



Northumberland County Council

Our Publication Scheme

Making information available is our business

This scheme commits an Authority to make information available to the public as part of its normal business activities. Information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits an authority:

- to proactively publish, or otherwise make available, information. This includes environmental information, held by the authority, and falls in with the classifications below.
- to specify information held by the authority and falls within the classifications below
- to proactively publish, or otherwise make available, 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 it can be identified and accessed by members of the public
- to regularly review and update the available information under this scheme
- to produce a schedule of fees charged for access to information made proactively available
- to make the 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 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 a specified licence

The underlined terms are defined in 11(5) and 19(8) of the Freedom of Information Act.

Classes of publication scheme information

Who we are and what we do

We deal with organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

We provide financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

We give details of strategy and performance information, plans, assessments, inspections and reviews.



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How we make decisions

We tell you of policy proposals and decisions, decision-making processes, internal criteria and procedures, and consultations.

Our policies and procedures

We disclose current written protocols for delivering our functions and responsibilities.

Lists and registers

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

The services we offer

We give you advice and guidance, booklets and leaflets, transactions and media releases.

What we don't disclose

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

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 the 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 do so, or when an individual does not wish to access information through a website, the authority will indicate how it can be obtained and provide it by other means.

In exceptional circumstances, some information may be available by viewing in person. Where this is specified, contact details are provided. Appointments to view the information will be arranged.

Information will be provided in the language in which it is held, or in another language that is legally required. Where an authority is legally required to translate information, it will do so.

Obligations under disability and discrimination legislation, or any other legislation, to provide information in other formats will be adhered to when providing information in accordance with this scheme.



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Charges which may be made for information published under the 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, transparent and kept to a minimum.

Material published and accessed via a website is provided free of charge but charges may be made for information supplied by other means 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 be made for information provided under this scheme where they are legally authorised. They are in all circumstances, including general principles of the right of access to information held by public authorities, justified and in accordance with a published schedule of fees, which is readily available to the public.

Charges may also be made for making datasets (or parts thereof) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act, or other enactments.

If a charge is to be made, confirmation of payment due will be given before the information is provided. This may be requested prior to provision of the information.

Written requests for information

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 provisions of the Freedom of Information Act.