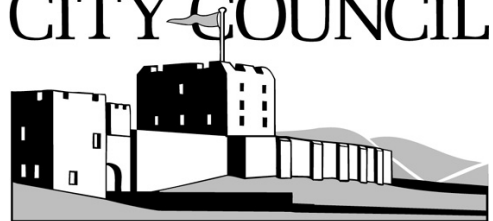


**CARLISLE  
CITY COUNCIL**



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# **Carlisle City Council Freedom of Information Act Publication Scheme 2009**

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## **WHAT INFORMATION DO I HAVE A RIGHT TO SEE?**

As part of our Council values we are committed to being an open and accountable organisation.

Local government legislation allows individuals the right to access certain Council information. The Freedom of Information Act (FOI Act) extends this right to allow public access to other types of information the Council holds. The rights of access to personal information promoted under The Data Protection Act 1998 further enhance this right.

The publication scheme is a guide to the information published routinely by the Council. This document does not list all the items of information available, information is updated on a daily basis; it provides a guide to the classes of information available. The Council's website lists the information under each class. Links, wherever possible, are provided to the most current document or webpage for each item of information.

We will continue to review the requests for information and update the publication scheme on a quarterly basis. This means that more information will be routinely available, helping us to improve our information service.

The full publication scheme can be viewed at:

[http://www.carlisle.gov.uk/council\\_and\\_democracy/freedom\\_of\\_information.aspx](http://www.carlisle.gov.uk/council_and_democracy/freedom_of_information.aspx)

## **WHAT IS A PUBLICATION SCHEME?**

One of the aims of the FOI Act is that public authorities should be clear and proactive about the information they make available to the public. These publication schemes are intended to encourage organisations to make more information available and to develop a culture of greater openness.

Central to this, Section 19(2) of the FOI Act sets out the requirements for a publication scheme. A publication scheme must specify:

- the classes of information the Council publishes or intends to publish;
- the manner in which they will be published;
- whether the information is available free of charge or on payment of a fee.

Section 19(3) states that "in adopting or reviewing a publication scheme, a public authority shall have regard to the public interest in allowing public access to information held by the authority and in the publication of reasons for decisions made by the public authority".

From 1 January 2009 we adopted the Information Commissioner's Office (ICO) approved model publication scheme. This scheme is based on seven classes of information:

- 1) Who we are and what we do
- 2) What we spend and how we spend it
- 3) What our priorities are and how we are doing
- 4) How we make decisions
- 5) Our policies and procedures
- 6) Lists and registers
- 7) The services we offer

## **HOW DO I REQUEST INFORMATION NOT IN THE SCHEME?**

Some information will always be exempt from publication under Freedom Of Information because it contains personal or commercially sensitive details. We will not publish information that would adversely affect our ability to deliver our duties and functions.

This does not mean that the information you want is currently exempt. The publication scheme will develop over the coming years to cover much of the routine information requested under the Freedom Of Information Act. If you cannot find the information you want simply send in a request.

Requests should be made to the Policy and Performance Team in the first instance, contact details for the team can be found on the useful contacts page (page 10).

This scheme is in addition to your existing rights of access to information such as your right of access to your personal information, covered by the Data Protection Act. You also have the right to access council meetings and ask questions at meetings of the overview and scrutiny committees.

For more information on the Data Protection Act and your rights please visit the web pages:

[http://www.carlisle.gov.uk/council\\_and\\_democracy/data\\_protection.aspx](http://www.carlisle.gov.uk/council_and_democracy/data_protection.aspx)

## **WILL I BE CHARGED FOR INFORMATION I REQUEST THROUGH THE PUBLICATION SCHEME?**

Charges may be applied if significant amounts of work or copying of printed material is required or where there is a requirement by some other regulation to make a charge. Details of Carlisle City Council charges for copying are detailed alongside each information entry in the publication scheme.

## **WHAT CAN I DO IF I AM REFUSED ACCESS TO COUNCIL INFORMATION?**

Carlisle City Council aims to provide its customers with the information they request. However, sometimes the information will be withheld if it is deemed to be exempt under the FOI Act to protect confidential or sensitive information where disclosure may not be in the public interest.

### **How do I appeal about the Council's failure to disclose?**

We will try to resolve your complaint about the Council's decision to withhold information informally. Appeals that information which should have been provided and was not provided should be made in writing to the Council's Policy and Performance Manager and sent to the contact address or email listed under the 'Useful Contacts page'.

All appeals for information disclosure are received and recorded by the Council's Policy and Performance Team. You will be sent an acknowledgement within five working days. The Head of Service will investigate your appeal and a response will be issued to you within the number of days notified in the acknowledgement.

If you are still dissatisfied you may wish to request an independent review from the Information Commissioner (IC). Requests for a review by the Information Commissioner should be made in writing or through the web form on the Information Commissioner website. It should be noted the IC would, under normal circumstances, only review a decision if all Council procedures have been exhausted.

## **DATA PROTECTION AND YOUR APPEAL**

In order for the Council to investigate your appeal, the information you provide may need to be divulged to Council staff and to Councillors. Should you refer your complaint to the Information Commissioner then information may be provided to them on request. Please be assured that the information will not be used for any other purpose than the speedy resolution of your appeal.

### **CAN I REUSE THE INFORMATION?**

On 1 July 2005 the Re-use of Public Sector Information (PSI) Regulations 2005 SI 2005 No. 1515 came into force. This provides a framework for decisions by the Council on requests from people to apply to re-use information held by the Council.

'Re-use' means using the information for a purpose other than the purpose for which the document was originally produced. This could include a commercial purpose. For more information on how the Council deals with requests to re-use information visit the website:

[http://www.carlisle.gov.uk/council\\_and\\_democracy/freedom\\_of\\_information.aspx](http://www.carlisle.gov.uk/council_and_democracy/freedom_of_information.aspx)

## NOTES ON USING THE PUBLICATION SCHEME

The scheme refers to classes or categories of information Carlisle City Council publishes for use within the local authority and externally. The scheme is intended to assist the user in finding information. The classes of information are based on general classifications and should require no knowledge of the structure of the organisation to navigate around the scheme.

Publication does not refer solely to printed material. It has been interpreted as widely as possible to include material available on our website, one-off printed documents from a PC, electronic documents, printed books, reports, and leaflets.

### Key to available formats

It is the Council's intention that as much material as possible will be made available on the Council's website. Carlisle City Council will be updating the information on its website, on an ongoing basis.

Where the scheme indicates that the information is available on the CCC website - the address of the **website** is [www.carlisle.gov.uk](http://www.carlisle.gov.uk)

Where information is available in **electronic** format, this signifies the information could be copied to a CD or possibly e-mailed to you, in a variety of formats, for example a Microsoft Word document. This information could also be printed out for you to take away (see details of copying charges below).

Where a document is available in **hard copy** format, the information is available either as a published document, booklet or leaflet or it may be available to be copied, as a one off process. Where the document is more than 30 pages and has to be specially photocopied, the charge for this service will be in line with copying charges, currently 4p per sheet of single-sided A4 (black and white print only – colour printing available on request). This cost is not detailed on the scheme classification list, as it will need to be calculated on a case-by-case basis. In some circumstances Carlisle City Council reserves the right to charge for post and packing.

Where the information is **maintained for inspection**, the document will be presented to the requestor, and notes may be made, but copying of the information is not permitted. Unless otherwise stated, information for inspection will be available at the main Carlisle City Council offices, Civic Centre, Rickergate, Carlisle, CA3 8QG.

Please note that Carlisle City Council will try to ensure that most current information is available free of charge.

Where the information is **not readily available** we will endeavour to make this information routinely available. A quarterly review of the publication scheme alongside the review of FOI requests will ensure that the scheme is keeps abreast of customers needs.

## **WHAT ARE THE INFORMATION CLASSES?**

1. Who we are and what we do

Organisational information, structures, locations and contacts.

2. What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

4. How we make decisions

Decision-making processes and records of decisions.

5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

6. Lists and registers

7. The services we offer.

Information about the services the council provides including leaflets, guidance and newsletters.

## FORMAT

The format that we will adopt across the whole scheme will set out each item of information under its class heading in the following table.

Example:

Information	Format	Charge	Link
Annual report	Website	Free	Link to report
Register of member's interests	Available to inspect	Free	

## ALTERNATIVE FORMATS

Where possible, Carlisle City Council will try to make the information available in a variety of formats, upon request (eg Braille, audio, a language other than English).

## USEFUL CONTACTS

### Policy and Performance Team

Carlisle City Council  
Civic Centre  
Carlisle  
CA3 8QG  
Tel: 01228 817000  
E-mail: [information@carlisle.gov.uk](mailto:information@carlisle.gov.uk)

### The Information Commissioner

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel: 01625 545 700  
Fax: 01625 545 510  
Website: [https://www.ico.gov.uk/Global/contact\\_us.aspx](https://www.ico.gov.uk/Global/contact_us.aspx)