



GUIDE TO INFORMATION

AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

Owning Department:	Information Management
Author:	Timothy Lovering; Jody McKenzie
Approved by:	Susan Mitchell
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Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

The Police Service of Scotland has adopted the [Model Publication Scheme 2013](#) produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on our website at <http://www.scotland.police.uk/access-to-information/freedom-of-information/> or by contacting us at the address below.

FOI Central Processing Unit
Information Management Unit
Police Scotland
173 Pitt Street
Glasgow
G2 4JS

Telephone: 101
Email: foi@scotland.pnn.police.uk

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

All material published by the Police Service of Scotland is subject to copyright. Unless it is clearly indicated that specific material is available for general use, then it should not be copied or re-used without the explicit permission of the Police Service of Scotland or of other copyright holders indicated. The only exceptions are those allowed for fair dealing under the Copyright, Designs and Patents Act 1988.

Material created by a serving police officer in the Police Service of Scotland is Crown copyright. This material is indicated by the following copyright notice:

© Crown copyright, Police Service of Scotland

Material created by police staff is copyright of the Scottish Police Authority. Where material is created by police staff on behalf of the Police Service of Scotland, this is indicated by the following copyright notice:

© Scottish Police Authority, Police Service of Scotland

Crown copyright police material is made available under the Open Government Licence (<http://www.nationalarchives.gov.uk/doc/open-government-licence/>). However, all enquiries relating to material bearing Police Service of Scotland copyright notices should be directed to the Police Service of Scotland in the first instance.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises, or where it can be sent to you electronically by email.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Photocopying

Type	Size of paper	Pence per sheet of paper
Black and white	A4	10p
Colour	A4	30p

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you by first class post.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

By Post:

FOI Central Processing Unit
Information Management Unit
Police Scotland
173 Pitt Street
Glasgow
G2 4JS

By email: foi@scotland.pnn.police.uk

By telephone: 101

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a

request to us for that information.

The information made available through the scheme relates to The Police Service of Scotland. If you would like to see information relating to former police forces and agencies that is held by us, you may make a request to us for that information.

Information made available through the websites of predecessor organisations prior to 1 April 2013 can be accessed through the UK Web Archive hosted by the British Library at the following addresses:

Central Scotland Police	http://www.webarchive.org.uk/ukwa/target/136019973
Dumfries and Galloway Constabulary	http://www.webarchive.org.uk/ukwa/target/136019974
Fife Constabulary	http://www.webarchive.org.uk/ukwa/target/136019975
Grampian Police	http://www.webarchive.org.uk/ukwa/target/131858439
Lothian and Borders Police	http://www.webarchive.org.uk/ukwa/target/136019976
Northern Constabulary	http://www.webarchive.org.uk/ukwa/target/136019977
Scottish Crime and Drug Enforcement Agency	http://www.webarchive.org.uk/ukwa/target/136020025
Strathclyde Police	http://www.webarchive.org.uk/ukwa/target/136019978
Tayside Police	http://www.webarchive.org.uk/ukwa/target/136019979

A number of overarching policies adopted by the police service in Scotland were formerly published on the following website:

Association of Chief Police Officers in Scotland	http://www.webarchive.org.uk/ukwa/target/131858440
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CLASS 1: ABOUT POLICE SCOTLAND

Class description:

Information about the Police Service of Scotland, who we are, where to find us, how to contact us, how we are managed and our external relations

General information about the authority

Address and contact details for headquarters and principal offices.

- Address and contact details for **Police Scotland Headquarters** are available at <http://www.scotland.police.uk/contact-us/>
- Address and contact details for local police stations including **divisional headquarters** are available at <http://www.scotland.police.uk/police-stations/>

Organisational structure, roles and responsibilities of senior officers.

- Information about our **organizational structure** is available on page 5 of the Police Scotland Annual Police Plan at <http://www.scotland.police.uk/about-us/police-scotland/strategic-planning/>
- Details of our **senior officers** and their responsibilities is available at <http://www.scotland.police.uk/about-us/police-scotland/executive-team/>

Business opening hours.

- Information about our **opening hours** can be accessed at <http://www.scotland.police.uk/contact-us/>

Contact details for customer care and complaints functions.

- General information about **contacting us** is available at <http://www.scotland.police.uk/contact-us/>
- Information about **making a complaint about the police** is available at <http://www.scotland.police.uk/about-us/police-scotland/complaints-about-the-police/>

Single Model Publication Scheme 2013 and the authority's Guide to Information.

- The Single **Model Publication Scheme 2013** can be accessed at <http://www.scotland.police.uk/access-to-information/freedom-of-information/>
- Our **Guide to Information** can be accessed at <http://www.scotland.police.uk/access-to-information/freedom-of-information/>

Charging schedule for published information.

- **Charges** for the provision of information under the Freedom of Information (Scotland) Act 2002 can be accessed at <http://www.scotland.police.uk/access-to-information/freedom-of-information/charges-for-foi-information/>

Contact details and advice about how to request information from the authority.

- Information about **how to make a request** under the Freedom of Information (Scotland) Act 2002 can be accessed at <http://www.scotland.police.uk/access-to-information/freedom-of-information/>
- Information about **how to make a request** under the Data Protection Act 1998 can be accessed at <http://www.scotland.police.uk/access-to-information/data-protection/>

Constitution

Legal framework for Police Scotland.

- The Police Service of Scotland was established by the **Police and Fire Reform (Scotland) Act 2012** passed by the Scottish Parliament. The Act can be accessed at <http://www.legislation.gov.uk/asp/2012/8/contents>

How the authority is run

Description of governance structure, Board, committees and other decision making structures.

- **Information about how the Police Service of Scotland is run**, including the role of the Senior Leadership Board, can be accessed at <http://www.scotland.police.uk/about-us/police-scotland/how-the-authority-is-run/>
- The Scottish Police Authority (SPA) was established under the Police and Fire Reform (Scotland) Act 2012 to maintain policing, promote policing principles and continuous improvement of policing, and to hold the Chief Constable to account. **Information about the SPA Board** is made available through the Scottish Police Authority Publication Scheme at <http://www.spa.police.uk/about-us/>

Names of, responsibilities of and (work-related) biographical details of the people who make strategic and operational decisions about the performance of function and/or delivery of services by the authority

- Information about the **members of the Senior Leadership Board** is available at <http://www.scotland.police.uk/about-us/police-scotland/executive-team/>
- Information about the **members of the SPA Board** is made available through the Scottish Police Authority Publication Scheme at <http://www.spa.police.uk/about-us/the-board/>

Governance policies

- Our **policies** are available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/police-scotland-policies/>
- A **Scheme of Arrangements** between the Scottish Police Authority and the Chief Constable of the Police Service of Scotland can be accessed at <http://www.spa.police.uk/meetings-events/board-meetings/145317/>

Corporate planning

Mission statement

- **Our Purpose, Our Focus, and Our Values** are available on page 6 of the Police Scotland Annual Police Plan at <http://www.scotland.police.uk/about-us/police-scotland/strategic-planning/>
- The statutory **Policing Principles** are set out at section 32 of the Police and Fire Reform (Scotland) Act 2012. The Principles can be accessed at <http://www.legislation.gov.uk/asp/2012/8/section/32>

Corporate plans

- The Scottish Ministers must set **Strategic Police Priorities**. The Priorities can be accessed at <http://www.scotland.gov.uk/Topics/Justice/public-safety/Police/ConsultationFuturePolicin>
- The Scottish Police Authority must prepare a **Strategic Police Plan**. The Plan is made available through the Scottish Police Authority Publication Scheme at <http://www.spa.police.uk/about-us/consultation-on-draft-strategic-plan/>
- The Chief Constable of the Police Service of Scotland must prepare an **Annual Police Plan**. The Police Scotland Annual Police Plan is available at <http://www.scotland.police.uk/about-us/police-scotland/strategic-planning/>

Local policing plans

- 32 **Local Policing Plans** prepared by Local Police Commanders can be accessed under each area on the Your Community section of our website: <http://www.scotland.police.uk/your-community/>
- 353 **Multi Member Ward Plans** can be accessed at individual web pages for each of the 353 wards on the Your Community section of our website: <http://www.scotland.police.uk/your-community/>

Corporate strategies

- **Corporate Strategies** will be published as they become available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/>

Corporate policies

- **Corporate policies** are available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/police-scotland-policies/>
- **Corporate procedures** will be made available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/>

Strategic planning processes.

- Information about how we set our **priorities and objectives** is available on page 8 of the Police Scotland Annual Police Plan at <http://www.scotland.police.uk/about-us/police-scotland/strategic-planning/>
- The statutory **process for the development of the Strategic Police Plan** is set out at Section 34 of the Police and Fire Reform (Scotland) Act 2012, available at <http://www.legislation.gov.uk/asp/2012/8/section/34>
- The statutory **process for the development of the Annual Police Plan** is set out at Section 35 of the Police and Fire Reform (Scotland) Act 2012, available at <http://www.legislation.gov.uk/asp/2012/8/section/35>

External relations

Accountability relationships, including reports to regulators.

- The Scottish Police Authority (SPA) was established under the Police and Fire Reform (Scotland) Act 2012 to maintain policing, promote policing principles and continuous improvement of policing, and to hold the Chief Constable to account. **Information about the SPA Board** is made available through the Scottish Police Authority Publication Scheme at <http://www.spa.police.uk/about-us/>
- **Information about Her Majesty's Inspectorate of Constabulary in Scotland** including HMICS reports can be accessed at <http://www.hmics.org/>
- Local scrutiny arrangements are set out in **A Collaborative Statement of Good Scrutiny & Engagement** that can be accessed at <http://www.scotland.gov.uk/Resource/0041/00412605.pdf>

Internal and external audit arrangements.

- Internal audit activity will be undertaken by the Scottish Police Authority. Information about **audit arrangements** will be made available through the Scottish Police Authority publication scheme at <http://www.spa.police.uk>

Strategic agreements with other bodies.

- Protocols and Memoranda of Understanding between the Police Service of Scotland and other bodies will be made available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/>

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

Functions and services

Description of functions.

- The **functions** and **general duties** of a constable are prescribed in Sections 19 and 20 of the Police and Fire Reform (Scotland) Act 2012 available at <http://www.legislation.gov.uk/asp/2012/8/section/19>

List of services.

- Information about our **services** can be accessed at <http://www.scotland.police.uk/about-us/finance/service-fees-and-charges/>

Strategies, policies and internal staff procedures for performing statutory functions.

- **Corporate policies** are published at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/policies/>
- **Corporate procedures** are published at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/sops/>

How to apply for a licence.

- Information about applying for a **Firearms Certificate** can be accessed at <http://www.scotland.police.uk/about-us/finance/service-fees-and-charges/firearms/>
- Information about applying for a firearms **Visitor's Permit** can be accessed at <http://www.scotland.police.uk/about-us/finance/service-fees-and-charges/firearms/146928/>

- Information about applying for a firearms dealer's **Certificate of Registration** can be accessed at <http://www.scotland.police.uk/about-us/finance/service-fees-and-charges/firearms/146928/>
- Information about applying for an **Explosives Certificate** can be accessed at <http://www.scotland.police.uk/about-us/finance/service-fees-and-charges/firearms/146931/>
- Information about applying for a **Snaring Operator Identification Number** can be accessed at <http://www.scotland.police.uk/about-us/finance/service-fees-and-charges/firearms/146937/>
- Information about applying for a **Pedlar's Licence** can be accessed at <http://www.scotland.police.uk/about-us/finance/service-fees-and-charges/146963/>

How to report a concern to the authority.

- Information about reporting **crime** can be accessed at <http://www.scotland.police.uk/contact-us/>
- Information about reporting **child abuse** can be accessed at <http://www.scotland.police.uk/keep-safe/safety-advice-jj/children-and-young-people/reporting-child-abuse/>
- Information about reporting **domestic abuse** can be accessed at <http://www.scotland.police.uk/keep-safe/advice-for-victims-of-crime/domestic-abuse/reporting-domestic-abuse/>
- Information about reporting **hate crime** can be accessed at <http://www.scotland.police.uk/content/keepsafe/122050/122099>
- Information about reporting **anti-social behaviour** can be accessed at <http://www.scotland.police.uk/keep-safe/safety-advice-jj/personal-safety/antisocial-behaviour/>
- Information about reporting **domestic abuse, hate crime, and terrorism** also appears throughout the Police Scotland website

Fees and charges for performance of the authority's function / service fees and charges

- Information about **service fees and charges** can be accessed at <http://www.scotland.police.uk/about-us/finance/service-fees-and-charges/>

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

Decision making

Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of Board meetings.

- Papers of the **Senior Leadership Board** will be published on our website at <http://www.scotland.police.uk/about-us/decision-making/> as they become available

Public consultation and engagement strategies.

- A comprehensive programme of consultation will inform future Multi Member Ward Plans. Information about our public consultation strategy will be made available at <http://www.scotland.police.uk/about-us/decision-making/public-consultation/>

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

Financial statements, including annual accounts, any regular statements e.g. quarterly budget statements.

Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform (Scotland) Act 2010, if applicable to the authority.

Financial policies and procedures for budget allocation.

Budget allocation to key policy / function / service areas.

Purchasing plans and capital funding plans.

Financial administration manual / internal financial regulations

Expenses policies and procedures.

Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation.

Board member remuneration other than expenses.

Investments, summary information about endowments, investments and authority pension fund.

- Information about **management of financial resources** will be made available through the Scottish Police Authority publication scheme at <http://www.spa.police.uk>

Pay and grading structure.

- Information about the **pay and grading structure** for police officers can be accessed at <http://www.scotland.police.uk/about-us/finance/Pay-and-Grading-Structure/>

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of Police Scotland

Human resources

Strategy and management of human resources.

- Information about **our staff** can be accessed at <http://www.scotland.police.uk/about-us/police-scotland/>
- A description of arrangements for **human resources management** is available on the Scottish Police Authority website at <http://www.spa.police.uk/meetings-events/board-meetings/132675/>

Staffing structure.

- Information about our **establishment** can be accessed at <http://www.scotland.police.uk/about-us/police-scotland/>
- The **rank structure** for constables serving in the Police Service of Scotland is set out at Section 11 of the Police and Fire Reform (Scotland) Act 2012: <http://www.legislation.gov.uk/asp/2012/8/section/11/enacted>

Human resources policies, procedures and guidelines, including e.g., recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records.

Terms and conditions

- **The Police Service of Scotland Regulations 2013** governing the pay and conditions of service of regular constables are available at http://www.legislation.gov.uk/ssi/2013/35/pdfs/ssi_20130035_en.pdf
- **The Police Service of Scotland (Special Constables) Regulations 2013** governing the terms and conditions of appointment of special constables are available at <http://www.scotland.gov.uk/Resource/0041/00411194.pdf>

- **Police Service of Scotland (Police Cadets) Regulations 2013** governing the terms and conditions of appointment of police cadets are available at http://www.legislation.gov.uk/ssi/2013/42/pdfs/ssi_20130042_en.pdf

Recruitment

- Information about the **recruitment** of police officers, police staff and special constables can be accessed at <http://www.scotland.police.uk/recruitment/>

Performance management

- **The Police Service of Scotland (Performance) Regulations 2013** governing procedures for handling unsatisfactory performance by police officers are available at http://www.legislation.gov.uk/ssi/2013/61/pdfs/ssi_20130061_en.pdf

Salary and grading

- The **pay and grading structure** for police officers can be accessed at <http://www.scotland.police.uk/about-us/finance/Pay-and-Grading-Structure/>

Promotion

- **Police Service of Scotland (Promotion) Regulations 2013** governing procedures for promotion of police officers are available at http://www.legislation.gov.uk/ssi/2013/39/pdfs/ssi_20130039_en.pdf

Discipline

- **The Police Service of Scotland (Conduct) Regulations 2013** governing procedures for determining cases of unsatisfactory conduct by senior officers are available at <http://www.scotland.gov.uk/Resource/0041/00411194.pdf>
- **The Police Service of Scotland (Senior Officers) (Conduct) Regulations 2013** governing procedures for handling unsatisfactory conduct in police officers below the rank of Assistant Chief Constable are available at <http://www.scotland.gov.uk/Resource/0041/00411194.pdf>

Grievance

- The **Police Appeals Tribunal Rules 2013** governing procedures for appeals by police officers who have been demoted or dismissed as result of disciplinary action, are available at http://www.legislation.gov.uk/ssi/2013/63/pdfs/ssi_20130063_en.pdf

Employee relations structures and agreements reached with recognised trade unions and professional organisations.

- **The Police Federation (Scotland) Regulations 2013** governing the structure and proceedings of the Scottish Police Federation are available at http://www.legislation.gov.uk/ssi/2013/86/pdfs/ssi_20130086_en.pdf

Physical resources

Management of the authority's land and property assets, including environmental / sustainability reports.

Description of the authority's land and property holdings.

Estate development plans.

Maintenance arrangements.

- A description of interim arrangements for **estate management** can be accessed on the Scottish Police Authority website at <http://www.spa.police.uk/meetings-events/board-meetings/132675/>
- Information about **physical resources** may be made available through the Scottish Police Authority website at <http://www.spa.police.uk/>

Information resources

Records management policy, including records retention schedule.

- Our Records Management Policy is available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/police-scotland-policies/>
- Our Records Retention Schedule Standard Operating Procedure will be made available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/>

Information governance / asset management policies and procedures.

- Our Data Protection Policy is available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/police-scotland-policies/>
- Our Information Security Policy is available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/police-scotland-policies/>
- Our Intelligence Policy is available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/police-scotland-policies/>
- Our Information governance standard operating procedures will be made available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/>

Freedom of information policies and procedures.

- Our Freedom of Information Policy will be made available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/police-scotland-policies/>
- Our Freedom of Information Standard Operating Procedure will be made available at <http://www.scotland.police.uk/access-to-information/policies-and-procedures/>

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

Procurement policies and procedures.

Invitations to tender.

List of contracts which have gone through formal tendering, including name of supplier, period of contract and value.

- Our procurement activity will be undertaken by the Scottish Police Authority and provided as a service to the Police Service of Scotland. Any information relating to **procurement** will be made available through the Scottish Police Authority publication scheme at <http://www.spa.police.uk>

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services

External reports.

- The Chief Constable is required annually to provide the Scottish Police Authority with a **report** setting out an assessment of the Scottish Police Service's performance against the strategic police plan. The report will be made available on our website at <http://www.scotland.police.uk/>
- The Scottish Police Authority is required to prepare an **annual report** including an assessment of the Police Service of Scotland's performance during the reporting year. The report will be made available through the Scottish Police Authority Publication Scheme at <http://www.spa.police.uk/>
- Information about Her Majesty's Inspectorate of Constabulary in Scotland is available at <http://www.hmics.org/>

Performance indicators and performance against them.

- The **Scottish Policing Performance Framework** (SPPF) establishes performance indicators for policing activity across Scotland. Information about the SPPF can be accessed at <http://www.scotland.gov.uk/Topics/Justice/public-safety/Police/Performance>
- 32 **Local Policing Plans** prepared by Local Police Commanders can be accessed under each area on the Your Community section of our website: <http://www.scotland.police.uk/your-community/>
- 353 **Multi Member Ward Policing Plans** developed at Multi Member Ward level can be accessed at individual web pages for each of the 353 wards on the Your Community section of our website: <http://www.scotland.police.uk/your-community/>

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g, bookshop, museum or research journal.
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We do not publish any information in this class.
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