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Guide to Information

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GUIDE TO INFORMATION

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1. INTRODUCTION

- 1.1 The Freedom of Information Act 2000 and Environmental Information Regulations 2004 provide the right of public access to information held by public authorities such as YPO. The legislation requires public authorities to publish certain information about their activities and gives members of the public the right to request information. The legislation does not give people access to their personal data; this right is given under the Data Protection Act 1998.
- 1.2 The purpose of the Freedom of Information Act is to promote a more open government based on mutual trust. Public authorities spend money collected from taxpayers and access to information allows the public to make public authorities accountable for their actions. Access to official information can improve public confidence and trust and enables public sector bodies to be open and honest.
- 1.3 The main aim of the Freedom of Information Act is that people have a right to know about the activities of public authorities unless there is a good reason for them not to. This means that everyone has a right to access official information. Information should only be kept private if there is a good reason and the reason is permitted by the Act.
- 1.4 The purpose of the Environmental Information Regulations is to provide a right of access to information relating to activities carried out by public authorities which have an impact on the environment or relate to the environment. Like the Freedom of Information Act, the regulations require disclosure of information by default unless there is a good reason for the information not to be released.

2. PUBLICATION SCHEME

- 2.1 YPO has adopted the Information Commissioners **Model Publication Scheme** This scheme commits YPO to:
 - Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the organisation and falls within the classifications below.
 - Specify the information which is held by the organisation and falls within the classifications below.
 - Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - 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.
 - Review and update on a regular basis the information the organisation makes available under this scheme.
 - Produce a schedule of any fees charges for access to information which is made proactively available.
 - Make this publication scheme available to the public.
 - To publish any dataset held by the organisation that has been requested, and any updated versions it holds, unless the organisation is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably 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 term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

2.2 The publication scheme is divided into the following classes of information:

1. **Who we are and what we do**
Organisational information, locations and contacts, constitutional and legal governance
2. **What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
3. **What our priorities are and how we are doing**
Strategy and performance information, plans assessments, inspections and reviews
4. **How we make decisions**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. **Our policies and procedures**
Current written protocols for delivering our functions and responsibilities
6. **Lists and Registers**
Information held in registers required by law and other lists and registers relating to the functions of the organisation.
7. **The Services we offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.3 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 archived storage, or is difficult to access for similar reasons.

3. INFORMATION AVAILABLE FROM YPO UNDER THE MODEL PUBLICATION SCHEME

Detailed below are the types of information YPO makes routinely available under the publication scheme.

All of the information can be found free of charge on YPO's website www.ypo.co.uk.

Details of how to obtain hard copies and any cost for doing so can be found in Sections 4 & 5 below.

INFORMATION TO BE PUBLISHED	WEBSITE LOCATION
CLASS1 - WHO WE ARE AND WHAT WE DO	
Structure of the organisation	http://www.ypo.co.uk/about/structure
Staff Structure of the organisation	http://www.ypo.co.uk/en/about/structure/governance/board-of-directors.aspx http://www.ypo.co.uk/about/transparency/what-we-spend-and-how-we-spend-it/local-government-transparency-code.aspx
Contact Information	http://www.ypo.co.uk/contact
General outline of responsibilities	http://www.ypo.co.uk/about
Relationships with other authorities	http://www.ypo.co.uk/about/structure http://www.ypo.co.uk/about/partnerships
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT	
Annual Statement of Accounts & Financial audit reports	http://www.ypo.co.uk/about/transparency/what-we-spend-and-how-we-spend-it/financial-statements.aspx
Staff pay and grading structure	http://www.ypo.co.uk/about/transparency/what-we-spend-and-how-we-spend-it/local-government-transparency-code.aspx
Expenses paid to or incurred by members of the authority and Senior Officers	http://www.ypo.co.uk/about/transparency/what-we-spend-and-how-we-spend-it/local-government-transparency-code.aspx
YPO's Contract Standing Orders and Financial Procedure Rules – detailing procurement procedures and internal financial regulations and delegated authority	http://www.ypo.co.uk/about/transparency/what-we-spend-and-how-we-spend-it.aspx

List of Contracts and Values	http://www.ypo.co.uk/about/transparency/what-we-spend-and-how-we-spend-it.aspx
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	
Annual Report	http://www.ypo.co.uk/~/_media/Files/YPO%20Annual%20Report%202014.ashx
CLASS 4 – HOW WE MAKE DECISIONS	
Schedule of meetings open to the public	http://www.ypo.co.uk/about/transparency/how-we-make-decisions.aspx
Agendas and approved minutes of the authority and authority sub-committees	http://www.ypo.co.uk/about/transparency/how-we-make-decisions.aspx
Background papers for meetings open to the public	http://www.ypo.co.uk/about/transparency/how-we-make-decisions.aspx
Facts and analyses of facts used for decision making & Public consultations	http://www.ypo.co.uk/about/transparency/how-we-make-decisions.aspx
CLASS 5 – OUR POLICIES AND PROCEDURES	
Policies and procedures for the conduct of organisational business	http://www.ypo.co.uk/about/transparency/our-policies-and-procedures.aspx
Policies and procedures for the provision of services	http://www.ypo.co.uk/about/transparency/our-policies-and-procedures.aspx
Policies and procedures about the employment of staff	http://www.ypo.co.uk/about/transparency/our-policies-and-procedures.aspx
Customer service	http://www.ypo.co.uk/about/transparency/our-policies-and-procedures.aspx
Records management and personal data policies	http://www.ypo.co.uk/about/transparency/our-policies-and-procedures.aspx
Charging regimes and policies	
CLASS 6 – LISTS AND REGISTERS	
Register of Member Interests	http://www.ypo.co.uk/en/about/transparency/lists-and-registers.aspx
Register of Gifts and Hospitality	http://www.ypo.co.uk/about/transparency/lists-and-registers.aspx
CLASS 7 – THE SERVICES WE OFFER	
Information about the provision of the organisation services	http://www.ypo.co.uk/en/about.aspx
Services for which the organisation is entitled to recover a fee	http://www.ypo.co.uk/en/about.aspx
Media releases	http://www.ypo.co.uk/news-and-events

4. HOW TO REQUEST INFORMATION

The information detailed above can be found free of charge on YPO's website www.ypo.co.uk Details of charges which may be levied for hard copies of information can be found in Section 5 below. Requests for a hard copy should be sent to:

Risk Audit & Assurance Officer
YPO
41, Industrial Park
Wakefield
WF2 0XE

Telephone: 01924 834990 Email: dataprotection@ypo.co.uk

5. SCHEDULE OF CHARGES

All of the information detailed in this guide is available free of charge via the YPO website www.ypo.co.uk However hard copies of the information can be provided on request and may be charged as follows:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £0.01 p per sheet (black & white)	Actual cost
	Photocopying @ £0.05p per sheet (colour)	Actual cost
	Printing @ £0.01p per sheet (black & white)	Actual cost
	Printing @ £0.05P per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

6. ACCESSIBILITY

If you require the information detailed in this guide any other format such as braille, large print, audio or in another language please contact the Information Officer using the details above to discuss your requirements.

7. RE-USE OF INFORMATION

7.1 Most of the information that we provide in response to Freedom of Information Act 2000 (or other access legislation as appropriate) requests or via our publication scheme will be subject to copyright protection. In most cases the copyright will be owned by YPO. The copyright in other information may be owned by another person or organisation, as indicated on the information itself.

7.2 You are free to use any information provided for your own non-commercial research or private study purposes. The information may also be used for any other purposes allowed by a limitation or exception in copyright law, such as news reporting. However, any other type of re-use, for example by publishing the information in analogue or digital form, including on the internet, will require permission of the copyright owner.

- 7.3 The Re-Use of Public Sector Information Regulations 2005 (RPSI) provides a framework for the re-use of public sector information. Re-use means the use of a document for a purpose other than that for which it was initially produced.
- 7.4 Permission for information that has been requested under the RPSI will be granted, within 20 working days, although this time frame may be extended if the request is complex. A request for re-use can be refused if:
- The activity of supplying the document is one which falls outside YPO's public task
 - The document contains content in which copy rights are owned by a third party
 - The content of the document is exempt from access by virtue of access to information legislation.
- 7.5 In most cases copyright will be owned by YPO and the organisation may impose conditions on re-use by way of a licence, although it will not unnecessarily restrict re-use or restrict competition.
- 7.6 YPO may charge for re-use. However, the regulations provide that where charges are made, the total income should not exceed the cost of collection, production, reproduction and dissemination of documents and a reasonable return on investment.

8. MAKING A REQUEST FOR RE-USE

- 8.1 All requests for re-use should:
- Be made in writing.
 - State the full name of the applicant and a permanent address for correspondence.
 - Specify the document requested for re-use.
 - State the purpose to which the information will be put.
- 8.2 Any requests should be made to the Risk Audit & Assurance Officer using the contact details which can be found in Section 4.
- 8.3 We will respond to your request in writing with our decision after 20 working days. If extensive or complex requests are received, we may extend the time period for responding by such time as is reasonable in the circumstances.
- 8.4 Depending upon what the information is and how you intend to re-use it, YPO may charge for allowing its re-use. Any charge will not exceed the sum of the cost of collection, production, reproduction and dissemination of the document which is the subject of the request; and may include a reasonable return on our investment.
- 8.5 If you are not happy with how your request for re-use is handled you may complain to the Managing Director of YPO by writing to YPO, 41 Industrial Park, Wakefield, WF2 OXE. You should receive a response within 20 working days. If, after the Managing Director has reviewed your complaint you are still unhappy you may refer your complaint to The National Archives, Kew, Richmond, Surrey, TW9 4DU Tel: 0208 876 3444.

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