

**OFFICE OF THE POLICE, FIRE AND CRIME COMMISSIONER
FOR ESSEX**

ACCESS TO INFORMATION POLICY

Version Control	Version 5.0	January 2019
Next Review Date	D Horsman	January 2020
Reviewed By	P Brent-Isherwood	January 2019
Reviewed By	D Horsman / A Hook	August 2018
Reviewed By	D Horsman	September 2017
Reviewed By	C Fry	July 2017
Policy owner	D Horsman	
First Published	J Drewett	November 2012

Version history

Version	Date	Reason for review	Comments
1.0	Nov 2012		First publication
1.1	Feb 2016	Update of policy	Minor amendments
2.0	Jul 2017	Update of policy	Minor amendments
3.0	Sept 2018	Rewrite of policy to incorporate GDPR legislation and widen into a Access to Information Policy	Significant rewrite
4.0	Oct 2018	Inclusion of all information within the Specified Information Order	Significant inclusion of additional information in publication scheme
5.0	Jan 2019	Review by the Monitoring Officer	Section added regarding Roles and Responsibilities. Details added regarding sensitive personal information, and requests to rectify, erase or restrict the processing

			<p>of data.</p> <p>Section added relating to requests made under the Environmental Information Regulations 2004.</p> <p>Subject Access Request Form added as Appendix 1.</p>
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CONTENTS

Introduction

Roles and Responsibilities

Part One

The Freedom of Information Act 2000

Freedom of Information Act (Fol) Requests

The Publication Scheme

The Specified Information Order

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018

Subject Access Requests (SARs)

Other Requests relating to your Personal Data

Requests under the Environmental Information Regulations (EIR) 2004

Complaints and Concerns

Part Two - The Publication Scheme

Introduction

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

Part Three - List of publications

Appendix 1 - Subject Access Request Form

Introduction

The Office of the Police, Fire and Crime Commissioner (OPFCC) for Essex is committed to making information available to the public to help you know what the office does, how it works and to help you hold us to account.

This policy explains the legal rights that the public have to access information that the OPFCC holds and how it deals with requests for information.

This policy is supported by the guidance issued by the Information Commissioner's Office (ICO) (available to view at <https://ico.org.uk>) and the principles and practice as set out in the General Data Protection Regulation (GDPR)

This policy will explain how we publish information and your right to request information that isn't currently published. It also outlines how you can make these requests. Your rights with regard to information include:

- **Freedom of Information (FOI) request**

The Freedom of Information Act 2000 provides public access to information held by public authorities.

- **Subject Access Request (SAR)**

You have the right to find out if an organisation is using or storing your personal data. This is called the right of access. You exercise this right by asking for a copy of the data, which is commonly known as making a 'subject access request'.

- **Rectification of data request**

You can challenge the accuracy of personal data held about you by an organisation, and ask for it to be corrected or deleted. This is known as the 'right to rectification'.

- **Erasure request**

You have the right to have personal data erased. The right to erasure is also known as 'the right to be forgotten'.

- **Restriction of processing request**

You have the right to request the restriction or suppression of your personal data. This is not an absolute right and only applies in certain circumstances.

- **Data portability request**

You have the right to obtain and reuse your personal data for your own purposes across different services. Doing this enables you to take advantage of applications and services that can use this data to find you a better deal or help you understand your spending habits. This right only applies to information you have provided to a controller.

Roles and Responsibilities

This policy applies to all staff employed within the Office of the Police, Fire and Crime Commissioner (OPFCC) for Essex, whether permanently or temporarily. All staff have a responsibility to recognise a request for information which falls within the scope of this policy, and to adhere to both the policy and to wider data protection and freedom of information legislation and principles when working with personal and sensitive data during the course of their work. All staff are also responsible for ensuring that information collected and created in the course of their day to day duties is accurate, appropriate and managed in a manner consistent with legislation and regulations and which facilitates efficient retrieval of information.

The policy also applies to all those working on behalf of the OPFCC, including:

- Contractors, sub-contractors and consultants engaged by the OPFCC;
- Volunteers engaged by the OPFCC,
- Employees of partner or subsidiary organisations whilst working or engaged on OPFCC business.

The Chief Executive and Monitoring Officer has overall responsibility for the operation of the Access to Information Policy and the Publication Scheme that is incorporated within it. All staff should be alert to any problems that occur with the security, accuracy or disclosure of information under this policy, and bring any concerns to the attention of the Chief Executive.

Day-to-day responsibility for managing and maintaining the Access to Information Policy and Publication Scheme is held by the Assistant Director (Communications and Public Engagement).

The first point of contact to access information under the rights described above is the Data Protection Officer (DPO). The Data Protection Officer for the OPFCC is the Head of Performance and Scrutiny (Policing and Crime) and can be contacted at the following address:

All of the officers referenced above can be contacted via:

Office of the Police, Fire and Crime Commissioner for Essex
Top Floor
Kelvedon Park
Rivenhall, Witham
Essex
CM8 3HB

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

Part One

The Freedom of Information Act 2000

The Freedom of Information (FOI) 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.

Freedom of Information Act (Fol) Requests

Where information isn't already published you can make a request for the information under the Freedom of Information Act. You can make a request by contacting the Office of the Police, Fire and Crime Commissioner at the following address:

Office of the Police, Fire and Crime Commissioner for Essex
Top Floor
Kelvedon Park
Rivenhall, Witham
Essex
CM8 3HB

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

If asked we are required to:

- Notify the requestor in writing whether the OPFCC holds the information requested, and
- If it is 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).

The Publication Scheme

In the interests of accountability and transparency the Office of the Police, Fire and Crime Commissioner makes a great deal of information publicly available. Much of this information can be accessed via the OPFCC website at www.essex.pfcc.police.uk and is also outlined in the Essex OPFCC Publication Scheme in Part Two of this policy. This includes information on the performance of Essex Police and Essex County Fire and Rescue Service, minutes and papers of boards and committees and all OPFCC policies.

Under the FOI Act 2000 all public authorities must have a Publication Scheme setting out the information they routinely make publicly available and the method by which it will be published. A hard copy of our Publication Scheme or any of the publications contained in our list of publications set out in Part Three may be obtained by contacting:

Office of the Police, Fire and Crime Commissioner for Essex
Top Floor
Kelvedon Park
Rivenhall, Witham
Essex
CM8 3HB

Telephone: 01245 291600

E-mail: pfcc@essex.pnn.police.uk

The Publication Scheme and the publications included in it are provided free of charge either via the website or as a single printed copy. If multiple copies are requested there may be a cost. This will be in line with the cost of providing the requested documents. Charges may also be made for information subject to a charging regime specified by Parliament. If a charge is to be made, the payment due will be confirmed before the information is provided. Payment may be requested prior to provision of the information.

The information covered by the Publication Scheme will not generally include:

- Information the disclosure of which is prevented by law or exempted under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;
- Information in draft form, and
- Information that is no longer readily available.

The Specified Information Order

The Police, Fire and Crime Commissioner also has a statutory duty to publish documents and information set out in the Elected Local Policing Bodies (Specified Information) Order 2011. Following the introduction of Joint Governance of Essex Police and Essex County Fire and Rescue Service in October 2017 this order was amended. These amendments are listed in schedule one of The Fire and Rescue Authority (Police and Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017. The information the OPFCC is required to publish under the Order is included in the Publication Scheme.

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018

The Data Protection Act 2018 sets new standards for protecting general data, in accordance with the GDPR, giving people more control over the use of their data and providing them with new rights to move or delete personal data.

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 give you certain rights to access data that organisations hold about you. It also says those who

record and use personal information must be open about how the information is used and must follow the six principles of 'good information handling'.

The six data protection principles say that an individual's data must be:

Principle 1 - Lawful, fair and transparent

Principle 2 – Specified, explicit, legitimate

Principle 3 – Adequate, relevant and limited to what is necessary.

Principle 4 – Accurate, up to date

Principle 5 – Kept no longer than necessary

Principle 6 – Processed in a secure manner

For the purpose of the GDPR and Data Protection Act 2018, "personally identifiable data" is information that relates to a living identifiable person. The law and other regulations treat some types of personal information (such as information concerning racial or ethnic origin, sexual orientation or religious beliefs) as "special categories". Such information is afforded higher levels of protection and the OPFCC needs to have greater justification for processing it. We may process special categories of information in the following circumstances:

- With the subject's consent;
- Where this is necessary in order to fulfil our legal obligations;
- Where this is needed in the public interest;
- Where this is needed in relation to legal claims;
- Where this is needed to protect the subject's interests (or someone else's), or
- Where the subject has already made the information public.

Subject Access Requests (SARs)

You can request access to the personal data we hold about you by completing, signing and returning the Subject Access Request Form attached at Appendix 1, along with a copy of the identification documents detailed on the form. If you are unable to print the form, we can send one out to you on request.

Alternatively, you may write to:

Office of the Police, Fire and Crime Commissioner for Essex
Top Floor
Kelvedon Park
Rivenhall, Witham
Essex
CM8 3HB

E-mail: pfcc@essex.pnn.police.uk

Please state what information you need and provide enough detail for us to be able to locate this information. Please also provide proof of identification, as specified on the Subject Access Request Form.

It is possible to make a verbal request (either by attending our offices or telephoning 01245 291600) but you will still need to provide us with all relevant information to enable us to

process your request as well as proof of your identity before we can proceed. It is important that we are able to verify your identity as the requestor if we are to provide this information safely and safeguard you against criminal activities, including illicit access to your information.

Where subject access is requested, we will provide the information we hold within 40 calendar days of receiving the request.

Some exemptions exist to prevent us disclosing personal information to you in certain circumstances. These include:

- The prevention and detection of crime
- The apprehension and prosecution of offenders
- The interest of national security

Other Requests relating to your Personal Data

You have the right to request rectification of any personal information we hold about you that you believe is inaccurate, out of date or incomplete. If you exercise this right, the OPFCC will take reasonable steps to check the accuracy of the data it holds and, if appropriate, correct and / or complete this.

You also have the right to object to our use of the personal information we hold about you in certain circumstances, and to ask us to stop using your information. You can also request that we restrict the use of your personal information where there is a dispute in relation to the accuracy or processing of the information. Where such a restriction is applied, the OPFCC will notify the data subject before lifting it.

Finally, if you feel that we should no longer be using your personal information, you can request that we erase the information we hold about you. Erasure requests are likely to be valid if:

- The data is no longer needed for the purpose for which it was originally collected;
- Consent to process the data has been withdrawn;
- The OPFCC has no proportionate, legitimate interest in processing the data;
- The data is being unlawfully processed, and / or
- There is a legal obligation to erase the data.

When we receive such a request, we will immediately restrict processing pending our decision as to whether to cease or continue this. Once this decision is made, we will confirm whether the personal information we hold about you has been deleted, or tell you the reason why we cannot do so. There may be legal reasons why we need to retain your personal information.

To exercise any of the above rights, please contact:

Office of the Police, Fire and Crime Commissioner for Essex
Top Floor
Kelvedon Park
Rivenhall, Witham

Essex
CM8 3HB

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

Requests under the Environmental Information Regulations (EIR) 2004

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

Office of the Police, Fire and Crime Commissioner for Essex
Top Floor
Kelvedon Park
Rivenhall, Witham
Essex
CM8 3HB

E-mail: pfcc@essex.pnn.police.uk

The OPFCC is obliged to respond to EIR requests within 20 working days, or within 40 working days if the request is complex or voluminous.

Wherever possible, information requested under the EIR will be provided free of charge, however the OPFCC is entitled to make a charge it considers "reasonable" for providing copies of requested information. The principles applied will generally be the same as those applied in relation to Freedom of Information requests. Requestors will be advised of any charges payable on receipt of their request by the OPFCC.

There are certain categories of information which the OPFCC may not be obliged to disclose if they fall within the exemptions set out within the EIR.

Complaints and Concerns

If you believe that your request has not been dealt with properly, you may raise this with us by contacting or visiting:

Office of the Police, Fire and Crime Commissioner for Essex
Top Floor
Kelvedon Park
Rivenhall, Witham
Essex
CM8 3HB

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

Complaints will be acknowledged within five working days and the OPFCC aims to resolve complaints within 20 working days of receipt.

If you remain dissatisfied with the response received, an internal review may be requested. We aim to complete internal reviews and respond within 20 working days of receipt of the request for review. In some circumstances (for example, where the matter is particularly complex), the review may take longer. The requestor will be kept informed if it is anticipated that the review will take more than 20 working days.

If the internal review concludes that information requested that was initially withheld should be disclosed to you, the relevant information will be provided as soon as is reasonably practicable and you will be advised as to how long it is anticipated this will take.

If you are not satisfied with the outcome of the internal review, you may write to the Information Commissioner, who is appointed to consider such complaints at:

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

The Information Commissioner is empowered to assess whether there has been a failure to comply with the GDPR, the Data Protection Act and / or the Freedom of Information Act.

In the case of Freedom of Information Act Requests you should raise your concern to the OPFCC in the first instance.

Part Two – The Publication Scheme

Introduction

We aim to publish as much information as possible about our work, 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, fire and rescue services because information is commercially sensitive, or because it contains information exempt under the Data Protection Act 2018 or the Local Government Act 1972. Where this is the case we may explain what information has been withheld and why.

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

Classes of information:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how are we doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and Registers.
7. Services we offer.

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

Class & Definition
WHO WE ARE AND WHAT WE DO Role and responsibilities of the OPFCC for Essex Information published by the PFCC which explains our role and statutory responsibilities, including the appointment of the Chief Constable and Chief Fire Officer; details of our governance structure; information about the structure of the Independent Custody Visiting Scheme and

Class & Definition

details of the scheme.

Staff structure of the OPFCC

Basic information about our staff structure, including a brief outline of responsibilities and a chart setting out the structure in diagrammatic form;

details of statutory roles, for example with regard to the Chief Executive and Section 151 Officer;

information as to any arrangements for use by the Commissioner of the staff of the Chief Constable of Essex Police or of a local authority under either the duty of the chief officer of the police force to provide assistance to the Commissioner to discharge his / her functions and / or the power of a local authority to provide administrative, professional or technical services to the Commissioner under section 1(1) of the Local Authorities (Goods and Services) Act 1970.

Contact Information

The central contact details for general enquiries

Other Appointments

Independent Custody Visiting information including the application process and custody visiting policy;

Working arrangements;

Chief Constable and Chief Fire Officer appointments.

Partnerships

Details of our partnership plans including those relating to community safety in the areas within Essex where the PFCC is a responsible authority in terms of the Crime and Disorder Act 1998.

We also make available documents in respect of other partnerships on which the PFCC sits such as the Essex Criminal Justice Board or explain where those documents are available.

WHAT WE SPEND AND HOW WE SPEND IT

Summary of revenue and capital estimates of the PFCC

The spending plans for each financial year for the OPFCC, Essex Police and Essex County Fire and Rescue Service, including the council tax level for that year and any anticipated sources of revenue other than the precept.

Class & Definition

Annual Statements of Accounts

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.

Council Tax

A summary of spending plans, government grants and current tax levels for each financial year.

Medium Term Financial Strategy

The OPFCC's overall spending plans and funding sources for the medium term (3 – 5 years).

Expenses and allowances paid to senior employed staff

The current scheme of allowances and expenses for approved duties of the PFCC and senior staff of the Office of the PFCC.

Annual Audit Letter

The report of the external auditor to the PFCC, setting out the auditors' key findings and any recommendations

Internal financial regulations and delegated authority

How the PFCC's financial resources are controlled and accounted for

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Strategic Plans and Local Objectives

All policing and crime and Fire and Rescue plans, including the Police and Crime Plan, Fire and Rescue Plan, the Annual Report, and the Fire Statement;

Reports on service provision, performance assessments and operational assessments

All reports considered at public meetings of the PFCC;

Reports showing Essex Police and Essex County Fire and Rescue Service performance against the objectives of the Police and Crime Plan and Fire and Rescue Plan.

Reports by external inspectors

Reports on inspections carried out by external bodies such as Her Majesty's Inspector

Class & Definition

of Constabulary and Fire and Rescue Services (HMICFRS)

Statistical information provided to the PFCC

Information about the monitoring and scrutiny role of the PFCC including statistical information supplied to the PFCC through public meeting arrangements;

Reports in respect of performance and statistical information on sickness absence, recruitment and staffing targets, secondments, grievance and employment tribunal cases. No information will be made available that may make an individual personally identifiable.

HOW WE MAKE DECISIONS

Schedule of meetings open to the public

Advance publication of all our formal public meetings;

Details of public consultation events, arrangements for consulting the public and information about dates and venues of any planned public meetings.

Agendas and approved minutes

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

Background papers for meetings open to the public

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; the names of any regular groups, panels or project boards and their terms of reference.

Facts and analyses of facts used for decision making

Information supporting the decision making process such as equality impact assessments.

Public Consultations

Information about our arrangements for consulting and engaging in dialogue with local people about policing and fire and rescue issues or the wider work of the PFCC, including:

our current strategy for engaging in consultation and dialogue with local people;

Class & Definition

surveys or other consultation or community engagement initiatives we carry out including both with local communities and our own staff;

the names of any standing consultative groups or forums administered by the PFCC, including any organisations represented on those groups;

how the public can provide their views on policing and fire and rescue issues or the wider work of the PFCC, Essex Police or Essex County Fire and Rescue Service;

the results of our consultation and other initiatives and how we have taken these into account in our work;

any current community safety grant schemes we operate, grants made, the procedure for applying and the process and criteria for deciding whether to award a grant.

OUR POLICIES AND PROCEDURES

Policies and procedures for the conduct of the PFCC's business

The Constitutions, our delegation arrangements and schemes of delegation, Independent Custody Visiting Scheme, 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

Policies and procedures for the provision of services

Details of our Freedom of Information Publication Scheme including any charging policy in relation to the copying and provision of documents

Policies and procedures about the employment of staff

Additional information to that provided under the 'Staff Structure of the PFCC', including equality information.

Customer Service

Information regarding our complaints procedure and whistleblowing policy when the complaint is against the actions of the Chief Constable or the Chief Fire Officer;

Information regarding Essex Police's and Essex County Fire and Rescue Service's complaints processes;

Information regarding our complaints procedure when the complaint is against the actions of the PFCC;

Information about our complaints procedure when the complaint is about a member of PFCC staff or a breach of the Code of Conduct by such;

Advice on directing the complaint through the Ombudsman where certain

Class & Definition

circumstances apply;

Information about our minimum standards for responding to requests for information.

Records management and personal data policies

Information in respect of security policies, our records retention, destruction and archive policies;

our data protection policies

LISTS AND REGISTERS

The Register of Interests;

The Register of Gifts and Hospitality;

The Freedom of Information Act Disclosure Log summarises information which has been disclosed following a request under the Freedom of Information Act 2000.

SERVICES WE OFFER

Information about the provision of the PFCC's services

The PFCC's business plan which sets out the service provided by the PFCC;

information about how the PFCC works with other statutory and voluntary partners, for example Community Safety Partnerships and the Essex Criminal Justice Board

Leaflets and Explanatory Booklets

In support of the Police and Crime Plan, Fire and Rescue Plan and the Annual Report and Fire Statement, leaflets such as the council tax document, police and fire and rescue service standards and various advice and public briefing notices that may be issued from time to time.

Media Releases

Regular press and media releases published through the PFCC website;

Other publicity material.

Services for which the PFCC is entitled to recover a fee

(Please note: all information is available electronically, in hard copy format and on the OPFCC website unless noted. Any cost or charge for information is discretionary (see Part Three for the Publications List), unless the information specified is subject to a charging regime specified by Parliament).

Part Three - List of Publications

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

Office of the Police, Fire and Crime Commissioner for Essex
 Top Floor
 Kelvedon Park
 Rivenhall, Witham
 Essex
 CM8 3HB
 Telephone: 01245 291600
 E-mail pfcc@essex.pnn.police.uk

To include the following papers:

TITLE	DESCRIPTION	FORMAT	CLASS
PFCC Group Annual Report	Annual Report on performance against the PFCC's Police and Crime Plan. Gives details of PFCC progress against objectives including the performance of Essex Police and the work of partners http://www.essex.pfcc.police.uk/police-and-crime-plan/annual-report/	Electronic / hard copy / Essex Police website	What our priorities are and how are we doing
PFCC Fire and Rescue Authority Fire Statement / Annual Report	Fire Statement / Annual Report on performance against the PFCC's Fire and Rescue Plan. Gives details of progress against objectives including the performance of Essex County Fire and Rescue Service. http://www.essex.pfcc.police.uk/wp-content/uploads/2018/12/Fire-and-Rescue-Annual-Report-2017-2018-FINAL.pdf	Electronic / hard copy / Essex County Fire and Rescue Service website	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. http://www.essex.pfcc.police.uk/finance-reporting/	Electronic / hard copy	How we make decisions

TITLE	DESCRIPTION	FORMAT	CLASS
Calendar of Meetings	Details (dates, times and locations) of the PFCC's public meetings http://www.essex.pfcc.police.uk/events/	Electronic. Website lists public meetings only	How we make decisions
Community Engagement Strategy	Charter, principles and outcome of engagement activity http://www.essex.pfcc.police.uk/engaging-with-essex/	Electronic / hard copy	How we make decisions
Complaints against the PFCC	The number of complaints that have been brought to the attention of the relevant officer holder by the Police, Fire and Crime Panel http://www.essex.pfcc.police.uk/complaints-and-complaints/	Electronic / hard copy	Our policies and procedures
Complaints process	Explanation of how complaints against the Chief Fire Officer and Chief Constable will be handled and directions for complaints against Essex Police and Essex County Fire and Rescue Service. http://www.essex.pfcc.police.uk/complaints-and-complaints/	Electronic / hard copy	Our policies and procedures
Codes of Conduct	Guidance: http://www.essex.pfcc.police.uk/our-team/ethics-integrity-framework/ Staff Code of Conduct: http://www.essex.pfcc.police.uk/our-team/ethics-integrity-framework/	Electronic / hard copy	Our policies and procedures
Disclosure Log	Summary of FOI requests http://www.essex.pfcc.police.uk/reporting/freedom-of-information/	Electronic / hard copy	Lists and Registers
Dog Welfare Visitor Scheme	Overview of programme and contact details http://www.essex.pfcc.police.uk/giving-you-a-voice/dog-welfare-lay-visiting/	Electronic / hard copy	Our policies and procedures

TITLE	DESCRIPTION	FORMAT	CLASS
PFCC Accounts (including PFCCFRA)	Statement of Accounts http://www.essex.pfcc.police.uk/reporting/statement-of-accounts/	Electronic / hard copy	What we spend & how we spend it
Police and Crime Plan	See Annual Report http://www.essex.pfcc.police.uk/police-and-crime-plan/police-and-crime-plan/	Electronic / hard copy / Essex Police website	What are our priorities and how are we doing
Fire and Rescue Plan	To be added once published	Electronic / hard copy	What are our priorities and how are we doing
Integrated Risk Management Plan	http://www.essex-fire.gov.uk/About_Us/IRMP_2016-2020/	Electronic / hard copy / Essex County Fire and Rescue Service website	What are our priorities and how are we doing
PFCC reports to the Police, Fire and Crime Panel	Reports to the Police, Fire and Crime Panel http://www.essex.pfcc.police.uk/our-role/police-crime-panel/ https://cmis.essexcc.gov.uk/Essexcmis5/Committees/tabid/94/ctl/ViewCMIS_CommitteeDetails/mid/483/id/127/Default.aspx	Electronic / hard copy / PFCC website	How we make decisions
Agendas and Reports	Current agendas and associated reports of the PFCC http://www.essex.pfcc.police.uk/finance-reporting/boards/	Electronic / hard copy / PFCC website (subject to security restrictions)	How we make decisions
PFCC Constitutions	Refers to how the OPFCC conducts business Police and Crime: http://www.essex.pfcc.police.uk/finance-reporting/publications/	Electronic / hard copy / PFCC website	Our policies and procedures

TITLE	DESCRIPTION	FORMAT	CLASS
	Fire and Rescue: https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf		
PFCC Meeting Minutes	Minutes of PFCC meetings http://www.essex.pfcc.police.uk/finance-reporting/	Electronic / hard copy / PFCC website	How we make decisions
Scheme of Delegation	Refers to delegation by the PFCC to the chief constable and chief executive (it does not refer to delegation of matters within the Chief Constable's remit) http://www.essex.pfcc.police.uk/finance-reporting/publications/	Electronic / hard copy	Our policies and procedures
PFCC & Essex Police Joint Information Sharing Protocol	Defines the protocols governing the working relationship between the PFCC and Essex Police. This is within the Constitution. http://www.essex.pfcc.police.uk/finance-reporting/publications/	Electronic / hard copy	Our policies and procedures
PFCC & Essex County Fire and Rescue Service Joint Information Sharing Protocol	Defines the protocols governing the working relationship between the PFCC and ECFRS. This is within the Constitution. https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf	Electronic / hard copy	Our policies and procedures
PFCC & Police, Fire and Crime Panel Joint Information Sharing Protocol	Defines the protocols governing the working relationship between the PFCC and the Police and Crime Panel. This is within the Constitutions http://www.essex.pfcc.police.uk/finance-reporting/publications/ https://www.essex.pfcc.police.uk/wp-content/uploads/2017/09/PFCC-FRA-Constitution-v1.7-1.pdf	Electronic / hard copy	Our policies and procedures

TITLE	DESCRIPTION	FORMAT	CLASS
Financial regulations (inc. contract standing orders)	PFCC financial regulations http://www.essex.pfcc.police.uk/finance-reporting/publications/	Electronic / hard copy	What we spend and how we spend it
Freedom of Information Act 2000 Publication Scheme	The scheme sets out the information the PFCC routinely makes publicly available http://www.essex.pfcc.police.uk/reporting/freedom-of-information/	Electronic / hard copy / website	Our policies & procedures
PFCC and DPFCC details	Names, contact details and salaries http://www.essex.pfcc.police.uk/our-team/pfcc-dpfcc/ http://www.essex.pfcc.police.uk/contact-us/	Electronic / hard copy / website	Who we are and what we do
PFCC Senior Officers including Monitoring Officer and Section 151 Officer	Names; job title; responsibilities; salary (only staff with salary in excess of £58,200) http://www.essex.pfcc.police.uk/our-team/	Electronic / hard copy / website	Who we are and what we do
PFCC Record Retention and Disposal Policy	Record Retention and Disposal Policy http://www.essex.pfcc.police.uk/finance-reporting/publications/	Electronic / hard copy / website	Our policies and procedures
Health & Safety Policy	PFCC Health & Safety Policy http://www.essex.pfcc.police.uk/finance-reporting/publications/	Electronic / hard copy	Our policies and procedures
Independent Custody Visitors Scheme	Annual report, procedure, policies http://www.essex.pfcc.police.uk/giving-you-a-voice/independent-custody-visiting/	Electronic / hard copy	Who we are and what we do
PFCC Register of Interests,	A register of the PFCC's interests, expenses and allowances	To view in the Chief	Lists and Registers

TITLE	DESCRIPTION	FORMAT	CLASS
expenses and allowances	http://www.essex.pfcc.police.uk/finance/dis-closable-interests/	Executive's office Hard Copy	
Media/News Releases	http://www.essex.pfcc.police.uk/news/	Electronic / hard copy	Services we offer
Location of police stations and opening hours	List of police stations, addresses and opening hours https://www.essex.police.uk/contact-us/police-stations/	Electronic (Essex Police website)	What we are and what we do
Asset and information registers	Essex Police Property Portfolio http://www.essex.pfcc.police.uk/finance/items-of-expenditure/	Electronic	Lists and registers
Asset and information registers	Essex County Fire and Rescue Service Property Portfolio http://www.essex.pfcc.police.uk/finance/items-of-expenditure/	Electronic	Lists and registers
Contracts	All contracts to which the Commissioner is a party http://www.essex.pfcc.police.uk/finance/items-of-expenditure/	Electronic	What we spend and how we spend it
Contracts currently being tendered with a value over £10K	All procurement tenders over £10,000 for both Essex Police and Essex County Fire and Rescue Service http://www.essex.pfcc.police.uk/finance/items-of-expenditure/	Electronic	What we spend and how we spend it
Organisation information	Staff numbers and the proportion who are women, members of an ethnic minority, and who have a disability. Organisational Structure chart http://www.essex.pfcc.police.uk/our-team/	Electronic	What we spend and how we spend it
ECFRS organisation	Staff numbers and the proportion who are women, members of an ethnic minority,	Electronic	What we spend and how we

TITLE	DESCRIPTION	FORMAT	CLASS
information	and who have a disability http://www.essex-fire.gov.uk/About_Us/Our_Information_and_Data/		spend it
Details of overt CCTV surveillance cameras	List of ANPR cameras/process for putting in place https://www.essex.police.uk/about-us/anpr/	Electronic	Lists and registers
Decisions	Details of all decisions with a significant public interest taken by the PFCC, and description of the purpose of the decision. http://www.essex.pfcc.police.uk/finance-reporting/decision-making-fire-rescue/ http://www.essex.pfcc.police.uk/decision-making/	Electronic	How we make decisions
Decision Making Policy	Policy for making decisions http://www.essex.pfcc.police.uk/wp-content/uploads/2018/09/2018-Decision-Making-Policy-v3.pdf	Electronic	How we make decisions
Expenditure over £500	All items of expenditure over £500 by Essex County Fire and Rescue Service http://www.transparency.essex-fire.gov.uk/invoices/ All items of expenditure over £500 by Essex Police http://www.essex.pfcc.police.uk/finance/items-of-expenditure/	Electronic	What we spend and how we spend it
Treasury Management Strategy	Annual investment strategy http://www.essex.pfcc.police.uk/finance/items-of-expenditure/	Electronic	What we spend and how we spend it