



13<sup>th</sup> November 2018

## **Freedom of Information Request Reference N<sup>o</sup>: FOI 003802/18**

I write in connection with your request for information received by the Norfolk and Suffolk Constabularies on the 16<sup>th</sup> October 2018 in which you sought access to the following information:

Under the Freedom of Information Act 2000, please could you provide the following information:

- 1 The structure of the department which responds to FOI and Information Rights Requests – a structure chart would be sufficient, if this does not exist, or is out of date, a list of current positions / posts would be sufficient. I do not need names, only job titles.
- 2 The salary banding for each of the posts within the department eg £24,000 to £29,000
- 3 Please indicate which posts have decision making responsibilities for responding to Freedom of Information requests and / or Information Rights requests.
- 4 If not already evident from questions 1 and 2, please advise the salary banding of the main Decision Makers for question 3.
- 5 Please provide a i) job description(s) or role profile(s), ii) personal profile / person specification of those with decision making responsibilities regarding FOI requests and / Information Rights Requests

## **Response to your Request**

The response provided below is correct as of 19<sup>th</sup> October 2018.

Norfolk and Suffolk Constabularies have located the following and attached information as relevant to your request.

- Q1 Please see attached structure chart for the Joint Information Compliance Unit.
- Q2 The staff pay scales as at September 2017 are also attached.
- Q3 Please see attached job description documents.
- Q4 Please see attached structure chart.
- Q5 Please see attached job description documents.

This response will be published on the Constabularies web-site under the Freedom of Information pages:-

<https://www.norfolk.police.uk/about-us/our-data/disclosure-log>

<https://www.suffolk.police.uk/services/freedom-information/disclosure-logs>

Should you have any further queries concerning this request, please contact Amanda Gibson, FOI Decision Maker, quoting the reference number shown above.

A full copy of the Freedom of Information Act (2000) can be viewed on the 'Office of Public Sector Information' web-site;

<http://www.opsi.gov.uk/>

Norfolk and Suffolk Constabularies are not responsible for the content, or the reliability, of the website referenced. The Constabulary cannot guarantee that this link will work all of the time, and we have no control over the availability of the linked pages.

Your Right to Request a Review of Decisions Made Under the Terms of the  
Freedom of Information Act (2000).

If you are unhappy with how your request has been handled, or if you think the decision is incorrect, you have the right to ask the Norfolk and Suffolk Constabulary to review their decision.

Ask Norfolk and Suffolk Constabularies to look at the decision again.

If you are dissatisfied with the decision made by Norfolk and Suffolk Constabularies under the Freedom of Information Act (2000), regarding access to information, you must notify the Norfolk and Suffolk Constabulary that you are requesting a review within 40 days of the date of its response to your Freedom of Information request. Requests for a review should be made in writing and addressed to:

*Freedom of Information Decision Maker  
Information Management Department  
Norfolk Constabulary  
Operations and Communications Centre  
Jubilee House  
Falconers Chase  
Wymondham  
Norfolk NR18 0WW  
OR  
Email: [freedomofinformation@norfolk.pnn.police.uk](mailto:freedomofinformation@norfolk.pnn.police.uk)*

In all possible circumstances Norfolk and Suffolk Constabulary will aim to respond to your request for us to look at our decision again within 20 working days of receipt of your request for an internal review.

The Information Commissioner.

After lodging a request for a review with Norfolk and Suffolk Constabulary, if you are still dissatisfied with the decision, you can apply to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at [www.ico.org.uk](http://www.ico.org.uk) or contact them at the address shown below:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 01625 545 700