

British Transport Police Authority Freedom of Information Act 2000 Publication Scheme January 2009

1. Introduction

Section 19 of the Freedom of Information Act (FOIA) 2000 requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner and to publish information in accordance with the scheme. The scheme should specify:

- The classes of information which the public authority publishes or intends to publish
- The manner in which the information is to be published
- Whether there is any charge for the information

The British Transport Police Authority's Freedom of Information (FOI) Publication Scheme has been prepared using the Information Commissioner's Office approved Model Publication Scheme 2009.

This scheme commits the Authority to make information available to the public as part of its business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Authority. The Authority has also made reference to the additional assistance provided to the definition of these classes in the sector specific guidance manuals issued by the Information Commissioner.

This Scheme commits the Authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Authority and falls within the classifications set out below
- To specify the information which is held by the Authority and falls within the classifications set out below
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within this Scheme
- To review and update on a regular basis the information the Authority makes available under this Scheme
- To produce a schedule of fees charged for access to information which is made proactively available
- To make this publication Scheme available to the public

You may find it helpful to read our Publication Scheme in conjunction with our Freedom of Information policy and leaflet which set out in more detail how we must respond to specific requests for other information made under FOI and processes for making a complaint about how we deal with your request.

We will renew our publication scheme annually.

2. Classes of information we hold

The following is a list of the classes of information we hold and how we intend to make this available, wherever possible we will make all information available via our website.

Comment [SJ1]: Suggest we adopt a table format as in appendix B of Agenda Item 9 once agreed

Who we are and what we do

- Structure of the Authority (web & hard copy)
- Staff structure of Authority Secretariat (web & hard copy)
- Contact information (web & hard copy)
- Geographic area of operation (web & hard copy)
- General outline of responsibilities (web & hard copy)
- Appointment of independent custody visitors (web & hard copy)

What we spend and how we spend it

- Summary of revenue budget estimates of the Authority (web & hard copy)
- Annual statement of Authority's accounts (web & hard copy)
- Budget set for the Police Force (web & hard copy)
- Expenses and allowances paid to or incurred by the Authority Members and senior staff (web & hard copy)
- Annual audit letter (web & hard copy)
- Financial audit reports (web & hard copy)
- Internal financial regulations and delegated authority (web & hard copy))

What our priorities are how we are doing

- Strategic plan or local policing objectives set for the Police Force (web & hard copy)
- Reports presented to the Police Authority indicating service provision, performance assessments, operational assessments (web & hard copy)
- Statistical information provided to the Authority (web & hard copy)

How we make decisions

- Agendas and approved minutes of Authority and Committee meetings (web & hard copy)
- Background papers for meetings open to the public (web & hard copy)
- Facts and analyses of facts used for decision making (web & hard copy)
- Public consultations (web & hard copy)

Our policies and procedures

- Policies and procedures for the conduct of the Authority's business – standing orders, corporate governance etc (web & hard copy)
- Policies and procedures for the provision of services - including requests for information (web & hard copy)
- Policies and procedures about the employment of staff – including details of current vacancies (web & hard copy)
- Customer service – including complaints policies (web & hard copy)
- Records management – including security, records retention and data protection policies (web & hard copy)

Lists and registers

- Register of Member's interests (web & hard copy)
- Register of gifts and hospitality provided to Members and senior personnel (hard copy)
- FOIA disclosure log (web & hard copy)

The services we offer

- Information about the provision of the Authority's services (web & hard copy)
- Leaflets and explanatory booklets (web & hard copy)
- Media releases (web & hard copy)
- Services for which the Authority is entitled to recover a fee together with those fees (web & hard copy)

Any other information held by the Authority, but which is not published under this Scheme, may be requested and will we consider providing it to you in accordance with the provisions of the Freedom of Information Act. Please see our FOI policy or contact us for more details of how to make a request.

3. How we will publish our information

As stated above, wherever possible we will make our information available on our website. Where access to the internet is not possible or where information is not available in an electronic format we will make this information available in hard copy.

In exceptional circumstances some information may be available only by viewing in person. Where this is necessary contact details will be provided and an appointment to view the information will be arranged within a reasonable timeframe.

If you require the information in a different language or in an alternative format we will make this available for you, however there may be a slight delay while we have the information you have requested translated. Wherever possible we will advise you of the likely length of any delay at the time of responding to your initial request.

4. Charges which may be made for information published under this scheme

The purpose of our scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public/other organisations. Charges made by the Authority for routinely published material will be justified and transparent and kept to a minimum.

Method of publication	Charges made by BTPA
Via our website or by email	Free ¹
In hard copy including postage (first copy of website page/information/document requested)	Free
In hard copy (additional copies)	Xx pence black and white or xx pence colour per sheet photocopied plus actual postage costs. We will advise you of the charges we will make, and request payment, before we provide the information to you.

Comment [SJ2]: This seems to be the approach taken by most police authorities and other public bodies

Comment [SJ3]: Suggest 5p and 15p per sheet plus actual

5. Making a request

Please submit your requests in writing or via email to:

The British Transport Police Authority
74-80 Camden Street
London NW1 0EG

General.enquiries@btpa.police.uk

Fax: 0207 388 2655

If you require assistance with making a request in writing please contact us on 020 7383 0259.

Please also contact us at the above address for any further information or guidance about how BTPA deals with requests for the information it holds.

¹ We will not meet the costs of charges made by the requestor's internet service provider and/or telephone company or the costs of personal printing.