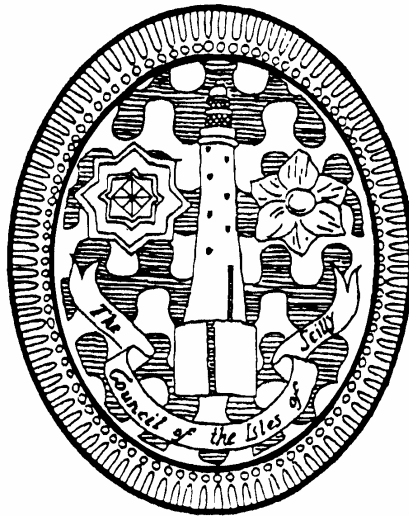


Freedom of Information Act 2000



Publication Scheme

of the

Council of the Isles of Scilly

Town Hall
St Mary's
Isles of Scilly
TR21 0LW

Version II

Introduction

The Freedom of Information Act requires all public authorities, which includes the Council of the Isles of Scilly, to adopt and maintain a publication scheme.

This is the Council of the Isles of Scilly's scheme under the Act. The idea of the scheme is to let everyone know what information will be automatically, or routinely, published by the Council. The way that the Act does this is to require that the schemes specify classes of information. The way that we have arranged this in the scheme is to set out seven classes or categories which are:-

- The Council and its Standing Orders and Financial Regulations
- Council Finances
- Council Policies
- Council Decisions
- Council Performance
- Council Services
- Council News

The rest of this document deals with those classes. In each case the scheme gives the title of the class, a definition, as appropriate an explanation and finally a description of how the information can be seen, i.e. its location on the website or at an office.

In other words - what the information is, what is included, what it is about and where it is. The description of each class will also have to contain any exemptions, i.e. information that might fall within the broad definition that will not be routinely published. It will be seen that under this scheme, that applies only in one case to agenda papers on exempt items as defined by legislation.

In preparing this scheme we have had regard to the public interest. We have taken notice of the sort of information that people normally ask us for and what they are interested in. We have also had regard overall to the public interest of disclosure of information in the interests of open and accountable local government as well as having regard to information which is already published and the rights that the Freedom of Information Act will in due course bring to everyone when the public access provisions come in under the legislation in 2005.

The scheme and this new legislation does not limit in any way other rights that people have to information nor does it limit in any way the very large amount of information that we otherwise publish outside the scheme.

Therefore planning applications will continue to be available for public inspection. Again, the rights of our tenants and housing applicants with regard to information concerning their tenancy and application are also unaffected.

Additionally we will continue publishing a large amount of material by way of guidance or assistance about various services on a routine basis as we have done.

A great deal of the information that we hold is personal and private to individuals.

The Freedom of Information Act does not deal with this. The relevant legislation is the Data Protection Act. The Freedom of Information Act will not be making public private and confidential information about peoples private Council Tax, Benefit, tenancy etc arrangements with the Council. The individual concerned however, does have access to that information under the Data Protection Act. In other words therefore your private affairs and business with the Council as an individual are not the subject of this publication scheme.

The Council has appointed its Chief Executive, Philip Hygate who is based at The Town Hall, St Mary's, Isles of Scilly TR21 0LW. Telephone 01720 422537; Fax 01720 422202; e-mail phygate@scilly.gov.uk as the officer responsible for this scheme on behalf of the Council and also as responsible for maintaining the scheme on a day to day basis.

The Chief Executive is also the Data Protection Officer for the Council and so any issues about personal data will also be dealt with by him. Additionally the Chief Executive Officer deals with complaints. The Council has a set complaints procedure and any complaints about Data Protection or the Freedom of Information Act or other services generally may be dealt with by contacting his office.

The opportunity to complain to the Council through its Chief Executive does not limit any rights people have to complain to the Freedom of Information Commissioner (again, either about Freedom of Information or Data Protection) at the following address:-

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Fax :01625 524 510 DX: 20819 Wilmslow

Tel: 01625 545 745 e-mail : data@dataprotection.gov.uk.

Because this is a new requirement on councils it would be the intention of the Council's Chief Executive to review this, its first revision of its publication scheme

during the next twelve months. Thereafter it is anticipated that a publication scheme would be reviewed, renewed and submitted to the Information Commissioner every three years.

The relevant information under each class will automatically be published and or updated as required.

This publication scheme itself will be made available on our website and will be deposited at all of our offices within the Islands. A copy will also be made available in the Library on St Mary's and the Reading Rooms on the Off Islands. In deciding to distribute the scheme this way we have had regard to the geographical nature of the Islands, issues of access and the public interest. This publication scheme and the documents to which it refers are available in the first language of the Islands- namely English. If people have any difficulty with other languages and/or with access or require large print or otherwise require particular assistance, they are invited to contact the Chief Executive's office.

A charge will be made by the Council for examining the information within this publication scheme in line with the fees and charges proposed by the Office of the Deputy Prime Minister. A charge may also be made at rates determined from time to time by the Council for any photocopies sought.

This publication scheme does not refer to any other executive agencies. In other words the information it defines and classifies relates to the Council only.

The Publication Scheme should set out what this authority's responsibilities are. We have done this by including a class of information that defines our services and hopefully usefully for you sets them out also in an A-Z format with appropriate contacts.

If you have any suggestions about this scheme, please contact the Chief Executives Office.

Class I

(a) **Title**

Council of the Isles of Scilly Standing Orders, Financial Regulations, Committee and Officer Structure.

(b) **Definition**

Standing Orders, Financial Regulations, Committee and Officer Structure under which the Council operates.

The Council of the Isles of Scilly is exempted from producing a constitution under the Local Government Act 2000

(c) **Explanation**

This is a document that includes all the rules, standing orders and workings of the Council including contract and financial procedures, committees and office structures.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly - website from June 2005.

Class II

(a) **Title**

Council Finances.

(b) **Definition**

Council Tax Estimates and Capital Programme 2002/2003 and succeeding financial years.

Annual Statement of Accounts 2000/2001 and succeeding financial years.

(c) **Explanation**

The Council's income and expenditure service by service for the financial year.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly - website from June 2005.

Class III

(a) **Title**

Council Policies.

(b) **Definition**

The policy framework of the Council .

(c) **Explanation**

All Council strategies and policies approved by the Council statutory or otherwise. For example and including:-

- The Isles of Scilly Local Plan.
- Crime and Disorder Strategy
- Risk Management Plan etc

(d) **Location**

Town Hall, St Mary's, Isles of Scilly - website from June 2005.

Class IV

(a) **Title**

Council Decisions.

(b) **Definition**

Committee and Council Agenda and Minutes.

EXCEPT: Items falling within schedule 12A Part I Local Government Act 1972 as from time to time amended.

(c) **Explanation**

The reports and decisions of committees and the Council except 'private' information as defined above and explained in the introduction.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly - website from June 2005.

Class V

(a) **Title**

Council Performance.

(b) **Definition**

Best Value Local Performance Plan 2002 and succeeding years.

(c) **Explanation**

An annual document detailing the council's performance in selected service areas including comparative figures.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly - website from June 2005.

Class VI

(a) **Title**

Council Services.

(b) **Definition**

An alphabetical A-Z Index of Council Services.

(c) **Explanation**

A list of contacts for each service.

(d) **Location**

Town Hall, St Mary's, Isles of Scilly - website from June 2005.

Class VII

(a) **Title**

Council News.

(b) **Definition**

The Council newspaper and council tenants newsletter and press releases issued by the Council.

(c) **Explanation**

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(d) **Location**

Town Hall, St Mary's, Isles of Scilly - website from March 2005.