



Draft Model Publication Scheme relating to Public Authorities (all sectors)

This model publication scheme has been prepared and approved by the Information Commissioner. The scheme may be adopted without modification by any authority without further approval.

The model scheme will be valid until further notice.

A publication scheme commits a authority to make certain sorts of information routinely available:

The scheme commits an authority to:

- Proactively publish information including environmental information which is held by the authority and shown by the classification below.
- Proactively publish information in line with the statements contained within this scheme.
- Producing a means by which the specific information an authority makes routinely available can be easily identified and accessed.
- Reviewing and updating the information the authority makes routinely available on a regular basis.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal Governance

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by statute and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases.

An A to Z of services offered.

Information which may be excluded:

- Information where disclosure is barred under statute or exempt under the Freedom of Information Act.
- Information in draft form.
- Information considered to be archived.
- Information which cannot be straightforwardly made available by the authority.

Gaining Access to proactively published information

The manner in which particular information can be provided will be specified by the authority.

The information which is to be routinely made available will be easily identifiable and accessible.

Wherever possible, information will be provided electronically usually through a website. Where information can only be accessed in a non electronic form or when an individual does not wish to access the information electronically they should be able to contact the authority and ask for it to be provided in one of the hard copy forms specified by the authority.

In exceptional circumstances some information may only be available to view in person at an authority's premises. Where this manner is specified contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Where it is not reasonably possible for an individual to view the information in person, every effort will be made to find an alternative means of communicating the information.

Information will be provided in the language in which it is held.

Where an authority is required under other statute to translate certain information it will do so.

Obligations under the Disability and Discrimination Act to provide information in other forms and formats should be adhered to when proactively providing information.

Charges which may be made for proactively published Information

Generally material which is published and accessed electronically will be provided free of charge.

Any charges made by the authority for routinely published material will be justified and transparent.

Charges may be made for information subject to a charging regime approved by parliament and for any relevant expenditure incurred such as:

- photocopying documents
- postage and packaging
- the viewing of information at an authority premises

If a charge is to be made confirmation of the payment due will be given prior to the information being provided. Payment may be requested prior to release of the information.