



Directorate of Corporate Services
Director **Davina Fiore**

Isle of Wight Council Publication Scheme

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Contents

1	Purpose.....	3
2	Roles and Responsibilities.....	3
3	Publication Scheme.....	3
4	Classes of information	3
5	The method by which information published under this scheme will be made available.....	4
6	Charges which may be made for information published under this scheme	5
7	Re-Use of Public Sector Information Regulations	5
8	Written requests	5
9	Review	5
10	Contact Details	6

1 Purpose

- 1.1 The Freedom of Information Act 2000 requires all public bodies to have a Publication Scheme that is a guide to the classes of information that the Council publishes, or intends to publish, routinely. Information may be published in paper format or electronically, for example, on the Council's website.
- 1.2 The aim of the scheme is to promote transparency in the way we make our decisions, by providing clear information about our policies and processes.
- 1.3 A new model publication scheme has been issued by the Information Commissioners Office. The Isle of Wight Council has adopted this new scheme with effect from 1 January 2009.

2 Roles and Responsibilities

- 2.1 The Director of Corporate Services has overall responsibility for ensuring that administration of Freedom of Information is managed appropriately in accordance with this Scheme.
- 2.2 All Heads of Services are responsible for ensuring that information relevant to their service area are included on the scheme and kept up to date.
- 2.3 The Information Management Team is responsible for the day-to-day management of Freedom of Information including ensuring implementation of this Scheme.
- 2.4 All Council staff are responsible for familiarising themselves with, and ensuring that they comply with this standard.

3 Publication Scheme

- 4.1 This publication scheme commits the Isle of Wight Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 4.2 The scheme commits the Council:
 - To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
 - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - To review and update on a regular basis the information the authority makes available under this scheme.
 - To produce a schedule of any fees charged for access to information which is made proactively available.
 - To make this publication scheme available to the public.

4 Classes of information

- 4.1 **Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance
- 4.2 **What we spend and how we spend it.**

CORPORATE POLICY

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

4.3 **What our priorities are and how we are doing.**

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

4.4 **How we make decisions.**

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

4.5 **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

4.6 **Lists and registers.**

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

4.7 **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

4.8 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 2000, 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.

5 The method by which information published under this scheme will be made available

5.1 The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

5.2 Where it is appropriate, information will be provided on the website. The Council's A-Z web pages provide a guide to the information available and there is also a search facility to assist with finding information on the Council's website (www.iwight.com).

Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the council will indicate how information can be obtained by other means and provide it by those means.

5.3 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

5.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the council is legally required to translate any information, it will do so.

5.5 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

6 Charges which may be made for information published under this scheme

- 6.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.
- 6.2 Material which is published and accessed on a website will be provided free of charge.
- 6.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 6.4 Charges may be made for actual disbursements incurred such as:
- photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information
- 6.5 Charges may also be made for information provided under this scheme where they are legally authorized; they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified; and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 6.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

7 Re-Use of Public Sector Information Regulations

- 7.1 Reproducing material supplied under this scheme without the express permission of the Council may be an infringement of copyright
- 7.2 These Regulations enable public bodies to give permission to requestors, to re-use the information provided to them, subject to a licence and possibly a fee.

If you wish to re-use the information obtained, please contact the Information Management Team, County Hall, High Street, Newport, IW PO30 1UD or email www.information@iow.gov.uk.

8 Written requests

- 8.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

9 Review

- 9.1 This Publication Scheme will be reviewed in accordance with such guidance as is produced by the Information Commissioner, and in accordance with section 19 of the Freedom of Information Act 2000.

10 Contact Details

For information concerning the scheme, or to submit a request for other information, please contact:

The Information Manager, Legal Services, County Hall, High Street, Newport, IW PO30 1UD. Tel 01983 821000

Email: information@iow.gov.uk

Further information can be found by visiting www.iwight.com/foi

If you wish to submit a complaint relating to the scheme, or the Council's response to a request for information, please contact the above, in the first instance.

If, after going through the Council's internal appeals process, you remain dissatisfied, you have the right of further appeal to the Information Commissioners Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Further information can be found by visiting www.ico.gov.uk