

Classes of Information

Class of Information	Definition	Information Available	Information Format	Web Link (if applicable)	Update	Cost / Charge
Who we are and what we do	Organisational Information, locations and contacts, constitutional and legal governance (Note: 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 under the Data Protection Act 1998)	<ul style="list-style-type: none"> • Role and Statutory Responsibilities of the Authority 	Available on Website – About the Authority page	About the Authority	Current information only will be published	As detailed in scheme
		<ul style="list-style-type: none"> • Membership and Member Profiles 	Available on Website - About the Authority/Members section	About the Authority /Members	Current membership Information will only be published Past years details available on request	As detailed in scheme
		<ul style="list-style-type: none"> • Member Attendance Records 	Hard Copy	N/A	Details available on request	As detailed in scheme

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Who we are and what we do (contd.../)	Organisational Information, locations and contacts, constitutional and legal governance	<ul style="list-style-type: none"> Details of the Authority's officers, including the Chief Executive, Deputy Chief Executive and Treasurer 	Available on Website - Contact Us section	Contact Us	Current post-holders information only will be listed	As detailed in scheme
		<ul style="list-style-type: none"> Details of the Constabulary's Chief Officer Team appointed by the Authority 	Available on Website - Useful Links section	Norfolk Constabulary	Current post-holders information only will be listed	As detailed in scheme
		<ul style="list-style-type: none"> Basic staff structure of the Chief Executive's Office including Administrative Support 	Available on Website – About the Authority – Chief Executives Office Section	About the Authority / Chief Executives Office	Current staff structure only will be published	As detailed in scheme
		<ul style="list-style-type: none"> Geographical area covered by Norfolk Police Authority/Norfolk Constabulary 	Available on Norfolk Constabulary Website – My Neighbourhood	My Neighbourhood	Current area chart only will be published	As detailed in scheme

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Who we are and what we do (contd.../)	Organisational Information, locations and contacts, constitutional and legal governance	<ul style="list-style-type: none"> • Independent Custody Visiting Scheme: • Appointment of Independent Custody Visitors and details of the scheme, how to apply, etc • Overview reports produced for the Authority on the outputs from independent custody visiting • The results of the regular assessments undertaken by the Authority on the operation of the scheme and its effectiveness • Any performance monitoring data or statistics relating to the operation of the scheme reported to the Authority 	<p>Available on Website - Independent Custody Visiting section</p> <p>Available via Custody Visitor Committee agenda papers - on Website - About the Authority/Meetings</p> <p>Available via Custody Visitor Committee agenda papers - on Website - About the Authority/Meetings</p> <p>Available via Custody Visitor Committee agenda papers - on Website - About the Authority/Meetings</p>	<p>Independent Custody Visiting</p> <p>Document Store / Agenda Papers (Disbanded Committees)</p>	<p>Latest literature only will be published and available on request</p> <p>1 years of agenda papers will be published</p> <p>Older copies available on request</p>	As detailed in scheme
		<ul style="list-style-type: none"> • Independent Advisory Group - details of the purpose of the joint Authority/Constabulary group and how to join 	Available on Website - Involving You / Independent Advisory Group	Involving You / Independent Advisory Group	<p>Current literature only will be published</p> <p>Application pack available on request</p>	As detailed in scheme

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Who we are and what we do (contd.../)	Organisational Information, locations and contacts, constitutional and legal governance	<ul style="list-style-type: none"> Disability Forum - Details of the purpose of the group and how to join 	Available on Website - Involving You / Disability Forum	Involving You / Disability Forum	Current literature only will be published	As detailed in scheme
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts	<ul style="list-style-type: none"> Annual Statement of Accounts / Summary of Accounts - published by 30th September each year 	Available on Website - Financial Matters section	Financial Matters	2 Financial Years of Accounts only will be published Older copies available on request	As detailed in scheme
		<ul style="list-style-type: none"> Annual Audit Letter - published by Audit Commission 	Available on Website - Financial Matters section	Financial Matters	2 Financial Years of Audit Letters only will be published Older copies available on request	As detailed in scheme

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What we spend and how we spend it (contd../)	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts	<ul style="list-style-type: none"> Internal Financial Regulations and delegated authority 	Available on Website - Financial Matters section	Financial Matters	Current regulations only will be published Updates published as amended	As detailed in scheme
		<ul style="list-style-type: none"> Information relating to financial planning and where money comes from 	Available on Website - Financial Matters section	Financial Matters	Current information only will be published. Older information available on request	As detailed in scheme
		<ul style="list-style-type: none"> Contract Standing Orders outlining how contracts are issued for work (inc tendering) 	Available on Website - Financial Matters section	Financial Matters	Current Standing Orders only will be published	As detailed in scheme

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What we spend and how we spend it (contd.../)	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts	<ul style="list-style-type: none"> Police Use of Resources (PURE) Reports 	Hard Copy	N/A	Details available on request	As detailed in scheme
		<ul style="list-style-type: none"> Allowances and Expenses Scheme and amounts paid to Individual Members each Financial Year 	Allowances Scheme available on Website – Document Store / Standards Individual amounts paid to Members - available on website – Financial Matters	Document Store / Standards Financial Matters	Last Financial Year details only will be published Older details available on request	As detailed in scheme
		<ul style="list-style-type: none"> Budget for Chief Executive’s Office (High Level information) 	Hard Copy	N/A	Details available on request	As detailed in scheme
		<ul style="list-style-type: none"> Details relating to the overall Force Budget 	Available on Website - Financial Matters section	Financial Matters	2 Financial Years of Budget Books only will be published Older copies available on request	

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What our priorities are and how we are doing	Strategy and performance information, plans, assessment inspections and reviews	<ul style="list-style-type: none"> Monitoring information showing performance against the indicators and targets set for the force on a quarterly basis 	Agenda Papers for the Scrutiny, Audit and Assets Committee - Available on Website - About the Authority / Committees / Scrutiny, Audit and Assets Committee	About the Authority / Committees / Scrutiny, Audit and Assets Committee	Current year and past year papers only will be published Older copies available on request	As detailed in scheme
What our priorities are and how we are doing (contd..)	Strategy and performance information, plans, assessment inspections and reviews	<ul style="list-style-type: none"> Performance Data 	Available on Website - Performance section	Performance	Latest information only will be published Older information available on request	As detailed in scheme
		<ul style="list-style-type: none"> Local Policing Summary (published annually outlining performance for previous year and priorities for year ahead) 	Available on Website – Document Store / Annual Reports	Document Store / Annual Reports	Current year only will be published Older copies available on request	As detailed in scheme

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		<ul style="list-style-type: none"> • Policing Plans and Strategic Plans 	Available on Website – Document Store / Planning & Objective Setting	Document Store / Planning and Objective Setting	Current year only will be published Older copies available on request	As detailed in scheme
		<ul style="list-style-type: none"> • Police Authority Corporate Plan setting out objectives for year ahead 	Available on Website – Document Store / Planning & Objective Setting	Document Store / Planning & Objective Setting	Current year plan only will be published Older copies available on request	As detailed in scheme
What our priorities are and how we are doing (contd../)	Strategy and performance information, plans, assessment inspections and reviews	<ul style="list-style-type: none"> • Reports by external inspectors (eg. HMIC, Audit Commission etc) 	Hard Copy	N/A	Details available on request	As detailed in scheme
		<ul style="list-style-type: none"> • Details of the Self Assessment process undertaken by the Authority 	Hard Copy	N/A	Details available on request	As detailed in scheme
How we make decisions	Information about how we carry out our work and make decisions through meetings of the full Authority and its committees	<ul style="list-style-type: none"> • Our committee structure and the membership and terms of reference for each committee 	Available on Website - About the Authority / Committees section	About the Authority / Committees	Current Terms of Reference and membership only will be published	As detailed in scheme

		<ul style="list-style-type: none">The Authority's current calendar setting out the dates, times and venues of full Authority and committee meetings held in public and how you can attend	Available on Website - About the Authority / Meetings section and About the Authority / Committees section	About the Authority / Meetings About the Authority / Committees	3 months of future meeting dates and 2 years of past meeting dates only will be displayed. Older details available on request	As detailed in scheme
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How we make decisions (contd..)	Information about how we carry out our work and make decisions through meetings of the full Authority and its committees	<ul style="list-style-type: none"> For full Authority and committee meetings - agendas and reports, including background papers, to be considered at these meetings will be published 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 and it is deemed in the public interest to warrant being kept confidential. 	Available on Website - About the Authority / Committees and selecting the relevant link to the committee of choice	About the Authority / Committees About the Authority / Meetings	<p>Current agenda papers and 2 years of past agenda papers only will be displayed.</p> <p>Older details available on request</p>	As detailed in Scheme

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How we make decisions (contd..../)	Information about how we carry out our work and make decisions through meetings of the full Authority and its committees	<ul style="list-style-type: none"> The minutes of full Authority and committee meetings, except 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 and the Key Accountable Activities list shows the 'internal' workings of the organisation eg. SDG. In the main, these are not disclosable 	Available on Website - About the Authority / Meetings section & About the Authority / Committees section	About the Authority / Meetings About the Authority / Committees	2 years of past minutes only will be displayed. Older details available on request	As detailed in scheme
		<ul style="list-style-type: none"> The names of any regular Authority working groups, panels or project boards, their terms of reference and the names of those Authority members appointed to them 	Available on Website - About the Authority / Committees	About the Authority / Committees	Details of current committees / panels only will be published	As detailed in scheme
		<ul style="list-style-type: none"> Public Consultations 	Hard Copy	N/A	Details available on request	As detailed in scheme
		<ul style="list-style-type: none"> Equality Impact Assessments 	Hard copy	N/A	Details available on request	As detailed in scheme

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How we make decisions (contd..../)	Information about how we carry out our work and make decisions through meetings of the full Authority and its committees	<ul style="list-style-type: none"> Internal newsletters, where produced, for members and/or staff of the Authority to update them on developments affecting the Authority 	Available on Website - Authority News section	Authority News	Latest years information only will be published Older information available on request	As detailed in scheme
Our Policies and Procedures	Current written protocols for delivering functions and responsibilities (Some information in this class may not be published where this is not in the public interest. In these cases, the material will show where information has been withheld and explain what exemption has been applied and 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)	<ul style="list-style-type: none"> Copies of the Authority's formally approved policies and procedures, where developed, which set out the broad principles of our approach to delivering our functions and responsibilities 	Available on Website – Document Store / Standards	Document Store / Standards	Current policies / procedures only will be published. Amendments will be published as they are made	As detailed in scheme
		<ul style="list-style-type: none"> Process of Appointments 	Hard Copy	N/A	Details available on request	As detailed in scheme
		<ul style="list-style-type: none"> Information about the Independent Member Selection Panel (which has a role in choosing Independent Members and Lay Members of our Ethical Standards Committee) 	Hard Copy	N/A	Details available on request	As detailed in scheme

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Our Policies and Procedures (contd.../)	Current written protocols for delivering functions and responsibilities	<ul style="list-style-type: none"> Our current standing orders and schemes of delegations 	Available on Website – Document Store / Standards & Document Store / Standing Orders	Document Store / Standards & Standing Orders	Current documents will be published Amendments will be published as they are made	As detailed in scheme
		<ul style="list-style-type: none"> Code of Corporate Governance 	Available on Website – Document Store / Governance or Financial Matters / Governance	Document Store / Governance Financial Matters / Governance	Current document will be published Amendments will be published as they are made	As detailed in scheme
		<ul style="list-style-type: none"> Complaints Procedure 	Available on Website – Contact Us / How can I complain?	Contact Us / How can I Complain?	Current document will be published Amendments will be published as they are made	As detailed in scheme

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Our Policies and Procedures (contd.../)	Current written protocols for delivering functions and responsibilities	<ul style="list-style-type: none"> Race Equality Scheme / Gender Equality Scheme / Disability Equality Scheme 	Available on Website – Equality and Human Rights	Equality & Human Rights	Current document will be published Amendments will be published as they are made	As detailed in scheme
		<ul style="list-style-type: none"> Details of the Authority's records/filing index to help you understand the information we hold, how long we keep records for and our disposal policy 	Hard Copy	N/A	Details available on request	As detailed in scheme
		<ul style="list-style-type: none"> Where it exists, internal guidance produced by the Authority to help members or staff carry out their responsibilities 	Available on Website – Document Store / Standards	Document Store / Standards	Current guidance will be published Amendments will be published as they are made	As detailed in scheme

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		<p>Policies and procedures about the employment of staff. Norfolk Police Authority use the same Policy Documents as Norfolk Constabulary and this includes policies on:</p> <ul style="list-style-type: none"> • Career Break, Disciplinary Procedures - Police Staff, Equal opportunities, Exit Interviews, Fairness at Work, Flexible Working, Learning and Development, Leave and Time Off, Managing Unsatisfactory Attendance - all staff, Maternity, Adoption and Support Leave, Occupational Health and Safety, Recruitment of Police Staff, Redundancy and Redeployment, Unsatisfactory Performance - Police Staff and Working Time 	Available on Norfolk Constabulary's Website	http://www.norfolk.police.uk/about/yourrighttoinformation/freedomofinformation/publicationscheme/forcepolicydocuments.aspx		As detailed in scheme
Lists and Registers	Information held in registers required by statute and other lists and registers relating to the functions of the authority	<ul style="list-style-type: none"> • Register of Gifts and Hospitality for Members, staff and Senior Personnel 	Available on Website – Document Store / Standards	Document Store / Standards	Details available on request	As detailed in scheme

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Lists and Registers (contd.../)	Information held in registers required by statute and other lists and registers relating to the functions of the authority	<ul style="list-style-type: none"> Members Code of Conduct 	Available on Website – Document Store / Standards	Document Store / Standards	Current document will be published Amendments will be published as they are made	As detailed in scheme
		<ul style="list-style-type: none"> Members Interest File 	Available on Website – Document Store / Standards	Document Store / Standards	Details available on request	As detailed in scheme
		<ul style="list-style-type: none"> Freedom of Information Act Disclosure Log 	Hard Copy	N/A	Details available on request	As detailed in scheme
The Services we offer	Information about the services we offer, including leaflets, guidance and newsletters	<ul style="list-style-type: none"> Media Releases 	Available on Website - Authority News	Authority News	Last 12 months of releases displayed	As detailed in scheme