

Somerset County Council Freedom of Information Act

Publication Scheme

Under the Freedom of Information Act 2000 all public authorities must publish a 'publication scheme'. This is a guide to the specific information held by the authority. The model used by Somerset County Council is that for 'principal local authorities' as defined by the Information Commissioner's Office. This provides for the following 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.

These headings are broad and may include a number of different documents. We are not required to publish information where it would be impractical or resource-intensive to prepare this material for routine release.

We aim for as much of this information as possible to be available by our website. We are not required to show the information in our website by the classes or headings of the scheme. The following table will assist you in finding the location of the information you seek in our website. The links might result in just one document or to a collection of documents.

Where it is impracticable to make information available in our website or where you do not wish to access the information by the web we will inform you how you can obtain it by other means.

Material published and accessed on our website is provided free of charge. Information provided by other means may involve a charge though we will always strive to ensure these are justifiable and kept to a minimum.


Information held by Somerset County Council 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. If we feel it would be helpful to publish this information we will add it to our web site.

If you have any comments, queries or complaints about the Publication Scheme, please contact the Information Sharing and Compliance Officer: informationgovernance@somerset.gov.uk.

Further information about Publication Schemes and Freedom of Information can be found on the Information Commissioner's website: <http://www.ico.gov.uk>.

Somerset County Council Publication Scheme

Who we are and what we do	
Definition document heading	Our explanation
Council constitution	This information can be found on the About the Council and its Constitution page
Council democratic structure	This information can be found on the About the Council and its Constitution page
Council Directorate structure	This information can be found on the Structure of the Council and List of Departments and Partnerships pages

Location and opening times of Council properties	<p>This information can be found on a number of pages:</p> <p>Adult Social Care Area Offices Council Leisure Centres Council Libraries Council offices (general) County Hall Museums Records Office Registration Offices Schools in Somerset Taunton Castle Waste recycling centres Children's Centres Outdoor Education Centres</p> <p>Some of these pages may include links to relevant information from other Councils in Somerset. Somerset County Council Information is indicated by our logo </p>
Currently elected Councillors' information and contact details	This information can be found on the List of Somerset County Councillors and the Map of Somerset County Councillors pages.
Contact details for all customer-facing departments	This information can be found on the Contact us Page.
Most recent election results	This information can be found on the Election Results page.
Relationships with other authorities	This information can be found on the List of Key Partnerships page.

What we spend and how we spend it

Please note: anything with significant financial implications for the Council will be subject to a decision by Members and, where possible, will be discussed in public.

Definition document heading	Our explanation
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Financial statements, budgets and variance reports	This information can be found in the Annual Statement of Accounts as well as in the council's budget book and the Medium Term Financial Plan (MTFP) . Variance reports can found in the Cabinet Reports
Capital programme	The capital program is included as an appendix of the Medium Term Financial Plan (MTFP)
Spending reviews	Internal spending reviews will be the subject of a Cabinet Report .
Financial audit reports	External financial audit reports are available as part of the Annual governance report .
The members' allowances scheme and the allowances paid under it to Councillors each year	You can download the latest members allowances annual report from the information and resources section of About the Council and its constitution .
Staff allowances and expenses	You can find information about staff allowances and expenses in the Allowances and Expenses document
Pay and grading structure	You can find information about pay grading and structure in the Pay grading structure document
Election expenses	Election expenses are available for public inspection for 2 years from their submission date. Please submit a Freedom of Information Request if you would like to obtain this information.
Procurement procedures	The Procurement procedures are found in Contract Standing Orders (p.107 onwards) found in the Council's Constitution

Details of contracts currently being tendered	Please submit a Freedom of Information Request if you would like to obtain this information
List of contracts awarded and their value	Please submit a Freedom of Information Request if you would like to obtain this information

District auditor's report	This information can be found in the District Auditors Report
Financial statements for projects and events	You can find details of all council expenditure over £500 on a monthly basis on our Spending transparency page .
Internal financial regulations	This information can be found on page 82 onwards of the Council Constitution
Funding for partnership arrangements	This information can be found in section 12 of the Medium Term Financial Plan (MTFP)
Treasury Management Strategy	This information can be found in the papers from the February County Council meeting: Strategy Statement Appendix A Appendix B Appendix C
Annual Statement of Accounts	This information can be found in the Annual Statement of Accounts

What our priorities are and how we are doing	
Definition document heading	Our explanation
Annual reports	This information can be found on the Our Performance page.

Strategies and business plans for services provided by the Council	<p>This information can be found via the below links:</p> <ul style="list-style-type: none"> Accessibility Strategy Action Plans of the Somerset Biodiversity Partnership Children and Young People's Plan 2009-2011 Climate Change Strategy Exmoor National Park Management Plan Local Transport Plan Minerals and Waste Policy Primary Strategy for Change Regeneration Delivery Plan Renewable energy strategy Rights of Way Improvement Plan Somerset and Exmoor National Park Joint Structure Plans Somerset Biofuels Project Waste Planning Policy
Best value local performance plan	There is no longer a statutory requirement to produce a Best Value Performance Plan.
Internal and external organisation performance reviews	<p>This information can be found on the Our Performance page.</p> <p>Further information can also be found at the One Place website (external link)</p>
Strategies developed in partnership with other authorities	<p>This information can be found on the following pages:</p> <ul style="list-style-type: none"> Safer Communities Partnership Somerset Strategic Partnership Somerset Children's Trust Team 4
Economic development action plan	<p>This information can be found on the following pages:</p> <ul style="list-style-type: none"> The Economy Group Economic Strategies Education Business Partnership
Forward plan	<p>This information can be found on the following pages:</p> <ul style="list-style-type: none"> Annual Plan Cabinet Forward Plan


Capital strategy	This information can be found in the Cabinet Forward Plan
Best value performance indicators	This information can be found on the Our Performance page.
District auditor's reports on the best value performance plan and performance indicators	This information can be found on the Our Performance page.
Comprehensive Performance Assessment (CPA) and Comprehensive Area Assessment	This information can be found on the Comprehensive Area Assessment page. Please note that the Comprehensive Area Assessment has replaced the Comprehensive Performance Assessment
Inspection reports	Information about external inspections can be found at the One Place website (external link)
Local Area Agreements	This information can be found on the Local Area Agreement page.
Statistical information produced in accordance with the Council's and departmental requirements	Statistical information can be found from the Somerset Intelligence Network (SINe) . SINe is a network of professionals working for a range of organisations across Somerset, who are specialists in statistics, data, research, consultation or other forms of information gathering.
Impact assessments	Reports/Policies that go to Committee will go through an Equality Impact Assessment process. Once quality assured by the Equal Opportunities team, they will be published on the internet.
Service standards	Please submit a Freedom of Information Request if you would like to obtain this information
Public service agreements	There is currently no formal Public Service Agreement; this has been superseded by the Local Area Agreement .

How we make decisions	
Definition document heading	Our explanation
Timetable of Council meetings	This information can be found on the Council Meetings page.
Agendas, officers' reports, background papers and minutes of Council Committee, Sub-Committee and standing forum meetings	This information can be found on the View Committee meeting documents page.
Major policy proposals and decisions	This information can be found on the View major policy proposals and decisions page.
Facts and analysis of facts considered when framing major policies	This information is included in reports to the County Council, previous Executive Board, Cabinet and other Committees. Details can be found under Committee Details .
Public consultations	This information can be found on the Council Homepage
Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines	Please submit a Freedom of Information Request if you would like to obtain this information

Our Policies and Procedures	
Definition document heading	Our explanation

Policies and procedures for conducting Council business	This information can be found on the About the Council and its Constitution page.
Policies and procedures for delivering our services	These can be found in the Policies section of our website. Or on a service page. If you cannot find a specific policy please submit a Freedom of Information Request
Policies and procedures about the recruitment and employment of staff	This information can be found on the Jobs Homepage .
Customer service	This information can be found on the Contact Us page
Records management and personal data policies	This information can be found on the About Data Protection and Data Privacy pages.
Charging regimes and policies	Where applicable these will be published in the relevant section on our website.

Lists and registers	
Definition document heading	Our explanation
Public registers and registers held as public records	Please submit a Freedom of Information Request if you would like to obtain this information

Asset registers and information asset register	<p>This information can be found in the Annual Statement of Accounts</p> <p>The Council is also in the process of consolidating data on its land and property, with the intention of making the information accessible to the public via its intranet site. This is due to be completed in 2010.</p>
Disclosure logs	<p>The Council does not operate a disclosure log of Freedom of Information requests. However, this is currently under review.</p>
Register of Councillors' financial and other interests	<p>This information can be found in the Register of Member Interests</p> <p>Please note: details of every Member's register of interests can be found under individual member profiles.</p>
Register of gifts and hospitality	<p>Please submit a Freedom of Information Request if you would like to obtain this information</p>
Highways, licensing, planning, commons, footpaths etc	<p>This information can be found in the following pages:</p> <p>Highways Licensing Planning Rights of way View list of planning applications</p> <p>This page may include links to relevant information from other councils in Somerset, Somerset County Council Information is indicated by our logo </p>
Register of electors	<p>Please submit a Freedom of Information Request if you would like to obtain this information</p>

Services provided by the Council	
Definition document heading	Our explanation
Regulatory and licensing responsibilities	Information that falls under these headings makes up the majority of information available via our Internet site. The information can either be found under our A-Z of services or our site map links as listed below. A-Z Service Directory Heritage events and exhibitions
Services for local businesses	
Services for other organisations	
Services for members of the public	
Services for which the Council is entitled to recover a fee, together with those fees	
Information for visitors to the area, leisure information, events, museums, libraries and archive collections	
Leaflets, booklets and newsletters	
Advice and guidance	
Media releases	This information can be found from the News homepage
Election information	This information can be found on the Election Results page.