

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is 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 public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The 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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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 an authority 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.

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

Material which is published and accessed on a website will be provided 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.

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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Cynllun cyhoeddi enghreifftiol

Deddf Rhyddid Gwybodaeth

Mae'r cynllun cyhoeddi enghreifftiol hwn wedi ei baratoi a'i gymeradwyo gan y Comisiynydd Gwybodaeth. Gellir ei fabwysiadu heb ei addasu gan unrhyw awdurdod cyhoeddus heb gymeradwyaeth bellach a bydd yn ddilys nes y nodir fel arall.

Mae'r cynllun cyhoeddi hwn yn ymrwmo awdurdod i ddarparu gwybodaeth i'r cyhoedd fel rhan o'i weithgareddau busnes arferol. Mae'r wybodaeth a gwmpasir wedi ei chynnwys yn y dosbarthiadau o wybodaeth a grybwyllir isod, ble mae'r awdurdod yn cadw'r wybodaeth hon. Darperir cymorth atodol o ran diffinio'r dosbarthiadau hyn yn y llawlyfrau arweiniad i sectorau penodol a gyhoeddir gan y Comisiynydd Gwybodaeth.

Mae'r cynllun yn ymrwmo awdurdod:

- I gyhoeddi gwybodaeth yn rhagweithiol neu ei darparu fel arall fel mater o drefn, gan gynnwys gwybodaeth amgylcheddol, a gedwir gan yr awdurdod ac sydd o fewn y dosbarthiadau isod.
- I ddynodi'r wybodaeth a gedwir gan yr awdurdod ac sydd o fewn y dosbarthiadau isod.
- I gyhoeddi gwybodaeth yn rhagweithiol neu ei darparu fel arall fel mater o drefn, yn unol â'r datganiadau a gynhwysir yn y cynllun hwn.
- I gynhyrchu a chyhoeddi'r dulliau o ddarparu gwybodaeth benodol fel mater o drefn er mwyn i'r cyhoedd allu ei nodi a chael mynediad ati yn hwylus.
- I adolygu a diweddarau'r wybodaeth mae'r awdurdod yn ei darparu dan y cynllun hwn yn rheolaidd.
- I gynhyrchu atodlen o unrhyw ffioedd a godir am fynediad i wybodaeth sy'n cael ei darparu'n rhagweithiol.
- I ddarparu'r cynllun cyhoeddi hwn i'r cyhoedd.
- I gyhoeddi unrhyw set ddata a gedwir gan yr awdurdod wedi derbyn cais amdano, ac unrhyw fersiynau wedi eu diweddarau a gedwir, oni bai fod yr awdurdod yn hyderus nad yw'n briodol i wneud hynny; i gyhoeddi'r set ddata, ble fo'n rhesymol ymarferol, ar ffurf electronig y gellir ei hailddefnyddio; ac, os yw unrhyw wybodaeth yn y set ddata yn waith hawlfraint perthnasol ac mai'r awdurdod cyhoeddus yw'r unig berchennog, i ddarparu'r wybodaeth i'w hailddefnyddio dan drwydded benodedig. Diffinnir y term 'set ddata' yn adran 11(5) y Ddeddf Rhyddid

Gwybodaeth. Diffinnir y termau 'gwaith hawlfraint perthnasol' a 'trwydded benodedig' yn adran 19(8) y Ddeddf honno.

Dosbarthiadau o wybodaeth

Pwy ydym ni a beth ydym yn ei wneud

Gwybodaeth sefydliadol, lleoliadau a chysylltiadau, llywodraethu cyfansoddiadol a chyfreithiol.

Beth ydym yn ei wario a sut ydym yn ei wario

Gwybodaeth ariannol yn ymwneud ag incwm a gwariant a ragwelir a gwir, tendro, caffael a chontractau.

Beth yw ein blaenoriaethau a sut mae pethau'n mynd rhagddynt

Gwybodaeth strategaeth a pherfformiad, cynlluniau, asesiadau, archwiliadau ac adolygiadau.

Sut ydym yn gwneud penderfyniadau

Cynigion a phenderfyniadau polisi. Proses gwneud penderfyniadau, meini prawf a gweithdrefnau mewnol, ymgynghoriadau.

Ein polisïau a gweithdrefnau

Protocolau ysgrifenedig presennol ar gyfer cyflawni ein swyddogaethau a chyfrifoldebau.

Rhestrau a chofrestrau

Gwybodaeth a gedwir mewn cofrestrau sy'n ofynnol gan y gyfraith a rhestrau a chofrestrau eraill yn ymwneud â swyddogaethau'r awdurdod.

Y gwasanaethau yr ydym yn eu cynnig

Cyngor a chanllaw, llyfrynnau a thafleuni, trafodion a datganiadau i'r wasg. Disgrifiad o'r gwasanaethau a gynigir.

Yn gyffredinol ni fydd y dosbarthiadau o wybodaeth yn cynnwys:

- Gwybodaeth y mae ei datgeliad wedi ei atal gan gyfraith, neu wedi ei eithrio dan y Ddeddf Rhyddid Gwybodaeth, neu fel arall yn cael ei hystyried yn gywir i fod wedi ei diogelu rhag datgeliad.
- Gwybodaeth ar ffurf drafft.
- Gwybodaeth nad yw bellach ar gael yn rhwydd gan ei bod wedi ei chynnwys mewn ffeiliau sydd wedi eu rhoi mewn storfa archif, neu'n anodd cael mynediad atynt am resymau tebyg.

Y dull o ddarparu gwybodaeth a gyhoeddir dan y cynllun hwn.

Bydd yr awdurdod yn dynodi'n glir i'r cyhoedd pa wybodaeth sydd wedi ei chwmpasu gan y cynllun hwn a sut i'w chaffael.

Ble fo hyn o fewn cymhwyster awdurdod cyhoeddus, darperir gwybodaeth ar wefan. Ble nad yw'n ymarferol i ddarparu gwybodaeth ar wefan neu pan nad yw unigolyn eisiau cael mynediad i'r wybodaeth ar y wefan, bydd awdurdod cyhoeddus yn dynodi sut y gellir defnyddio dull arall o gaffael gwybodaeth a'i darparu yn defnyddio'r dulliau hynny.

Mewn amgylchiadau eithriadol, bydd rhywfaint o wybodaeth ar gael trwy fynd i'w gweld yn bersonol yn unig. Ble dynodir y dull hwn, fe ddarperir manylion cyswllt. Trefnir apwyntiad i weld yr wybodaeth o fewn cyfnod rhesymol o amser.

Bydd gwybodaeth yn cael ei darparu yn yr iaith y'i cedwir neu mewn pa bynnag iaith arall y mae'n ofynnol i'w darparu yn ôl y gyfraith. Ble ceir gofyniad cyfreithiol i awdurdod gyfieithu unrhyw wybodaeth, bydd yn gwneud hyn.

Cedwir at rwymedigaethau dan ddeddfwriaeth anabledd a gwahaniaethu ac unrhyw ddeddfwriaeth arall i ddarparu gwybodaeth ar ffurfiau a fformatau eraill wrth ddarparu gwybodaeth yn unol â'r cynllun hwn.

Ffioedd y gellir eu codi am wybodaeth a gyhoeddwyd dan y cynllun hwn

Diben y cynllun hwn yw darparu cymaint o wybodaeth â phosibl heb unrhyw anghyfleustra a chost i'r cyhoedd. Bydd angen cyfiawnhau taliadau i'r awdurdod ar gyfer deunydd a gyhoeddir fel mater o drefn gan sicrhau eu bod yn dryloyw ac y'i cedwir i isafswm.

Darperir deunydd a gyhoeddir ac y ceir mynediad ato ar wefan am ddim.

Gellir codi tâl am wybodaeth yn amodol i gyfundrefn codi tâl a ragnodwyd gan Senedd y Deyrnas Unedig.

Gellir codi tâl am dreuliau sy'n codi megis:

- llungopio
- postio a phacio
- costau sy'n codi'n uniongyrchol o ganlyniad i edrych ar wybodaeth

Gellir hefyd codi tâl am wybodaeth a ddarperir dan y cynllun hwn ble maent wedi eu hawdurdodi'n gyfreithiol, y gellir eu cyfiawnhau dan bob amgylchiad, yn cynnwys egwyddorion cyffredinol yr hawl i fynediad at wybodaeth a gedwir gan awdurdodau cyhoeddus, ac yn unol â rhestr a gyhoeddwyd neu restrau o ffioedd sydd ar gael yn hwylus i'r cyhoedd.

Gellir hefyd codi tâl am ddarparu setiau data (neu rannau o setiau data) sy'n weithiau hawlfraint perthnasol i'w haildefnyddio. Bydd y taliadau hyn yn unol â naill ai rheoliadau a wneir dan adran 11B y Ddeddf Rhyddid Gwybodaeth neu ddeddfiadau eraill.

Os codir tâl, rhoddir cadarnhad o faint sy'n ddyledus cyn darparu'r wybodaeth. Gellir gofyn am dâl cyn darparu'r wybodaeth.

Ceisiadau ysgrifenedig

Gellir gofyn am wybodaeth a gedwir gan awdurdod cyhoeddus nad yw wedi ei chwmpasu gan y cynllun hwn yn ysgrifenedig, ac fe ystyrir ei darparu yn unol â darpariaethau'r Ddeddf Rhyddid Gwybodaeth.

Model publication scheme: Using the definition documents

Freedom of Information Act

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Introduction

1. The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities.
2. An overview of the main provisions of FOIA can be found in [The Guide to Freedom of Information](#).
3. This is part of a series of guidance, which goes into more detail than the Guide, to help public authorities to fully understand their obligations and promote good practice.
4. This guidance explains to public authorities how to fulfil their obligations to make certain information routinely available. It explains how to make use of the definition documents and produce a guide to published information.
5. It should be noted that this guidance does not apply to those public authorities for whom the Information Commissioner's Office (ICO) has prepared [template guides to information](#).

Overview

A public authority should:

- adopt the ICO model publication scheme;
- use the definition documents and any previous publication scheme they may have had to identify the information they hold which should be published;
- produce a guide to information, or ensure that their existing website meets this need; and
- ensure that members of the public can easily obtain the information.

The model publication scheme

6. Section 19 of the FOIA requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

7. The scheme should specify:
 - classes of information which the public authority publishes or intends to publish;
 - the manner in which information is to be published, for example, online or in hard copy; and
 - whether there is any charge for the information.
8. There is currently one approved model scheme which must be adopted by all authorities. **Approval for all previous schemes expired on 1 January 2009.** The model scheme can be adopted by placing a link to it on your website or otherwise making it available; there is no need to notify the Information Commissioner.
9. This scheme represents a commitment to publishing information within certain broad classes. It does not specify particular pieces of information or charges.
10. The model scheme should not be altered. To show the actual information it makes available, a public authority should produce a **Guide to information** which specifies the particular information it publishes, how it will be published and what charge, if any, is to be made.

The definition documents

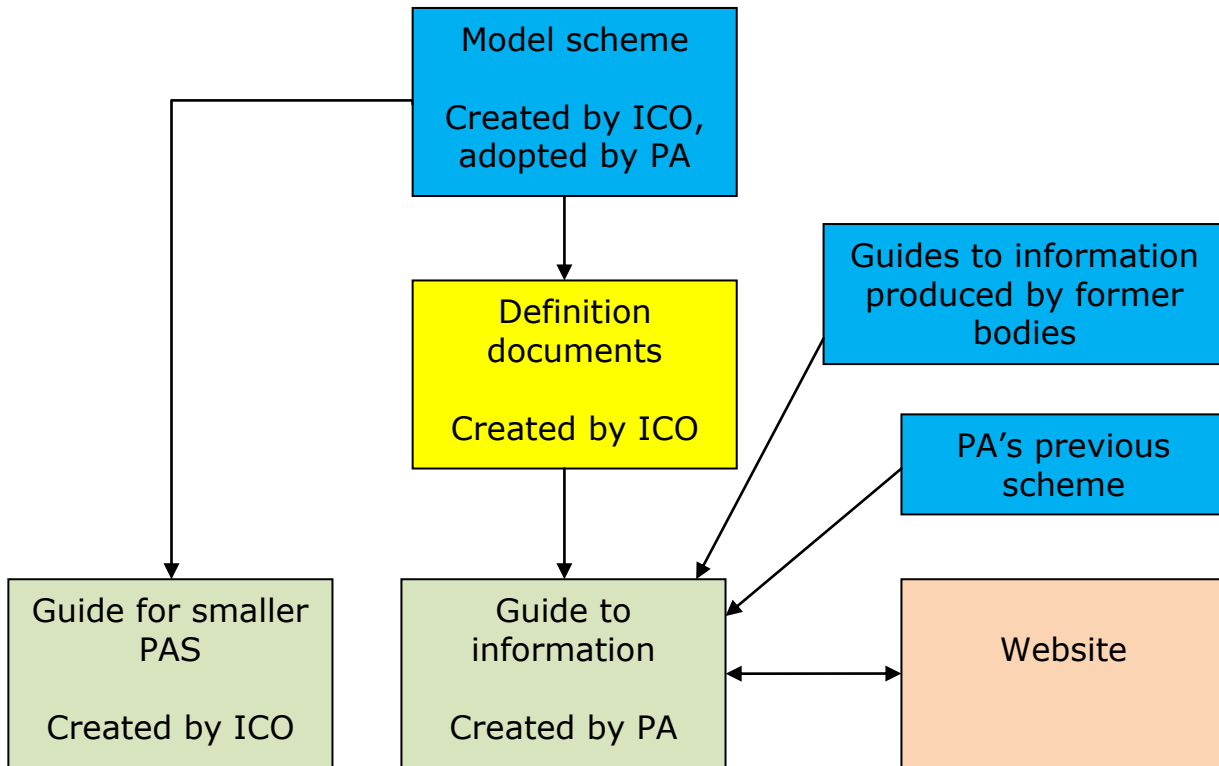
11. The ICO has produced guidance to show the types of information we would expect particular types of authority to publish. These pieces of guidance are referred to as definition documents. You should publish everything which is listed in the definition document for your authority unless:
 - you do not hold the information;
 - the information is exempt under one of the FOI exemptions or EIR exceptions, or its release is prohibited under another statute;
 - 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.

12. The definition documents provide guidance to public authorities as to how to meet their publication scheme obligations. However the First Tier Tribunal of the General Regulatory Chamber (Information Rights) has indicated that it may give weight to a definition document when reaching a decision about a request for information. In its decision in [King's College London v Information Commissioner \(EA/2014/0054, 2 October 2014\)](#) the FTT commented: "we accept of course that that document represents guidance and not the law, but it clearly puts down a marker as to what may have to be disclosed under FOIA".
13. No definition documents have been produced for parish councils, nurseries, primary schools or individual NHS practitioners. Instead, the ICO has produced template guides to information for each of these sectors, which can be completed and used without further modification.
14. Other authorities which are not covered by any sectoral definition documents should base their guide to information on the definition document prepared for NDPBs and other public bodies. They may wish to consult other definition documents if they appear relevant. Authorities who have responsibility for a museum or archive should also consult the definition document for museums and archives.

Using the definition document

- Identify how much of the information in the definition document you already make routinely available. Your website and any previous publication scheme or guide to information you have should help with this.
- New authorities that have been created by the merging of existing bodies will find it helpful to look at the websites and guides to information produced by these bodies. Authorities who are still operating publication schemes from before 31 December 2008 should note that these expired on 1 January 2009.
- Identify any other information you hold which is listed in the definition document but is not currently made available.
- Consider whether any of this information should be legitimately withheld. Record the reasons for your decision.

- Decide how to release the remainder of the information. Consider whether there may be a section of your website which would be a natural home for this information.



PA = public authority. ICO = Information Commissioner's Office

Producing a guide to information

- A guide to information should specify the documents available, the format and (where appropriate) any charge made.
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Example		
<i>Information</i>	<i>Format</i>	<i>Charge</i>
Minutes of public meetings	Online Hard copy on request	Free 2p per sheet
Annual report	Online Printed copy	Free £5

Register of members' interests	Available to inspect	Free
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17. Many smaller authorities will find it easiest to produce a list structured according to the seven classes in the model publication scheme. However, there is no specific requirement for the format of the guide. The only requirement is that all the information you are required to publish is made available, and that it is easy for members of the public to find out what you have and where to get it.
18. Some authorities may find that all the information can be fitted into existing sections of their website. For example, if you already have an "About us" section, this will be the most sensible place for information in the "Who we are and what we do" category. In many cases, the website map will be the guide to information.
19. Using your website as a guide to information:
 - You should consider how people without internet access will be able to use the guide to information.
 - Any documents which are only available in hard copy or by making an appointment to inspect them should be shown under the relevant section of the website, along with a contact. Contacts given in the guide should generally be for somebody who has access to the information in their normal work, rather than an FOI officer or Information Manager.
 - It is important that all staff in relevant departments are aware of what information is to be routinely made available. It may therefore be useful to maintain an internal list as well as the public guide.
20. Review the guide to information regularly, to identify any new information which should be released and to ensure the material is updated.

What else should be included in the guide?

21. You may wish to include information in the guide which is not specified in the definition documents:

- Other information which you have chosen to make routinely available.
- Environmental information which you make available in accordance with your obligations under the Environmental Information Regulations 2004 (the EIR).
- Information which you are required to publish or make available for inspection under another enactment.
- Information which you are permitted to publish or make available under another enactment, and for which you make a charge.
- Where appropriate, redacted or summarised versions of documents which would otherwise be exempt.

22. You should not include:

- information which you only make available to certain people (e.g. fire damage reports); or
- information which would be considered for release only if a request was received and which might be withheld or redacted under an exemption. Where documents may include exempt material, these should not be listed in the guide but should be considered for disclosure if a request is received.

Example

- "Minutes of all meetings except where exempt."
- "Minutes of all public meetings and summaries of other meetings."

23. More information on publishing environmental information can be found in our guidance on [Proactive dissemination](#). Our guidance on [Minutes and agendas](#) gives more advice on the distinction between routine disclosure and disclosure in response to a request.

Publishing datasets under a publication scheme

24. There are specific provisions in FOIA to do with publishing datasets under a publication scheme.
25. If a public authority has received a FOIA request for a dataset, then, as well as responding to the request, it must also continue to make the dataset (and any updated versions it holds) available for re-use under its publication scheme, unless it is not appropriate to do so. It must publish the dataset in a re-usable form. If the dataset is a relevant copyright work, and the public authority is the only owner of the intellectual property, it must make the dataset available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015 (RPSI), if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
26. The public authority may charge a fee for licensing re-use under the terms of RPSI, where they apply, or under the Freedom of Information (Release of Datasets for Re-use) (Fees) Regulations 2013, or under other statutory powers it may have. However, the [datasets Code of Practice](#) recommends that public authorities use the Open Government Licence for datasets which can be re-used without charge.
27. The ICO has published [guidance on datasets](#) which explains what is meant by the terms 'dataset', 'not appropriate' 're-usable form' and 'relevant copyright work' and has also published a [Guide to RPSI](#).

Operating the publication scheme

28. Information may be made available for download from the website, electronically, in hard copy, or by making it available for inspection. The means by which it is made available must be specified in the guide to information, along with the amount of any charge.
29. Where information is only available electronically, a printed copy should be available on request for those without internet and email. You should also take account of your obligations under equality legislation and, where relevant, legislation requiring information to be made available in languages other than English.

30. Information in the guide should be made available routinely. You should not use an exemption to withhold information in the guide, as a document should only be included if you have already decided that it can be disclosed. Requests for information in the guide cannot be refused on the grounds that they exceed the cost limit.
31. The guide to information should be a guide to what is available, rather than a mechanism through which information must be accessed. Staff should know to give out this information promptly when it is requested, or direct requesters to the website.
32. Requests for information which is not in the guide to information should be dealt with in the normal way. Guidance on dealing with FOI and EIR requests is available on our website.

Charging

33. Where possible, information should be made available online and free of charge. Any legitimate charges should be stated “up-front”, and should be the same for all requesters. It is good practice to explain how a charge is arrived at, for example, the amount charged per page for photocopying.
34. A full explanation is available in our guidance on [Charging for information in a publication scheme](#).

Other considerations

35. Additional guidance is also available if you need further information on the model publication scheme:
 - [Guide to FOI](#)

More information

36. This guidance has been developed drawing on ICO experience. Because of this it may provide more detail on issues that are often referred to the Information Commissioner than on those we rarely see. The guidance will be reviewed and considered from time to time in line with new decisions of the Information Commissioner, Tribunals and courts.

37. It is a guide to our general recommended approach, although individual cases will always be decided on the basis of their particular circumstances.
38. If you need any more information about this or any other aspect of freedom of information, please [contact us](#): see our website ico.org.uk.