- to the publication of reasons for the decisions made.

1.3 A Publication Scheme must:

- set out the classes of information which will be published or is intended to be published;
- say how the information will be published in each class; and
- say whether the information will be provided free or if there will be a charge for it.

- 1.3 The purpose of the Scheme is to let the public know what information is readily available without them having to contact the authority to find out. By readily available we mean that the information is published on the relevant authority's website and can be obtained if requested by letter, e-mail or telephone.

Elected Local Policing Bodies (Specified Order) 2011

- 1.4 The Elected Local Policing Bodies (Specified Order) 2011 ("the Order") specifies information that must be published by Police and Crime Commissioners and the regularity of publication. The Order describes what information is needed to give the public the minimum evidence they need to hold Commissioners to account. The Order is intended to make sure that Commissioners provide consistent information across all areas of England and Wales, so that the public can compare the commitments and activities of Commissioners across different police force areas. This will also bring them in line with the expectations placed on other public organisations as shown in the Department for Communities and Local Government's 'Code of Recommended Practice for Local Authorities on Data Transparency'.

Local Publication Scheme

- 1.5 It is understood that the Information Commissioners Office (ICO) will be developing a model Publication Scheme for adoption by Police and Crime Commissioners at some future point. However, no timescale has yet been set.
- 1.6 In the interim, a draft Publication Scheme for the Police and Crime Commissioner for Lincolnshire is attached at **Appendix 1** for consideration. The Scheme has been devised by combining the Publication Scheme used by the former Lincolnshire Police Authority with the requirements of the Order. This approach will ensure that the Commissioner fully complies with statutory requirements, and that as much information as possible is made publicly available on a regular basis.

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

None.

B. FINANCIAL CONSIDERATIONS

None.

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS
[this should include the legal powers the PCC has for making the decision]

As set out in the report.

D. PERSONNEL AND EQUALITIES ISSUES

None.

E. REVIEW ARRANGEMENTS

None planned.

F. RISK MANAGEMENT

None.

H. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation of the decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.

Is the publication of this form to be deferred? No

If Yes, for what reason:

Until what date:

Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

Is there a part 2 form? No

If Yes, for what reason:

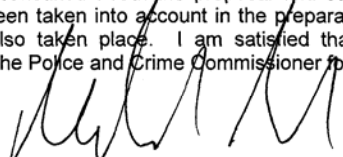
ORIGINATING OFFICER DECLARATION

	Tick to confirm
Originating Officer: The Chief Executive recommends this proposal for the reasons outlined above.	√
Financial advice: The PCC's Chief Finance Officer has been consulted on this proposal. The CC's Chief Finance Officer has been consulted on this proposal.	√
	-
Monitoring Officer: The PCC's Monitoring Officer has been consulted on this proposal	√
Chief Constable: The Chief Constable has been consulted on this proposal	-

OFFICER APPROVAL

Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.

Signature:  **Date:** 22/1/12

**Office of the Police and Crime Commissioner
for Lincolnshire**

**FREEDOM
OF INFORMATION**

PUBLICATION SCHEME

November 2012

PART ONE

INTRODUCTION

Freedom of Information Act 2000

1. The Freedom of Information Act ("the Act") 2000 received Royal Assent on 30 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.

Elected Local Policing Bodies (Specified Order) 2011

2. The Elected Local Policing Bodies (Specified Order) 2011 ("the Order") specifies information that should be published by Police and Crime Commissioners and the regularity of publication. We have used this Order as well as the Publication scheme used by the former Lincolnshire Police Authority to devise a local scheme so that we can ensure that we continue to publish as much information as possible to our communities on a regular basis.

Your rights and our responsibilities

3. Under the Act the Police and Crime Commissioner for Lincolnshire ("the PCC") must have a Publication scheme setting out the information that will routinely be made publicly available. In adopting (or reviewing) a local scheme, it is necessary to have regard to the public interest in:
 - allowing public access to information we hold; and
 - to the publication of reasons for the decisions we make.
4. The scheme must:
 - set out the classes of information which we will publish or intend to publish;
 - say how we will publish the information in each class; and
 - say if we will provide the information free or charge for it.

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5. The purpose of the Publication scheme is to let you know what information is readily available from us without your needing to ask us for it. By readily available we mean that the information is available on our website; can be obtained from us if you request it by letter, e-mail or telephone; or can be purchased from us.
 6. Part 2 of our Publication scheme sets out the classes or types of information that we publish or intend to publish. This includes information that the PCC is obliged to publish under the Order. Part 3, our list of publications, supports the Publication scheme. It lists specific publications we make available, how they can be obtained and whether they are free or if we will ask you to pay a charge.
 7. The Act gives you a right of access to recorded information held by public authorities, subject to certain exemptions.
 8. The FOI Act applies to the vast majority of public authorities, including the PCC. If you ask us for information we will be required to:
 - let you know in writing whether we hold information you have asked for; and
 - if we do, provide the information to you within 20 working days, unless it is subject to an exemption.
 9. We also have a duty to provide advice or assistance to you or anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

Responsibilities for the OPCC Publication Scheme

10. The Chief Executive to the Office of the Police and Crime Commissioner ("the OPCC") has overall responsibility for the Publication scheme. The person responsible for maintaining and managing the scheme is:

Corporate Administration Officer
PCC for Lincolnshire
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT
Telephone: 01522 947227
Fax: 01522 558739
E-mail: john.king@lincs.pnn.police.uk

Contacting the OPCC

11. If you wish to obtain a hard copy of our Publication scheme or any of the publications contained in our list of publications in Part 3, you may write to, telephone or e-mail us at:

PCC for Lincolnshire
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT

Telephone: 01522 947192
E-mail: lincolnshire-pcc@lincs.pnn.police.uk

A copy of the Publication Scheme is also published on our website at www.lincolnshire-pcc.gov.uk

Charging for Publications

12. In Part 2, we indicate for each class of information whether the class includes chargeable information or not. In Part 3 — our publication list — we indicate which of the following charging regimes could apply:

(a) 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 and/or telephone provider 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.

(b) 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.

(c) Free of charge hard copy — indicates a leaflet, booklet or periodical which is published by the PCC without charge.

(d) Chargeable hard copy — indicates a bound paper copy, cassette 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.

Comments about the Publication Scheme

13. 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:

Corporate Administration Officer
PCC for Lincolnshire
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT
E-mail: john.king@lincs.pnn.police.uk

Complaints about the Publication Scheme

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

Corporate Administration Officer
PCC for Lincolnshire
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT
E-mail: john.king@lincs.pnn.police.uk

15. We aim to deal with your complaint within 14 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed by the Chief Executive. We aim to complete an internal review and respond to you within 14 working days.
16. If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner (see paragraph 28 for contact details).

Review of the Publication Scheme

17. We will review our Publication scheme again by no later than November 2013.

Availability of this scheme in other languages and formats.

18. We will endeavour to make information as widely accessible as possible. Information in large print, Braille or on audio tape will be provided where possible. For information in languages other than English, please contact the Corporate Administration Officer for more details.

Copyright

19. Please note that different bodies might own the copyright of material contained in our scheme:

PCC Copyright Material

20. 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 PCC logo is also copyrighted and may not be reproduced other than as it appears on copied material.

Other Copyrighted Material

21. 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

22. 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.

23. 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.informationcommissioner.gov.uk or from the address given below.

Information where the PCC is the Data Controller

24. Where the PCC is 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 processed
 - to be told the recipients, or classes of recipients, to whom the data is or may be disclosed.
25. 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.
26. If you wish to apply for access to your personal data, known as 'a Subject Access Request', you may download a request form from www.lincolnshire-pcc.gov.uk or write to us at the following address:

PCC for Lincolnshire
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT
E-mail: lincolnshire-pcc@lincs.pnn.police.uk

27. A fee will be charged which 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.
28. 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
29. 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 the OPCC is not the Data Controller

30. In many cases, it is the police and not the PCC who hold personal information. The Police National Computer includes information on prosecutions, convictions and cautions. The Chief Constable is the "data controller" for this information and not the PCC. Lincolnshire Police also holds similar information on computer as well as information about reported crimes and incidents. Lincolnshire Police also holds other information on computer and in structured manual files (i.e. on paper).
31. You have the right to be told by the Chief Constable whether any information is held about you on the Police National Computer and a right to a copy of that information. The Chief Constable will give that information if he/she is satisfied as to your identity and on payment of a fee. The Chief Constable may deny access to information where the Data Protection Act 1998 allows but the main exemptions in relation to information held on police computers are where the information is held for:

- the prevention or detection of crime
- the apprehension or prosecution of offenders

and giving you the information would be likely to prejudice any of these purposes.

32. Police forces provide a form to simplify the exercise of your subject access rights to personal information. For access to information held by Lincolnshire Police or on the Police National Computer you may download a form from:

<http://www.lincs.police.uk/Library/Data-Protection/>

Alternatively you can contact:

Force Data Protection Officer
Lincolnshire Police
PO Box 999
Lincoln
LN5 7PH

Tel: 101

Email: foi@lincs.pnn.police.uk

General Information about Police and Crime Commissioners

- Police and Crime Commissioners aim to cut crime and deliver an effective and efficient police service within their force area.
 - To provide stronger and more transparent accountability of the police, Commissioners are elected by the public to hold chief constables and the force to account; effectively making the police answerable to the communities they serve.
 - Commissioners ensure community needs are met as effectively as possible, and improve local relationships through building confidence and restoring trust. They also work in partnership across a range of agencies at local and national level to ensure there is a unified approach to preventing and reducing crime.
 - Commissioners are not expected to run the police. The role of the Commissioner is to be the voice of the people and hold the police to account.
33. More detailed information on the powers and responsibilities of Commissioners is also available on the Home Office website using the following link:

<http://www.homeoffice.gov.uk/police/police-crime-commissioners/>

PART TWO

CLASSES OF INFORMATION

Introduction

34. 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.
35. For each class we briefly define the information contained in that class, the format in which it is available and whether the class includes chargeable material (chargeable material indicated by a "£" sign).
36. For those who do not have access to a computer, all information contained in this Publication scheme (including the scheme itself) is available in hard copy form.

- Classes of Information:**
- Who We Are & What We Do
 - What We Spend and How We Spend It
 - What Our Property, Rights and Liabilities Are
 - How We Make Decisions
 - What Our Priorities Are and How Are We Doing
 - How We Make Decisions
 - Our Policies & Procedures
 - Lists & Registers
 - Services We Offer

The OPCC publishes, or intends to publish, information under the following classes:

Class & Definition	Format	Cost/Charge
Who We Are & What We Do		
(a) Police and Crime Commissioner (PCC) and Deputy Police and Crime Commissioner (D/PCC)		
<ul style="list-style-type: none"> • The name of the PCC and D/PCC. This is published as soon as is practicable after an election. • The address for correspondence of the PCC and D/PCC. This is published as soon as is practicable after an election. • The salaries paid to the PCC and D/PCC. This is published as soon as is practicable after an election and reviewed each year thereafter and any variation published. • The allowances paid to PCC and D/PCC in respect of expenses incurred in the exercise of the body's functions. This is published on a quarterly basis, as soon as practicable after the end of the quarter to which it relates. • The Register of Interests for PCC and D/PCC, including every paid employment or office or other pecuniary interest of each office holder. This is published as soon as practicable after an election, and any variation published as soon as practicable after it becomes known. • The number of complaints or conduct matters that have been brought to the attention of the PCC and D/PCC by the Police and Crime Panel (PCP). This is published in respect of each financial year, as soon as practicable after the end of the financial year to which it relates. • A Register of each offer of a gift or hospitality made to the PCC or D/PCC, indicating whether the offer was accepted or refused. This is published as soon as practicable after an election, and any variation published as soon as practicable after it becomes known. <p><u>Note</u></p> <p>We may not publish information in this class if it would endanger the safety of any individual or if it is personal information exempt under the Data Protection Act 1998.</p>	Electronically and Hard Copy.	Free of charge on website.

Class & Definition	Format	Cost/Charge
<p>(b) Staff of the OPCC</p> <ul style="list-style-type: none"> • The number of members of staff of the OPCC. This is published as soon as practicable after an election and is reviewed every 6 months thereafter and any variation published. • The proportion of the staff who: <ul style="list-style-type: none"> - are women, - are, to the knowledge of the elected local policing body, members of an ethnic minority, - have, to the knowledge of the elected local policing body, a disability (within the meaning of section 6 of the Equality Act 2010(a)). <p>This is published as soon as practicable after an election and reviewed every 6 months thereafter and any variation published.</p> • The job title, responsibilities and salary of each senior employee (defined as an employee whose salary exceeds £58,200) and (unless the senior employee refuses to consent to the publication of his/her name) the name of that senior employee. This is published as soon as is practicable after an election, and then reviewed each year thereafter and any variation published. • The Register of each offer of a gift or hospitality made to members of staff, indicating whether the offers were accepted or refused. This is published as soon as practicable after an election and any variation published as soon as practicable after it becomes known. <p><u>Note</u></p> <p>We may not publish information in this class if it would endanger the safety of any individual or if it is personal information exempt under the Data Protection Act 1998.</p>	<p>Electronically and Hard Copy.</p>	<p>Free of charge on website.</p>

Class & Definition	Format	Cost/Charge
(c) Structure of the OPCC		
<ul style="list-style-type: none"> • Role of the OPCC. • Governance framework. • Organisational chart showing the structure of the staff. This is published as soon as practicable after an election and reviewed every 6 months thereafter and any variation published. • Arrangements in place to make use of the staff of the Chief Constable or a local authority in Lincolnshire (such as the provision of administrative, professional or technical services). <p><u>Note</u></p> <p>We may not publish information in this class if it would endanger the safety of any individual or if it is personal information exempt under the Data Protection Act 1998.</p>	Electronically and Hard Copy.	Free of charge on website.
(d) Contact Information		
<ul style="list-style-type: none"> • Contact details for staff members of the OPCC. • Central contact point for general enquiries. 	Electronically and Hard Copy.	Free of charge on website.
(e) Other Appointments		
<p>This section includes details of the processes and policies adopted in terms of the following appointments:</p> <ul style="list-style-type: none"> • Chief Constable of Lincolnshire Police. • Members of the Independent Audit Committee. • Independent Custody Visitors. • Independent Members of Police Misconduct Panels. 	Electronically and Hard Copy.	Free of charge on website.
(f) Partnerships		
<ul style="list-style-type: none"> • Community Safety Partnership plans (these set out how resources will be used at the local level to address issues of crime and disorder). 	Electronically and Hard Copy.	Free of charge on website.

What We Spend and How We Spend It

<ul style="list-style-type: none"> • The total budget of the PCC in respect of each financial year. This is published before the beginning of the financial year to which it relates. • The precept issued by the PCC in respect of each financial year. This is published before the beginning of the financial year to which it relates. • Information as to each anticipated source of revenue of the PCC (other than the precept) in respect of each financial year. This is published before the beginning of the financial year to which it relates. • The proposed expenditure of the PCC in respect of each financial year. This is published before the beginning of the financial year to which it relates. • A copy of the Annual Investment Strategy of the PCC in respect of each financial year. This is published before the beginning of the financial year to which it relates. • Information as to each Crime and Disorder Reduction Grant made by the PCC, including the conditions (if any) attached to the grant, the recipient of the grant, the purpose of the grant and the reasons why the PCC considered that the grant would secure, or contribute to securing, crime and disorder reduction in the area. • Information as to each item of expenditure of the PCC or the Chief Constable exceeding £500 (other than a crime and disorder reduction grant made by the PCC), including the recipient of the funds, the purpose of the expenditure and the reasons why the PCC or the Chief Constable (as the case may be) considered that good value for money would be obtained. • Internal Financial Regulations and Delegated Authority. 	<p>Electronically and Hard Copy.</p>	<p>Free of charge on website.</p>
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What Our Property, Rights and Liabilities Are		
<ul style="list-style-type: none"> The identity of any premises or land owned by, or occupied for the purposes of, the PCC. To be published as soon as is practicable after an election and then reviewed each year thereafter and any variation published. Tenders and contracts with a value exceeding £10,000 to which the PCC or the Chief Constable is or is to be a party. List of contracts with a value of £10,000 or less; to be published quarterly, as soon as practicable after the end of the quarter to which it relates. 	Electronically and Hard Copy.	Free of charge on website.
How We Make Decisions		
<ul style="list-style-type: none"> The date, time and place of each public meeting to be held by the PCC. To be published as soon as practicable after it becomes available to the OPCC. A copy of the agenda for each public meeting held by the PCC, and any report or other document that is the subject matter of an item on the agenda. To be published as soon as practicable after it becomes available to the PCC. A copy of the minutes of each public meeting held by the PCC, and of each meeting which is not a public meeting but at which matters of significant public interest arising from the exercise of the body's functions are discussed. To be published as soon as practicable after it becomes available to the PCC. A record of each decision of significant public interest arising from the exercise of the PCC functions, whether made by the body at or as a result of a meeting or otherwise. To be published within one full working day of the decision being approved. 	Electronically and Hard Copy.	Free of charge on website.
What Our Priorities Are and How Are We Doing		
<ul style="list-style-type: none"> Police and Crime Plan. Annual Report. 	Electronically and Hard Copy.	Free of charge on website.

(b) Reports on service provision, performance assessments and operational assessments		
<ul style="list-style-type: none"> All reports considered by public meetings held by the PCC that are available for public inspection, including reports detailing Force performance and operational updates produced by the Chief Constable. Independent Custody Visiting Scheme arrangements. 	Electronically and Hard Copy.	Free of charge on website.
(c) Reports by external inspectors		
<ul style="list-style-type: none"> Her Majesty's Inspector of Constabulary. Audit Commission. Criminal Justice Joint Inspectorate. 	Electronically and Hard Copy.	Free of charge on website.
(d) Impact Assessments		
<ul style="list-style-type: none"> Equality Impact Assessments (EIAs). 	Electronically and Hard Copy.	Free of Charge on website.
Our Policies and Procedures		
(a) Policies and procedures for the conduct of the OPCCs business		
<ul style="list-style-type: none"> A statement of the policy of the PCC in relation to the making of decisions of significant public interest arising from the exercise of the body's functions. To be published as soon as is practicable after an election and then reviewed each year thereafter and any variation published. 	Electronically and Hard Copy.	Free of Charge on website.
(b) Policies and procedures for the provision of services		
<ul style="list-style-type: none"> Freedom of Information - Publication Scheme. Freedom of Information - Manual. Data Protection - Subject Access Requests. 	Electronically and Hard Copy.	Free of Charge on website.
(c) Policies and procedures about the employment of staff		
<ul style="list-style-type: none"> A statement of the policy of the PCC in relation to the handling of qualifying disclosures (within the meaning of section 43B of the Employment Rights Act 1996(a)). To be published as soon as is practicable after an election, and then reviewed each year thereafter and any variation published. Confidential Reporting ("Whistleblowing") Policy Equality and Diversity Policy Anti Fraud and Corruption Policy Complaints Procedures 	Electronically and Hard Copy.	Free of Charge on website.

<ul style="list-style-type: none"> • Code of Conduct <p>Note</p> <p>We may not publish information in this class if it would endanger the safety of any individual or if it is personal information exempt under the Data Protection Act 1998.</p>		
(d) Customer Service		
<ul style="list-style-type: none"> • Minimum standards for responding to requests for information. 	Electronically and Hard Copy.	Free of Charge on website.
(e) Records Management & Personal Data policies		
<ul style="list-style-type: none"> • A statement of the policy of the PCC in relation to records management, including procedures for the security and sharing of information and the retention and destruction of documents. To be published as soon as is practicable after an election, and then reviewed each year thereafter and any variation published. • PCC Vetting Policy 	Electronically and Hard Copy.	Free of Charge on website.
Lists & Registers		
<ul style="list-style-type: none"> • Register of Interests • Register of Gifts and Hospitality • Freedom of Information Act - Disclosure Log 	Electronically. Also available for public inspection	Free of Charge on website
Services We Offer		
(a) Leaflets and Explanatory booklets		
<ul style="list-style-type: none"> • Council Tax leaflets • Advice leaflets • Public briefing papers 	Website and Hard Copy.	Free of Charge on website.
(b) Media		
<ul style="list-style-type: none"> • Media Releases • Media Statements 	Electronically and Hard Copy.	Free of Charge on website.

PART THREE

LIST OF PUBLICATIONS

Unless otherwise indicated publications are available, **free of charge**, from:

PCC for Lincolnshire
 Deepdale Lane
 Nettleham
 Nr Lincoln
 LN2 2LT
 Telephone: 01522 947192
 E-mail: lincolnshire-pcc@lincs.pnn.police.uk

This includes:

TITLE	DESCRIPTION AND DATE PUBLISHED	FORMAT	COST	CLASS
1. Plans/Reports: Police and Crime Plan 2013 - 2017 Annual Report 2011/2012	March 2013 June 2012	Electronically and Hard Copy.	-	What Our Priorities Are and How Are We Doing
2. PCC Freedom of Information Act 2000 Publication Scheme	November 2012	Electronically and Hard Copy.	-	Policies and procedures for the provision of services
3. Equality and Diversity Policy	September 2012	Electronically and Hard Copy.	-	Policies and procedures about the employment of staff
4. Statement of Accounts 2011/12*	September 2012	Electronically and Hard Copy.	-	What We Spend and How We Spend It
5. Register of Interests and Register of Gifts and Hospitality	The Register of Interests and Register of gifts and hospitality over £25 in value maintained under section 81 of the Local Government Act 2000	Electronically. Registers are also available for public inspection.	-	Lists and Registers

6. Lincolnshire Independent Custody Visiting Scheme Handbook	November 2012	Electronically and Hard Copy.	-	Reports on service provision, performance assessments and operational assessments
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*For more information on the PCCs Statement of Accounts please contact the following:

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