

GUIDE TO INFORMATION

The West Yorkshire Police Authority is an independent body made up of local people. It is our job to ensure that there is an efficient and effective police force for West Yorkshire and to make sure that the Chief Constable and Force are accountable to you in carrying out their responsibilities and serving our communities.

Under the Freedom of Information Act all Police Authorities, including West Yorkshire, must have a publication scheme setting out information we routinely make publicly available. Our scheme is approved by the Information Commissioner and:

- sets out the classes of information which we publish or intend to publish
- says how we will publish the information in each class
- says if we will provide the information free or charge for it

The purpose of our publication scheme is to let you know what information is readily available from us without you needing to ask for it. By readily available we mean that the information is available on our website or can be obtained from us if you request it by letter, e-mail or telephone call.

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.

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.

West Yorkshire Police Authority publishes, or intends to publish, information under the following classes:

- who we are and what we do
- what we spend and how we spend it
- what our priorities are and how we are doing
- how we make decisions
- our policies and procedures
- lists and registers
- the services we offer

Who we are and what we do			
Information	Website location	Format	Charge
Role and statutory responsibilities	<i>What we do</i>	wypa.org & hard copy	Free of charge single copies
Members of the Authority – names, pen portraits and monitoring data	<i>Our members</i>	wypa.org & hard copy	Free of charge single copies
Appointment of members	<i>Our members How members are appointed</i>	wypa.org & hard copy	Free of charge single copies
Members attendance records	<i>Our publications – Annual Report section 1</i>	wypa.org & hard copy	Free of charge single copies
Membership of Standards Committee	<i>Our members How members are appointed</i>	wypa.org & hard copy	Free of charge single copies
Membership of the Selection Panel	<i>How we work Police Authority minutes 27.6.08, item 19</i>	wypa.org & hard copy	Free of charge single copies
Committee structure	<i>How we work</i>	wypa.org & hard copy	Free of charge single copies
Departmental structure	<i>Our staff</i>	wypa.org & hard copy	Free of charge single copies
Independent Custody Visiting Scheme	<i>Custody Visiting</i>	wypa.org & hard copy	Free of charge single copies
Staff structure and responsibilities	<i>Our staff</i>	wypa.org & hard copy	Free of charge single copies
Contact details of staff	<i>Our staff</i>	wypa.org & hard copy	Free of charge single copies
Contact details for the Authority	<i>Contact us</i>	wypa.org & hard copy	Free of charge single copies
Geographical contacts	<i>What we do County profile</i>	wypa.org & hard copy	Free of charge single copies
Member appointments	<i>Our members How members are appointed Home Office guidance How we work Police Authority minutes, 12.10.07</i>	wypa.org & hard copy	Free of charge single copies
Independent Custody Visitor appointments	<i>Custody Visiting About the Scheme</i>	wypa.org & hard copy	Free of charge single copies
Chief Officer appointments	<i>Our staff</i>	wypa.org & hard copy	Free of charge single copies
Other appointments – Independent Members of Standards Committee - Independent Members of Misconduct Panels	<i>How we work Police Authority minutes, 5.5.08 Complaints & Litigation Sub-Committee minutes, 19.3.04</i>	wypa.org & hard copy	Free of charge single copies

What we spend and how we spend it			
Information	Website location	Format	Charge
Summary of revenue budget estimates	<i>How we work Police Authority minutes, Feb of each year</i>	wypa.org & hard copy	Free of charge single copies
Annual statement of accounts	<i>Our publications Annual Report</i>	wypa.org & hard copy	Free of charge single copies
Budgets set for the Force	<i>How we work Police Authority minutes, Feb of each year</i>	wypa.org & hard copy	Free of charge single copies
Expenses & allowances paid to Members and senior employed staff	<i>Our members How members are appointed Our Publications Annual Report</i>	wypa.org & hard copy	Free of charge single copies
Annual Audit Letter	<i>Finance Annual Audit Letter</i>	wypa.org & hard copy	Free of charge single copies
Financial Audit Reports - PURE	<i>How we work Finance & Audit Committee minutes 7.9.07</i>	wypa.org & hard copy	Free of charge single copies
Internal financial regulations and delegated authority	<i>Our Policies & Procedures</i>	wypa.org & hard copy	Free of charge single copies

What our priorities are and how we are doing			
Information	Website location	Format	Charge
Policing plan	<i>Our Publications</i>	wypa.org & hard copy	Free of charge single copies
Force performance reports	<i>How we work Strategic Planning & Performance Committee minutes</i>	wypa.org & hard copy	Free of charge single copies
External inspection reports: HMIC Audit Commission NPIA	<i>How we work Finance & Audit Committee minutes 7.9.07</i>	wypa.org & hard copy	Free of charge single copies
Statistical information: Performance reports HR statistics	<i>How we work Strategic Planning & Performance Human Resources Committee minutes</i>	wypa.org & hard copy	Free of charge single copies

How we make decisions			
Information	Website location	Format	Charge
Committee meetings schedule	<i>How we work Calendar of meetings Involving our Communities Forthcoming</i>	wypa.org & hard copy	Free of charge single copies

	<i>consultation events</i>		
Committee terms of reference	<i>How we work Committee structure</i>	wypa.org & hard copy	Free of charge single copies
Standing orders	<i>Our Policies & Procedures</i>	wypa.org & hard copy	Free of charge single copies
Agendas and approved minutes	<i>How we work Committee meetings agendas, reports & minutes</i>	wypa.org & hard copy	Free of charge single copies
Consultation meetings schedule	<i>Involving our Communities Forthcoming consultation events</i>	wypa.org & hard copy	Free of charge single copies
Background papers for public meetings	<i>How we work Committee meetings agendas, reports & minutes</i>	wypa.org & hard copy	Free of charge single copies
Equality impact assessments	<i>Equality & Diversity Equality impact assessments</i>	wypa.org & hard copy	Free of charge single copies
Engagement strategy	<i>Involving our Communities Community Engagement Strategy & Action Plans</i>	wypa.org & hard copy	Free of charge single copies

Our policies and procedures

Information	Website location	Format	Charge
Standing Orders	<i>Our policies & procedures</i>	wypa.org & hard copy	Free of charge single copies
Terms of reference	<i>How we work Committee structure</i>	wypa.org & hard copy	Free of charge single copies
Code of Corporate Governance	<i>How we work Code of Corporate Governance</i>	wypa.org & hard copy	Free of charge single copies
Financial Regulations	<i>Our policies & procedures</i>	wypa.org & hard copy	Free of charge single copies
Delegation to Officers	<i>Our policies & procedures</i>	wypa.org & hard copy	Free of charge single copies
Officer/Member protocol	<i>Our policies & procedures</i>	wypa.org & hard copy	Free of charge single copies
Equality Scheme	<i>Equality & Diversity Equality Scheme</i>	wypa.org & hard copy	Free of charge single copies
Authority Business Plan	<i>How we work Business Plan</i>	wypa.org & hard copy	Free of charge single copies
Freedom of Information Publication Scheme	<i>Freedom of Information</i>	wypa.org & hard copy	Free of charge single copies
Employment policies & procedures	<i>Our policies & procedures</i>	wypa.org & hard copy	Free of charge single copies
Complaints procedure	<i>Our policies & procedures</i>	wypa.org & hard copy	Free of charge single copies
Record retention policies	<i>Our policies & procedures</i>	wypa.org & hard copy	Free of charge single copies

Lists & Registers

Information	Website location	Format	Charge
Register of Members' Interests	<i>Hard copy only – contact the Police</i>	hard copy	Free of charge single copies

	<i>Authority</i>		
Register of Gifts & Hospitality	<i>Hard copy only – contact the Police Authority</i>	hard copy	Free of charge single copies
Freedom of Information Disclosure Log	<i>Freedom of Information</i>	wypa.org & hard copy	Free of charge single copies

Services we offer			
Information	Website location	Format	Charge
Publications	<i>Publications</i>	wypa.org & hard copy	Free of charge single copies
Press Releases	<i>Press Releases</i>	wypa.org & hard copy	Free of charge single copies

Contacting West Yorkshire Police Authority

If you wish to obtain a hard copy of our Publication Scheme or any of the publications or documents it refers to you may write to, e-mail or telephone us at:

West Yorkshire Police Authority
 Ploughland House
 62 George Street
 Wakefield
 WF1 1DL

Telephone: 01924 294000
 Fax: 01924 294008
 E-mail: ed@wypa.pnn.police.uk

Our website also contains a copy of the Publication Scheme and associated documents at www.wypa.org

Charges

We will make no charge for documents downloaded from our website, although you will have to meet any charges made by your Internet service provider and/or telephone company as well as any personal costs for printing, photocopying etc.

If you do not have 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.

Requests for multiple copies of publications or multiple printouts from our website will attract a charge. The cost will be restricted to the photocopying and postage costs which we will incur. We will let you know the cost when we receive your request. The charge will be payable in advance.

If a publication attracts a charge, this will be indicated in the publication scheme.

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.

West Yorkshire Police Authority Copyright Material

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 West Yorkshire Police Authority logo is also copyrighted and may not be reproduced other than as it appears on copied material.

Other Copyrighted 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. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

Freedom of Information Act

If you wish to have access to information which is not included in our publication scheme you can make a request, in writing, to the Police Authority under the Freedom of Information Act.

The Freedom of Information Act 2000 gives you a right of access to recorded information held by the Police Authority, subject to certain exemptions.

When we receive your request we will:

- 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

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).

Requests for Personal Information

Under the Data Protection Act 1998, you already have a statutory right to have access to personal data we hold about you on computer or in a structured manual file (i.e. on paper). You also have the right to expect us, as the data controller, to ensure that data is:

- processed fairly and lawfully
- obtained for specific and lawful purposes
- adequate, relevant and not excessive
- accurate and where necessary kept up to date
- not kept for longer than is necessary
- processed in accordance with the rights of the data subject

- kept secure
- not transferred abroad unless to countries with adequate data protection laws.

For the purposes of the 1998 Act, “personal data” is information that relates to a living identifiable person. The person or organisation who controls the purpose and manner in which data is processed is the “data controller”. More information on the Data Protection Act can be found on the website of the Information Commissioner www.informationcommissioner.gov.uk or from the address given below.

Information where West Yorkshire Police Authority is the Data Controller

Where we are 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

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.

If you wish to apply for access to your personal data, known as “a subject access request”, you should write to us at the above address. A fee of £10 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.

If you consider that a request by you for access to your personal data has not been dealt with properly, you may:

- write to us at the above address seeking resolution of your complaint.
- write to the Information Commissioner, who is appointed to consider such complaints at:

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

The Information Commissioner is empowered to assess whether there has been a failure to comply with the 1998 Act. The Commissioner can issue enforcement proceedings if satisfied that there has been a contravention of the data protection principles. The Commissioner can also recommend that you apply to court alleging a failure to comply with the subject access provisions of the 1998 Act. The court may make an order requiring compliance with those provisions and may also award compensation for any damages you have suffered as well as any associated distress.

Information where West Yorkshire Police Authority is not the “Data Controller”

In many cases, it is the police and not the police authority that hold personal information. The Police National Computer includes information on prosecutions, convictions and cautions. Chief Officers of Police are the “data controllers” for this information and not West Yorkshire Police Authority.

You have the right to be told by a Chief Officer whether any information is held about you on the Police National Computer and a right to a copy of that information. The Chief Officer will give that information if he is satisfied as to your identity 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 your subject access rights to PNC information. In the case of West Yorkshire Police you should contact: -

West Yorkshire Police Force
Data Protection Office
PO Box 9
Wakefield
WF1 3QP
Telephone: 01924 293604

Or alternatively, you can visit the Help Desk of any West Yorkshire Police Station.

Requests under the Environmental Information Regulations

If you wish to make a request for information under the Environmental Information Regulations (EIR), you should write to:

Chief Executive and Solicitor
West Yorkshire Police Authority
Ploughland House
62 George Street
Wakefield
WF1 1DL

Telephone: 01924 294000
Fax: 01924 294008
E-mail: ed@wypa.pnn.police.uk

Comments about the Publication Scheme

If you have any comments on our Publication Scheme or feel that the Scheme could be improved, you should write, in the first instance to:

Julie Reid
West Yorkshire Police Authority
Ploughland House
62 George Street
Wakefield
WF1 1DL

Telephone: 01924 294000
Fax: 01924 294008
E-mail: jr1@wypa.pnn.police.uk

Complaints about the Publication Scheme

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

Chief Executive and Solicitor
West Yorkshire Police Authority
Ploughland House
62 George Street
Wakefield
WF1 1DL

Telephone: 01924 294000
Fax: 01924 294008
E-mail: ed@wypa.pnn.police.uk

We aim to deal with your complaint within 10 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. We aim to complete an internal review and respond to you within a further 10 working days.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner.

Review of the West Yorkshire Police Authority Publication Scheme

We will review our Publication Scheme annually.

Availability of this scheme in other languages and formats

If you require this publication scheme in another language or format please contact:

Julie Reid
West Yorkshire Police Authority
Ploughland House
62 George Street
Wakefield
WF1 1DL

Tel 01924 294000
Fax: 01924 294008
E-mail: jr1@wypa.pnn.police.uk