



BCE/2016/Paper 2b – Annex B

Freedom of Information Policy and Publication Scheme

Introduction

1. The Boundary Commission for England (the Commission) is committed to the provisions and principles of the Freedom of Information Act 2000 (FOIA). The FOIA is regulated by the Information Commissioner's Office (ICO) and further details can be accessed via their website: www.ico.gov.uk.
2. The Commission has adopted the Information Commissioner's FOIA **Model Publication Scheme** for public sector organisations, which can be found at Appendix A.
3. The Commission seeks to proactively and routinely publish all relevant information specified within the publication scheme. The **Guide to Information** at Appendix B provides details of how that information may be accessed.

Obtaining and locating information

4. While much of the information detailed below is primarily available via our website, the Commission can provide many documents in alternative formats on request. Please contact the Commission Secretariat to discuss your requirements: foi@boundarycommissionengland.gov.uk
5. Information not referenced in the following document can be requested by contacting the Commission Secretariat:
foi@boundarycommissionengland.gov.uk

Copyright

6. All Commission publications are subject to Crown Copyright. Material may be reproduced for personal or in-house use without formal permission or charge.

Reproduction for sale or other commercial purposes is not permitted. Further information, including guidance notes on publishing and copyright, is available from The Stationery Office: www.tsoshop.co.uk

7. The outline maps used in Commission documents are based on Ordnance Survey data and are subject to Crown Copyright. Any person wishing to reproduce the outline maps should first contact Ordnance Survey: www.ordnancesurvey.co.uk

Charging policy

8. The published reports of the Commission's reviews are available for purchase from The Stationery Shop (TSO). Single copies of other publications are available free of charge, though the Commission may wish to recover copying, postage and packaging costs where requests are made for a large number of publications.

Feedback, questions and further information

9. It is important that the Commission's Freedom of Information policy meets your needs. Any suggestions for additional classes of information that might be included in future, or how information might be made more accessible, would be welcomed.
10. Any questions or comments about this policy should be sent to the Commission's Freedom of Information Officer at foi@boundarycommissionengland.gov.uk

Complaints about this policy

11. Complaints regarding this policy or the provision of information should be made in the first instance to the Deputy Secretary to the Commission.
12. If you are unhappy with our response to your request, you can ask that the Commission review it internally. If you remain unsatisfied, you can appeal to the Information Commissioner:

The Information Commissioner
Cheshire
SK9 5AF
Tel 01625 545 745

Email mail@ico.gsi.gov.uk

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, 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 that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

- Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

- Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

- Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

- Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

The 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 this 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 make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

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

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

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

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information 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 also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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

Written Requests

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 the provisions of the Freedom of Information Act.

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

1. Details of the roles and responsibilities of the Commission, including information relating to the legislative basis of our duties and our organisational structure, are available at the 'about us' section of the website:
<http://boundarycommissionforengland.independent.gov.uk/about-us/>
2. The text of the Parliamentary Constituencies Act 1986 as amended by the Boundary Commissions Act 1992 and, more recently, the Parliamentary Voting System and Constituencies Act 2011 can be found via UK's official legislation website: <http://www.legislation.gov.uk/>
3. Details of the location of the Secretariat and how they can be contacted are available in the 'contact us' section of the website:
<http://boundarycommissionforengland.independent.gov.uk/contact-us/>
4. Additionally, links to the other boundary commissions within the UK can be found at the website home page:
<http://boundarycommissionforengland.independent.gov.uk/>

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

1. Budget and expenditure information for the Commission, including Member and staff allowances and expenses, is available in the **Annual Reports** which can be accessed via the following link: www.boundarycommissionforengland.independent.gov.uk/about-us/governance-and-performance/

What are our priorities and how are we doing

Strategy and performance information, plans, assessments, inspections and reviews

1. Information regarding the Commission's strategy and performance are available in the **Annual Report**:

<http://boundarycommissionforengland.independent.gov.uk/about-us/governance-and-performance/>

2. The Commission's constituency **Review Reports** to Parliament are available via the following website link
<http://boundarycommissionforengland.independent.gov.uk/data-and-resources/>
and are also published by The Stationery Office (TSO).
3. The **electoral statistics** relating to the current review of parliamentary constituencies are available via the following website link:
<http://boundarycommissionforengland.independent.gov.uk/data-and-resources/>

How we make decisions

Decision making processes and records of decisions

1. Information and documentation relating to the Commission's current review of parliamentary constituencies can be accessed via the following link:
<http://boundarycommissionforengland.independent.gov.uk/2018-review/> .
Additionally, this information will be made available at local places of deposit.
2. **Minutes, agendas and papers of the Commission's meetings** are available via the following link:
<http://boundarycommissionforengland.independent.gov.uk/data-and-resources/commission-meetings/> . Those meeting documents that relate to the Commission's decision making on constituency boundaries will only be published once the proposals or report to which they relate have been published.

Policies and procedures

Current written protocols for delivering our functions and responsibilities

1. The Commissioners are required to comply with the principles set out in the **Cabinet Office's Code of Conduct for Board Members of Public Bodies**, which can be accessed via the website:
<http://boundarycommissionforengland.independent.gov.uk/about-us/the-commissioners/>
2. Details regarding the Commission's records management and personal data policies and procedures are available at the Freedom of Information and Data Protection section of the website:

<http://boundarycommissionforengland.independent.gov.uk/freedom-of-information-and-data-protection/>

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

1. The Commission maintains a **Register of Interests for Commissioners** which can be accessed via:
<http://boundarycommissionforengland.independent.gov.uk/about-us/the-commissioners/>
2. The Commission's **Disclosure Log**, which details all information released under the Freedom of Information Act to date, is available in the 'Freedom of Information' section of the website:
<http://boundarycommissionforengland.independent.gov.uk/freedom-of-information-and-data-protection/>

The services we offer

Advice and guidance, booklets and leaflets, transaction and media releases

1. In addition to the above information, the Commission makes a number of guidance and information documents available.
2. **News items** providing an update on the progress of the Commission's review can be accessed at the website 'News' section:
<http://boundarycommissionforengland.independent.gov.uk/category/news/>
3. A **Guide to the Review** providing information on the context and programme for the review can be accessed via the 'news' section of the website (once published):
<http://boundarycommissionforengland.independent.gov.uk/category/news/>
4. The Commission passes its archived material to The National Archives.