



Definition document for Police Authorities and the Northern Ireland Policing Board

This guidance gives examples of the kinds of information that we would expect Police Authorities and the Northern Ireland Policing Board to provide in order to meet their commitments under the model publication scheme. We would expect these bodies to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give a definitive list. The legal commitment is to the model publication scheme, and authorities should look to provide as much information as possible on a routine basis.

Who we are and what we do

Organisational information, structures, locations and contacts.

We would normally expect information in this class to be for the current year only

- **Structure of the Authority or Board**

Names of members of the authority and any council or other body represented. Any sub-committee structure.

- **Staff structure of the Authority or Board**

Basic staff structure or other details indicating the authority's administrative support.

- **Contact information**

Police authority contact details, preferably by reference to name.

- **Geographical area of operation**
- **General outline of responsibilities**

<ul style="list-style-type: none"> • Appointment of independent custody visitors • In Northern Ireland the role of the Board in relation to District Policing Partnerships
<p>What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p>
<p>We would expect as a minimum that financial information for the current and previous two financial years should be available.</p> <ul style="list-style-type: none"> • Summary of revenue budget estimates of the Authority or Board itself • Annual statement of the Authority's or Board's accounts • Budget set for the Police Force • Expenses and allowances paid to or incurred by Authority or Board members and senior employed staff <p>Details of the allowances and expenses that can be claimed or incurred. It should include the total of the allowances and expenses incurred by or paid to individual senior staff and authority or board members by reference to categories. These categories should be produced in line with the authority's policies, practices and procedures and will be under headings like travel, subsistence and accommodation.</p> <ul style="list-style-type: none"> • Annual audit letter • Financial audit reports • Internal financial regulations and delegated authority
<p>What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.</p>
<p>We would expect information in this class to be available at least for the current and previous two years.</p> <ul style="list-style-type: none"> • Strategic plan or local policing objectives set for the Police Force • Reports presented to the Police Authority or Board indicating service provision, performance assessments, operational assessments • Reports by external inspectors • Statistical information provided to the Authority or Board
<p>How we make decisions Decision making processes and records of decisions.</p>
<p>We would expect information in this class to be available at least for the current and previous two years.</p> <ul style="list-style-type: none"> • Schedule of meetings open to the public

<ul style="list-style-type: none"> • Agendas and approved minutes of the Authority (Board) and Authority (Board) sub-committees <p>This will be the information that is required to be publicly available under local authority access to information rules.</p> <ul style="list-style-type: none"> • Background papers for meetings open to the public • Facts and analyses of facts used for decision making • Public consultations
<p>Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.</p>
<p>We would normally expect information in this class to be for the current year only.</p> <ul style="list-style-type: none"> • Policies and procedures for the conduct of the authority's business <p>Standing Orders, delegated powers, corporate governance, code of conduct, memoranda of understanding and similar information.</p> <ul style="list-style-type: none"> • Policies and procedures for the provision of services <p>This will include any policies and procedures for handling requests for information.</p> <ul style="list-style-type: none"> • Policies and procedures about the employment of staff <p>Where the authority employs its own staff, details of the policies in place, or where staff are employed through another body, reference to the policies of that body. . If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <ul style="list-style-type: none"> • Customer service <p>Standards for providing services to the authority's customers, including the complaint procedure. Complaints procedures will include those covering requests for information and operating the publication scheme.</p> <ul style="list-style-type: none"> • Records management and personal data policies <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>
<p>Lists and registers</p>
<p>We expect this to be information contained only in currently maintained lists and registers.</p>

- **Register of members' interests**
- **Register of gifts and hospitality provided to members and senior personnel**
- **FoIA disclosure log**

Where an information disclosure log is produced indicating the information that has been provided in response to requests it should be readily available. Disclosure logs are themselves recommended as good practice.

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

- **Information about the provision of the Authority's or Board's services**
- **Leaflets and explanatory booklets**
- **Media releases**
- **Services for which the authority is entitled to recover a fee, together with those fees**