



Knowsley Metropolitan Borough Council

Publication Scheme

1. The Purpose of the Scheme

The Freedom of Information Act 2000 requires each public authority to produce a publication scheme. The purpose of the Freedom of Information Act is to promote greater openness by public authorities. This is Knowsley Council's Publication Scheme in accordance with that Act.

The scheme is a guide to the information automatically or routinely published by the council. It is not a list of the actual publications as these change frequently, but it contains a description of the types or 'classes' of information published.

As of January 2009, the Information Commissioners Office has approved a model publication scheme which needs to be adopted by all local authorities. The scheme lists information under seven broad classes. The council has prepared a [guide to information](#) for the public, which gives details of what the council will provide under the scheme.

Published information does not only refer to printed material, it also includes publication on the council's website, one-off printed documents, reports and leaflets and some audio or video materials.

The information available has been grouped into the following classes:

- **Class 1 - Who we are and what we do**
Organisational information, location and opening times of key council properties, elected councillor's information and contact details, constitutional and legal governance processes
- **Class 2 - What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure including allowances, pay and grading structures; tendering, procurement and contracts.
- **Class 3 - What our priorities are and how we are doing**
Strategy and performance information; plans; assessments; inspections and reviews.
- **Class 4 - How we make decisions**
Policy proposals and decisions. Decision making processes including council meetings, agendas and reports; internal criteria and procedures, consultations.
- **Class 5 - Our policies and procedures**
Current written protocols for delivering our functions and responsibilities.

- **Class 6 - Lists and Registers**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **Class 7 - The Services we offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The seven 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.

In preparing this scheme the council has taken account of the sort of information it is normally asked for and what people are interested in. Regard has also been taken of the overall public interest of disclosure of information in the interests of open and accountable local government.

2. What information is not covered by the scheme?

A large amount of the information held by the council is personal and private to individuals and will not be published. Individuals who wish to access their own information can do so by making a separate application under the [Data Protection Act](#), (a charge is made for data protection access requests).

Some information may be exempt from disclosure or inspection under separate legislation, and where this may apply such information is excluded from publication.

The scheme and this legislation does not limit in any way other rights that people have to information nor does it limit in any way the very large amount of information that is otherwise published outside the scheme. For example, planning applications will continue to be available for inspection.

The council will also continue to publish material on a routine basis, in the form of guidance or assistance about various council services. For example, information leaflets about changes to bin collections during public holiday periods.

3. Obtaining Information listed in this Publication Scheme

Most of the information covered by the scheme is available on the council's website at www.knowsley.gov.uk and can be downloaded free of charge. The council's A-Z web pages provide a guide to the information available and there is also a search facility to assist with finding information on the council's website.

You may access the website at any of the council libraries and from access points in many of the One Stop Shops and other council buildings. A nominal charge will be made for printing information from the website at libraries or other public buildings.

Copies of pre-printed information leaflets are available at One Stop Shops and many of the libraries and other public buildings throughout the Borough. Leaflets can be collected by visiting the relevant office.

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 the council is legally required to translate any information, it 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.

You may also request copies by post, by writing to the Corporate Records Manager at the address given at the end of this document.

When requesting information please include the following details:

- Your name and address
- The information or documents you would like to access
- The format you would like the information to be sent - for example: a printed leaflet or electronic copy via email.

4. Charging Policy

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 the authority for routinely published material will be justified and transparent and kept to a minimum.

All of the information available on the council's website can be downloaded free of charge. Most printed information and leaflets are also available 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 public authorities, justified; and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

5. Feedback and Review

The Corporate Records Manager is responsible for the day to day maintenance and review of the publication scheme.

It is important that the scheme meets the needs of its users and it is the council's intention to review the scheme annually in accordance with such guidance as is produced by the Information Commissioner. If you have any questions or comments about this scheme, or if you require any further information please contact:

Corporate Records Manager,
Knowsley Council,
PO Box 24,
Archway Road,
Huyton,
L36 9YZ
Telephone: 0151 443 3705
Fax: 0151 443 3780
Email: foi@knowsley.gov.uk

If you wish to submit a complaint relating to the scheme, or the council's response to a request for information, please contact the above, in the first instance.

If, after going through the council's internal freedom of information review procedure, you remain dissatisfied, you have the right of further appeal to the Information Commissioner's Office at the address below:

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Further information can be found by visiting www.ico.gov.uk