

## Freedom of Information Act 2000

### Definition document for authorities established to manage museums, libraries, art galleries and historical collections

This guidance is written for the use of authorities managing museums, libraries, galleries and historical collections. It gives examples of the types of information that the ICO expects you to provide in order to meet 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 2000 (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (eg UK General Data Protection Regulation);
- 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- the information is archived, out of date or otherwise inaccessible; or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.

The guidance is not meant to give an exhaustive 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.

### **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 \(sections 11, 19 and 45\)](#). 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 the [model publication scheme](#).

<p><b>Class 1 - Who we are and what we do</b></p> <p>Organisational information, structures, locations and contacts</p>
<p>Information in this class will be current information only.</p> <ul style="list-style-type: none"> <li>• <b>Roles and responsibilities</b></li> </ul> <p>Provide both outline and detailed information about your roles and</p>

responsibilities and the roles and responsibilities of your senior leaders.

- **Organisational structure**

Provide an explanation of your internal structure referring to your functions and how your structure relates to the roles and responsibilities.

- **Trustees, management board members and senior staff**

Identify and include responsibilities of, and biographical details of, individuals making strategic and operational decisions about the provision of your services.

- **Gender pay gap data**

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.

- **The locations of, and public access arrangements to, establishments you manage**
- **Contact details for the authority**

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

- **Subsidiary bodies**

Identification of the companies wholly owned by you.

## **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.

Provide financial information in enough detail to allow the public to see where money is being spent, where you are or have been

planning to spend it, and the difference between the two. Financial information should be published at least annually and, where practical, publish half yearly or quarterly financial reports. Include revenue budgets and budgets for capital expenditure.

- **Funding agreement / income**
- **Financial statements, budgets and variance reports**
- **Information on contracts and expenditure**

Details of contracts and items of expenditure over £25,000 each. Include costs, supplier and transaction information.

- **Forward plans for purchasing exhibits and the forward exhibitions programme**

Provide information on general forward plans for purchasing items for the collection including staging special exhibitions.

- **Spending reviews**
- **Grants and donations**
- **Financial audit reports**
- **Senior staff and board 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 management board or trust members by reference to categories. Produce these categories in line with your policies, practices and procedures under headings like travel, subsistence and accommodation.

- **Pay and grading structures**

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.

- **Procurement and tendering procedures**

Details of procedures used for the acquisition of goods and services and contracts currently available for public tender.

- **Financial statements for projects and events**

If there are identifiable projects, publish the financial reports that indicate actual expenditure against original project budgets. The larger the project, the greater the detail that should be available. Publish the cost of organised events where the events have been made public.

- **TU facility time reporting**

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.

- **Internal financial regulations**

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

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

Publish all relevant information in this class for the current and previous three years.

Below is a list of the type of information you should have readily available for publication. In general, include any reports or recorded information demonstrating your planned or actual performance.

- **Strategic plans**
- **Annual business plan**
- **Annual report**
- **Internal and external reviews of your performance**
- **Funding agreement reports**
- **Data protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant**
- **Service standards**
- **Visitor figures and audience research**

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

Decision making processes and records of decisions

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

- **Minutes of senior level meetings**

Provide minutes from the management board, meetings of trustees and the minutes of similar meetings where decisions are made about providing services. Exclude material that is properly considered to be exempt from disclosure.

- **Reports and papers provided for consideration at senior level meetings**

Information presented to those at meetings making executive decisions. Exclude material that is properly considered to be exempt from disclosure.

- **Public consultations**

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

## **Class 5 - Policies and procedures**

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

Information in this class only needs to be current.

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

Include policies and procedures for the acquisition of items for collection, their conservation, their display, their digitisation (where relevant), and their deaccessioning / disposal, as well as access to

collection items by the public, researchers and others.

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

A number of policies, for example equality and diversity, the Equality Scheme, 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 available.

- **Customer service**

Standards for the provision of services to your customers, including the complaint procedure. Complaints procedures will include those covering requests for information and operating the publication scheme.

- **Records management and personal data policies**

Include information on security policies, records retention, file plans, destruction and archive policies, 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. They should 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**

Information in this class will only be information currently maintained lists and registers.

- **Asset registers**

You do not need to publish all details from all asset registers. However, you should include some information from capital asset registers.

- **CCTV**

Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. You should decide on the level of detail which is appropriate. This could be by building, area or more general geographic locations eg postcodes or partial postcodes, depending on the security issues raised.

- **Disclosure logs**

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

- **Register of gifts and hospitality provided to trustees, Board members and senior staff**
- **Register of interests**
- **Any other register or list required by law**

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

Information about the services we currently provide including leaflets, guidance and newsletters produced

Generally, this is an extension of part of the first class of information. While the first class provides information on your roles and responsibilities, this class includes details of the services you provide as a result of them either internationally, nationally or locally. The starting point would normally be a list or lists of the services you are responsible for, linked to details of these services.

By the very nature of the material for which you are responsible, the collections you hold will contain a great deal of unique information and items of considerable value. A large amount of this information cannot be provided to members of the public in the same way that

other recorded information can be made available.

Therefore, you should include in your publication scheme sufficient details of arrangements for accessing this material to satisfy the requirement to make information available.

It is also recognised that some material, because of its fragility or because it is held in store or subject to restoration, will not be put on public display nor be immediately available. In such circumstances, you should indicate what the arrangements are or will be for access to the information in such material. Specify if this includes research or other fees.

- **Information about the collection and access to it**
- **Exhibitions**
- **Services for which fees are charged and details of those charges**
- **Opportunities for volunteers**
- **Educational services**
- **Publications, leaflets, booklets and newsletters**
- **Advice and guidance**
- **Media releases**
- **Publication for the purposes of Part 6 of the Tribunals, Courts and Enforcement Act 2007.**