

14. Information Commissioner's Office (ICO) Model Publication Scheme Review

Purpose of report

1. To seek the Authority's approval of the revised Publication Scheme, in line with the Service's Governance arrangements.

Recommendation

The Policy and Resources Committee recommends that the revised Model Publication Scheme be recommended for approval by the Authority.

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.
5. On 8 December 2010, the Authority approved the revisions to the Model Publication Scheme.

Model Publication Scheme

6. The revised Publication Scheme for 2011 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. The revised Scheme was considered by the Policy and Resources Committee on 23 November 2011 and recommended for approval by the full Authority.
7. The Scheme divides information into seven standardised classes, as stipulated by the ICO and states in what format the data is published. It provides hyperlinks to electronically available information, details of how to request information obtainable in hard copy format only and whether any charges apply.

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

8. 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.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Y	Whole document
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	N	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	Y	Whole document
Consultation with Representative Bodies	N	

Conclusion/Summary

9. It is recommended that the revised Publication Scheme is approved to go live in January 2012. To simplify future updating processes and ensure the data quality of information provided, where information is available electronically, hyperlinks will be provided to pages on the Service's website rather than to specific documents.
10. 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.
11. 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.

Supporting Information

Appendix 1 – Publication Scheme

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