

Information management and access – proposed adherence to the ICO's guidance for NDPBs

ICO Guidance on information to publish	Formal publication	Separately on website	Hard copy/email on demand only	Comments/identify publication
Who we are and what we do:				
• Roles and responsibilities of organisation		✓		On website
• Roles and responsibilities of those working within the organisation at a senior level		✓		On website
• Organisational structure				On website
• Information relating to legislative basis of duties		✓		On website
• Information relating to organisations with which the NDPB works in partnership		✓		Links to other Boundary Commissions (including LGBCE) and Electoral Commission on website. Sponsoring department identified in <i>Annual Report</i>
• Identification of responsibilities and biographical details of those making strategic and operational decisions				Identification of senior staff and Commission members, and biographical details of Commissioners available on website
• Location and contact details		✓		Available on website and all printed documents
What we spend and how we spend it:				

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<ul style="list-style-type: none"> Financial statements, budgets and variance reports 	✓			Available in <i>Annual Report</i>
<ul style="list-style-type: none"> Capital programme 				The Commission does not have a Capital programme
<ul style="list-style-type: none"> Board members' allowances and expenses 	✓	✓		Commissioners' expenses allowance included on website; T&S total included in <i>Annual Report</i>
<ul style="list-style-type: none"> Procurement and tendering procedures 			✓	The Commission does not have its own policies. These are owned and manage by its sponsoring department
<ul style="list-style-type: none"> List of contracts awarded and their value 			✓	The Commission has an SLA with Ordnance Survey; the Commission's sponsoring department holds other contracts on its behalf
<ul style="list-style-type: none"> Financial statements for projects and events 	✓			Contained in <i>Annual Report</i>
<ul style="list-style-type: none"> Internal financial regulations 	n/a			Not applicable to the Commission

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What are our priorities and how are we doing:				
• Strategic plans	✓			Available in the <i>Annual Report</i>
• Annual business plan	✓			Available in the <i>Annual Report</i>
• Annual report	✓			
• Internal and external performance reviews	n/a			Not applicable to the Commission
• Reports to parliaments	✓			Accessible through website or TSO
• Inspection reports	n/a			Not applicable to the Commission
• Service standards	n/a			Not applicable to the Commission
• Statistics produced in accordance with the NDPB's requirements		✓		2015 electoral statistics available on the website
• Public service agreements			✓	The Commission is signatory to the Pan Government Agreement for mapping data
• Triennial Review		✓		

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How we make decisions:				
<ul style="list-style-type: none"> Major policy proposals and decisions 	✓	✓		Will be available in the <i>Guide to the 2018 Review</i>
<ul style="list-style-type: none"> Background information to major policy proposals and decisions 	✓	✓		Will be available in the <i>Guide to the 2018 Review</i>
<ul style="list-style-type: none"> Public consultations 	✓	✓		Consultation documents, hearing transcripts and responses will be on website during and after consultation periods and consultation documents will be available at places of deposit around the country
<ul style="list-style-type: none"> Minutes of senior level meetings 		✓		Publication of minutes, subject to redaction for exempt material
<ul style="list-style-type: none"> Reports and papers provided for consideration at senior level meetings 			✓	On website.
<ul style="list-style-type: none"> Internal communications guidance and criteria used for decision making 	✓			Will be available in the <i>Guide to the 2018 Review</i>

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Policies and procedures:				
<ul style="list-style-type: none"> • Conduct of departmental business 		✓		Most policies are those of the sponsoring department. Those that do or will exist, such as the Code of Conduct, Code of Practice on Written Consultation, FOI policy and Guide to Information, Data Protection and Equalities policies, are or will be on the website
<ul style="list-style-type: none"> • Provision of services 	✓			Available in the <i>Guide to the 2018 Review</i> .
<ul style="list-style-type: none"> • Recruitment and employment of staff 			✓	Policies are those of the sponsoring department
<ul style="list-style-type: none"> • Customer service (plus complaint procedure) 				Complaints procedure, <i>FOI policy</i> , the Guide to the 2018 Review and on website
<ul style="list-style-type: none"> • Records management and personal data policies 				Available in <i>FOI policy and the Guide to the 2018 Review</i>
<ul style="list-style-type: none"> • Charging regime and policies 				Available in <i>FOI policy and the Guide to the 2018 Review</i>

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Lists and registers:				
<ul style="list-style-type: none"> Public registers and registers held as public records 	n/a			The Commission holds electoral registers which are protected under the Data Protection Act and exempt from release
<ul style="list-style-type: none"> Asset registers and Information Asset Register 	n/a			The Commission does not have its own asset register; assets are owned by the sponsoring department
<ul style="list-style-type: none"> Disclosure logs 		✓		Will be made available on the website, with links to responses
<ul style="list-style-type: none"> Register of gifts and hospitality to Board members and senior personnel 		✓		Available on website
<ul style="list-style-type: none"> Any register of interests kept in the department 		✓		Available on website
<ul style="list-style-type: none"> Other lists required by law 	n/a			

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The services we offer:				
• Regulatory responsibilities	n/a			Not applicable to the Commission
• Services for public authorities / industry / other organisations / members of the public	✓	✓		Consultation and information documents available on the website and in hard copy at places of deposit
• Services for which the NDPB is entitled to recover a fee and details of the fees	n/a			Not applicable to the Commission
• Leaflets , booklets and newsletters	✓	✓		All available on the website
• Advice and guidance		✓		Already available in the <i>News items</i> and will be available in the <i>Guide to the 2018 Review</i> .
• Media releases		✓		Available on the website