

Guide to information

Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost

The Scottish Information Commissioner has produced a model publication scheme to support public authorities in meeting their publication duties under FOISA. We have adopted the Scottish Information Commissioner's model publication scheme as the basis for our publication scheme. The 2021 Model Publication Scheme can be accessed on the [Scottish Information Commissioners](#) website.

The purpose of this guide is to:

- allow the public to see the information we publish
- explain how to access the information
- state any charges which may be involved
- provide contact details for any enquiries

Availability and formats

The information we publish through the model scheme is, wherever possible, available on this website. We offer alternative arrangements for people who do not want to, or are unable to, access the information online. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information), we will remove or redact the information before publication and explain why.

Copyright

Information produced by HMICS and listed in this document are subject to Crown copyright. Crown copyright information can be freely reused under the terms of the [Open Government Licence](#).

Charges

There is no charge to view information on our website or at our premises.

We may charge for photocopying, removable storage devices, postage and packaging and other costs associated with supplying information. The charge will be no more than these elements actually cost HMICS (e.g. cost per photocopy or postage).

Classes of information we publish

We publish information that we hold within the following classes:

Class 1: About the authority

Class 2: How we deliver our functions and services

Class 3: How we take decisions and what we have decided

Class 4: What we spend and how we spend it

Class 5: How we manage our human, physical and information resources

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

Class 8: Our commercial publications

Class 9: Our open data

Class 1: About HM Inspectorate of Constabulary in Scotland (HMICS)

Class description: Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations

HMICS's main function from April 2013 is to scrutinise the 'state, effectiveness and efficiency' of both Police Scotland and the Scottish Police Authority.

HMICS undertakes inspection work in collaboration with other inspectorate bodies to jointly examine areas.

HMICS Organisational Structure

His Majesty's Chief Inspector of Constabulary in Scotland, Craig Naylor was appointed in March 2022 as head of HMICS. This is an independent appointment under Royal Warrant.

The Assistant Inspector of Constabulary post is filled by a seconded Police Scotland officer.

There are 2 Support Inspectors posts which are filled by seconded Police Scotland officers or staff.

We employ a cadre of Associate Inspectors who are used to augment inspection teams when required.

Core staff

1 x Chief Inspector of Constabulary in Scotland

5 x Lead Inspector

1 x Improvement and Scrutiny Programme Co-ordinator

2 x Support Inspector

2 x Inspection Support and Design Manager

1 x Business Support Manager

1 x Business Support Officer

Seconded staff from Police Scotland

1 x Assistant Inspector of Constabulary

2 x Support Inspector

Contingent staff

17 x Associate Inspectors

Contact Details

HM Inspectorate of Constabulary in Scotland is based out of:

1st Floor West

St Andrew's House

Regent Road

Edinburgh

EH1 3DG

An online contact form can be accessed here:

[Contact | HM Inspectorate of Constabulary in Scotland](#)

Class 2: How we deliver our functions and services

Class description: Information about our work, our strategies and policies for delivering our functions and services and information for our service users.

HM Inspectorate of Constabulary in Scotland (HMICS) is an independent scrutiny body, which has been in existence since the nineteenth century. Its role was reaffirmed by the Police and Fire Reform (Scotland) Act 2012, which gave HMICS wide ranging powers to look into the “state, effectiveness and efficiency” of both Police Scotland and the Scottish Police Authority (SPA).

We also have a statutory duty to ensure that the Chief Constable and the SPA meet their obligations in terms of best value and continuous improvement. If necessary, we can be directed by Scottish Ministers to look into anything relating to the SPA or Police Scotland as they consider appropriate. We also have an established role in providing professional advice and guidance on policing in Scotland.

Our powers allow us to do anything we consider necessary or expedient for the purposes of, or in connection with, the carrying out of our functions. The SPA and the Chief Constable must provide us with such assistance and co-operation as we may require to carry out our functions and must comply with any reasonable request that we make. When we publish a report, the SPA and the Chief Constable must also consider what we have found and take such measures, if any, as they think fit. Where we make recommendations, we will follow them up and report publicly on progress.

We work with other inspectorates and agencies across the public sector to share specific expertise or jointly examine important areas where Police Scotland works in partnership and contribute to shared outcomes. We co-ordinate our activities to reduce the burden of inspection and avoid unnecessary duplication.

We aim to add value and strengthen public confidence in Scottish policing and will do this through independent scrutiny and objective evidence-led reporting about what we find. Where relevant, we will make recommendations to Police Scotland and the SPA that aim to improve policing. We will also identify good practice that can be rolled out across Scotland.

We can inspect other UK police services that operate in Scotland and are members of the [National Preventive Mechanism](#), inspecting police custody centres to monitor the treatment and conditions for detainees.

Class 3: How we take decisions and what we have decided

Information about the decisions we take, how we make decisions and how we involve others.

Our scrutiny plans sets out how HM Inspectorate of Constabulary in Scotland (HMICS) will meet its statutory obligation to inquire into the state, efficiency and effectiveness of both the Police Service of Scotland (Police Scotland) and the Scottish Police Authority (SPA).

The scrutiny plan is published in terms of Section 75 of the Police and Fire Reform (Scotland) Act 2012 and sets out our inspection priorities.

We publish a three-year scrutiny plan which is developed through consultation with our stakeholders. We publish a questionnaire which is aimed to gather views of both specific stakeholders and the general public as users of the Police service. The scrutiny plan is informed by an objective assessment of policing performance and risk. We make the plan accessible to those who are likely to have an interest in it and maintain a copy on the HMICS website. The plan is reviewed as necessary throughout its lifecycle with updated versions published on our website.

Class 4: What we spend and how we spend it

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

HMICS is funded entirely by the Scottish Government in respect of staff, accommodation, equipment and other expenses and has a de facto shared services approach with the Scottish Government. HMICS also receives additional funding for joint inspection work from other public bodies.

HMICS budget spend is primarily allocated to staffing to facilitate inspections set out in our Scrutiny Plan.

Information relating to our yearly expenditure can be found in our Annual Reports. For year 2024-25 onwards, we publish information on certain expenditure on an annual basis, as required by Part 3 of the Public Services Reform (Scotland) Act 2010.

Class 5: How we manage our human, physical and information resources

Information about how we manage our human, physical and information resources.

HMICS uses the Scottish Government's Human Resource, Information Technology and Data Asset Management systems and further details of these can be found on the Scottish Government Publication Scheme.

Class 6: How we procure goods and services from external providers

Information about how we procure goods and services and our contracts with external providers.

HMICS procures goods and services using the Scottish Government's procurement, travel and accommodation systems. Seconded staff are recruited through a targeted open and fair selection process. Secondment opportunities are advertised through Police Scotland.

CLASS 7: How we are performing

Class description: Information about how we perform as an organisation, and how well we deliver our functions and services.

As a values-led organisation, we will conduct our activities in a way that is:

- **Independent** - We will always act independently and publish impartial and objective reports. Our professional advice will be informed and unbiased. HM Chief Inspector of Constabulary in Scotland is appointed under Royal Warrant and is independent of Scottish Government, Police Scotland and the Scottish Police Authority.
- **Accountable** - We will be accountable for what we do and will justify our actions and reports by evidence. We will publish our statutory reports to the Scottish Parliament and submit ourselves to whatever scrutiny is appropriate to our function.
- **Proportionate** - We will ensure our scrutiny is proportionate and that we only inspect what is necessary to achieve our statutory purpose. We will minimise the burden on those we inspect and focus our activities through informed risk assessment to ensure what we do is effective and efficient.
- **Transparent** - We will be open in what we do and give reasons for our decisions. We will publish our reports and restrict information only when the wider public interest clearly demands it.
- **User Focussed** - We will align our scrutiny to the needs of service users and co-operate with other scrutiny authorities. We will meet our responsibilities under the Public Services Reform (Scotland) Act 2010, by continuously improving our user focus in the design and operation of our functions. We will promote equality and respect for diversity in everything we do. Within all our inspections and reviews, we will give consideration to inequality and, where identified, make recommendations to improve experiences for service users and in support of the public sector equality duties.

If necessary, we can be directed by Scottish Ministers to look into anything relating to the SPA or Police Scotland as they consider appropriate.

CLASS 8: Our commercial publications

Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g., bookshop, museum or research journal.

We do not hold or publish data under this class.

Class 9: Our open data

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

We do not hold or publish data under this class.