



BRITISH HALLMARKING COUNCIL

PUBLICATION SCHEME FOR THE PURPOSES OF THE FREEDOM OF INFORMATION ACT 2000 : JULY 2005 EDITION

1. IDENTITY

This scheme is operated by the British Hallmarking Council of No1 Colmore Square Birmingham B4 6AA.

2. COUNCIL RESPONSIBILITIES

The responsibilities of the British Hallmarking Council are set out in the Hallmarking Act 1973 and include the supervision of the assaying and marking of precious metal items by the Assay Offices in the UK and advising the Secretary of State for Trade and Industry on matters relating to hallmarking in the UK.

3. SCHEME PURPOSE AND AIMS

The purpose and aims of the scheme are to provide information about documents held by the British Hallmarking Council and the accessibility of the documents for the purposes of the Freedom of Information Act 2000.

4. SCHEME OPERATION RESPONSIBILITIES

The Secretary of the Council, David Gwyther, has responsibility for the scheme on behalf of the Council, and he also has responsibility for monitoring it on a day to day basis. He can be contacted at the address given, or as follows:

Telephone: 0870 763 2000 Fax: 0870 763 2001 E-mail: david.gwyther@martjohn.com

5. CLASSES OF INFORMATION

The scheme contains the following classes of information:

- 5.1 Records of Council members' interests and qualifications.
- 5.2 Annual Reports (and Accounts) of the Council for each year from 1999 onwards

Note: these documents include a Chairman's Report, annual audited Accounts, statistics concerning hallmarking during the year and the maximum prices applicable for hallmarking by Assay Offices during the year.
- 5.3 Promotional booklets and brochures concerning hallmarking.
- 5.4 Directions and Regulations of Council concerning hallmarking.



5.5 Dealers' statutory notice pursuant to Section 11 of the Hallmarking Act 1973.

5.6 Minutes of meetings of Council.

Note: these documents, or some of them, may contain information which is subject to one or some of the exemptions from publication for reasons relating inter-alia to the International Relations, Investigations and Proceedings, Law Enforcement, Formalisation of Government Policy, Prejudice to effective conduct of public affairs, personal information, legal professional privilege, committee interests and/or information provided in confidence.

5.7 Information reported to Council by the Assay Offices.

Note: this information is provided in advance of each Council meeting and takes the form of written reports on levels of activity, and an activity in enforcement of the Hallmarking Act 1973 and reports of the meetings of the "Technical Committee" of the Assay Offices. Also, statistical information concerning items hallmarked in previous periods of the year in question. These documents, or some of them, may contain information which is exempt from publication as mentioned under 5.6 above.

5.8 Information concerning Harmonisation of Hallmarking Regimes within EU:

A Policy Statement of Council.

Drafts of a European Commission Directive concerning Hallmarking with the European Union.

5.9 Information concerning Sub Offices:

A Policy Statement of Council.

The Council's procedures concerning sub-Offices in the form of a Press Release and a pro-forma application form.

5.10 Information concerning Council's expenditure in the form of an annual forecast/budget and an annual retrospective analysis.

5.11 A Corporate Statement agreed between Council and DTI in January 2005.

6. **OVERVIEW OF APPROACH**

The approach taken in the formulation of the scheme is to assist access by the public to information held by Council whilst safeguarding the interests of government, law enforcement and commerce.



7. ACCESS

The documentary information listed in Section 5 may be accessed as follows:

Type	Type	Format	Price
7.1	Records of Council members' interests and qualifications	Hard copy	10p per copy sheet
7.2	Annual Reports	Hard copy	None
7.3	Promotional leaflets and booklets	Hard copy	As applicable - some are free, some cost £1 each
7.4	Directions and Regulations	Hard copy	10p per copy sheet
7.5	Dealers' statutory notice	Hard copy	£8 each
7.6	Minutes of Meetings	Hard copy	10p per copy sheet plus a limit charge based on time spent in dealing with exemption issues
7.7	Reports from Assay Offices	Hard copy	10p per copy sheet
7.8	Harmonisation document	Hard copy	10p per copy sheet
7.9	Sub-Office document	Hard copy	10p per copy sheet
7.10	Expenditure statement	Hard copy	10p per copy sheet

D J Gwyther