

Model Publications Scheme (adopted by OLD on 1 January 2009)
Appendices 1 and 2 : reviewed January 2010
Date of next review: January 2011

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.

**See attached: OLD Publication Scheme guidance notes – Appendix 1
OLD Publications Scheme – schedule of information – Appendix 2**

Appendix 1

Olympic Lottery Distributor – Publications Scheme Guidance Notes

1. Introduction

The Freedom of Information (FOI) Act came fully into force on 1 January 2005. The Act covers all public authorities. Under the Act, each public body is required to produce a publication scheme setting out:

- The classes of information we publish or intend to publish;
- How and when this information will be published, and;
- Whether this information will be available free of charge or on payment.

This publication scheme details the above information for the Olympic Lottery Distributor (OLD).

2. How to use this publication scheme

This scheme sets out the classes of information available from the OLD. The table sets out the information available from the OLD under the Publication Scheme and sets out classes of information in bold. A brief description of the information available in each class is given, along with guidance on how the information is available and if a charge will be made for the material.

3. Requesting Information under the Publications Scheme

Where information is available on the Olympic Lottery Distributor website, the web address is: www.olympiclotterydistributor.org.uk.

In Annex A, we have detailed some further information on the OLD, which is produced by another organisation, for your information. The address of the external website is listed. The OLD cannot be held responsible for the content of other websites, or the availability of this information.

Where information is available by contacting the OLD, you can make your request in writing either via letter or email to:

The Secretary to the Board
The Olympic Lottery Distributor
1 Plough Place
London
EC4A 1DE

020 7880 2090
email: bwallis@olympiclottery2012.org.uk

4. Requesting Information under the Freedom of Information Act

If you are requesting information under the Freedom of Information Act but not covered by the Publications Scheme, please put your request in writing either in the form of a letter or email to:

The Secretary to the Board
The Olympic Lottery Distributor
1 Plough Place
London
EC4A 1DE

020 7880 2090
email: bwallis@olympiclottery2012.org.uk

Please state that you are making a request under the FOI Act when you contact the OLD and provide us with as much detail as possible on the information you are requesting as this will help us to meet your request as quickly as possible. We have twenty working days to respond to requests for information made under the Freedom of Information Act.

5. Information in alternative formats

Information may be available electronically as well as in paper format.

The OLD is able to provide most information in large print. If you require large print, please state this at the time of making your request.

6. How we will deal with your request

The OLD aims to respond to all correspondence as soon as possible, and, if it is an FOI request within the 20 working day deadline. When we receive a request for information that cites the Freedom of Information Act, we will send an acknowledgement saying that we have received your request and giving you details of who will be dealing with your request at the OLD. We will aim to fully respond to your request as soon as possible and within the 20 day timeframe specified under the FOI Act.

7. If you are not happy with our response

If you are not happy with the way the OLD has responded to your request you should seek a copy of the OLD's complaints procedure. Please note that the OLD's complaints procedure relates primarily to the way in which your request has been handled. If the OLD has withheld information and you are not happy with the explanation given then you should ask the OLD to reconsider its decision. You are, of course, free to contact the Information Commissioner at any time:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

8. Fees

Charges for responding to individual requests for information made under FOI will be in accordance with the fees regulations issued under the Act by the Department of Constitutional Affairs.

9. Data Protection

Please note that personal information is covered by the provisions of the Data Protection Act and requests for such information will be handled separately. However, they should still be addressed to: The Secretary to the Board.

The Olympic Lottery Distributor as an organisation				
Class of Information	Description	Availability	Cost	Notes
<p>Who we are and what we do Organisational Information, structures, locations and contacts</p>				
OLD Structure and Staff – Roles and Responsibilities and Organisational Structure	<p>OLD Staff and roles</p> <p>OLD operational structure reflecting areas of responsibility</p>	<p>Website</p> <p>Annual Report and Accounts – can request or via website</p>	Free	
Information relating to the legislation relevant to the authority’s functions	Reference to relevant statute in OLD Annual Report and Accounts and on website.	Via OLD website	Free	
Lists of and information relating to organisations with which the NDPB works in partnership	Explanation and diagram showing relationships.	Via OLD website – diagram is attached to What we do – Our Role page. OLD website includes links to other bodies.	Free	
Senior staff and management Board Members	Names and biographical details of Board Members.	Annual Report and Accounts. On OLD website.	Free	
	Names and roles of all x) staff.	On OLD website.	Free	
Location and Contact details for OLD office.	The OLD is based in one office. Contact details of office and map.	PDF map/directions on OLD website.	Free	

The Olympic Lottery Distributor as an organisation				
Class of Information	Description	Availability	Cost	Notes
Recruitment of Staff	All current vacancies which are being advertised externally	Website	Free	
Board Members Code of Conduct	Code of Conduct	Post	Free	
OLD Committees Terms of Reference	The Terms of Reference under which the OLD's committees currently work. Available for Audit Committee and HR and Remuneration Committee.	Post	Free	
Board Members' Conflict of Interest	The current Register of OLD Board Members' interests	Post	Free	
OLD Board and Committee Minutes	Summarised minutes of the OLD's Board and Audit Committee are available on the OLD website.	Website	Free	
What we spend and how we spend it				
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit				
Financial statements	Financial Statements are included in the Annual Report and Accounts.	Website Post from the Stationery Office	Free – download See The Stationery Office website for details of charges for printed copies of report.	
Annual Audited Accounts	These are included in the Annual Report and Accounts laid before Parliament.	Website Copies also available on request from the OLD or from the Stationery	Free – download Free – from OLD See The Stationery Office website for details	

The Olympic Lottery Distributor as an organisation				
Class of Information	Description	Availability	Cost	Notes
		Office	of charges for printed copies of report.	
Grant Administration Procedures	The OLD's internal procedures	Post	Free	The OLD will respond according to the request. Some of the material in these classes is derived from documents, which we consider to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption had been applied and why. Typically information may be withheld if its release would compromise the health and safety of staff.
Payroll Procedures and Misc Staff Benefits	The OLD's internal procedures	Post	Free	
Procurement and tendering of Goods and Services Procedures	The OLD's internal procedures	Post	Free	
Receipt and processing of invoice procedures	The OLD's internal procedures	Post	Free	
Travel and Subsistence Procedures	The OLD's internal procedures	Post	Free	
Staff and board members' allowances and expenses	The OLD's internal procedures	Post	Free	
Financial Management Policy	The OLD's internal procedures	Post	Free	
Audit Framework Procedures	The OLD's internal procedures	Post	Free	
IS Policy and Procedures	The OLD's internal Procedure	Post	Free	
Corporate Governance, Internal Controls and the Prevention of Fraud	The OLD's internal policies	Post	Free	
What are our priorities and how are we doing? Strategies and plans, performance indicators, audits, inspections and reviews				
Annual Report	The OLD's Annual Report and Accounts	Website Post from OLD	Free – download Free – from OLD	

The Olympic Lottery Distributor as an organisation				
Class of Information	Description	Availability	Cost	Notes
		Post from The Stationery Office	See The Stationery Office website for details of charges for printed copies of report.	
Annual Business Plan	OLD Corporate Lifetime Plan and Annual Business plan	Website	Free – download	
OLD Performance Indicators	In Annual Report and Accounts	Website	Free	
Internal and external performance reviews	Summary minutes OLD Board and Audit Committee meetings	Website	Free - download	
How we make decisions				
Decision making processes and records of decisions				
Major policy proposals and decisions	In OLD Board Summary minutes	Website	Free	
Minutes of Senior Level Meetings	In OLD Board Summary minutes	Website	Free	
Policies and Procedures				
Current written protocols, policies and procedures for delivering services and responsibilities				
Records Management and Data Protection Policy	The OLD's Internal procedures	Post	Free	
Funding Policy	OLD Funding Policy	Website	Free - download	
Customer Service	OLD Complaints Procedure	Website	Free - download	
Policies and procedures for the	OLD Board statement of policy	Website	Free - download	

The Olympic Lottery Distributor as an organisation				
Class of Information	Description	Availability	Cost	Notes
recruitment and employment of staff				
General Admin Procedures	The OLD's internal procedures	Post	Free	Some of the material in this class is derived from documents, which we consider to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why. Typically information may be withheld if its release would compromise the health and safety of staff.
Lists and Registers				
Public registers and registers held as public records	Register of Board Members' interests	Post	Free	Information about OLD Board roles also on OLD website and in Annual Report and Accounts
Register of gifts and hospitality	Register of gifts and hospitality	Post	Free	
The Services we offer				
Regulatory Responsibilities	Information about the OLD's regulatory responsibilities is set out on the OLD website	Website	Free - download	

The Olympic Lottery Distributor as an organisation				
Class of Information	Description	Availability	Cost	Notes
Media releases	Media releases	Website	Free – download	

Appendix A

Information made available by third parties

This appendix contains details of information, which was available from other organisations, for guidance only. The information included in this appendix was correct at the time that this Scheme was written, but the OLD cannot be held responsible for the availability of this information.

Parliamentary Questions

Description: You can access information or Parliamentary Questions from either the House of Commons or the House of Lords by visiting the website of the Houses of Parliament.

Availability: Website <http://www.parliament.uk>

Cost: Free

Notes:

