

Reference: FPA0029307



Information Commissioner

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Hilary Pook  
Communications & Records Manager  
Commission for Local Administration in England  
10th Floor Millbank  
Tower Millbank  
London  
SW1P 4QP

13th March 2004

Dear Ms Pook,

### **FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEMES**

We are pleased to inform you that the publication scheme the Commission for Local Administration in England submitted to this Office in accordance with section 19 of the Freedom of Information Act has been approved by the Information Commissioner. The approval has been granted for the period from 29th February 2004 to 29th February 2008.

During that period the Commission for Local Administration in England is obliged, under section 19 (1) (b) of the Freedom of Information Act, to publish information in accordance with its publication scheme.

We would like to recommend that Section 4 of the publication scheme – ‘The Right to Information’ – is amended to explain that these provisions do not come into effect until January 2005, when the general right of access to information held by a public authority becomes effective.

If you have any general queries in relation to the Freedom of Information Act please refer to the Commissioner’s website, the address of which is given at the top of this letter. If however you have a specific query which cannot be answered by the information on our website, then please contact this Office by telephone, e-mail or letter.

Yours sincerely,

Mr A O'Reilly  
FOI Compliance Officer

*Amend made 24/3/04*



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Hilary Pook Freedom of Information Officer  
Commission for Local Administration  
10th Floor  
Millbank Tower  
Millbank  
London, SW1P 4QP

18<sup>th</sup> February 2004

Dear Sir or Madam,

**Freedom of Information Act 2000 – An important notice regarding your legal obligations**

Thank you for submitting your publication scheme to the Information Commissioner's Office.

Unfortunately, due to the number of schemes we have received from public authorities in the education sector, it is possible that your scheme will not be formally approved prior to the statutory deadline for adoption (the 29<sup>th</sup> February 2004).

This being the case the Information Commissioner's Office advises that from the 29<sup>th</sup> February 2004 you should publish in accordance with the scheme you submitted to this office until such time as we contact you with formal approval of the scheme, requests changes be made to your scheme, or provide you with guidance on any amendments we feel may be necessary or beneficial to make to your scheme.

Yours sincerely,

Phil Boyd  
Information Commissioner's Office

19 December 2003

Information Commissioner's Office  
FOI Section  
Wycliffe House  
Water Lane  
WILMSLOW  
Cheshire SK9 5AF

Our ref: FoI/NJK/hjp

**If telephoning contact Hilary Pook on 020 7217 4734  
or if using email send to: [h.pook@lgo.org.uk](mailto:h.pook@lgo.org.uk)**

Dear Sir or Madam

**Freedom of Information Act 2000 – Submission of Publication Scheme**

I enclose a copy of our proposed Publication Scheme, along with our completed approval questionnaire for your approval.

If you have any queries concerning these documents, please contact Hilary Pook, the Communications & Records Manager, on the number above, in the first instance.

Yours faithfully

Deputy Chief Executive & Secretary

# SECTION C

## APPROVAL QUESTIONNAIRE

### (MANDATORY)

The following will be used to assess a public authority's compliance with the Freedom of Information Act s19 (3).

#### 1. Each scheme must have regard to the public interest

- 1) What exercises, consultations and initiatives did you carry out in order to assess what information is of public interest and so should be included in your publication scheme?

Please give specific details

We consulted with ODPM, the Local Government Association, the Office of the Parliamentary and Health Service Ombudsman and the Welsh Local Government Ombudsman. We already have an Access to Information Policy and based what to include on the requests we have received in relation to that.

- 2) How does your scheme provide access to records of the decisions taken by your authority together with the information upon which those decisions were based and the decision making process?

Please give specific examples

The decision making process is set out in the paper 'Management Arrangements'. Decisions themselves are set out in the minutes of the Commission meetings, which will be on the website. Papers for the Commission meetings will be available on request. Decisions on complaints are set out in investigation reports.

- 3) Have you considered frequently asked questions and specific areas of interest when determining your classes of information?

Please give specific details

Yes. These would relate to the investigation reports we publish, and publications like our Digest of Cases and Guidance Notes on Good Practice.

- 4) Have you made information available within your scheme that has not previously been made available under other information regimes?

If YES, please give details of new information

If NO, please give reasons why no new information is to be made available

Yes. All items under 'Strategic Management' other than the Corporate Plan have not been made available before, and neither have the Financial Regulations, Health and Safety Policy or Records Management Policy.

- 5) Have you decided not to include in your scheme any information which has been made available by you in the past?

If YES, please give specific details

No.

- 6) What steps have been taken to produce your publication scheme in alternative formats and languages so that it is accessible to individuals with disabilities, those who do not have English as their first language or those in disadvantaged communities?

Please give specific examples

We have included a statement in the scheme saying we will do our best to help people from the groups described. We will provide the scheme in large print, Braille or tape if asked, and will translate it into minority ethnic languages if requested. The scheme will be on our website which we are in the process of ensuring is fully accessible.