

## **10. Publication Scheme**

### **Purpose of report**

1. To inform Members of the new Model Publication Scheme for the Authority (copy attached) which was launched on 01 January 2009
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### **Background**

2. Under Section 19 of the Freedom of Information Act, it is the duty of every Public Authority to adopt and maintain a Publication Scheme.
3. As a result of the Publication Scheme Development and Maintenance Initiative the Information Commissioners Office (ICO) has introduced a Model Publication Scheme that all public sector organisations should have adopted from 01 January 2009.

### **The New Model Publication Scheme**

4. The Publication Scheme commits the Authority to proactively publish and make information available held by the Authority as part of its normal business activities.
5. The New Model Publication Scheme was prepared and approved by the Information Commissioner and as a result can be adopted by the Authority without further ICO approval and will remain valid until further notice.
6. The Scheme divides information published by the Authority into 7 standardised classes:
  - *Who we are and what we do*
  - *What we spend and how we spend it*
  - *What our priorities are and how we are doing*
  - *How we make decisions*
  - *Our policies and procedure*
  - *Lists and registers*
  - *The services we offer*
7. The Scheme states in what format the information is published with hyperlinks to electronically available information and details of how to request information obtainable in hard copy format only and whether any charges apply.
8. The New Model Publication Scheme was launched on the Service's website on 01 January 2009 and will continue to be maintained by Corporate Risk Management as a live document.

### **Benefits of the New Model Publication Scheme**

9. The positive release of information plays a crucial role in supporting and providing greater openness and transparency across the Authority and governance arrangements for the management of information and data.
10. By routinely and actively publishing information into the public domain, it is to be expected that the number of Freedom of Information Act and Environmental Information Regulations requests received by the Authority will decrease.

## **Recommendation**

**The Chief Fire Officer recommends that the Authority endorses the New Publication Scheme**

## **Appendices**

Publication Scheme

## **Background papers**

Information Commissioners Office Model Publication Scheme Guidance