

POLICE AND CRIME COMMISSIONER FOR ESSEX

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

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FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Part One

THE POLICE AND CRIME COMMISSIONER for ESSEX PUBLICATION SCHEME

INTRODUCTION

The Freedom of Information Act 2000

The Freedom of Information Act (FOI) 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.

Rights and Our Responsibilities from June 2003

Under the FOI Act 2000 all public authorities must have a Publication Scheme setting out the information we routinely make publicly available (See Page 11 for general information about the PCC for Essex). This PCC Publication Scheme will be submitted to the Information Commissioner for approval and review of the scheme from time to time will be required.

This scheme has been analysed for equality, to understand the effect on protected groups¹ and has been identified as having low potential for any adverse impact.

In adopting (or reviewing) our Publication Scheme, we are required 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.

Our publication must:

¹ The Equality Act 2010 protects people from discrimination on the grounds of 'protected characteristics'. The relevant characteristics for services and public functions are Race, Disability, Gender, Age, Sexual Orientation, Religion or Belief, Gender Reassignment and Pregnancy and Maternity

- set out the classes of information which we 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.

The purpose of our Publication Scheme is to let the public know what information is “readily available” from the OPCC.. By readily available we mean that the information is available on our website, can be obtained from us upon request by letter, e-mail or telephone call, can be purchased from us or can be found in a local library.

Part two of our Publication Scheme sets out the classes or types of information we publish or intend to publish. Part three sets out the list of publications and supports the Publication Scheme. It lists specific publications we make available, how they can be obtained and whether they are free or if a charge is payable.

Rights and our responsibilities from 1 January 2005

The Freedom of Information (FOI) Act 2000 gives a right of access to recorded information held by public authorities, subject to certain exemptions.

The FOI Act applies to the majority of public authorities. The FOI Act came into force fully on 1 January 2005. Full access rights under the FOI Act came into force on 1 January 2005.

If asked we are required to:

- notify in writing whether the OPCC holds the information requested; and
- if held, provide the requested information to the applicant within 20 working days, unless it is subject to an exemption.

We also have a duty to provide advice or assistance to anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).

Further information with regard to individual rights of access can be provided. Such information will includes contact details, how to obtain assistance and our appeals procedure.

Further developments from 1 January 2009

Further changes to the scheme became effective from 1 January 2009. From this date it is a requirement to produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public.

This Publication Scheme has been updated to meet the revised publication scheme proposed by the Information Commissioner.

Responsibilities for the PCC Publication Scheme

The Chief Executive to the PCC has overall responsibility for the Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is: -

Performance and Scrutiny Officer
Police and Crime Commissioner for Essex
3 Hoffmanns Way
Chelmsford CM1 1GU

Contacting the PCC

A hard copy of our Publication Scheme or any of the publications contained in our list of publications in Part three may be obtained by writing, e-mail or telephone to:

The Police and Crime Commissioner for Essex
3 Hoffmanns Way
Chelmsford
CM1 1GU

Telephone 01245 291600
e-mail pcc@.essex.pnn.police.uk

Our website also contains a copy of the Publication Scheme at <http://www.essexpcc.com>

Charging for Publications

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 provider and/or telephone company as well as any personal costs for printing 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 (price of postage may be requested if total cost exceeds the cost of a standard first class stamp).

Chargeable on the 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 costs of complying with the request, together with photocopying costs (currently 3p per sheet) and postage, up to £500 after which the full cost may be recovered. Costs will be advised upon the receipt of a request and the charge will be payable in advance. Where information is available via the website but a customised value-added service is requested using that information, a charge will be made.

Free of charge hard copy

Indicates a leaflet, booklet or periodical, published by the PCC, which is free of charge.

Chargeable hard copy

Indicates a 'glossy' or bound paper copy, or in some cases a CD Rom or other mediums charged as shown in our publication list.

Where a charge applies, the cost and the reasons for levying such a charge will be provided and any charge will be payable in advance.

Free of charge to view

At our office or other designated site.

Comments about the Publications Scheme

Any comments on this Publication Scheme should be sent in writing, in the first instance to:

Office of the Police and Crime Commissioner for Essex
3 Hoffmanns Way
Chelmsford
CM1 1GU

e-mail: pcc@.essex.pnn.police.uk

Complaints about the Publication Scheme

If it is considered the PCC has not supplied the information in accordance with this scheme, complaints may be sent, in the first instance to:

Office of the Police and Crime Commissioner for Essex
3 Hoffmanns Way
Chelmsford
CM1 1GU

e-mail: pcc@essex.pnn.police.uk

Complaints will be acknowledged within 5 working days and the PCC aims to deal with complaints within 20 working days from receipt. If the complainant is dissatisfied with the response received an internal review may be requested. We aim to complete an internal review and respond within 20 working days of receipt of the request for review.

If the complainant remains dissatisfied after the internal review, they may further complain to the Information Commissioner.

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

Fax 01625 524510
email data@dataprotection.gov.uk

Review of the Police and Crime Commissioner for Essex Scheme

We will review our publication scheme periodically.

Availability of this scheme accessible formats.

A copy of this scheme may be requested in braille, large print, and CD Rom.

Providing copies in special formats may be subject to some delay. Our aim is to provide these within 20 days, but where we are reliant on external suppliers for these services; delays may be beyond our control.

Copyright

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

Police and Crime Commissioner for Essex - Copyright Material

Material where the OPCC owns the copyright, 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 to copy to others, the source of the material must be identified and our copyright acknowledged.

Other Copyright 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. Authorisation from the copyright holder/s concerned must be obtained to copy or reproduce such material.

Requests for personal information

Police operations are the responsibility of the Chief Constable and information on individuals is more likely to be held by the police.

The Data Protection Act 1998, gives an individual a statutory right to have access to personal data held about them on computer or in a structured manual file (i.e. on paper). The Act also gives 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, and
- not transferred abroad unless to countries with adequate data protection laws.

For the purpose 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 at www.informationcommissioner.gov.uk or from the Information Commissioner at the address given on page 8.

Information where the PCC for Essex is the Data Controller

Where we are the data controller, an individual is entitled to be told whether we hold data about them, and if we do:

- to be given a description of the data in question;
- to be told for what purposes the data is processed, and
- to be told the recipients, or classes of recipients, to whom the data is or may be disclosed.

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

Requests for access to personal data, known as “a subject access request”, should be made in writing to us at the above address. A fee of £10 must accompany a request together with proof of identity. We also need to be supplied with the details needed to locate the information required. 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 a fee.

If an individual considers that a request by them for access to their personal data has not been dealt with properly, they may:

- write to the PCC seeking resolution of their complaint
- write to the Information Commissioner, who is appointed to consider such complaints at:

Office of the Information Commissioner (also page 8)
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 an application 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 suffered as well as any associated distress.

Information where PCC for Essex is not the data controller

In many cases it is the police (not the PCC) that hold personal information. The Police National Computer includes information on prosecutions, convictions and cautions; Chief Police Officers are the “data controllers” for this information and not the PCC.

A person has the right to be told by a chief officer whether any information is held about them on the Police National Computer and a right to a copy of the information. The chief officer will give that information if he is satisfied as to the identity of the requestor 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 subject access rights to PNC information. In the case of Essex Police contact:

Force Data Protection Officer
Essex Police Force
Police Headquarters
PO Box 2
Springfield
Chelmsford
Essex CM2 6DA

Telephone 01245 491491
e-mail info@essex.police.uk

Requests under the Environmental Information Regulations

A request for information under the Environmental Information Regulations (EIR), should be sent in writing to:

The Office of the Police and Crime Commissioner for Essex
3 Hoffmanns Way
Chelmsford
CM1 1GU

Telephone 01245 291600
e-mail pcc@essex.pnn.police.uk

GENERAL INFORMATION ABOUT THE PCC

Roles and Responsibilities

The role of the PCC is to ensure that there is an efficient and effective police force for Essex and to make sure that the chief constable and force are accountable for what they do in carrying out their responsibilities and serving our communities.

The PCC sets the strategic direction for policing in Essex and holds the Chief Constable to account for the policing service delivered. Delivery of local policing services is the responsibility of the Chief Constable of Essex Police.

The PCC has a number of statutory duties and responsibilities. The main ones are to:

- maintain an efficient and effective police force;
- decide the police budget and allocate assets and funds to the chief constable;
- set the precept for the force area;
- appoint (and if necessary remove) the chief constable;
- consult widely with local people about the policing of their area;
- set the strategic direction and objectives of the force through the Police and Crime Plan;
- monitor the police and how well they perform against the targets set by the PCC;
- prepare and issue an annual report on delivery against objectives, and
- monitor complaints against the police.

It is reiterated that police operations are the responsibility of the chief constable and information on individuals is more likely to be held by the police than the PCC.

Part Two

CLASSES OF INFORMATION

Introduction

Under the Freedom of Information Act 2000, the PCC 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.

For each class we briefly define the information contained in that class, the format in which it is available and whether the class included chargeable material. Chargeable material is indicated by a £ sign.

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

Classes of information:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how are we doing.
- How we make decisions.
- Our policies and procedures.
- Lists and Registers.
- Services we offer.

Information published by the OPCC includes, but is not limited to the following:

Class & Definition	Format	Cost/Charge
WHO WE ARE AND WHAT WE DO		
<p>Structure of the PCC for Essex</p> <p>Information published by the PCC which explains our role and statutory responsibilities, including the appointment of the chief constable ;</p> <p>details of our governance structure;</p> <p>information about the structure of the Independent Custody Visiting Scheme and details of the scheme.</p> <p>Staff structure of the PCC</p> <p>Basic information about our staff structure, including a brief outline of responsibilities and a chart setting out the structure in diagrammatic form;</p> <p>details of statutory roles, for example with regard to the chief executive and section 151 officer;</p> <p>Contact Information</p> <p>Contact details – where possible by name, and in some cases lead responsibility contact details;</p> <p>the central contact details for general enquiries;</p> <p>Other Appointments</p> <p>Independent Custody Visiting information including the application process and custody visiting policy,</p> <p>Working arrangements and appeals procedure against dismissal;</p>	<p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p>	<p>Discretionary the PCC (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p>

Class & Definition	Format	Cost/Charge
<p>Chief Constable appointments;</p> <p>Partnerships</p> <p>Details of our partnership plans including those relating to the community safety panels for the areas within Essex where the PCC is a responsible authority in terms of the Crime and Disorder Act 1998;</p> <p>we would also make available documents in respect of other partnerships on which the PCC sits such as the Essex Criminal Justice Board and the local area agreement or explain where those documents are available.</p> <p>We may not publish information in this class if it would endanger the safety of any individual, is commercially confidential or if it is personal information exempt under the Data Protection Act 1998.</p>	<p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>
<p>WHAT WE SPEND AND HOW WE SPEND IT</p> <p>Summary of revenue and capital estimates of the PCC</p> <p>The spending plans for each financial year for the PCC and force, including the council tax level for that year.</p> <p>Annual Statements of Accounts</p> <p>The income and expenditure for each year, together with the balance sheet as at 31 March and other supporting financial statements, the auditors opinion is also set out in the statement.</p>	<p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p>

Class & Definition	Format	Cost/Charge
<p>Council Tax</p> <p>A summary of spending plans, government grants and current tax levels for each financial year.</p>	<p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>
<p>Medium Term Financial Strategy</p> <p>OPCC's overall spending plans and funding sources for the medium term (3 – 5 years).</p>	<p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>
<p>Expenses and allowances paid to senior employed staff</p> <p>The current scheme of allowances and expenses for approved duties of the PCC and senior staff of the Office of the PCC.</p>	<p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>
<p>Annual Audit Letter</p> <p>The report of the external auditor to the PCC, setting out the auditors key findings and any recommendations.</p>	<p>Electronically and/or hard copy</p>	
<p>Audit Reports</p> <p>The Audit Commission assessment of the PCC's use of resources (known as the PURE report).</p>	<p>Electronically and/or hard copy</p>	
<p>Internal financial regulations and delegated authority</p> <p>How the PCC's financial resources are controlled and accounted for.</p>	<p>Electronically and/or hard copy</p>	

Class & Definition	Format	Cost/Charge
<p>WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING</p> <p>Strategic Plans and Local Policing Objectives</p> <p>All policing and crime plans, including the Police and Crime Plan and the Annual Report;</p> <p>Reports on service provision, performance assessments and operational assessments</p> <p>All reports considered at public meetings of the PCC;</p> <p>Reports showing Essex Police performance against the objectives of the Police and Crime Plan</p> <p>We will not publish the contents of reports where this is not in the public interest, for example, because it may prejudice law enforcement or contains commercially confidential information. Where this is the case we may explain what information has been withheld and why.</p> <p>Reports by external inspectors</p> <p>Reports on inspections carried out by external bodies such as Her Majesty's Inspector of Constabulary and the Audit Commission</p> <p>Statistical information provided to the PCC</p> <p>Information about the monitoring and scrutiny role of the PCC including statistical information supplied to the PCC through public meeting arrangements;</p> <p>Reports in respect of performance and statistical information on sickness absence, recruitment and staffing targets, secondments, grievance and employment tribunal cases.</p>	<p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy</p> <p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see part 3 for Publication List)</p>

Class & Definition	Format	Cost/Charge
<p>HOW WE MAKE DECISIONS</p> <p>Schedule of meetings open to the public</p> <p>Advance publication of all our formal public meetings;</p> <p>Details of public consultation events, arrangements for consulting the public and information about dates and venues of any planned public meetings.</p> <p>Agendas and approved minutes</p> <p>Information about how we carry out our work and make decisions through meetings, including agendas and minutes, except information which is exempt under the provisions of the Local Government Act 1972;</p> <p>Background papers for meetings open to the public</p> <p>Agendas and reports, including a list of background papers, to be considered at those meetings, and to be made available a minimum of 5 working days in advance of the meeting, except late papers tabled in accordance with our urgency arrangements or information which is exempt under the provisions of the Local Government Act 1972, for example, because it is commercially sensitive, relates to individual staff or legal proceedings;</p> <p>the names of any regular groups, panels or project boards and their terms of reference.</p> <p>Facts and analyses of facts used for decision making</p> <p>Information supporting the decision making process such as equality impact assessments.</p>	<p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p> <p>Discretionary (see Part three for Publications List)</p>

Class & Definition	Format	Cost/Charge
<p>Public Consultations</p> <p>Information about our arrangements for consulting and engaging in dialogue with local people about policing issues or the work of the PCC, including:</p> <p>our current strategy for engaging in consultation and dialogue with local people;</p> <p>list of forthcoming public meetings;</p> <p>surveys or other consultation or community engagement initiatives we carry out including both with local communities and our own staff;</p> <p>the names of any standing consultative groups or forums administered by the PCC, including any organizations represented on those groups;</p> <p>how the public can provide their views on policing issues or the work of the PCC or Essex Police;</p> <p>the results of our consultation and other initiatives and how we have taken these into account in our work;</p> <p>any current community safety grant schemes we operate, the procedure for applying for a grant and the process and criteria for deciding whether to award a grant;</p>		
<p>OUR POLICIES AND PROCEDURES</p> <p>Policies and procedures for the conduct of the PCC’s business</p> <p>Current Standing Orders, terms of reference, the plan, the Code of Corporate Governance, financial regulations, our delegation arrangements and schemes of delegation, Equality Scheme, Independent Custody</p>	<p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>

Class & Definition	Format	Cost/Charge
<p>Visiting Scheme, Animal Visiting Scheme, our media and communications strategy and other policies in place which have been formally approved and set out the broad principles of our approach to making decisions or dealing with particular aspects of our work, including the procedure for public questions for PCC meetings;</p> <p>Some information in this class may not be published where it is not in the public interest. In these cases, the material will show where information has been withheld and may explain 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.</p> <p>Policies and procedures for the provision of services</p> <p>Details of our Freedom of Information Publication Scheme including any charging policy in relation to the copying and provision of documents</p> <p>Policies and procedures about the employment of staff</p> <p>Additional information to that provided under the 'Staff Structure of the PCC', in so far as the end to end policies relating to our employment of staff including equality information; advertising arrangements, job descriptions, application procedure, short listing, interviewing, vetting and appointment, including initial induction training;</p> <p>information regarding our disciplinary and grievance policy and procedures.</p> <p>Customer Service</p> <p>Information regarding our complaints procedure when the complaint is against the actions of the PCC;</p>	<p>Electronically and/or hard copy and/or website</p> <p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>

Class & Definition	Format	Cost/Charge
<p>information about our complaints procedure when the complaint is about a member of PCC staff or a breach of the Code of Conduct by such;</p> <p>advice on directing the complaint through the ombudsman where circumstances apply;</p> <p>information about our minimum standards for responding to requests for information.</p> <p>Records management and personal data policies</p> <p>Information in respect of security policies, our records retention, destruction and archive policies;</p> <p>our data protection policies</p>	<p>Electronically and/or hard copy</p>	
<p>LISTS AND REGISTERS</p> <p>The register of officers Interests; the Register of Gifts and Hospitality;</p> <p>The Freedom of Information Act Disclosure Log summarises information which has been disclosed following a request under the Freedom of Information Act 2000.</p>	<p>Electronically and/or hard copies and/or website</p>	<p>Discretionary (See Part 3 for Publication List)</p>
<p>SERVICES WE OFFER</p>		
<p>Information about the provision of the PCC's services</p> <p>The PCC's business plan which sets out the service provided by the PCC;</p> <p>information about how the PCC works with other statutory and voluntary partners, for example Community Safety Partnerships and the Essex Criminal Justice Board;</p>	<p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>

Class & Definition	Format	Cost/Charge
<p>Leaflets and Explanatory booklets</p> <p>in support of the Police and Crime Plan and the Annual report, leaflets such as the council tax document, police service standards and various advice and public briefing notices that may be issued from time to time.</p>	<p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>
<p>Media Releases</p> <p>Regular press and media releases published through the PCC website;</p> <p>other publicity material.</p>	<p>Electronically and/or hard copy and/or website</p>	<p>Discretionary (see Part three for Publications List)</p>
<p>Services for which the PCC is entitled to recover a fee, together with those fees</p>	<p>Electronically and/or hard copy</p>	

Part Three

LIST OF PUBLICATIONS

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

Office of the Police and Crime Commissioner for Essex
3 Hoffmanns Way
Chelmsford
CM1 1GU

Telephone: 01245 291600
E-mail pcc@essex.pnn.police.uk

To include the following papers:

TITLE	DESCRIPTION AND DATE PUBLISHED	FORMAT e.g. web format, hard copy	COST	CLASS
Annual Report	Annual Report on performance against the PCC's Policing Plan Gives details of PCC progress against objectives including the performance of Essex Police and the work of partners	Electronically/hard copy Essex Police website	free	What our priorities are and how are we doing
Background papers	Background papers are documents, which relate to the subject matter of a report, disclose any fact or matter on which the report is based and have been relied upon to a material extent in preparing the report but exclude any published work.	Electronically (intra and internet)/hard copy	free	How we make decisions
Calendar of Meetings	Details (dates, times and locations) of PCC's public meetings	Electronically (website) Only lists meetings open to the public	free	How we make decisions
Community Engagement Strategy	Consultation and communication with public & hard to reach groups	Electronically/hard copy	free	How we make decisions
Code of Conduct for PCC	Guidance	Electronically/hard copy	free	Our policies and procedures
Disclosure Log	Summary of FOI requests	Electronically/hard copy	free	Lists and Registers

Animal Visiting Scheme	Procedure, constitution and number of members	Electronically/hard copy	free	Our policies and procedures
PCC Accounts	Statement of Accounts	Hard copy and electronically	free	What we spend and how we spend it
Police and Crime Plan	See Annual Report	Hard copy and electronically (Essex Police website)	free	What are our priorities and how are we doing
PCC Business Plan	The annual business plan	Hard copy and electronically (Essex Police and PCC website)	free	Our policies and procedures
PCC reports to Police and Crime Panel	Reports to Police and Crime Panel	Hard copy and electronically (PCC website)	free	How we make decisions
Collaboration (Essex & Kent)	Associated papers	Hard copy and electronic (website, subject to the security restrictions referred to above) The link to where agendas can be found	free	How we make decisions
Collaboration (Eastern Region)	Constitution Associated Papers	Hard copy and electronic (website, subject to the security restrictions referred to above) The link to where agendas can be found	free	How we make decisions
Agendas and Reports	Current agendas and associated reports of the PCC	Hard copy and electronic (website, subject to the security restrictions referred to	free	How we make decisions

		above) The link to where agendas can be found		
PCC Constitution	Refers to how the PCC conducts business	Hard copy; electronically Website	free	Our policies and procedures
PCC meeting Minutes	Current minutes of PCC meetings	Hard copy and electronic (website) The link to where minutes can be found	free	How we make decisions
Scheme of Delegation	Refers to delegation by the PCC to the chief constable and chief executive (it does not refer to delegation of matters within the chief constable's remit)	Hard copy and electronically	free	Our policies and procedures
PCC & Essex Police Joint Information Sharing Protocol	Defines the protocols governing the working relationship between the PCC and Essex Police	Hard copy and electronically	free	Our policies and procedures
PCC & Police and Crime Panel Joint Information Sharing Protocol	Defines the protocols governing the working relationship between the PCC and the Police and Crime Panel	Hard copy and electronically	free	Our policies and procedures
Financial regulations (including contract standing orders)	PCC financial regulations	Hard copy and electronically	free	What we spend and how we spend it
Freedom of Information Act 2000 Publication Scheme	The scheme sets out the information the PCC routinely makes publicly available	Electronically and hard copy Website	free	Our policies & procedures

PCC Equality Scheme	Equality Scheme	Hard copy and electronically (website)	free	Our policies and procedures
PCC Senior Officers Chief Executive, Treasurer & Deputy PCC	Names, job title; responsibilities; salary (only staff with salary in excess of £58,200)	Hard copies and electronically (website)	free	Who we are and what we do
PCC Record Retention and Disposal policy	Record Retention and Disposal Policy	Hard copy and electronically (website)	free	Our policies and procedures
Health & Safety Policy	PCC Health & Safety Policy	Electronically/hard copy	free	Our policies and procedures
Independent Custody Visitors Scheme	Annual report, procedure, policies	Electronically/hard copy	free	Who we are and what we do
PCC Register of Interests	A register of PCC's interests	To view in the chief executive's office Hard Copy	free	Lists and Registers
Media News Releases	By the PCC, deputy PCC or chief executive	Electronically/hard copy	free	Services we offer