

ACPO GUIDE TO PUBLISHED INFORMATION

Lawful Requirement ICO Police Sector Definitions Document	ACPO Minimum Standards to Ensure Compliance	Update/Archive Schedule	The tab under which the information can be found.
Who we are and what we do			
Force Structure	Map of the Force area with the ability to identify the geographical area covered by each Safer Neighbourhood Team	Updated when changes occur	Information held under section 'About us' and 'Home'. http://www.bedfordshire.police.uk/neighbourhood_teams/teams/county.htm
	Organisational Chart showing Chief Officers areas responsibility and the generic Department titles, e.g. Finance, ICT, Scientific/Forensic Services (see example).	Updated when changes occur As above Update quarterly	'About us' – Force Structure
	Officer and Police Staff Establishment	Updated quarterly	Information held under section 'About us' – Force Structure
Profiles of Chief and Senior Officers	Photograph & brief career outline	Updated when changes occur	Information held under 'About us'
Identity of Senior Civilian Staff	Photograph & brief career outline for Heads of Departments as listed in the Organisational Chart.	Updated when changes occur	Information held under 'About us'
Location of police stations (including mobile units) and public opening hours	Addresses (can be linked to map of Force area) & opening hours	Updated when changes occur	Information held under section 'Contact us' and 'Safer Neighbourhood'
	Mobile Units – dates, times, location	Updated weekly	Information held under section 'Contact us' and 'Safer Neighbourhood'
Contact Details	Emergency and non-emergency telephone numbers	Updated when changes occur	Information held under section 'Contact us'
	Text number for general enquiries	Updated when changes occur	Information held under section 'Contact us'
	Email address for general enquiries	Updated when changes occur	Information held under section 'Contact us'
	Postal Address for general enquiries	Updated when changes occur	Information held under section 'Contact us'
	Contact details for local SNT	Updated when changes occur	Information is held under 'Home' and 'Safer Neighbourhood'

	How to report a crime	Updated when changes occur	Information is held under 'Contact us' – how to report a crime
	How to make a complaint	Updated when changes occur	Information is held under 'Contact us' – Make a complaint and Complaints Procedure.
	Firearms Licensing	Updated when changes occur	Information is held under 'Help & Info'
	Subject Access Requests	Updated when changes occur	Information is held under 'Access to Information' – Data Protection
	Freedom of Information Requests	Updated when changes occur	Information is held under 'Access to Information'
Relationships with other authorities	List the authorities/agencies, your relationship and where possible provide a link to a relevant web-site. Examples are:	Updated when changes occur	Information is held under 'Home' – Links.
	Crime & Disorder Reduction Partnerships	Updated when changes occur	'Home' links then http://www.crimereduction.homeoffice.gov.uk/
	Local Criminal Justice Board	Updated when changes occur	Link to information contained on the 'Link' page
	Local Safeguarding Children Board	Updated when changes occur	Link to information contained on the 'Link' page
	MAPPA	Updated when changes occur	Information is held under http://www.bedfordshire.police.uk/
	Casualty Reduction Partnership	Updated when changes occur	'Home' - Links then http://www.drivesafely.org/
	Collaborative Arrangements	Updated when changes occur	'Contact us'. http://www.bedfordshire.police.uk/aboutus/collaboration/collaboration.htm
	Information Sharing Arrangements	Updated when changes occur	Under review and work is under way to make this available.
	Police Authority	Updated when changes occur	'Contact us'. http://www.bedfordshirepoliceauthority.co.uk/PUBLIC/index.html
Arrangements for special constables and civilian volunteers	Link to your information/recruitment pages.	Updated when changes occur	'Information held under 'Recruitment' http://www.bedspolicecareers.co.uk/site/index.cfm
Sponsorship arrangements with business	Link to Force policy on Sponsorship Arrangements List any private company who provides sponsorship, what that sponsorship entails, and its monetary value.	Updated when changes occur	Information held http://www.bedfordshire.police.uk/foi/foi_classes.htm
What we spend and	All of the below may be subject to		

how we spend it	exemption/redaction to protect commercial and law enforcement interests where appropriate, e.g. purchase of covert equipment.		
Annual Statement of Accounts	Normally available on the Police Authority web-site	Last 3 financial years' audited accounts	Information held on the Police Authority Website http://www.bedfordshirepoliceauthority.co.uk/PUBLIC/money.htm
Force Budget (as agreed by Police Authority or Board)	Link to Police Authority web-site	Current & previous 2 financial years' budget	Information held on the Police Authority Website http://www.bedfordshirepoliceauthority.co.uk/PUBLIC/money.htm
Procurement Procedures	Force policy and procedure on procurement Link to sites where your Force advertises contracts for tender, e.g. GCAT	Updated when changes to procedures occur	Not currently available, but will be included
Details of contracts currently being tendered	Link to sites where your Force advertises contracts for tender, e.g.	Current information provided	Not currently available, but will be included
List and value of contracts	Contracts that have been through the formal tendering process, to include: The service provided The name of the supplier The value of the contract	Updated when changes occur	Not currently available, but will be included
Expenses incurred by Chief Officers	Per Chief Officer, ACPO rank officers and police staff equivalent: Total amount spent*; Breakdown into travel, accommodation, food & drink 'Spent' will include amount claimed and amount spent using a corporate credit card. You must indicate whether the published amounts include VAT.	Published quarterly – a rolling 4 quarters figures should be published	Information held under 'About us' – under the individual's profile. The Chief Officers have previously been published. Those of the ACPO rank officers and police staff equivalent will be incorporated after the 1st January 2009
Evaluation of police use of resources	Any reports additional to the Annual Statement of Accounts, evaluating how the Force spends its budget.	Reports covering the last 3 financial years	Not currently available, but will be included
Support for the provision of Community Support Officers	Your annual budget for the funding of PCSOs and the sources of that funding, e.g. Home Office ring-fenced funding, local authority schemes	Current & previous 2 financial years' budget	Not currently available, but will be included
Financial Regulations	List of regulations Police forces are subject to.		Not currently available, but will be included
What our priorities are and how we are doing	All of the below may be subject to exemption/redaction to protect operation		

	and covert activities.		
Strategic Plans	Force Strategic Plan	For current and previous 2 financial years	Information held under section 'About us' – Plans and publication. http://www.bedfordshire.police.uk/aboutus/strategiesandpublications/strategies_publications.htm 2008-2011 available
Annual Policing Plan	Annual Policing Plan	For current and previous 2 financial years	Information held under section 'About us' Plans and publication http://www.bedfordshire.police.uk/aboutus/strategiesandpublications/strategies_publications.htm 2007-08 available
Area Policing Plans	Policing plans to OCU/BCU/Borough level	For current and previous 2 financial years	Not currently available, but will be included
Chief Officer's annual report	Chief Officer's Annual report	For current and previous 2 financial years	No information held as the Chief Constable does not produce a Chief Officer's Annual Report
Police Performance Assessments	Assessment of performance against the policing plan and performance indicators for current and 2 previous financial years.	For current year, quarterly reports as soon as possible after completion For previous financial years, the end-year assessment	Information held under http://www.bedfordshire.police.uk/foi/foi_classs.htm And http://www.bedfordshire.police.uk/
Police Force Statistics	Publish in accordance with the Home Office Crime Mapping Project Link to the Home Office police service strength report Link to Home Office annual crime figures & British Crime Survey Any other statistical information produced by the force that is suitable for public release Provide links to statistical information published by the Police Authority as part of Committee papers and minutes	Link to most recent and previous two financial years' reports As above As above Updated as per Police Authority procedures	Information held under 'Safer Neighbourhoods' Link to information contained on the 'Link' page Link to information contained on the 'Link' page 'Contact us'. http://www.bedfordshirepoliceauthority.co.uk
Neighbourhood Policing Arrangements	Links to your Safer Neighbourhood Policing Teams areas of your Force Web-site	Updated as changes occur	Information held under section 'Safer Neighbourhood'
Reports from	Link to information published on their Police	Most recent and previous	http://www.bedfordshirepoliceauthority.co.uk

independent custody visitors	Authority web-site. If not currently published, Forces should arrange for this with their Police Authority.	two financial years' reports	
Monitoring record of 'Stop and Account' and Stop and Search'	May be published by the Police Authority, in the Force annual report Statistical breakdown by Safer Neighbourhood Team, to include number of stops under PACE and ethnicity monitoring. Should NOT include use of S.44 Terrorism Act powers, unless in the Metropolitan Police area	Minimum annually.	Not currently available, but will be included
How we make decisions			
Agenda and minutes for the senior decision making committee	ACPO executive meetings and senior management team meetings of those Departments listed in the Organisational Chart Only open sessions of meetings minuted in accordance with the ACPO Minute Taking Guidance should be released.	Minutes are published once agreed at the next subsequent meeting Minutes from the current and previous two financial years	http://www.bedfordshire.police.uk/foi/foi_classes.htm
Feedback from public consultation and surveys	For example, Public Opinion Surveys, Customer Satisfaction Surveys and any other public feedback reports. Published results should not include personal data	Published as reports become available	Not currently available, but will be included
Our policies and procedures			
For the conduct of police force business	Policies are why we do things and procedures are how we do them. Policies WILL be published. Procedures will be published where to do so will not compromise that area of business. Forces who produce combined policies and procedures documents, will have to assess each one and redact any procedural information as above.	Updated as changes occur	Not currently available, but will be included. Policies are currently being reviewed, and upon completion will be made publically available, if appropriate. Policies are currently available upon request.

For the provision of policing services			
About recruitment and employment of staff			
Records management and personal data policies	Policies in accordance with requirements under the Code of Practice for the Management of Police Information	Updated as changes occur	Not currently available, but will be included. Policies are currently being reviewed, and upon completion will be made publically available, if appropriate. Policies are currently available upon request.
Customer service standards and complaint procedure	How to make a complaint	Updated as changes occur	Information held under section 'Contact us' – Make a complaint and Complaints Procedure.
	Link to the IPCC	Updated as changes occur	Information held under section 'Contact us' – Make a complaint and Complaints Procedure.
	Handling requests for information	Updated as changes occur	Information held under section 'Access to Information' – FOI and DP
	Charter Mark procedures	Updated as changes occur	Not currently available, but will be included
	Response Times	Updated as changes occur	Not currently available, but will be included
Charging regime and policies	Any service for which the public are charged, including the rates and how they are calculated, e.g. Road Traffic collision reports, Subject Access requests, police officer interviews/statements, and any local charging regimes.	Updated as changes occur	Information held under section 'Access to Information' – under How to obtain information.
Lists and Registers			
Information held in registers by statute	Currently, there are no registers that the police service is required to publish by statute.		No information held.
Asset registers and information asset register	Where forces already hold an Asset Register, after careful consideration of sensitive operational issues, this should be published. There is no requirement to create new information if not already held. Your Police Authority may hold information subject to the Re-Use of Public Sector Information Regulations, and you could provide a link to that information. Producing an Information Asset Register is a requirement under the Code of Practice for the Management of Police Information and the Community Security Policy. After careful	Updated at least annually Updated at least annually	Not currently available, but will be included

	consideration of sensitive operational issues, this should be published.		
Register of interests	The Force Register of Business Interests, to include the type of business and the number of staff registering this type of interest, but not to a level that would identify individuals. Do not include business names, locations, or staff names and use generic groupings/headings, e.g. children's entertainer, consultancy.	Updated at least annually	Information held under http://www.bedfordshire.police.uk/foi/foi_classes.htm
Register of gifts and hospitality provided to senior personnel	'Senior personnel' is defined as those for which profiles have been published.	Updated at least annually	http://www.bedfordshire.police.uk/foi/foi_classes.htm#expenses
FOI Disclosure Log	It is an ICO and ACPO best practice recommendation that all Forces should operate and publish an FOI Disclosure Log. The level of detail held in the Log will be a matter for each Force.	Updated at least quarterly	An FOI Disclosure Log is currently being developed and will be available from April 2009.
Services provided by the police force			
Advice and guidance for the general public	Forces will be expected to provide information or links to information relating to local initiatives and service provision, for example: Links to local campaigns, e.g. Drink Driving, Road Safety, Crime Prevention, Weapons amnesties. Link to processes for obtaining licenses or	Updated as changes occur Remove once campaign has ended	Not currently available, but will be included
Firearms and explosives licensing, firearms dealers licensing, abnormal loads escort, keyholder services			
Police college or learning centre			
Ceremonial Duties			

Museum	<p>services provided to the public Provision of any training services to the public Policing of events and the fees charged – link to ACPO policy and any local arrangements. Forces would be expected to publish details of events for which they have provided policing resources in excess of 300 officers, excluding VIP and Royalty protection, royal visits and security at sensitive locations such as military establishments. Would include community events such as football matches, fairs & fetes, processions.</p> <p>A link should be provided to all press releases</p>		
Local Campaigns			Not currently available, but will be included
Media Releases			Information is held under http://www.bedfordshire.police.uk/
Details of the services for which the police force is entitled to recover a fee together with those fees.			Information is held under http://www.bedfordshire.police.uk/foi/foi_classes.htm