

| Police and Crime Commissioner for Gwent Decision | |
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| PCCG-2016-008 | Police and Crime Commissioner for Gwent Decision |
| Subject | Temporary Amendment to the Office of the Police and Crime Commissioner (OPCC) Freedom of Information (FOI) Procedure. |
| Summary | To record the decision of the Police and Crime Commissioner regarding the need to amend the OPCC FOI procedure due to changes within the OPCC structure. |

DECISION

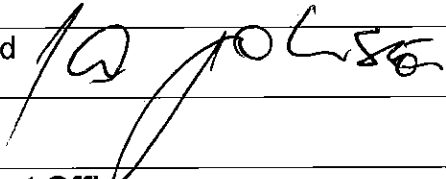
1. The FOI procedure supports the OPCC in making provision for FOI requests and reviews/appeals.
2. The current procedure states that the Information Officer collates the information required under the request, drafts and sends the response. Prior to the response being sent the Head of Corporate Governance reviews and confirms the response. If any reviews/appeals are received, these are dealt with by the Chief Executive.
3. In relation to FOI requests the OPCC follow Authorised Professional Practice (APP) as outlined by the College of Policing. One of the requirements of the APP is that anyone sending out, authorising or reviewing FOI requests must have attended training by the National Police Chiefs' Council Central Referral Unit as set out within the APP.
4. Due to recent changes in the structure of the OPCC (see amended organisational chart) and the imminent departure of the Information Officer on maternity leave the procedure will need to be temporarily amended in order for the FOI procedure to comply with current training requirements.
5. Maternity cover for the Information Officer is in place, this employee will continue to collate and draft the FOI responses. These responses will now need to be sent out in the name of the Chief of Staff (replacing the Head of Corporate Governance role) as the only other remaining OPCC employee who has received the required training. It will also be the responsibility of the Chief of Staff to review and confirm the response before it is sent.
6. It has therefore been discussed and agreed with Gwent Police that their Freedom of Information Officer will assist the OPCC with any reviews/appeals that are received until the procedure can be reviewed and suitable amendments made.

Ian Johnston QPM, Police and Crime Commissioner for Gwent

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with my code of conduct. Any such interests are recorded below.

The above request has my approval.

Signed



Date

23-1-16.

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| Background papers | FOI Procedure College of Policing Authorised Professional Practice |