

Section 19 of the Freedom of Information Act 2003 requires every public authority to adopt and maintain a Publication Scheme, which is essentially a list of key documents about the Council and how it conducts its business. This had to be approved by the Information Commissioner who has issued a Model Publication Scheme to be adopted by all public authorities with effect from 1 January 2009.

The purpose of the Model Publication Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. The Scheme contains seven classes of information and the Council has to make as much information as possible available under these seven categories through its website or in printed form. The categories are:

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 law 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. A description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

We are committed to reviewing the information held in the Publication Scheme every six months to ensure it is current, relevant and accurate.

Information held by the Council, which has not been published under this Scheme, can be requested in writing under the [Freedom of Information Act](#).

Is there a charge for this information? In most cases, no. All information available through our website is free of charge and openly accessible. Where it is not possible to offer a document electronically, charges may be made for photocopying, postage and packaging or costs incurred as a direct result of requesting the information. If there is a charge, it will be clearly indicated.

The Freedom of Information Act still exists and it is still possible to request information not routinely published under the Publication Scheme.

Where can I get further information? Further information about the Publication Scheme is available from the [Information Commissioner](#)