

## **Salford Council's Publication Scheme under the Freedom of Information Act**

Salford Council is committed to openness and transparency. This Publication Scheme reinforces that commitment by increasing the public's awareness of the work undertaken within the Council and by its partners.

Promoting transparency in the way decisions are reached and providing clear information about the Council's policies and processes aims to foster a spirit of trust with the public and other organisations and to encourage greater interest and participation in the democratic process.

Where information is not published through this scheme we promise to deal with individual requests for information on a timely basis and to provide advice and assistance if required.

### **What is freedom of information?**

The Freedom of Information Act 2000 (FoIA) came into force in two stages:-

- in 2003 when the Council first adopted its Publication Scheme
- in 2005 when the general right of access to recorded information held by public authorities came into effect.

This right of access applies to recorded information held by public authorities and also provides for access to environmental information falling within the scope of the Environmental Information Regulations 2004 (EIRs). Any person making a written request for information must be informed whether the public authority holds that information and be supplied with the information. This right is limited only by the procedural conditions and exemptions set out in the above legislation.

### **What is a publication scheme?**

A Publication Scheme provides the public with a guide to the classes of information that the Council publishes or intends to publish routinely.

This Scheme applies to all the information the Council publishes whether this is available in printed or electronic form and incorporates the information made publicly available on the Council's website as well as information in for example, public registers which may only be available by way of inspection.

Since 2009 the Council has adopted the Information Commissioner's Model Publication Scheme. By adopting the Model Scheme the Council is committing to:

- proactively publish or otherwise make available as a matter of routine, the information falling within the classifications outlined in its' Guide to Information, including environmental information;
- signpost the information held by the Council falling within the classifications below
- 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;
- review and update on a regular basis the information the Council makes available under this scheme;
- produce a schedule of any fees charged for access to information which is proactively made available;
- publicise this scheme;
- publish any dataset that has been requested, and any updated versions the Council holds, unless we are satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Council is the only owner, to make the information available for re-use under a specified licence
- ensure applicants are informed whether a specified licence for the re-use for copyrighted material owned by the Council involves a charge and where requested, how the charge has been calculated

### **What are classes of information?**

In line with the Information Commissioner's model, our Publication Scheme contains 7 classes of information:-

- **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**

Examples of the type of information available under each are given below under our **Guide to Information**.

The above 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.

Some information may only be available in hard copy and some information will only be available for inspection. Where this is the case, this will be made clear on the Council's website.

### **Charges which may be made for information published under this scheme**

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

Material which is published and accessed on the website can be downloaded free of charge unless the information is subject to a charging regime specified by legislation.

Charges may be made for actual disbursements such as:-

- Photocopying/printing
- Postage and packaging
- The cost 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.

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 either regulations made under section 11B of the Freedom of Information Act or, other enactments.

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.

### **How do I request additional information not covered by this scheme?**

The Council includes as much information in the Publication Scheme as it can.

If you cannot find what you are looking for you can make a request for the information that is not published under this scheme. Your request should be made in writing and will be dealt with in accordance with the provisions of the Freedom of Information Act.

**Who do I contact?**

For information concerning the scheme or if you wish to make a request for other information, please follow the link below;

<http://www.salford.gov.uk/freedom-of-information-act>

Alternatively, you may contact;

Corporate Information Officer  
Legal and Governance  
Corporate Business  
Salford City Council  
Civic Centre  
Chorley Road  
Swinton  
SALFORD  
M27 5DA

Email [infogovernance@salford.gov.uk](mailto:infogovernance@salford.gov.uk)

The information described in this scheme can be found on the Council's website at the following address:

<http://www.salford.gov.uk/freedom-of-information-act>

You can use the A-Z or the Search facility to find information on the site.

**Making a complaint, suggestion or compliment**

If you experience any difficulty obtaining the information listed in the Council's Guide or, are not satisfied with the Council's response to a request for information you may make a complaint to the address above:-

If after going through the Council's formal internal review process you are still not satisfied then you may complain directly to the Information Commissioner whose address is:-

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
<https://ico.org.uk/>

The Council aims to make its Publication Scheme as user friendly as possible and welcomes your feedback. If you have any suggestions or compliments, we need to know so that we can improve our service to you.

Feedback forms are available by contacting:

<http://www.salford.gov.uk/council/complaints/complaintsform.htm>

### **Advice and assistance**

If you need help to make a request for information you may contact the Corporate Information Officer  
(Contact details above)

### **Re-use of published information**

Unless covered by the terms of a specified licence, the Council's express permission must be obtained before information published under this Scheme may be re-used. Requests for permission should be addressed to the Corporate Information Officer  
(Contact details above)

### **Salford Council's Guide to Information**

The Council's A-Z web pages provide a guide to the information available and there is also a search facility to assist you to find other information that may not be included in the A-Z.

The guidance below is intended to assist you by giving some examples of the type of information the Council routinely makes available

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

- **Council constitution**

The Council's Constitution

- **Council democratic structure**

Information about the function and process of meetings (Council Meetings, Executive and other Committees)

Information about decision-making and scrutiny

- **Council directorate structure**

Information about the various directorate areas within the Council, plus contact details for the Chief Executive and Corporate Directors

- **Location and opening times of council properties**

Information about locations, opening times and contact details of the Council's centres/buildings, which are there to enable the public to access Council services

- **Currently elected councillors' information and contact details**

Currently elected councillors including party, membership of committees, address, telephone number and email contact

- **Contact details for all customer-facing departments**

Telephone numbers for customer contacts or one-stop shops

- **Most recent election results**

Election results indicating the political composition of the Council

- **Relationships with other authorities**

Information for example about the Greater Manchester Fire Service; the Greater Manchester Combined Authority; the Association of Greater Manchester Authorities; the Greater Manchester Passenger Transport Executive and the Waste Disposal Authority.

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

- **Financial statements, budgets and variance reports**

The Council's Statement of Accounts

- **Capital programme**

The Capital Strategy and Asset Management Plan

- **Spending reviews**

The Council's Statement of Accounts and Committee reports 224407

- **Financial audit reports**

For example within District Audit Reports, Annual Governance Reports and Best Value Reports

- **The members' allowances scheme and the allowances paid under it to councillors each year**

The allowances members are entitled to claim and the amount each member received in expenses.

- **Staff allowances and expenses**

Mileage, accommodation, subsistence rates that can be claimed by staff

- **Pay and grading structure**

Salary bands for all grades, including senior and chief officer grades

- **Details of contracts currently being tendered**

Procurement policies and guidance

Contracts currently available for public tender

- **List of contracts awarded and their value**

Contracts awarded under the Public Contract Regulations 2006 as published in The Official Journal of the European Union.

- **District auditor's reports**

For example District Audit Reports, Annual Governance Reports and Best Value Reports

- **Financial statements for projects and events**

The Council's Statement of Accounts

- **Internal financial regulations**

Financial regulations under the Council's Standing Orders, as contained in the Council's Constitution

- **Funding for partnership arrangements**

Partnership funding for example The Children's Fund which was launched as part of the governments' commitment to tackle disadvantage among children and young people.

### **3. What Our Priorities Are And How Are We Doing**

- **Annual reports**

The Council's Annual Report/The Council's Plan.

- **Strategies and business plans for services provided by the Council**

Strategies, business and service plan for directorates, departments and services including The Council Plan and the Capital Strategy and Asset Management Plan.

- **Best value performance plans**

For example best value performance plans and auditor's reports.

- **Internal and external organisation performance reviews**

Performance information including for example Comprehensive Performance Assessments, The Council Plan and Improvement Plan, performance improvement plans for departments.

- **Strategies developed in partnership with other authorities**

For example housing strategies and plans, education strategies, homeless strategies, customer involvement strategies, crime reduction strategies

- **Economic development action plan**

Economic development strategy and plan

- **Forward plan of Key Decisions**

The Forward Plan details the Key Decisions that the Council is going to take over a four month period.

- **Capital strategy**

Capital and Asset Management Strategies and Plans.

- **Best value performance indicators**

Information about the Council's Best Value Performance Plan and about inspections and annual governance reports

- **District auditor's reports on the best value performance plan and performance indicators**

For example within District Audit Reports within the Annual Report and Best Value Reports

- **Comprehensive performance assessment**

Information about Comprehensive Performance Assessment

- **Inspection reports**

Publicly available inspection reports for example Local Development Framework Annual Monitoring Reports, The Council's Annual Report, and Youth Service Termly Reports.

- **Local Area Agreements**

Partnership agreements made by the Council by working with various groups and partnerships in the public, private, voluntary, community and faith sectors

- **Statistical information produced in accordance with the Council's and departmental requirements**

For example information about schools attendance, and population and employment

- **Impact assessments**

Executive Reports containing Impact Assessments (such as Equality Impact Assessments).

- **Service standards**

Customer Charter and Service Standards

- **Public service agreements**

Local public service agreements

#### **4. How we make decisions**

- **Timetable of council meetings**

Committee dates for the current year

- **Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings.**

Public information on the Council's decision recording system

- **Major policy proposals and decisions**

Information on The Council's Forward Plan and via public information on the Council's decision recording system

- **Facts and analyses of facts considered when framing major policies**

Information on The Council's Forward Plan and via public information on the Council's decision recording system

- **Public consultations**

Consultation papers or information, any summary of the responses and the outcome of the consultation exercise

## **5. Our policies and procedures**

- **Policies and procedures for conducting council business**

The Council's Constitution

- **Policies and procedures for delivering our services**

For example Customer Charter and Equality and Diversity Policy

- **Policies and procedures about the recruitment and employment of staff**

For example employment information, current vacancies, Recruitment Policy, Equality and Diversity Policy, Human Resources Policy, Health and Safety Policy.

- **Customer service**

For example Customer Service Policy and Complaints policy

- **Records management and personal data policies**

For example Data Protection Policy and Records Management Policy

- **Charging regimes and policies**

For example Licensing Fees and Charges, Building Control Charges, Service Charges for Council Tenants, Local Land Charges.

## **6. Lists and Registers**

These may be available for inspection only.

- **Public registers and registers held as public records**

For example the Register of Births, Deaths and Marriages Register of Electors, Register of Premises. Licences and Club Premises Licences, Register of Hackney Carriage Drivers.

- **Asset registers and information asset register**

Corporate Asset Management Plan

- **Register of councillors' financial and other interests**

Register of Members' Interests in accordance with the Local Government Act 2000 [Section 81]

- **Register of gifts and hospitality**

For council officers at assistant director level and above

- **Highways, licensing, planning, commons, footpaths etc**

For example Definitive Maps, Register of Adopted Highways, Register of Planning Applications, Register of Common Land.

- **Register of electors**

The Register of Electors and information about the Register and where it can be inspected

## **7. Services provided by the Council**

Details of all the Council's Services can be found in the Council's A-Z of Services.

- **Regulatory and licensing responsibilities**

For example hackney carriage licensing, motor salvage licensing, amusement licensing, liquor licensing.

- **Services for local businesses**

For example business services and advice in respect of financial support, property advice, business opportunities, recruitment of staff

- **Services for other organisations**

For example student groups, youth groups and club activities.

- **Services for members of the public**

Details of all the Council's Services can be found on the Council's website. You can use the A-Z or the Search facility to find information.

- **Services for which the council is entitled to recover a fee, together with those fees**

For example Licensing Fees and Charges, Building Control Charges, Service Charges for Council Tenants, Local Land Charges.

- **Information for visitors to the area, leisure information, events, museums, libraries and archive collections**

Information about the local area

- **Leaflets, booklets and newsletters**

Various leaflets and council publications available in council offices, district centres, libraries etc

- **Advice and guidance**

For example advice on debts and benefits, consumer advice, affordable housing

- **Media releases**

Press statements and releases.

- **Election Information**

For example election results, forthcoming elections and voting procedures