



Lincolnshire  
**POLICE & CRIME COMMISSIONER**  

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SAFER TOGETHER

# **FREEDOM OF INFORMATION PUBLICATION SCHEME**

## **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, Police and Crime Commissioners, 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.

#### **Definition document for Elected Local Policing Bodies**

2. The Information Commissioner’s Office (“the ICO”) has published a definitions document providing examples of the kinds of information that it would expect Elected Local Policing Bodies in England and Wales (Police and Crime Commissioners and the Mayor’s Office for Policing and Crime) to provide in order to meet their commitments under the ICO’s model Publication scheme.

#### **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.
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 PCC Publication Scheme**

10. The Chief Executive to the PCC has overall responsibility for the Publication scheme. The person responsible for maintaining and managing the scheme is the Corporate Administration Officer.

### **Contacting the Office of the Police and Crime Commissioner (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:

OPCC for Lincolnshire  
Police Headquarters  
Deepdale Lane  
Nettleham  
Nr Lincoln  
LN2 2LT

Telephone: 01522 947192

E-mail: [lincolnshire-pcc@lincs.pnn.police.uk](mailto:lincolnshire-pcc@lincs.pnn.police.uk)

A copy of this Scheme can be accessed from the PCC's website here:

<https://lincolnshire-pcc.gov.uk/transparency/access-to-information/publication-scheme/>

## 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 OPCC 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.

## Complaints about the Publication Scheme

13. If you think we have not supplied information in accordance with our Publication scheme, then please write to:

OPCC for Lincolnshire  
Police Headquarters  
Deepdale Lane  
Nettleham  
Nr Lincoln  
LN2 2LT

E-mail: [Lincolnshire-pcc@lincs.pnn.police.uk](mailto:Lincolnshire-pcc@lincs.pnn.police.uk)

14. 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.
15. If, after the internal review, you remain dissatisfied then you can complain to the ICO (see paragraph 27 for contact details).

### **Review of the Publication Scheme**

16. This Publication scheme will be reviewed as it is deemed appropriate but no less frequently than every 12 months.

### **Availability in other languages and formats**

17. 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 OPCC for more details.

### **Copyright**

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

### **PCC Copyright Material**

19. 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**

20. 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**

21. Under the Data Protection Act 1998, you already have a statutory right to have access to personal data we hold about you in electronic form or in a structured manual file. You also have the right to expect the PCC, as the data controller, to ensure that your 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.

22. 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](http://www.informationcommissioner.gov.uk) or from the OPCC.

#### **Information where the PCC is the Data Controller**

23. 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.
24. 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.
25. If you wish to apply for access to your personal data, known as 'a Subject Access Request', you can download a form from the PCC's website here: <https://lincolnshire-pcc.gov.uk/transparency/access-to-information/access-to-information-about-you/>

or write to us at the following address:

OPCC for Lincolnshire  
Police Headquarters  
Deepdale Lane  
Nettleham  
Nr Lincoln  
LN2 2LT

E-mail: [lincolnshire-pcc@lincs.pnn.police.uk](mailto:lincolnshire-pcc@lincs.pnn.police.uk)

26. 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.
27. 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;  
or
- write to the ICO at the following address:

ICO  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

28. The ICO is empowered to assess whether there has been a failure to comply with the 1998 Act. The ICO can issue enforcement proceedings if satisfied that there has been a contravention of the data protection principles. The ICO 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 PCC is not the Data Controller**

29. 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).

30. 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:

<https://www.lincs.police.uk/resource-library/data-protection/>

Alternatively you can contact:

Force Data Protection Officer  
Police Headquarters  
PO Box 999  
Lincoln  
LN5 7PH  
Phone: 01522 947122 or 05122 947120)

Email: [dataprotection@lincs.pnn.police.uk](mailto:dataprotection@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. The majority of information will be posted on the PCC's website: <https://lincolnshire-pcc.gov.uk/>
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.

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

- Who We Are & What We Do
- What We Spend and How We Spend It
- How We Make Decisions
- What Our Priorities Are and How Are We Doing
- Our Policies & Procedures
- Lists & Registers
- Services We Offer

Class & Definition	Format	Cost/Charge
<b>Who We Are &amp; What We Do</b> Organisational information, structures, locations and contacts		
<p>Information published in this class will be made available at least for the current year only:</p> <ul style="list-style-type: none"> <li>• Name and profile of the Police and Crime Commissioner (PCC) for Lincolnshire</li> <li>• Identity of officials and senior staff within the Office of the Police and Crime Commissioner (OPCC) for Lincolnshire</li> <li>• Organisational structure of the OPCC (including pay and grading structure)</li> <li>• Central point of contact for general enquiries</li> <li>• Details of internal boards/committees and names of those who sit on them</li> <li>• Partnership arrangements, or other joint arrangements, with statutory and non-statutory partners and relationships with other key bodies</li> <li>• Appointment of Independent Custody Visitors and associated arrangements</li> </ul>	Electronically and Hard Copy	Free of charge on website
<b>What We Spend and How We Spend It</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
<p>Information published in this class will be made available at least for the current and previous two financial years:</p> <ul style="list-style-type: none"> <li>• Revenue Budget and Capital Programme</li> <li>• Policing Precept</li> <li>• Annual Statement of the PCC's Accounts</li> <li>• Annual Investment Strategy</li> <li>• Itemised expenditure exceeding £500</li> </ul>	Electronically and Hard Copy	Free of charge on website

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> <li>• Contracts and invitations to tender that exceed £10,000</li> <li>• Contracts under £10,000 including value, identity of the parties and purpose of the contract</li> <li>• Expenses and allowances paid to or incurred by the PCC and senior employed staff</li> <li>• Allowances and expenses that can be claimed or incurred by the PCC and staff</li> <li>• The Pay Multiple (i.e. the ratio between the highest paid salary and the median average salary of the whole of the PCC's workforce)</li> <li>• Annual Audit Letter</li> <li>• Financial Audit Reports</li> <li>• Financial Regulations and delegated authority</li> </ul>	Electronically and Hard Copy	Free of charge on website
<b>How We Make Decisions</b> Decision making processes and records of decisions		
<p>Information published in this class will be available at least for the current and previous two years:</p> <ul style="list-style-type: none"> <li>• Public Meetings:               <ul style="list-style-type: none"> <li>- <i>Schedule of meetings</i></li> <li>- <i>Agendas and approved minutes</i></li> <li>- <i>Background papers</i></li> </ul> </li> <li>• Register of Decisions:               <ul style="list-style-type: none"> <li>- <i>Decisions of Significant Public Interest taken by the PCC (including procedures, facts and analyses of facts used in making decisions)</i></li> </ul> </li> <li>• Public consultations:               <ul style="list-style-type: none"> <li>- <i>including the results and outcomes of public policing consultation exercises and surveys</i></li> </ul> </li> </ul>	Electronically and Hard Copy	Free of charge on website

Class & Definition	Format	Cost/Charge
<b>What Our Priorities Are and How Are We Doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
<p>Information published in this class will be made available at least for the current and previous two years:</p> <ul style="list-style-type: none"> <li>• Policing Objectives:               <ul style="list-style-type: none"> <li>- <i>PCC's Police and Crime Plan (including Chief Constable's operational delivery plans)</i></li> </ul> </li> <li>• Reports:               <ul style="list-style-type: none"> <li>- <i>PCC's Annual Report</i></li> <li>- <i>Joint PCC &amp; Force Equality and Diversity Annual Report</i></li> <li>- <i>Her Majesty's Inspector of Constabulary</i></li> <li>- <i>Audit Commission</i></li> </ul> </li> <li>• Statistical information provided to the PCC:               <ul style="list-style-type: none"> <li>- <i>includes performance of Lincolnshire Police against the priorities set out in the Police and Crime Plan</i></li> </ul> </li> <li>• Privacy Impact Assessments</li> </ul>	Electronically and Hard Copy	Free of charge on website
<b>Our Policies and Procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
<p>Information published in this class will be made available at least for the current year:</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the conduct of the PCC's business including:               <ul style="list-style-type: none"> <li>- <i>PCC Code of Conduct</i></li> <li>- <i>Decision Making policy statement</i></li> <li>- <i>Complaints procedures</i></li> <li>- <i>Scheme of Arrangements for the Discharge of Functions</i></li> <li>- <i>Code of Corporate Governance</i></li> <li>- <i>Confidential Reporting 'Whistleblowing' policy</i></li> <li>- <i>Vetting policy</i></li> <li>- <i>Anti Fraud and Corruption policy</i></li> </ul> </li> </ul>	Electronically and Hard Copy	Free of Charge on website

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> <li>- <i>Risk Management strategy</i></li> <li>- <i>Health and Safety policy</i></li> <li>- <i>Memorandum of Understanding between the PCC and Police and Crime Panel</i></li> <li>- <i>Equality and Diversity policy</i></li> <li>• Policies and procedures for the provision of services               <ul style="list-style-type: none"> <li>- <i>Publication Scheme (includes charging policy in relation to the copying and provision of documents)</i></li> </ul> </li> <li>• Policies and procedures for procurement and commissioning arrangements               <ul style="list-style-type: none"> <li>- <i>Commissioning arrangements for Victims of Crime and Anti-Social Behaviour in Lincolnshire and for a Children and Young Person's Sexual Violence Support Service</i></li> <li>- <i>Procurement arrangements for Victims Services In Lincolnshire</i></li> </ul> </li> <li>• Policies and procedures about the employment of staff within the OPCC</li> <li>• Details of current staff vacancies</li> <li>• Procedures for making a complaint against:               <ul style="list-style-type: none"> <li>- <i>PCC</i></li> <li>- <i>Chief Executive and Chief Finance Officer</i></li> <li>- <i>Members of staff in the OPCC</i></li> <li>- <i>Chief Constable</i></li> </ul> </li> <li>• Records Management and Personal Data policies               <ul style="list-style-type: none"> <li>- <i>Governance Classification Scheme and Management Rules</i></li> <li>- <i>Records Management Policy Statement</i></li> <li>- <i>Retention and Disposal Policy</i></li> </ul> </li> <li>• Charging regimes and policies (including charges made for information routinely published)</li> </ul>	Electronically and Hard Copy	Free of Charge on website

Class & Definition	Format	Cost/Charge
<b>Lists &amp; Registers</b>		
<p>This information will be published if it is in currently maintained lists and registers:</p> <ul style="list-style-type: none"> <li>• Asset Register</li> <li>• Registers of Interests: <ul style="list-style-type: none"> <li>- <i>PCC</i></li> </ul> </li> <li>• Register of Gifts and Hospitality: <ul style="list-style-type: none"> <li>- <i>PCC</i></li> <li>- <i>Members of staff in the OPCC</i></li> </ul> </li> <li>• Freedom of Information <ul style="list-style-type: none"> <li>- <i>Disclosure Log</i></li> </ul> </li> </ul>	Electronically and also available for public inspection	Free of Charge on website
<b>Services We Offer</b>		
Information about the services we offer, including leaflets, guidance and newsletters		
<ul style="list-style-type: none"> <li>• Information about any services provided by the PCC <ul style="list-style-type: none"> <li>- <i>This may include publications such as the PCC's Police and Crime Plan and Annual Report</i></li> </ul> </li> <li>• Leaflets and explanatory booklets <ul style="list-style-type: none"> <li>- <i>Council tax leaflets</i></li> </ul> </li> <li>• Media releases</li> </ul>	Website 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](mailto:lincolnshire-pcc@lincs.pnn.police.uk)

This includes:

<b>TITLE</b>	<b>DESCRIPTION AND DATE PUBLISHED</b>	<b>FORMAT</b>	<b>COST</b>	<b>CLASS</b>
Plans/Reports:  PCC's Police and Crime Plan 2017 - 2021  PCC's Police and Crime Plan 2013 - 2017  PCC's Annual Report 2016/17  PCC's Annual Report 2015/16  PCC's Annual Report 2014/15  PCC's Annual Report 2013/14  PCC's Annual Report 2012/13  PCC's Annual Report 2011/12	February 2017  March 2013  June 2017  June 2016  June 2015  June 2014  June 2013  June 2012	Electronically and Hard Copy.	-	What Our Priorities Are and How Are We Doing
PCC Freedom of Information Act 2000 Publication Scheme	February 2018	Electronically and Hard Copy.	-	Our Policies and Procedures



Statement of Accounts 2016/17*	September 2017	Electronically and Hard Copy.	-	What We Spend and How We Spend It
Statement of Accounts 2015/16*	September 2016			
Statement of Accounts 2014/15*	September 2015			
Statement of Accounts 2013/14*	September 2014			
Statement of Accounts 2012/13*	September 2013			
Statement of Accounts 2011/12*	September 2012			
PCC Register of Interests and Register of Gifts and Hospitality	November 2012	Electronically. Registers are also available for public inspection	-	Lists and Registers
Lincolnshire Independent Custody Visiting Scheme	April 2013	Electronically and Hard Copy.	-	Our Policies and Procedures

\*For more information on the PCCs Statement of Accounts please contact the following:

Chief Finance Officer  
OPCC for Lincolnshire  
Deepdale Lane  
Nettleham  
Nr Lincoln  
LN2 2LT

Telephone: 01522 947222  
Fax: 01522 558739  
E-mail: [Julie.flint@lincs.pnn.police.uk](mailto:Julie.flint@lincs.pnn.police.uk)