



Department for Culture, Media and Sport

FREEDOM OF INFORMATION

PUBLICATION SCHEME

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1. About Us

The Department for Culture, Media and Sport (DCMS) is a Central Government Department, which aims to improve the quality of life for all through cultural and sporting activities and to strengthen the creative industries. DCMS has policy responsibility within Government for:

- The arts,
- Sport,
- The National Lottery,
- Libraries, museums and galleries,
- Broadcasting,
- Film
- The music industry,
- Press freedom and regulation,
- The historic environment,
- Tourism,
- Gambling,
- Golden jubilee.

Most public executive functions in these fields are carried out through Non-Departmental Public Bodies (NDPBs). The Department also has one Executive Agency - the Royal Parks - and is responsible for a number of Public Corporations. DCMS direct executive responsibilities include;

- Listing buildings of special architectural or historic interest,
- Scheduling ancient monuments ,
- Deciding applications for scheduled ancient monument consent,
- Licensing the export of cultural goods, and
- Managing the Government Art Collection.

The Permanent Secretary has responsibility for the operation and maintenance of our Publication Scheme under the Freedom of Information Act 2000. Day to day operation and maintenance of the Scheme is undertaken by the Information Manager, please see 'How To Contact Us'

2. Freedom of Information Act

The Act gives a general right of access to all types of 'recorded' information held by public authorities subject to certain exemptions set out in the Act. The right of access to information under the Act for individuals comes into force in January 2005.

As well as this general right of access, the Act places public authorities under certain obligations. Under s19 of the Act public authorities must adopt and maintain a publication scheme setting out all the information that they publish, or intend to publish in accordance with the Act.

3. What is a Publication Scheme?

The term 'publication' refers to information that is available to the public in a variety of formats: for example paper based reports or web pages. The Publication Scheme specifies the following:

- The classes of information that the Department publishes or intends to publish
- The manner in which information in each class is or is intended to be published;
- Whether the material is, or is intended to be, available free of charge or on payment.

4. Publication Scheme Formats

As well being available on the website we can provide you a copy of the Scheme in a variety of formats to meet your requirements. These include Braille, large print copies and other languages. Please contact the Information Manager with your specific requirements (see 'How to Contact us').

5. Copyright

The material featured on this site is subject to Crown copyright protection unless otherwise indicated. The Crown copyright protected material (other than the Royal Arms and departmental or agency logos) may be reproduced free of charge in any format or medium provided it is reproduced accurately and not used in a misleading context. Where any of the Crown copyright items on this site are being republished or copied to others, the source of the material must be identified and the copyright status acknowledged.

The permission to reproduce Crown protected material does not extend to any material on this site that is identified as being the copyright of a third party. Authorisation to reproduce such material must be obtained from the copyright holders concerned.

For further information on Crown copyright policy and licensing arrangements, see the guidance featured on the HMSO's website at:

<http://www.hmso.gov.uk/guides.htm>.

6. What Does The Scheme Cover

The Scheme provides information on all aspects of the work of Department and its internal structures and procedures. The information includes details of the way the Department is organised and its internal procedures, the services it

provides, as well as information on policy such as key speeches by Ministers and Senior Officials.

7. How to Contact us

The information being made available under the 'Publication Scheme' can be obtained from our website www.culture.gov.uk or by writing to the Information Manager:

Joanne Othick
Department for Culture, Media and Sport
2-4 Cockspur Street
London
SW1Y 5DH

Email:- FOI@culture.gsi.gov.uk
Telephone:- 020-7211-2024
Fax:- 020-7211-2220

8. What are the charges?

Our aim is to make as much information as possible available free of charge.

At present there will be no charge for information available on our website. Published documents, for example legislation, will have links to the appropriate web site where a charge may be made. Where a charge is applicable this will be indicated with a pound sign £.

For those without Internet access a paper copy of the information contained on our website is available on request (see 'How to Contact Us').

9. Classes of Information

This Publication Scheme aims to make as much DCMS information as readily available to the public.

DCMS will make available information within the information classes described below. Sometimes information may not be provided, and the reasons will be given in each case. Documents may be edited where, in the view of the Department, particular information should not be disclosed because of confidentiality, privacy, commercial sensitivity or other specified grounds including the public interest. Information of a type that would be exempt from disclosure under Part II of the Act may also be withheld.

Information falling into the classes will be retained in line with DCMS's retention policy that is available on request from the information officer. The classes of information which the Department will publish are grouped into the broad categories set out below. A more detailed list of the classes of information published by DCMS is set out in tabular form in Part 2 of this Scheme.

Business Management

Here you will find information on how the Department is structured and run., This section also includes information about the Department's relationship with the Non Departmental Public Bodies it sponsors. Topics within this Class are:-

- Departmental Structure
- The Management Board
- Finance and Audit Subcommittee
- Financial Information
- Relationships with Others
 - NDPB Funding Agreements
 - Quinquennial reviews

Staff Guidance

Here you will find documents produced for the internal guidance of staff on the Department's policies including terms and conditions of employment. Topics within this Class are:-

- Staff Guidance
 - Personnel Handbook
 - Acceptable Use Policy (E-mail and Internet)
 - Equal Opportunities Policy
 - Diversity Policy
- Recruitment
- Information Management
- Environment
- Risk Management
- Health and Safety
- Open Government

Departmental Operations

Here you will find information about the work of the Department. Topics within this Class are:-

- The Government Art Collection
- Desk Instructions within Operational areas
- Procurement details

Communications

Here you will find details of various publications within the Department. Topics within this Class are:-

Speeches by Ministers and Senior Officials
Press Notices
Publications
Consultation Exercises
Research and Statistics

Parliamentary

Here you will find details of information held in Parliamentary Libraries

Legislative Framework

Here you will find links to legislation that forms part of Departmental business along with any other relevant legislation.

10. Access to Government Information

Code of Practice on Access to Government Information

Not all information about us will be covered by our Publication Scheme. Before the individual rights of access come into force in January 2005 you can request information under the existing [Code of Practice on Access to Government Information](#). Please note that some information is exempt from the provisions of the Code of Practice and may not be provided by the Department. Applications under the Code of Practice should be put in writing to the Information Manager and you should provide as much detail as possible to identify the information sought; it would be helpful to the Department in dealing with your request if you specify that the information is requested under the Code of Practice

Environmental Information Regulations

Some information held by the Department is subject to the Environmental Information Regulations (EIR). If you wish to make a request for environmental information under the EIR please contact the Information Manager providing as much detail as possible to identify the information sought.

Data Protection Act 1998

Under the Data Protection Act, you may request a copy of any personal data that the Department holds about you. Please note that some personal data is exempt from disclosure under this Act. Please contact the Information Manager for further information about rights of access under the Data Protection Act.

Freedom of Information Act 2000 - Access from January 2005

After January 2005 individuals will also have the right under the Freedom of Information Act to request copies of information that may not have been made available under Publication Schemes. Please note that some information is exempt from disclosure under Part II of the FOI Act

11. Complaints and Feedback

We intend to be as open as possible and provide you with the information you have requested but as set out in Section 9 above the Department may not always provide the requested information. Where we apply exemption provisions and withhold the information we will write to you giving our reasons for refusal.

If you are dissatisfied with our response in the first place you may wish to see an internal review of our decision. A member of staff who was not involved in the original request will undertake the review and will inform you in writing of the outcome.

If you are still unhappy, you can then ask the Information Manager to refer your complaint to the Permanent Secretary of the Department. You will also be able to complain direct to the Information Commissioner if you feel we have not complied with our obligations under that requirement. Further details are available at www.dataprotection.gov.uk.

If you prefer, you may alternatively contact the Information Commissioner direct at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Information Line: 01625 545745
Switchboard: 01625 545700
Fax: 01625 524510
Email: mail@dataprotection.gov.uk

How do I comment or complain?

If you wish to comment or complain about our Publication Scheme we would be pleased to hear from you. We would especially welcome suggestions for additional classes of information that could be included. Please contact the Information Manager (see section 7).

Related Publication Schemes

The classes of information being made available by the Department relate to the core functions of DCMS. The Department also sponsors many Statutory Bodies that are required to produce their own Publication Schemes by end of November 2002. Details of these can be obtained by contacting the respective bodies, as follows: (If you would like the postal addresses of the following organisations please write to the Information Manager as set out above.)

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| Advisory Committee for Public Lending Right | www.plr.uk.com |
| Advisory Committee on Government Art Collection | www.gac.culture.gov.uk |
| Advisory Committee on Historic Wrecks Sites | www.st-and.ac.uk |
| Alcohol Education and Research Council | www.aerc.org.uk |
| Arts Council of England | www.artscouncil.org.uk |
| British Library | www.bl.uk |
| British Museum | www.thebritishmuseum.ac.uk |
| British Tourist Authority | www.britishtouristauthority.org |
| Broadcasting Standards Commission | www.bsc.org.uk |
| Committee for Architecture and Built Environment | www.cabe.org.uk |
| English Heritage | www.english-heritage.org.uk |
| English Sports Council | www.english.sports.gov.uk |
| English Tourism Council | www.englishtourism.org.uk |
| Football Licensing Authority | www.flaweb.org.uk |
| Gaming Board for Great Britain | www.gbgb.org.uk |
| Geffrye Museum | www.geffrye-museum.org.uk |
| Historic Royal Palaces Trust | www.hrp.org.uk/ |
| Horniman Museum | www.horniman.ac.uk |
| Horserace Betting Levy Board | www.hblb.org.uk |
| Imperial War Museum | www.iwm.org.uk |
| Independent Television Commission | www.itc.org.uk |
| Museum of London | www.museum-london.org.uk |

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| Museum of Science & Industry in Manchester | www.msim.org.uk |
| National Endowment for Science, Technology and the Arts (NESTA) | www.nesta.org.uk |
| National Gallery | www.nationalgallery.org.uk |
| National Lottery Charities Board | www.community-fund.org.uk |
| National Lottery Commission | www.natlotcomm.gov.uk |
| National Maritime Museum | www.nmm.ac.uk |
| National Museum of Science and Industry | www.nmsi.ac.uk |
| National Museums and Galleries on Merseyside | www.nmgm.org.uk |
| National Portrait Gallery | www.npg.org.uk |
| Natural History Museum | www.nhm.ac.uk |
| New Opportunities Fund | www.nof.org.uk |
| Registrar of Public Lending Right | www.plr.uk.com |
| Resource: The Council for Museums, Archives and Libraries | www.resource.gov.uk |
| Royal Armouries | www.armouries.org.uk |
| Royal Commission on Historic Manuscripts | www.hmc.gov.uk |
| Royal Parks Agency | www.royalparks.gov.uk |
| Sport England | www.sportengland.org |
| Sir John Soanes Museum | www.soane.org |
| Tate Gallery | www.tate.org.uk |
| Tyne and Wear Museums Service | www.twmuseums.org.uk |
| UK Sport | www.uksport.gov.uk |
| Victoria and Albert Museum | www.vam.ac.uk |
| Wallace Collection | www.the-wallace-collection.org.uk |