



# Freedom of Information Act 2000

## Publication Scheme

**Council of the Isles of Scilly**

... a strong, sustainable and dynamic island community

**VERSION 3**

**REVISIONS:**

<b>DATE</b>	<b>AMENDMENT</b>	<b>BY</b>	<b>VER</b>
Dec 2004	Approved by Council	AO	1
Dec 2006	Various small amendments	AO	2
Nov 2008	Review for Information Commissioner	AO	3

## **Introduction**

The Freedom of Information Act requires all public authorities, which includes the Council of the Isles of Scilly, to adopt and maintain a publication scheme.

This is the Council of the Isles of Scilly's scheme under the Act. The idea of the scheme is to let everyone know what information will be automatically, or routinely, published by the Council. The way that the Act does this is to require that the schemes specify classes of information. The way that we have arranged this in the scheme is to set out seven classes or categories which 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
- Services provided by the Council

The rest of this document deals with those classes. In each case the scheme gives the title of the class, a definition, as appropriate an explanation and finally a description of how the information can be seen, i.e. its location on the website or at an office.

In other words - what the information is, what is included, what it is about and where it is. The description of each class will also have to contain any exemptions, i.e. information that might fall within the broad definition that will not be routinely published.

In preparing this scheme we have had regard to the public interest. We have taken notice of the sort of information that people normally ask us for and what they are interested in. We have also had regard overall to the public interest of disclosure of information in the interests of open and accountable local government as well as having regard to information which is already published and the rights that the Freedom of Information Act will have brought to everyone when the public access provisions came in under the legislation in 2005.

The scheme and the 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 we otherwise publish outside the scheme.

Therefore planning applications will continue to be available for public inspection.

Again, the rights of our tenants and housing applicants with regard to information concerning their tenancy and application are also unaffected.

Additionally we will continue publishing a large amount of material by way of guidance or assistance about various services on a routine basis as we have done.

A great deal of the information that we hold is personal and private to individuals.

The Freedom of Information Act does not deal with this. The relevant legislation is the Data Protection Act. The Freedom of Information Act will not be making public private and confidential information about peoples private Council Tax, Benefit, tenancy etc arrangements with the Council. The individual concerned however, does have access to that information under the Data Protection Act. In other words therefore your private affairs and business with the Council as an individual are not the subject of this publication scheme.

The Council has appointed its Chief Executive, Philip Hygate who is based at The Town Hall, St Mary's, Isles of Scilly TR21 0LW. Telephone 01720 422537; Fax 01720 422202; e-mail [phygate@scilly.gov.uk](mailto:phygate@scilly.gov.uk) as the officer responsible for this scheme on behalf of the Council and also as responsible for maintaining the scheme on a day to day basis.

The Chief Executive is also the Data Protection Officer for the Council and so any issues about personal data will also be dealt with by him. Additionally the Chief Executive Officer deals with complaints. The Council has a set complaints procedure and any complaints about Data Protection or the Freedom of Information Act or other services generally may be dealt with by contacting his office.

The opportunity to complain to the Council through its Chief Executive does not limit any rights people have to complain to the Freedom of Information Commissioner (again, either about Freedom of Information or Data Protection) at the following address:-

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Fax :01625 524 510 DX: 20819 Wilmslow

Tel: 01625 545 745 e-mail : [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk).

The Information Commissioner has requested that authorities review their policy this year (2008) and the Council undertakes to review , renew and submit its Publication Scheme to the Information Commissioner every three years subsequently .

The relevant information under each class will automatically be published and or updated as required.

This publication scheme itself will be made available on our website and will be deposited at all of our offices within the Islands. A copy will also be made available in the Library on St Mary's and the Reading Rooms on the Off Islands. In deciding to distribute the scheme this way we have had regard to the geographical nature of the Islands, issues of access and the public interest. This publication scheme and the documents to which it refers are available in the first language of the Islands- namely English. If people have any difficulty with other languages and/or with access or require large print or otherwise require particular assistance, they are invited to contact the Chief Executive's office.

A charge will be made by the Council for examining the information within this publication scheme in line with the fees and charges-laid down by legislation. A charge may also be made at rates determined from time to time by the Council for any photocopies sought.

This publication scheme does not refer to any other executive agencies. In other words the information it defines and classifies relates to the Council only. If the Council receives a request for information which it is aware is held by another public authority, the Council will provide as much assistance as possible in directing the applicant to the appropriate authority.

The Publication Scheme should set out what this authority's responsibilities are. We have done this by including a class of information that defines our services and hopefully usefully for you sets them out also in an A-Z format with appropriate contacts.

To make a request under the Freedom of Information scheme or the Environmental Information Regulations please contact by email: [FOI@scilly.gov.uk](mailto:FOI@scilly.gov.uk); telephone the main Town Hall Switchboard on 01720 422537 or write to the Council at its published address.

If you have any suggestions about this scheme, please contact the Chief Executives Office.

## Contact Details:

The Council of the Isles of Scilly  
Town Hall  
St Mary's  
Isles of Scilly  
TR21 0LW

Tel: S/B      01720 422537  
Fax:            01720 424017  
Web:           [www.scilly.gov.uk](http://www.scilly.gov.uk)

Other sites:

Planning and Development	Old Wesleyan Chapel Garrison Lane St Mary's Isles of Scilly TR21	01720 424311
Children's Services	Carn Thomas St Mary's Isles of Scilly TR21	01720 424099
Community Services	Hamewith St Mary's Isles of Scilly TR21	01720 424064
Fire and Rescue	The Airport St Mary's Isles of Scilly TR21	01720 424330

### Opening Hours

Monday to Thursday:      08.30 – 17.00 hrs  
Friday                            08.30 – 16.30 hrs

## **Class I**

(a) **Title**

Who we are and what we do-

(b) **Definition**

Standing Orders, Committee and Officer Structure under which the Council operates. Currently elected Councillors and their contact details.

(The Council of the Isles of Scilly is exempted from producing a constitution under the Local Government Act 2000)

(c) **Explanation**

All the rules, standing orders and workings of the Council including contract procedures, committees and officer structures; Details of elected Members and how to contact them and recent election results.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly  
Council Website: [www.scilly.gov.uk](http://www.scilly.gov.uk)

(e) **Availability**

Free to down load from Website, charges at the current rate will be made for hard copies and post and packing.

(f) **Exemption**

Information which may constitute exempted information within Schedule 12A of the Local Government Act 12972 and Part II of the Freedom of Information Act 2000. eg. Names of staff other than principal officers and managers whose names are already included on the Council's strategic and operational plans and other published documents.

## **Class II**

(a) **Title**

What we spend and how we spend it

(b) **Definition**

Financial Statements , budgets and variance reports; Council Tax Estimates and Capital Programme Members Allowances Scheme; Members and Staff Subsistence payments Annual Statement of Accounts; District Auditors Reports; Financial Regulations and Procurement procedures; Contract tendering; Pay and grading structure.

(c) **Explanation**

The Council's income and expenditure service by service for the financial year together with the rules used to administer finance.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly  
Council Website: [www.scilly.gov.uk](http://www.scilly.gov.uk)

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### **Class III**

(a) **Title**

What our priorities are and how we are doing

(b) **Definition**

Annual reports, strategies and business plans for services; Internal and external performance reviews; strategies developed in partnership with other authorities.

(c) **Explanation**

Examples would include Comprehensive Performance Assessment; Local Area Agreements and other inspection reports

(d) **Location**

Town Hall, St Mary's, Isles of Scilly  
Council Website: [www.scilly.gov.uk](http://www.scilly.gov.uk)

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## **Class IV**

(a) **Title**

How we make decisions

(b) **Definition**

Timetable of Council meetings; Committee and Council Agenda and Minutes; Consultations.

(c) **Explanation**

Including major policy proposals and decisions

(d) **Location**

Town Hall, St Mary's, Isles of Scilly  
Council Website: [www.scilly.gov.uk](http://www.scilly.gov.uk)

(e) **Availability**

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(f) **Exemption**

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## **Class V**

(a) **Title**

Our Policies and procedures

(b) **Definition**

Policies and procedures for conducting Council business; for delivering our services and about the recruitment and employment of staff

(c) **Explanation**

Standards for achieving the above; the records management used together with any charging regimes.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly  
Council Website: [www.scilly.gov.uk](http://www.scilly.gov.uk)

(e) **Availability**

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## **Class-VI**

(a) **Title**

Lists and registers

(b) **Definition**

Public registers held as public records

(c) **Explanation**

An annual documents detailing the council's performance in selected service areas including comparative figures; Members declarations of Interests.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly  
Council Website: [www.scilly.gov.uk](http://www.scilly.gov.uk)

(e) **Availability**

Free to down load from Website, charges at the current rate will be made for hard copies and post and packing.

(f) **Exemption**

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## **Class VII**

(a) **Title**

Services provided by the Council

(b) **Definition**

An alphabetical A-Z Index of Council Services.  
Advice and guidance  
Election information

(c) **Explanation**

A list of contacts for each service.  
Fees and Charges made for any service

(d) **Location**

Town Hall, St Mary's, Isles of Scilly  
Council Website: [www.scilly.gov.uk](http://www.scilly.gov.uk)

(e) **Availability**

Free to down load from Website, charges at the current rate will be made for hard copies and post and packing.

(f) **Exemption**

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