



Committee on Standards in Public Life

Freedom of Information Act Publication Scheme

The Freedom of Information Act encourages public authorities to make as much information as possible available to the public proactively.

Under the Act, the Committee on Standards in Public Life is required to adopt a publication scheme which sets out the information that is routinely made available to the public. We are also required to ensure that information is published in accordance with the scheme.

The Information Commissioner's model publication scheme commits a public authority to making the following classes of information available to the public:

- 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

This publication scheme explains how you can gain access to that information. You can gain access to the information:

From our website at: www.public-standards.org.uk

By email – please send an e-mail to: public@standards.x.gsi.gov.uk

By post - please write to: Committee on Standards in Public Life
35 Great Smith Street
London SW1P 3BQ

Category of Information	How to access information on the website
Who we are and what we do	<p>Information about the Committee on Standards in Public Life is available from the 'About us' section of our website at http://www.public-standards.org.uk/about.html</p> <p>For details of how to contact the Committee please visit the 'Contact us' section of our website at http://www.public-standards.org.uk/contactus.html</p> <p>Information on our constitutional status is available from the 'About us' section of our website at</p>

Category of Information	How to access information on the website
	http://www.public-standards.org.uk/About/Terms_of_Reference.html
<p>What we spend and how we spend it</p>	<p>Information about the Committee's financial arrangements is available from the 'About us' section of our website at http://www.public-standards.org.uk/About/Financial_Information.html.</p> <p>Information about the Committee's expenditure is available from its annual reports, which are available from the 'Our work' section of our website at http://www.public-standards.org.uk/OurWork/Annual_Reports.html</p>
<p>What are our priorities and how we are doing</p>	<p>The Committee publishes an overview of its activities in its annual reports available from the 'Our work' section of our website at http://www.public-standards.org.uk/OurWork/Annual_Reports.html</p> <p>Summaries of the discussion at the Committee's meetings, including where relevant, discussion of progress on priorities, are also available from our website at http://www.public-standards.org.uk/OurWork/Meeting_Summaries.html</p>
<p>How we make decisions</p>	<p>Information on how the Committee makes its decisions is available from:</p> <ul style="list-style-type: none"> • The Code of Practice of the Committee on Standards in Public Life available at http://www.public-standards.org.uk/About/Code_of_Practice.html • The 'About us' section of the website at http://www.public-standards.org.uk/About/What_We_Do.html <p>Information on decisions and statements and decisions by the Committee are available from:</p> <ul style="list-style-type: none"> • The minutes of Committee meetings available to view at http://www.public-standards.org.uk/OurWork/Meeting_Summaries.html • Press notices which are available to view at http://www.public-standards.org.uk/PressCentre/Press_Notices.html
<p>Our policies and procedures</p>	<p>Details of the Committee's written protocols are available from the following sections of the website.</p>

Category of Information	How to access information on the website
	Finance - http://www.public-standards.org.uk/About/Financial_Information.html Standards of Conduct - http://www.public-standards.org.uk/About/Code_of_Practice.html Method of working - http://www.public-standards.org.uk/About/Method_of_Working.html
Lists and registers	The Committee maintains a Register of Members' Interests which is available to view at http://www.public-standards.org.uk/About/Register_of_Interests.html
The services we offer	The Committee on Standards in Public Life does not provide services direct to the public. However, information about our role and work is available from the 'Our work' section of our website at http://www.public-standards.org.uk/ourwork.html

Charging

All information is provided free of charge online and in hard copy form unless otherwise specified.

Requests for other information under the Freedom of Information Act

The Freedom of Information Act 2000 (FOIA) came into force on 1 January 2005. It establishes a general right of access to all types of recorded information held by public authorities, sets out exemptions to the right and places a number of obligations on public authorities. The FOIA applies to a large number of public authorities, including the Committee on Standards in Public Life. It entitles you to make a written request for information held by the Committee, and, unless the information falls under one of the specified exemptions in the FOIA, to:

- i) be informed in writing by the Commission whether it holds the information specified in the request, and
- ii) have that information sent to you if the Commission does hold the information.

The FOIA obliges the Committee to provide the information requested within 20 working days, calculated from the day after receipt of the request, in most

circumstances. The FOIA also provides an appeal process whereby you may apply to the Information Commissioner for a decision as to whether the Commission dealt with your request properly and in accordance with the Act. However, the Information Commissioner will expect applicants to have first exhausted any internal complaint process.

Requests for information not included in the Publication Scheme should be made to Matthew Dowding at matthew.dowding@standards.x.gsi.gov.uk or in writing to:

Matthew Dowding
Committee on Standards in Public Life
35 Great Smith Street
London SW1P 3PQ

Tel: 0207 276 2599

However, most of the information held by the Committee is readily available from our website or on request, and does not require a request under the Freedom of Information Act to access it.

Complaints

If you have any comments about the Committee's Publication Scheme, or if you feel that you have not been supplied with information in accordance with the Freedom of Information Act, you may write to the Secretary to the Committee at the address given above.

Review of the Publication Scheme

This publication scheme will be reviewed and updated by the Committee Secretariat every six months.

March 2010