

**ROTHER DISTRICT COUNCIL
FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME**

GUIDANCE ON PUBLICATION SCHEMES AND CLASSES OF INFORMATION ETC.

In implementing the Freedom of Information Act 2000 Rother District Council promotes an understanding of the work undertaken within the Council. We promote transparency in the way we make our decisions and by providing clear information about our policies and processes through our publication scheme.

WHAT IS FREEDOM OF INFORMATION?

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. It lists exemptions from that right and places a number of obligations on public authorities.

WHAT IS A PUBLICATION SCHEME?

A Publication Scheme is a guide to the classes of information that the Council publishes or intends to publish routinely. The term “published” is broad and is not limited to information produced in paper forms. As far as the Freedom of Information Act 2000 is concerned, information made publicly available has been published. Therefore, information on the Council’s website is as much part of the Publication Scheme as printed documents. If information has already been made available in a publication scheme, then it will be exempt if requested under the Freedom of Information Act 2000 (see section 21 of the Act).

WHAT ARE CLASSES OF INFORMATION?

A requirement of the Act is to specify “classes” of information that the Council will publish within its Publication Scheme. The Information Commissioner has issued a ‘Model Publication Scheme’ and from 1st January 2009 the Council has adopted the ‘Model Scheme’. The Model Scheme contains 7 classes of information and these are as follows: -

- **Who we are and what we do**
- **What we spend and how we spend it**
- **What our priorities are and how we are doing**
- **How we make decisions**
- **Our policies and procedures**
- **Lists and registers**
- **The services we offer**

HOW CAN I REQUEST ADDITIONAL INFORMATION NOT COVERED BY THIS SCHEME?

The Council includes as much information in the Publication Scheme as it can, however, if it does not include what you are looking for, then you can make a request for the information under the Freedom of Information Act 2000. <http://www.rother.gov.uk/FOI>

WILL I BE CHARGED FOR INFORMATION?

Material which is published and accessed on the website can be downloaded free of charge. Some information may only be available in hard copy and some information will only be available for inspection. Charges may be made for information subject to a legal charging regime. Charges under the publication scheme may be made for actual disbursements such as: Photocopying, Printing, Postage and packaging and the cost directly incurred as a result of viewing information.

REVIEWING AND MAINTAINING THE SCHEME

The Freedom of Information Act 2000 states that a publication scheme should be reviewed from time to time. The Council is responsible for reviewing and maintaining this guide to information and the data it contains. Material will be updated and any outdated information will be removed. This guide and operation of the scheme will be reviewed from time to time.

COPYRIGHT

You may re-use the material featured on this website (not including logos, signatures etc) free of charge in any format or medium. You must re-use it accurately and not in a misleading context. You must acknowledge the material as Rother District Council copyright and give the title of the document/publication. Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned. We encourage users to establish hypertext links to this site. Any Ordnance Survey mapping data included within this website is provided by Rother District Council under licence from Ordnance Survey in order to fulfil its public function to publicise various information within the Rother District Council area. Please contact Ordnance Survey for advice if you wish to use Ordnance Survey mapping for your own purposes. All rights reserved.