

## **Publication Scheme**

This publication scheme commits the Authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information, in the section 2.

The scheme commits the Authority:

- To proactively publish or otherwise make available as a matter of routine, information, which is held by the Authority and falls within the classifications below.
- To review and update on a regular basis the information the Authority makes available under this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To produce a schedule of any fees charged for access to information.

### **1. Classes of information**

#### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance:

- General information about us explaining our role and relationship with constituent boroughs
- Elected Members and Senior Officers information and organisation chart

#### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts:

- Transparency code information including spending, salary and procurement information
- Audited Accounts and related information

#### **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews:

- Waste strategy explaining our partnership with constituent boroughs in a joint waste strategy
- Business plan detailing the aims and activities over the medium term

### **How we make decisions**

Policy, proposals and decisions. Decision making processes, internal criteria and procedures, consultations:

- Corporate Governance including a variety of rules and regulations
- Meetings including attendance and minutes of both the Authority and Audit Committee

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities:

- Transparency code information including pay and constitution
- Complaints enquiries and feedback policy

### **Lists and registers**

Information held in registers required by law and other lists and registers relating to our functions:

- Contracts register and procurement opportunities

### **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered:

- Where your waste goes and how we deal with it
- Events we run for residents in partnership with constituent boroughs
- Re-use and recycling site information including locations and opening times
- Reducing waste initiatives, help and guidance

The classes of information will not generally include:

- Information, the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **2. Method of publication**

We will indicate clearly what information is covered by this scheme and how it can be obtained.

Where it is within our capability, we will provide the information on our website and/or web links within this document. Where it is impracticable to make information available on our website or when an individual does not wish to

access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **3. Charges and fees**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by us for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the Authority, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the regulations made under section 11 B of the Freedom of Information Act, or with others statutory powers of the Authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **4. Written Requests**

Information held by us that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.