



CIVIL NUCLEAR POLICE AUTHORITY

Revised Publication Scheme
(Effective from 1 January 2009)

INFORMATION PROVIDED BY THE AUTHORITY

Set out below is the information that the Police Authority makes available under the requirements of the Freedom of Information Act. We intend to publish the majority of information on the Authority's website, and a link is provided where appropriate. Where the document is not currently available online, a written request should be submitted to the Police Authority office at the address given.

1. WHO WE ARE & WHAT WE DO

The Energy Act 2004 created the Civil Nuclear Police Authority as an executive non-departmental public body which is sponsored by the Department of Energy and Climate Change (DECC). Our Members are appointed by the Secretary of State.

The Police Authority has an independent Chairman, two independent members and four representatives from the nuclear industry. Independent members are appointed in accordance with the Code of Practice issued by the Commissioner for Public Appointments.

Structure of the Authority

- [Role & statutory responsibilities](#)
- [Names of members of the Authority together with Members' profiles](#)
- Governance (committee) structure – the governance structure of the Authority is currently undergoing review.

Staff Structure of the Authority

- Basic staff structure
- [Contact details](#)

Contact Information

- [Central contact point for general enquiries](#)

Other Appointments

This section includes details of the processes and policies adopted in terms of the following appointments:-

- [Members appointments](#) (Members are appointed by the Secretary of State for Energy and Climate Change, following the Code of Practice for Ministerial Appointments)

2. WHAT WE SPEND AND HOW WE SPEND IT

The Civil Nuclear Police Authority Management Statement and Financial Memorandum, agreed with the former Department of Trade and Industry, sets out the arrangements for the operation of the Police Authority.

Our accounts are certified by our external auditors, the National Audit Office, and are put before the Houses of Parliament before its summer recess in July.

Further detail on what we spend and how we spend it can be found by following the links below:

- Annual Report and Accounts
 - [Civil Nuclear Police Authority Annual Report & Accounts 2008/09](#)
 - [Civil Nuclear Police Authority Annual Report & Accounts 2007/08](#)
 - [Civil Nuclear Police Authority Annual Report & Accounts 2006/07](#)

Details of Expenses and Allowances

- Members Expenses Scheme
- Allowances paid to Members
- Expenses paid to Staff

3. WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING

The function of the Police Authority is to ensure that the Civil Nuclear Constabulary is efficient and effective and meets the policing requirements of stakeholders in the nuclear industry. The Constabulary's objectives and performance targets are published as part of the Strategic Policing Plan:

Current and Previous Strategic Plans

- [Policing Plans – the Police Authority's plans for policing arrangements on civil nuclear sites](#)

Strategic Priorities

- [The Key Strategic Priorities that sit above all our major activities](#)

Reports on service provision, performance assessments and operational assessments

- Information on how the Authority and Constabulary has performed against targets is available within our [Annual Reports](#)

Police Authority self assessment process

The governance structure of the Authority is currently undergoing review

4. HOW WE MAKE DECISIONS

Decisions are ratified by full Police Authority meetings which are held throughout the year. The Authority is committed to holding a minimum of one of its meetings in public in each calendar year.

Schedule of meetings to be held in public

- Dates of meetings open to the public will be published here as soon as details are confirmed.

Agendas and approved minutes

- Police Authority agendas and approved minutes can be applied for in writing.
- Audit & Risk Committee agendas and approved minutes can be applied for in writing.

Background papers for meetings held in public

- Terms of reference of the Authority and its committees
- Standing orders

5. OUR POLICIES & PROCEDURES

Policies and procedures for the conduct of the Authority's business will be posted here. Those not currently available online can be applied for in writing.

- Standing orders
- Terms of reference
- [Authority Business Plan](#)
- [Code of Corporate Governance](#)
- Members Code of Conduct
- Financial Regulations
- Members' Induction & Development programme
- [Diversity Equality Schemes](#)
- [Health & Safety](#)
- [Environmental Policy](#)
- Community & Stakeholder Engagement

Policies and procedures for the provision of services

- [Freedom of Information Publication Scheme \(including charging policy in relation to the copying and provision of documents\)](#)

Policies and procedures about the employment of staff

- Current vacancies for police officers/staff are advertised on our designated careers website - <http://www.cnccareers.co.uk/>
- Details of the recruitment process for police staff can be found [here](#)
- All the information you would need to apply to become a police officer within the Civil Nuclear Constabulary can be found by clicking through to the [website](#)

Further information relating to this information class can be found in the section [“Who we are & what we do”](#)

Customer Service

- Complaints against the actions of the Authority (Direction & Control)

Records Management & Personal Data policies

- [Information security policies](#)
- [Records retention policies](#)
- [Data protection policies](#)

6. LISTS & REGISTERS

This information can be applied for in writing to the Police Authority office:

- Register of Members' Interests
- Register of Gifts & Hospitality
- FoI Act Disclosure Log

7. SERVICES WE OFFER

Information about the provision of the Authority's services

- The [Authority Policing Plan](#) translates the key strategic priorities into objectives that we are intending to achieve over the twelve months, the targets that we are adopting to measure our success in meeting the priorities, and the human and financial resources that we intend to apply over the period.

Leaflets & Explanatory booklets

- The Annual Report and Accounts document is available in hard copy on application in writing to the Police Authority office.

CHARGING FOR PUBLICATIONS

Information available via our website can be downloaded free of charge.

The CNPA will not charge for photocopying or postage costs associated with requests for information; however requests for archived material, including material not available on the website, may attract a charge if the cost of retrieving it would exceed 18 hours work.

You will be advised of any costs (a Fees Notice) prior to your application being processed. 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, and must be paid within 3 months of the fees notice being issued.

RESPONSIBILITY FOR THE PUBLICATION SCHEME

The Authority's Executive Director has overall responsibility for the Authority's Publication Scheme. The person responsible for the day to day maintenance and management of the Publication Scheme is:

Administration Officer
Civil Nuclear Police Authority
H280 Hinton House
Risley
Warrington
WA3 6AS

Fax: 01925 833301

E-mail: info@cnpa.pnn.police.uk

COMMENTS ABOUT THE PUBLICATION SCHEME

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 the Executive Director whose details are set out below.

COMPLAINTS ABOUT THE PUBLICATION SCHEME

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

Executive Director
Civil Nuclear Police Authority
H280 Hinton House
Risley
Warrington
WA3 6AS

The Authority will aim to deal with your complaint within 10 working days. If you are dissatisfied with the response you can ask for the matter to be internally reviewed. Internal reviews will be completed promptly and a response given to you within 20 working days of your further request.

If, after the internal review, you remain dissatisfied, then you can complain to the Information Commissioner, whose address appears at the end of this explanatory note.

AVAILABILITY OF THIS SCHEME IN OTHER FORMATS

Requests for this should be directed in the first instance to the Police Authority office at the address shown above.

COPYRIGHT

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

Civil Nuclear Police Authority Copyright Material

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

Other Copyrighted Material

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

REQUESTS FOR PERSONAL INFORMATION

Under the Data Protection Act 1998, you already have a statutory right to have access to personal data the Authority holds about you on computer or in a structured manual file (i.e. on paper). You also have the right to expect the Authority, as the data controller, to ensure that data is:

- processed fairly and lawfully
- obtained for specific and lawful purposes
- adequate, relevant and not excessive
- accurate and where necessary kept up to date
- not kept for longer than is necessary
- processed in accordance with the rights of the data subject
- kept secure
- not transferred abroad unless to countries with adequate data protection laws.

For the purposes of the 1998 Act, “personal data” is information that relates to a living identifiable person. The person or organisation who controls the purpose and manner in which data is processed is the “data controller”. More information on the Data Protection Act can be found on the website of the Information Commissioner www.ico.gov.uk or from the address given below.

Information where the Police Authority is the Data Controller

Where the Authority is the data controller, you are entitled to be told whether the Authority holds data about you, and if it does:

- to be given a description of the data in question
- to be told for what purposes the data is processed
- to be told the recipients, or classes of recipients, to whom the data is or may be disclosed

You are also entitled to a copy of the information with any unintelligible terms, acronyms or codes explained. You will also be given any information available to us on the source of the data. The data will be in its latest form.

If you wish to apply for access to your personal data, known as “a subject access request”, you should write to the Police Authority at the above address. A fee of £10 must accompany your request together with proof of your identity (a current passport or photo driving licence). The Authority will also require the details needed to locate the information you seek. A request for access to personal data will be dealt with promptly and in any event within 40 days of receipt of the request and payment of the fee.

If you consider that a request by you for access to your personal data has not been dealt with properly, you may:

- write to the Executive Director at the above address seeking resolution of your complaint; or
- write to the Information Commissioner, who is appointed to consider such complaints at:

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

[An online complaints procedure is also available on the Information Commissioner's website](#)

The Information Commissioner is empowered to assess whether there has been a failure to comply with the 1998 Act. The Commissioner can issue enforcement proceedings if satisfied that there has been a contravention of the data protection principles. The Commissioner can also recommend that you apply to court alleging a failure to comply with the subject access provisions of the 1998 Act. The court may make an order requiring compliance with those provisions and may also award compensation for any damages you have suffered as well as any associated distress.

REQUESTS UNDER ENVIRONMENTAL INFORMATION REGULATIONS

If you wish to make a request for information under the Environmental Information Regulations (EIR), you should write to:

Admin Officer
Civil Nuclear Police Authority
H280 Hinton House
Risley
Warrington
WA3 6AS

Fax: 01925 833301

E-mail: info@cnpa.pnn.police.uk