



Publication Scheme

March 2018

Table of Contents

1	About the Publication Scheme	3
2	Your rights and the ODPCVC's responsibilities	3
3	Responsibilities for the Publication Scheme	4
4	Charging for Publications	4
5	Comments about the Publication Scheme	4
6	Complaints about the Publication Scheme	4
7	Availability of this scheme in other formats	5
8	Copyright	5
9	ODPCVC's Copyright Material	5
10	Other Copyrighted Material	5
11	Information provided by the ODPCVC	6
12	Specified Information Order 2011	6
13	Information Commissioners Office	6

1. Introduction

- 1.1 The Freedom of Information (FOI) Act 2000 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 and organisations. This 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 body for information must be informed whether the public body holds that information and, subject to exemptions, supplied with that information.
- 1.2 Under the FOI Act, all public authorities, including the Office of the Durham Police Crime and Victims' Commissioner (ODPCVC), must have a Publication Scheme setting out the information routinely made publicly available. The model scheme, on which this publication scheme is based, has been approved by the Information Commissioner and is reviewed from time to time. In adopting (or reviewing) this Publication Scheme, the ODPCVC is required to have regard to the public interest by:
- allowing public access to information held; and
 - publishing the reasons for the decisions the ODPCVC makes.
- 1.3 This publication scheme lets the public know what information is readily available from the ODPCVC without your needing to ask for it. Readily available means that the information is available on our website; can be requested by letter, email or telephone call; can be purchased; or can be found in a local library.

2 Your rights and the ODPCVC's responsibilities

- 2.1 The FOI legislation gives you a right of access to recorded information held by public bodies, subject to certain exemptions. If you ask for information, the ODPCVC will be required to:
- let you know in writing whether the information you have requested is held; and
 - if it is, provide the information to you within 20 working days, unless it is subject to an exemption.
- 2.2 The ODPCVC also has 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).

3 Responsibilities for the Publication Scheme

- 3.1 The ODPCVC's Chief Executive has overall responsibility for the ODPCVC's Publication Scheme. The person responsible for maintaining and managing the Publication Scheme is:

Charles Oakley
Head of Commissioning and Governance
Office of the Durham Police Crime and Victims' Commissioner
Police Headquarters
Aykley Heads
Durham
DH1 5TT

Telephone: 0191 3752001

Email: general.enquiries@durham.pcc.pnn.gov.uk or
charles.oakley@durham.pcc.pnn.gov.uk

4 Charging for Publications

- 4.1 Requests for multiple copies of publications or multiple printouts from the website or for copies of archived material no longer available on the website will attract a charge. The cost covers photocopying and postage costs (currently 10p per sheet). The charge will be payable in advance.
- 4.2 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.

5 Comments about the Publication Scheme

- 5.1 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 Mrs J Connor at the address given in paragraph 3 above:

6 Complaints about the Publication Scheme

- 6.1 If you think the ODPCVC has failed to supply information in accordance with the Scheme, then you should write, in the first instance, to:

Alan Reiss
Chief of Staff
Office of the Durham Police Crime and Victims' Commissioner
Aykley Heads
Durham
DH1 5TT

Telephone: 0191 3752001

Email: general.enquiries@durham.pcc.pnn.gov.uk

- 6.2 The ODPCVC will conduct a review and aim to deal with your complaint within 20 working days of your request.
- 6.3 If, after the internal review, you remain dissatisfied, then you can complain to the Information Commissioner:

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

7 Availability of this scheme in other formats

- 7.1 Requests for this should be directed in the first instance to the Office Manager, Mrs K Bambridge, at the address listed in paragraph 3 above.

8 Copyright

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

9 ODPCVC's Copyright Material

- 9.1 For material where the ODPCVC owns 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.
- 9.2 Where material is being republished or copied to others, the source of the material must be identified and the ODPCVC's copyright acknowledged. The ODPCVC's logo is also copyrighted and may not be reproduced other than as it appears on copied material.

10 Other Copyrighted Material

- 10.1 Some material included in the ODPCVC's Scheme may be the copyright of a third party. The ODPCVC's 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.

Information provided by the ODPCVC

Set out below is the information which the Commissioner makes available under the requirements of the Freedom of Information Act and legislative requirements.

The majority of information is held on the Commissioner's website:

www.durham-pcc.gov.uk and links are provided to the relevant sections. If a document is not available online or you do not have internet access please contact the office using the following number 0191 3752001.

Services we offer

Information leaflets	Council Tax Leaflet
	Police & Crime Plan Leaflet
Information for Victims of Crime	Supporting Victims
Social Media Sites	Links to PCVC Social Media
Other information	Press Releases
	Making a Freedom of Information Request
	Making a Complaint

Our Publication Scheme also ensures that we comply with the statutory requirements placed on us by the [Specified Information Order 2011](#) (and the Amendment Order 2012). Full details of the Office of the Durham Police, Crime and Victims' Commissioner [Specified Information Order can be found here](#).

You can find out more about public bodies and the publication of information by visiting the [Information Commissioner's Office website](#).