

## **12. The Information Commissioner's Office Model Publication Scheme Review**

### **Purpose of report**

1. To approve the revised Publication Scheme for the Authority in line with the Service's Governance arrangements.

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### **Recommendation**

***The Chief Fire Officer recommends that the Authority approves the revised Publication Scheme.***

### **Introduction and 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. A New Model Publication Scheme was introduced by the ICO for all public sector organisations to adopt on 1 January 2009.
4. The Authority implemented the ICO's New Model Publication Scheme without amendment and as a result the Authority did not have to submit the Scheme to the ICO for further approval.

### **ICO Model Publication Scheme**

5. The Publication Scheme commits the Authority to proactively publish and routinely make available information held by the Authority. The Corporate Risk Management Department maintains the Scheme and completes a full review on an annual basis.
6. The Scheme divides information into seven standardised classes, as stipulated by the ICO and states what format the data is published in. It provides hyperlinks to electronically available information, details of how to request information obtainable in hard copy format only and whether any charges apply.

### **Conclusion/Summary**

7. Officers have reviewed the Publication Scheme and amended it in accordance with the Services governance arrangements. The draft review was considered by the Policy and Resources Committee on 8 December and recommended for approval by the Authority.
8. It is proposed that the amended Scheme will go live in January 2011. To simplify future updating processes and ensure the data quality of information provided, where information is available electronically, hyperlinks will now be provided to pages on the Service's website rather than to specific documents.

9. This will ensure that any amendments to information on the Service's website are accurately reflected in the Scheme immediately, guaranteeing the accuracy and integrity of the data that the Authority routinely publishes.
10. 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.

### Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	No	

### Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Yes	Whole document

### Additional Considerations

11. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
<b>Resources</b> (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Y	Whole document
<b>Strategic Policy Links</b> (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	N	
<b>Risk Management / Health &amp; Safety</b> (e.g. risk management and control measures, risk register score).	Y	Whole document
<b>Consultation with Representative Bodies</b>	N	

### Supporting Information

Appendix 1 – Publication Scheme

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