

Publication Strategy – Budgetary Reviews and Collaboration
Version 1.0



Publication Strategy

Budgetary Reviews and Collaboration

V 1.0



<u>Category</u>	<u>Information</u>	<u>Schedule</u>
Consultation Process	<ul style="list-style-type: none">• Project Plans• Project mandate/initiation documents• Terms of reference• Meeting agendas / minutes / action points with departmental heads, staff, Chief Officers	<p>Information concerning the consultation process may be provided in certain circumstances, with the intention of maintaining staff moral and keeping people informed. This will include generalised synopsis of the timescales and areas being looked into.</p> <p>Meeting minutes will be provided as per the Publication Scheme minimum standards and provided on a quarterly basis.</p> <p>Other documents will be collated by the relevant project team and held until a time the final report has been delivered and affected staff updated. This is to ensure staff moral is maintained and Constabulary effectiveness not affected.</p> <p><i>Any information that may contain sensitive information will not be disclosed in line with the relevant exemptions of the FOI Act. (For example S.31 Law enforcement / S43 Commercial Interests). For these occasions, a Public facing version will be adopted and provided as per the Publication Scheme minimum standards / On a quarterly basis.</i></p>
Joint Policies	<ul style="list-style-type: none">• Policy and Procedure	<p>Policy and procedure should be provided as a matter of routine, subject to any exemptions of sensitive data.</p> <p>This will be Published in line with Publication Scheme minimum Standards, with public facing versions created if necessary to protect sensitive areas of Policing / breaching other legislation.</p>

<u>Category</u>	<u>Information</u>	<u>Schedule</u>
Collaboration Reports	<ul style="list-style-type: none"> • Draft and Final Reports • Notes • Correspondence 	<p>Reports will be disclosed once the report has been delivered and affected staff fully appraised. This is to ensure staff moral is maintained and Constabulary effectiveness not affected.</p> <p><i>Any information that may contain sensitive information will not be disclosed, this is in line with the relevant exemptions of the FOI Act. (For example S.31 Law enforcement / S43 Commercial Interests). For these occasions, a Public facing version will be adopted and provided.</i></p>
Staff updates	<ul style="list-style-type: none"> • Intranet / email updates • Formal notification of post • Meeting minutes / actions 	<p>Information that has been routinely communicated to staff is suitable for disclosure; therefore no exemptions will be applied.</p> <p>Information that specifically relates to posts will be held by the relevant review team until the final report has been finalised and all affected staff notified, after which disclosure will be made. This is to ensure staff moral is maintained and Constabulary effectiveness not affected.</p> <p>Any personal information will be redacted to ensure no individual is identified and the principles of the Data Protection Act 1998 adhered to.</p> <p><i>Any information that may contain sensitive</i></p>

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Correspondence between Forces	<ul style="list-style-type: none"> • Emails • Letters • Meeting minutes and notes • Correspondence with union representatives or partner bodies, such as local councils 	<p>Information in relation to collaboration or other financial efficiencies, which may be sensitive, or contain information about staff redundancies, will be published once all decisions have been made and all staff affected has been notified. This is to ensure staff moral is maintained and Constabulary effectiveness not affected.</p> <p>Information will include how the report was communicated to staff and what the communications strategy was.</p> <p>All disclosures made will be with due regard to the Data Protection Act. All personal information will be redacted from disclosure, to ensure the Constabulary's do not breach the principles.</p> <p>In relation to consultation with trade unions and staff representation bodies, and negotiations with individual members of staff, this information will be assessed on a case-by-case basis to establish whether information could be provided outside of this strategy. Although, the Section 36 and Section 40 exemptions may apply.</p>

Staff levels	<ul style="list-style-type: none"> • Number of staff affected • Number of posts removed • Areas for the posts removed • Number of redundancies / natural wastage 	<p>Number of staff affected is generally known and would not have great cause for concern, unless that role was sensitive in itself, in which case a separate exemption can be engaged.</p> <p>With regards numbers of posts removed / redundancies etc, this will be disclosed once the final report has been presented and all affected staff notified. This is to ensure staff moral is maintained and Constabulary effectiveness not affected.</p> <p>Any personal information will be redacted to ensure no individual is identified and the principles of the Data Protection Act 1998 adhered to.</p> <p><i>Any information that may contain sensitive information will not be disclosed, this is in line with the relevant exemptions of the FOI Act. (For example S.31 Law enforcement). For these occasions, relevant redaction will be made and the information provided.</i></p>
Finance	<ul style="list-style-type: none"> • Cost to the Constabulary • Efficiency Savings • External costs 	<p>Financial information will be provided for previous years. Projected costs will not be disclosed until they have been verified.</p> <p>Each review team will be required to provide budget codes for their areas, to ensure this information can be extracted within the time constraints of the Act.</p> <p><i>Care will be taken to ensure that no adverse</i></p>

		<i>tactical information is published, for example a breakdown of budgets and resources in counter terrorism and covert policing.</i>
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Version	Date	Authorised By (Name and Position)	Signature
v1.0	17/09/10		