

WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

APPOINTED MEMBERS

DATE: 23 DECEMBER 2008

AGENDA ITEM NO: 4

SUBJECT: FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

REPORT OF THE CLERK TO THE AUTHORITY

1. MATTER FOR CONSIDERATION

- 1.1 To approve the revised publication scheme under the Freedom of Information Act 2000.

2. INFORMATION

- 2.1 Every public authority subject to the Freedom of Information Act 2000 is required to adopt and maintain an approved publication scheme. This publication scheme commits an authority to make information available to the public as part of its normal business activities. In 2003 the Authority adopted a publication scheme which was approved by the Information Commissioner and which has been in place since that date.
- 2.2 The Information Commissioner's Office (ICO) has now prepared and approved a new model publication scheme that all public sector organisations are encouraged to adopt from 1 January 2009. It may be adopted without modification by any public authority without further approval and will be valid until further notice. However, any variation to the scheme would require approval by the Information Commissioner.

New Model Publication Scheme

- 2.3 Authorities must produce a guide to the specific information they hold and which is contained within the seven classes of information stipulated by the Information Commissioner

The classes of information are:-

- 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 procedures

- Lists and registers
- The services we offer

2.4 The ICO has produced a definition document identifying the type of information they would expect to be included in each class. Whilst this is not a definitive list, it strongly indicates the minimum information that authorities are expected to make available. Furthermore, the ICO make it quite clear that they expect authorities to ensure that the information can be easily identified and accessed by the general public.

2.5 The information available under the Authority's current publication scheme is already quite extensive and has not required any major changes. However, we have re-visited the scheme and revised it in line with the advice of the ICO. This has merely meant that we have re-grouped the information we already publish under the specific classes set down by the ICO and have ensured that as much information as possible is available on the website as well as in paper and electronic formats.

For ease of reference, it is also intended, wherever possible, to hyperlink the information contained in the website version of the publication scheme with the relevant web pages.

2.6 A copy of the Authority's revised publication scheme is attached as Appendix A.

2.7 The scheme is a live document and additional information will be added and deleted as appropriate.

2.8 The publication scheme is a key resource of the Authority and can in fact reduce the number of Freedom of Information requests received.

2.9 The deadline for the adoption of the scheme is 31 December 2008.

3. FINANCIAL AND EC PROCUREMENT IMPLICATIONS

3.1 None.

4. STAFFING IMPLICATIONS

4.1. None.

5. EQUAL OPPORTUNITY IMPLICATIONS

5.1. None.

6. **RECOMMENDATIONS**

- 6.1 That approval be given to the Authority adopting the model publication scheme as appended to this report.

Clerk to the Authority
West Yorkshire Passenger Transport Authority

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