

## Freedom of Information Act 2000

# Definition document for national park authorities, the broads authority and areas of outstanding natural beauty conservation boards

This guidance is written for the use of national park authorities, the broads authority and areas of outstanding natural beauty (AONB) conservation boards. It gives examples of the kinds of information that the ICO expects you to provide in order to your commitments under the model publication scheme.

The ICO expects you to make the information in this definition document available unless:

- you do not hold the information;
- the information is exempt under one of the Freedom of Information Act (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided either by you or on your behalf. You must 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- the information is archived, out of date or otherwise inaccessible; or,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.

If the information is held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]) [Local Government](#)

[Transparency Code 2015 \('the code'\)](#).

Aligning this document with the code provides a harmonised approach to data transparency for you and avoids unnecessary duplication.

## **Publishing datasets for re-use**

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on [Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

## **Model publication scheme**

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in [model publication scheme](#).

### **Class 1 – Who we are and what we do**

Organisational information, structures, locations and contacts.

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

- **Roles and responsibilities**

Provide the roles and responsibilities of people working in your organisation at senior level.

- **Composition of the authority or board and any sub-committees**

- **Staffing structure**

- **Organisational structure**

Provide details about your basic staff structure and any other details indicating administrative support.

- **Map of the area**

- **General outline of your responsibilities**

Provide both outline and detailed information about your roles and responsibilities.

- **Gender pay gap reporting**

Read the Government's guidance on the [gender pay gap reporting](#) to find out what information you need to publish. Publish this data annually if you have a head count of 250 staff or more.

- **Opportunities for volunteers**

- **Location and contact details**

Provide your postal and email address. If possible, provide named contacts including contact phone numbers and email addresses.

## **Class 2 – What we spend and how we spend it**

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

As a minimum, make financial information for the current and previous two financial years available.

If you allocate money to specific cost centres and this information helps to explain how you spend public money, consider publishing it.

- **Revenue and capital plans**

- **Annual out-turn**

- **Audited accounts**

- **Staff pay and grading structure**

You can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.

- **Staff and members' allowances and expenses**

Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses incurred by or paid to individual senior staff and board members by reference to categories. Produce these categories in line with your policies, practices and procedures under headings like travel, subsistence and accommodation.

- **Income from grant and other sources**

- **Procurement procedures**

Provide details of procedures used for the acquisition of goods and services, and contracts currently available for public tender.

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

Publish details of contracts that are of sufficient size to have gone through a formal tendering process.

- **Financial regulations**

- **Specific requirements for certain authorities**

National park authorities in England and the broads authority are required to publish some specific information. Details of what information and when it should be published are included in the [Local Government Transparency Code 2015](#).

- **TU facility time reporting**

If applicable to you, read the government guidance on reporting [trade union facility time](#) to find out what information you need to publish. You need to publish this information once a year.

### **Class 3 – What our priorities are and how we are doing**

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

Make information in this class available for at least the current and previous two years. Include any other reports or recorded information showing your planned or actual performance.

- **Corporate plan**
- **Local plan**
- **Site management plans**
- **Action plans**
- **Performance reports**
- **Annual report or review**
- **Data protection impact assessments (in full or summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments), as appropriate and relevant.**

### **Class 4 – How we make decisions**

Decision making processes and records of decisions.

Make information in this class available for the current and previous two years at least.

- **Agendas and minutes of meetings and any sub-committee meetings**

Make agendas and the minutes of meetings available to the public, excluding material that is properly considered to be exempt.

- **Planning studies**

- **Publicly available reports**
- **Records of important decisions**

Provide records of decisions arising from the exercise of your functions made at meetings or elsewhere.

- **Public consultations**

Provide details of consultation exercises and access to the consultation papers, or information about where to obtain the papers. Include the results of consultation exercises.

## **Class 5 – Our policies and procedures**

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

Information in this class should be current information only.

- **Policies and procedures for conducting business**
- **Policies and procedures for the provision of services**

Include any policies and procedures for handling requests for information.

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

Include codes of practice, memoranda of understanding and similar information. A number of policies, for example equality and diversity and health and safety, will cover both the provision of services and the employment of staff. If you advertise vacancies as part of recruitment policies, make details of current vacancies readily available.

- **Pay policy statement**

Any decisions you take in relation to pay and reward of staff must reflect your current policy.

- **Conservation strategies**
- **Planning policy**

- **Customer service and complaints policies and procedures**

Publish standards for providing services to your customers, including your complaints procedure. Include complaints procedures covering requests for information and operating the publication scheme.

- **Internal instructions, manuals and guidelines**

If access to internal instructions, manuals and guidelines for dealing with your business would help the public understand how you make decisions, then make these readily available. However, you do not need to reveal information in cases where disclosure might damage your operations.

- **Records management, personal data and access to information policies**

Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies.

- **Charging regimes and policies**

Provide details of any statutory charging regimes. Charging policies should include charges made for information you routinely publish. Clearly state what costs you are recovering, the basis on which you make them, and how you calculate them.

If you charge a fee for licensing the re-use of datasets, state in your guide to information how you calculate this and whether you make the charge under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the Open Government Licence.

## **Class 6 – Lists and registers**

Include information contained only in currently maintained lists and registers.

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

If you are required to maintain any register and make the

information in it available for public inspection, the existing provisions covering access will usually be adequate. Publicise which public registers you hold and how you make the information in them public. Where registers contain personal information, ensure that you adhere to the data protection principles.

- **Asset registers and information asset register**

You do not need to publish all details from all asset registers. Publish the location of public land and building assets and key attribute information that is normally recorded on an asset register to be available along with some other information from capital asset registers. If you have prepared an information asset register for the Re-use of Public Sector Information Regulations 2015, publish the contents.

- **CCTV**

Provide details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. Decide on the level of detail which is appropriate. This could be by building or more general geographic locations such as car parks or other areas within an estate.

- **Disclosure logs**

If you produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it available. Disclosure logs are recommended as good practice.

- **Register of gifts and hospitality provided to members of the authority and senior personnel**
- **Any register of interests kept in the authority**
- **Other lists required by law**

## **Class 7 – The services we offer**

Information about the services you offer including leaflets, guidance and newsletters.

Generally, this is an extension of part of the first class of information. While the first class provides information on roles and responsibilities, this class includes details of the services you

provide.

For example, it will benefit the public to have ready access to information about the services you provide. The starting point would normally be a list or lists of the services that fall within your responsibility, linked to details of these services.

- **Byelaws**
- **Services for which the department is entitled to recover a fee or toll together with those fees or tolls**
- **Social, geographical and historical details**
- **Educational services**
- **Access and accessibility**
- **Camp sites, car parks and public toilets**
- **Forestry and tree preservation**
- **Cultural heritage**
- **Visitor, walks and boating information**
- **Advice and guidance**
- **Leaflets, newsletters and booklets**
- **Media releases**