



***FREEDOM
OF INFORMATION
PUBLICATION SCHEME***

December 2008

LINCOLNSHIRE POLICE AUTHORITY

PUBLICATION SCHEME

Part One

Introduction

Freedom of Information Act 2000

The Freedom of Information 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.

Your rights and our responsibilities

Under the FOI Act all Police Authorities including Lincolnshire must have a Publication Scheme setting out the information we routinely make publicly available. Our scheme must be approved by the Information Commissioner and we have to review the scheme from time to time. In adopting (or reviewing) our Publication Scheme, we are required to have regard to the public interest in:

- allowing public access to information we hold; and
- to the publication of reasons for the decisions we make.

Our publication scheme must:

- set out the classes of information which we publish or intend to publish;
- say how we will publish the information in each class; and
- say 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 your needing to ask us for it. By readily available we mean that the information is available on our website; can be obtained from us if you request it by letter, e-mail or telephone call; can be purchased from us; or can be found in a local library.

Part 2 of our Publication Scheme sets out the classes or types of information that we publish or intend to publish. Part 3, our list of publications, supports the Publication Scheme. It lists specific publications we make available, how they can be obtained and whether they are free or if we will ask you to pay a charge.

The Freedom of Information (FOI) Act 2000 will give you a right of access to recorded information held by public authorities, subject to certain exemptions.

The FOI Act applies to the vast majority of public authorities, including Lincolnshire Police Authority. If you ask us for information we will be required to:

- 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).

Responsibilities for the Lincolnshire Police Authority Publication Scheme

Deborah McGovern, Chief Executive and Monitoring Officer to Lincolnshire Police Authority has overall responsibility for our Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is:

John King
Committee and Administration Officer
Lincolnshire Police Authority
Deepdale Lane
Nettleham
Nr Lincoln
LN5 7PH

Telephone: 01522 558635
Fax: 01522 558739
E-mail: john.king@lincs.pnn.police.uk

Contacting Lincolnshire Police Authority

If you wish to obtain a hard copy of our Publication Scheme or any of the publications contained in our list of publications in Part 3, you may write to, e-mail or telephone us at:

Lincolnshire Police Authority
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT

Telephone: 01522 558022
Fax: 01522 558739
E-mail: police.authority@lincs.pnn.police.uk

Our website www.lincolnshire-pa.gov.uk also contains a copy of the Publication Scheme.

Charging for Publications

In Part 2, we indicate for each class of information whether the class includes chargeable information or not. In Part 3 — our publication list — we indicate which of the following charging regimes could apply:

Free of charge on website — there is no charge made by us, although the user will, of course, have to meet any charges made by their Internet service provider and/or telephone company as well as any personal costs for printing, photocopying etc.

For those without 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.

Chargeable on website — requests for multiple copies of publications or multiple printouts from our website or for copies of archived material no longer available on the website will attract a charge. The cost will be restricted to 10% of the reasonable marginal costs of complying with the request, together with photocopying costs (currently 10p per sheet) and postage. We will let you know the cost when we receive your request. The charge will be payable in advance.

Where the information is available via the website but a value-added service is requested using that information, a charge will be made.

Free of charge hard copy — indicates a leaflet, booklet or periodical which is published by Lincolnshire Police Authority without charge.

Chargeable hard copy — indicates a bound paper copy, cassette or other product charged as shown in our publication list.

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.

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:

John King
Committee and Administration Officer
Lincolnshire Police Authority
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT

Telephone: 01522 558635
Fax: 01522 558739
E-mail: john.king@lincs.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:

Deborah McGovern
Chief Executive and Monitoring Officer
Lincolnshire Police Authority
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT

Telephone: 01522 558022
Fax: 01522 558739
E-mail: police.authority@lincs.pnn.police.uk

We aim to deal with your complaint within 14 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 14 working days.

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

Review of the Lincolnshire Police Authority Publication Scheme

We will review our Publication Scheme in 2011.

Availability of this scheme in other languages and formats.

The Lincolnshire Police Authority will endeavour to make information as widely accessible as possible. Information will be provided in large print, Braille or on audio tape where possible. For information in languages other than English, please contact the Police Authority for further details

Copyright

Different bodies might own the copyright of material contained in our Scheme:

Lincolnshire 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 Lincolnshire 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.

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 Lincolnshire 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 Lincolnshire Police Authority is not the “Data Controller”

In many cases, it is the police and not the police authority who hold personal information. The Police National Computer includes information on prosecutions, convictions and cautions. The Chief Constable is the “data controller” for this information and not Lincolnshire Police Authority. Lincolnshire Police also holds similar information on computer as well as information about reported crimes and incidents. Lincolnshire Police also holds other information on computer and in structured manual files (i.e. on paper).

You have the right to be told by the Chief Constable whether any information is held about you on the Police National Computer and a right to a copy of that information. The Chief Constable will give that information if he/she satisfied as to your identity and on payment of a fee of £10. The Chief Constable may deny access to information where the Data Protection Act 1998 allows but the main exemptions in relation to information held on Police computers are where the information is held for:

THE PREVENTION OR DETECTION OF CRIME

THE APPREHENSION OR PROSECUTION OF OFFENDERS

And giving you the information would be likely to prejudice any of these purposes.

Police forces provide a form to simplify the exercise of your subject access rights to personal information. For access to information held by Lincolnshire Police or on the Police National Computer you may download an application form

Alternatively you should contact:-

Force Data Protection Officer
Lincolnshire Police
Headquarters
PO Box 999
Lincoln
LN5 7PH

Telephone: 01522 551846
E-mail: colin.knowles@lincs.pnn.police.uk

General Information about Lincolnshire Police Authority

Role and Responsibilities

The Lincolnshire 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 Lincolnshire and to make sure that the Chief Constable and force are accountable to you in carrying out their responsibilities and serving our communities.

The Lincolnshire Police Authority sets the strategic direction for policing in Lincolnshire and holds the Chief Constable to account for the policing service delivered. Delivery of local policing services is the responsibility of the Chief Constable.

We have a number of statutory duties and responsibilities. The main ones are to

- secure an efficient and effective local police force
- hold the police budget and allocate resources
- appoint (and dismiss, if necessary) the Chief Constable, Deputy Chief Constable and Assistant Chief Constable
- consult widely with local people about the policing of their area
- set local policing priorities and targets for achievement
- monitor everything the police do and how well they perform against the targets set by the authority
- publish a three year policing plan which tells local people what they can expect from their police service and report on achievements every year
- make sure local people get best value from their local police
- oversee complaints against the police and discipline senior officers

A more detailed list of our responsibilities can be found at Annex A to this scheme.

It might help you to know that police operations are the responsibility of the Chief Constable and Force and information on individuals is more likely to be held by the Police than the Police Authority.

Freedom of Information Act 2000

LINCOLNSHIRE POLICE AUTHORITY PUBLICATION SCHEME

Part Two

Classes of Information

Introduction

Under the Freedom of Information Act 2000, our Publication Scheme must say what classes, or broad types, of information the police authority already publishes or intends to publish. We aim to publish as much information as possible about our work through the scheme, 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 because information is commercially sensitive.

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 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.

Classes of Information:

- Who We Are & 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 & Procedures
- Lists & Registers
- Services We Offer

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

Class & Definition	Format	Cost/Charge
Who We Are & What We Do		
(a) Structure of the Authority		
<ul style="list-style-type: none"> ○ Role & statutory responsibilities (<i>including reference to senior officer appointments</i>). ○ Names of members of the Authority (<i>to include the composition of the membership</i>) together with Members' profiles and contact details. ○ Appointment of Members (<i>see Appointments below also</i>). ○ Members Attendance Records. ○ Membership of Standards Committee. ○ Membership/Composition of the Selection Panel. ○ Governance (committee) structure. ○ Departmental structure (<i>where appropriate</i>). ○ Independent Custody Visiting (including details of the scheme). <p><u>Note</u></p> <p>We may not publish information in this class if it would endanger the safety of any individual or if it is personal information exempt under the Data Protection Act 1998.</p>	Electronically or hard copy	Free of charge on website and hard copy.
(b) Staff Structure of the Authority		
<ul style="list-style-type: none"> ○ Basic staff structure (including specific reference to statutory roles i.e. Chief Executive and Section 151 Officer) – including brief outline of responsibilities. ○ Contact details for those staff dealing with the public. <p><u>Note</u></p> <p>We may not publish information in this class if it would endanger the safety of any individual or if it is personal information exempt under the Data Protection Act 1998.</p>	Electronically or hard copy	Free of charge on website and hard copy.

Class & Definition	Format	Cost/Charge
(c) Contact Information		
<ul style="list-style-type: none"> ○ Contact details. ○ Central contact point for general enquiries. ○ Geographical contacts (including, where appropriate, specific Member links with parts of the force area). 	Electronically or hard copy	Free of charge on website and hard copy.
(d) Other Appointments		
<p>This section includes details of the processes and policies adopted in terms of the following appointments:</p> <ul style="list-style-type: none"> ○ Member appointments. ○ Independent Custody Visitor appointments (including memorandum of understanding and appointment & appeals procedure). ○ Chief Officer appointments. ○ Other appointments (including standards committees, selection panel, Independent Advisory Group; dog welfare, etc). 	Electronically or hard copy	Free of charge on website and hard copy.
(e) Partnerships		
<ul style="list-style-type: none"> ○ Community Safety Partnership plans (these set out how resources will be used at the local level to address issues of crime and disorder). ○ Local Area Agreement(s) for the Authority area. 	Electronically or hard copy	Free of charge on website and hard copy.
What We Spend and How We Spend It		
<ul style="list-style-type: none"> ○ Summary of revenue budget estimates of the Authority. ○ Annual Statement of Accounts. ○ Budgets set for the force. ○ Expenses and allowances paid to Members. ○ Members Allowances Scheme. ○ Annual Audit Letter. ○ Financial Audit Reports. ○ Efficiency Plans. ○ Police Use of Resources Evaluation (PURE) reports. 	Electronically or hard copy	Free of charge on website and hard copy.

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> ○ Internal financial regulations and delegated authority. ○ Authority's financial regulations setting out clearly the appropriate authorisation process for expenditure. <p><u>Note</u></p> <p>We will not publish the contents of reports where this is not in the public interest for example, because it may prejudice law enforcement or contains commercially confidential information. Where this is the case we will explain what information has been withheld and why.</p>		
What Our Priorities Are and How Are We Doing		
(a) Strategic Plan		
<ul style="list-style-type: none"> ○ 3 Year Strategic Plan ○ Local Policing Plan 	Electronically or hard copy	Free of charge on website and hard copy.
(b) Reports on service provision, performance assessments and operational assessments		
<ul style="list-style-type: none"> ○ All reports considered by public meetings of the Authority and its Committees that are available for public inspection, including reports detailing force performance and operational updates produced by the Chief Constable. ○ Annual Report 	Electronically or hard copy	Free of charge on website and hard copy.
(c) Reports by external inspectors		
<ul style="list-style-type: none"> ○ Her Majesty's Inspector of Constabulary ○ Audit Commission ○ National Policing Improvement Agency 	Electronically or hard copy	Free of charge on website and hard copy.

Class & Definition	Format	Cost/Charge
(d) Statistical Information provided to the Authority		
<ul style="list-style-type: none"> ○ Performance reports ○ Statistical information on sickness absence, recruitment and staffing targets for police officers and staff, and secondments. 	Electronically or hard copy	Free of charge on website and hard copy.
(e) Police Authority self assessment process		
<ul style="list-style-type: none"> ○ Details of any assessments made by the Authority against the Association of Police Authorities' self assessment framework, including action plans developed to address areas of weakness. <p><u>Note</u></p> <p>We will not publish the contents of reports where this is not in the public interest for example, because it may prejudice law enforcement or contains commercially confidential information. Where this is the case we will explain what information has been withheld and why.</p>	Electronically or hard copy	Free of charge on website and hard copy.
How We Make Decisions		
(a) Schedule of meetings open to the public		
<ul style="list-style-type: none"> ○ The schedule includes not only public meetings of the Authority and its Committees but also public consultation meetings. 	Electronically or hard copy	Free of charge on website and hard copy
(b) Agendas and approved minutes		
<ul style="list-style-type: none"> ○ All agendas and minutes of public meetings of the Authority and its Committees will be provided including public consultation meetings. 	Electronically or hard copy	Free of Charge on website and hard copy
(c) Background papers for meetings open to the public		
<ul style="list-style-type: none"> ○ Including any publicly available briefing notes ○ Terms of Reference of the Authority and its Committees 	Electronically or hard copy	Free of Charge on website and hard copy

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> ○ Standing Orders 		
(d) Facts and analysis of facts used for decision making		
<ul style="list-style-type: none"> ○ Equality Impact Assessment (EIA) 	Electronically or hard copy	Free of Charge on website and hard copy
Our Policies and Procedures		
(a) Policies and procedures for the conduct of the Authority's business		
<ul style="list-style-type: none"> ○ Standing Orders ○ Terms of reference for the Authority and its Committees. ○ Strategic Business Plan ○ Code of Corporate Governance ○ Members Code of Conduct ○ Confidential Reporting "Whistle Blowing" policy ○ Officer/Member protocols ○ Procedure for the Declaration of Gifts and Hospitality by Members ○ Procedure for the Declaration of Personal and Financial Interests ○ Contract/Financial Regulations ○ Scheme of Delegation ○ Combined Equality Scheme ○ Protocol on Anti Discrimination ○ Internal Communications Protocol ○ Meetings Protocol ○ Scrutiny Protocol ○ Member Allowances Scheme ○ Committee Procedures ○ Marketing Strategy ○ Communications Strategy ○ Engagement Strategy ○ Independent Custody Visiting Scheme 	Electronically or hard copy	Free of Charge on website and hard copy
(b) Policies and procedures for the provision of services		
<ul style="list-style-type: none"> ○ Freedom of Information Publication Scheme 	Electronically or hard copy	Free of Charge on website and hard copy
(c) Policies and procedures about the employment of staff		
<ul style="list-style-type: none"> ○ Grievance policy and Guidance procedure 	Electronically or	Free of Charge on website

Class & Definition	Format	Cost/Charge
<ul style="list-style-type: none"> ○ Disciplinary procedure ○ Confidential Reporting “Whistle Blowing” Policy ○ Basic staff structure (including specific reference to statutory roles i.e. Chief Executive and Section 151 Officer) – including brief outline of responsibilities. <p><u>Note</u></p> <p>We may not publish information in this class if it would endanger the safety of any individual or if it is personal information exempt under the Data Protection Act 1998.</p>	hard copy	and hard copy
(d) Customer Service		
<ul style="list-style-type: none"> ○ Complaints procedure ○ Complaints against ACPO Rank Officers ○ Member Complaints procedure ○ Minimum standards for responding to requests for information 	Electronically or hard copy	Free of Charge on website and hard copy
(e) Records Management & Personal Data policies		
<ul style="list-style-type: none"> ○ Information Security Policies ○ Records retention policy ○ Destruction & Archive policy ○ Data protection Policies ○ Vetting Policy 	Electronically or hard copy	Free of Charge on website and hard copy
Lists & Registers		
<ul style="list-style-type: none"> ○ Register of Member’s Interests ○ Register of Gifts and Hospitality ○ Freedom of Information Act Disclosure Log 	Electronically or available for public inspection	Free of Charge on website
Services We Offer		
(a) Information about the provision of the Authority’s services		
<ul style="list-style-type: none"> ○ Strategic Business Plan ○ Local Policing Summaries 	Electronically	Free of Charge on website

Class & Definition	Format	Cost/Charge
(b) Leaflets and Explanatory booklets		
<ul style="list-style-type: none"> ○ Council Tax leaflets ○ Local Policing Summaries ○ Advice leaflets ○ Public briefing papers 	Electronically	Free of Charge on website
(c) Media releases		
<ul style="list-style-type: none"> ○ Press releases ○ Press Statements 	Electronically	Free of Charge on website

Freedom of Information Act 2000

LINCOLNSHIRE POLICE AUTHORITY PUBLICATION SCHEME

Part Three

List of Publications

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

Lincolnshire Police Authority
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT

Telephone: 01522 558022
Fax: 01522 558739
E-mail: police.authority@lincs.pnn.police.uk

This includes:

TITLE	DESCRIPTION AND DATE PUBLISHED	FORMAT	COST	CLASS
1. Plans/Reports: Annual Policing Plan 2007/2008 3 Year Strategic Plan 2008/9 to 2010/2011 Annual Report 2007/2008	April 2007 March 2008 July 2008	Website and Hard Copy	-	What Our Priorities Are and How Are We Doing
2. Lincolnshire Police Authority Freedom of Information Act 2000 Publication Scheme	December 2009	Website and Hard Copy	-	Our Policies and Procedures
3. Lincolnshire Police Authority Combined Equalities Scheme	April 2008	Website and Hard Copy	-	Our Policies and Procedures

4. Lincolnshire Police Authority Members' Allowances Scheme	May 2006	Website and Hard Copy	-	What We Spend and How We Spend It
5. Lincolnshire Police Authority Statement of Accounts	<i>*See note below</i>	Hard Copy	-	What We Spend and How We Spend It
6. Register of Member's Interests and Register of Gifts and Hospitality	The Register of Members Interests and Register of gifts and hospitality over £25 in value maintained under section 81 of the Local Government Act 2000	Both Registers are available for public inspection.	-	Lists and Registers
7. Lincolnshire Police Authority Independent Custody Visiting Scheme	September 2006	Electronically and hard copy	-	Our Policies and Procedures
8. Code of Conduct for Members and Officers	June 2007	Electronically and hard copy	-	Our Policies and Procedures

* For more information on the Police Authority's Statement of Accounts please contact the following:

Julie Flint
Treasurer to the Police Authority
Lincolnshire Police Authority
Deepdale Lane
Nettleham
Nr Lincoln
LN2 2LT
Telephone: 01522 558073
Fax: 01522 558739
E-mail: Julie.flint@lincs.pnn.police.uk

Summary of Police Authority Statutory Duties/Responsibilities

Police Authorities' three key functions are:

- to secure an efficient and effective police service
- to secure Best Value
- to make arrangements for obtaining
 - the views of local people about the policing of their area; and
 - the co-operation of local people in preventing crime.

Key responsibilities (that police authorities are required to fulfill as part of their functions):

- to determine the local priorities for policing – after consulting local people and the Chief Constable
- to publish an Annual Policing Plan including Ministerial Priorities, local policing objectives and any performance targets set by the Authority and including the Best Value Performance Plan;
- to report back to local communities at the end of the year on the extent to which the policing/best value performance plan has been met;
- to appoint and dismiss the Chief Constable, subject to the approval of the Secretary of State;
- to appoint and dismiss Deputy and Assistant Chief Constables;
- to hold the Police Fund and maintain accounts;
- to agree the police budget and set the precept;
- to nominate one or more members of the authority to answer questions on the discharge of the Authority's functions at a meeting of a relevant council when given reasonable notice of this by the council;
- to collaborate with other police authorities to jointly provide equipment, premises, or other material or facilities, where appropriate;
- to decide the charges for the provision of special police services;

- to provide advice and assistance to an international organisation, institution or a police body outside the UK, subject to the consent of the Home Secretary. The authority can charge for such advice/assistance;
- to comply with any direction given by the Secretary of State on performance targets for Ministerial priorities;
- to comply with any Codes of Practice issued by the Secretary of State relating to the discharge of police authority functions;
- to comply with any direction made by the Secretary of State following an adverse report by Her Majesty's Inspector of Constabulary (HMIC);
- to comply with any direction made by the Secretary of State as to the budget requirement;
- to comment on any HMIC report on the force and any comments made by the Chief Officer about the report and to publish those comments;
- to investigate complaints about the conduct of Chief Officers or where appropriate refer complaints to the Police Complaints Authority;
- to keep itself informed of the workings of the complaints and discipline procedures;
- to have regard to any guidance issued by the Home Secretary on complaints or disciplinary matters;
- to pay out of the Police Fund any damages or costs awarded against the police in respect of torts or in relation to the settlement of a claim;
- to receive grants for any local council which falls wholly or partly within the Authority area either unconditionally or, subject to conditions agreed with the Chief Constable;
- to accept gifts of money or gifts and loans of other property, including commercial sponsorship of any activity of the Authority or Force on such terms as appear to it to be appropriate;
- to conduct Best Value reviews of its functions in accordance with any order made by the Secretary of State;
- to publish any audit report on its Best Value Performance Plan;

- to co-operate with the 'responsible authorities' in formulating and implementing crime and disorder audits and strategies for each district/unitary in its area;
- to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area;
- to comply with the requirements of the Freedom of Information Act 2000;
- to have due regard to the need to:
 - eliminate unlawful racial discrimination and
 - promote equality of opportunity and good relations between persons of different racial groups
- to maintain an effective Independent Custody Visitors scheme.