

Publication Scheme

Freedom of Information Act 2000

Author: Val Smith

Version: 3 (August 2024)

Review/Revision date: August 2025

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Introduction

The Information Commissioner's Office (ICO) provides a model publication scheme which defines the kinds of information a local authority is expected to publish.

This Publication scheme is based on the ICO definition document for principal local authorities version 4.0.

The Commitment of the Council

Southend-on-Sea City Council is committed to make information available to the public through our Publication Scheme.

We will provide as much information as possible on a routine basis, and all information required by statute, including that required by the Local Government Transparency Code.

We update the information available under our publication regularly and review the scheme at least annually.

We will make this publication scheme available to the public on our primary website, www.southend.gov.uk.

Classes of Information

Our publication scheme includes the seven Classes of information specified by the ICO. These are:

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts.

Information in this class is current information only, unless stated otherwise.

Class 2 – What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit.

Information in this class is made available at least for the current and previous two financial years.

Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Information in this class is made available at least for the current and previous three years.

Class 4 - How we make decisions

Decision-making processes and records of decisions.

Information in this class is made available at least for the current and previous three years.

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Information in this class is current information only.

Class 6 – Lists and registers

Registers and lists held by the Council

Information in this class is current information only, unless stated otherwise.

Class 7 – The services we offer

Information about the services the council provides including leaflets, guidance and newsletters.

Information in this class is current information only, unless stated otherwise.

Excluded Information

We will not include information in our Publication Scheme where:

- we do not hold the information;
- the information is exempt under one of Freedom of Information Act 2000 (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (e.g. UK GDPR);
- the information is readily and publicly available from an external website. The information may have been provided either by the Council or on our behalf. We will instead provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Access to Information published under the Scheme

The information available to the public under this publication scheme and where it can be found is set out in the Publication Scheme section of the Council's primary website www.southend.gov.uk/publication-scheme.

The information may be provided:

- Through the content of pages on our primary website
- Through documents which can be downloaded from our primary website
- From content or documents on secondary council websites or applications.

Exceptionally some information may only be available in printed form.

Some information may be available only by viewing in person. Where this is specified we will explain how to arrange to view the information.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council are legally required to translate any information, we will do so.

The Council will comply with its obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charging for information published under the scheme

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

Most of the information available under the Publication Scheme is available free of charge by downloading it from the Council's website and no charge is made for providing leaflets.

Charges may also be made for information provided under this Publication Scheme where they are legally authorised, they are in all the circumstances, including the general principle of the right of access to information held by public authorities, justified and are in accordance with the Council's Charging Policy in respect of requests for information under FOI and the Environmental Information Regulations which is published on the Council's website.

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.

Requests for information not included in the scheme

Information held by the Council that is not published under this Publication Scheme can be requested in accordance with the provisions of the Freedom of Information Act or Environmental Information Regulations.

Datasets

Under our publication scheme we will publish data sets we hold which have been requested, together with updated versions, unless we are satisfied that it is not appropriate to do so.

So far as reasonably practicable we will publish datasets in an electronic form that is capable of re-use.

Where the dataset or any part of it is a relevant copyright work and we are the only owner, we will make it available for re-use under a specified licence.