



## Definition document for Non-Departmental Public Bodies and other public authorities

This guidance gives examples of the kinds of information that we would expect non-departmental public bodies (NDPBs) to provide in order to meet their commitments under the model publication scheme. This guidance may also be relevant to authorities which do not have a sector-specific definition document.

We would expect NDPBs to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give a definitive list. The legal commitment is to the model publication scheme, and authorities should look to provide as much information as possible on a routine basis.

### **Who we are and what we do**

Organisational information, structures, locations and contacts.

We would expect information in this class to be current information only.

- **Roles and responsibilities**

NDPBs should be providing both outline and detailed information about their roles and responsibilities and the roles and responsibilities of those working in them at senior level.

- **Organisational structure**

An explanation of the internal structures of the NDPB referring to its functions and how the structure relates to the roles and responsibilities.

- **Information relating to the legislation relevant to the authority's functions**

An explanation of the legislative basis of the activities of the NDPB. If

appropriate an explanation of any legislation for which the NDPB takes the lead.

- **Lists of and information relating to organisations with which the NDPB works in partnership**

It is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies and the NDPB. This will include the identity of the sponsoring government department.

- **Senior staff and management board members**

Identification of, responsibilities of and biographical details of those making strategic and operational decisions about the provision of the NDPB's services. Any biographical details that are not work related should be published only with consent.

- **The locations and contact details for the authority**

This should cover the NDPB at all levels from the central body to any offices open to the public for the conduct of the NDPB's business. It always assists to provide a named contact where this can be done.

#### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

We would expect as a minimum that financial information for the current and previous two financial years should be available.

- **Financial statements, budgets and variance reports**

Financial information in sufficient detail to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and the other. Annual, and where practicable shorter timescales, should be used i.e. half yearly or quarterly. We would expect revenue budgets and budgets for capital expenditure to be included.

- **Capital programme**

Information should be made available on major plans for capital expenditure including any public private partnership contracts.

- **Spending reviews**
- **Financial audit reports**
- **Staff and board members' allowances and expenses**

Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses, by reference to

categories, incurred by or paid to individual members of senior staff and management board members produced in line with the NDPB's policies. Categories will be such headings as travel, subsistence, accommodation.

- **Pay and grading structures**

This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.

- **Procurement and tendering procedures**

Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender.

- **Lists of contracts awarded and their value**

We would expect normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

- **Financial statements for projects and events**

Where there are identifiable projects, we would expect to be covered by this scheme at least those financial reports which indicate actual expenditure against original project budget. The larger the project, the greater the detail that should be available. Similarly, where events are organised that are publicised, the cost of them should be available through this scheme.

- **Internal financial regulations**

### **What are our priorities and how are we doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

We would expect information in this class to be available at least for the current and previous three years.

Below is a list of the type of information that we would expect NDPBs to have readily available for publication. Any other reports or recorded information demonstrating the NDPB's planned or actual performance should normally be included.

- **Strategic plans**
- **Annual business plan**
- **Annual report**
- **Internal and external performance reviews**
- **Reports to Parliament**
- **Inspection reports where the NDPB is subject to formal inspection**
- **Service standards**
- **Statistics produced in accordance with the NDPB's requirements**

<ul style="list-style-type: none"> <li>• <b>Public service agreements</b></li> </ul>
<p><b>How we make decisions</b> Decision making processes and records of decisions.</p>
<p>We would expect information in this class to be available at least for the current and previous three years.</p> <ul style="list-style-type: none"> <li>• <b>Major policy proposals and decisions</b></li> </ul> <p>Information that can be made available to the public without damaging international relations or internal policy development.</p> <ul style="list-style-type: none"> <li>• <b>Background information relating to major policy proposals and decisions</b></li> </ul> <p>This will include facts, and analyses of facts, relevant and important to the framing of major policy proposals and decisions.</p> <ul style="list-style-type: none"> <li>• <b>Public consultations</b></li> </ul> <p>Details of consultation exercises with access to the consultation papers or information about where the papers can be obtained. The results of consultation exercises.</p> <ul style="list-style-type: none"> <li>• <b>Minutes of senior level meetings</b></li> </ul> <p>We would expect management board minutes and the minutes of similar meetings where decisions are made about the provision of services, excluding material that is properly considered to be private, to be readily available to the public.</p> <ul style="list-style-type: none"> <li>• <b>Reports and papers provided for consideration at senior level meetings</b></li> </ul> <p>Information presented to those at meetings making executive decisions, excluding those elements properly considered to be private.</p> <ul style="list-style-type: none"> <li>• <b>Internal communications guidance and criteria used for decision making i.e. process systems and key personnel</b></li> </ul> <p>Where access to internal instructions, manuals and guidelines for dealing with the business of the NDPB would assist public understanding of the way decisions are made these should be readily available. We would not expect information that might damage the operations of the NDPB to be revealed.</p>
<p><b>Policies and procedures</b> Current written protocols, policies and procedures for delivering services and responsibilities.</p>

We would expect information in this class to be current information only. If there is particular reason to provide information that is not still current, this should also be included.

- **Policies and procedures for the conduct of departmental business**
- **Policies and procedures for the provision of services**
- **Policies and procedures for the recruitment and employment of staff**

Codes of practice, memoranda of understanding and the like should be included. A number of policies, for example equality and diversity, health and safety, will cover both the provision of services and the employment of staff. If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available. Policies and procedures for handling information requests should be included.

- **Customer service**

Standards for the provision of services to the NDPB's customers, including the complaint procedure. Complaints procedures will include those covering requests for information and operating the publication scheme.

- **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.

### **Lists and registers**

We would expect information in this class to be information contained in currently maintained lists and registers only.

- **Public registers and registers held as public records.**

Where an NDPB is obliged to maintain a register and to make the information in it available for inspection by the public, it is accepted that in most circumstances the existing provisions covering access will suffice. We would expect however that NDPBs do publicise which public registers they hold and how the information in them is to be made public. Where registers contain personal information, NDPBs must ensure that this is protected by the data protection principles.

- **Asset registers and Information Asset Register**

We would not expect NDPBs to publish all details from all asset registers. We would expect some information from capital asset registers to be available and where an NDPB has prepared an information asset register for the Re-use of Public Sector Information Regulations 2005, it should publish the contents.

- **Disclosure logs**

Where an NDPB produces a disclosure log indicating the information that has been provided in response to request it should be readily available. Disclosure logs are themselves recommended as good practice.

- **Register of gifts and hospitality provided to Board members and senior personnel**
- **Any register of interests kept in the department**
- **Other lists required by law**

**The services we offer**

Information about the services we currently provide including leaflets, guidance and newsletters produced.

Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the NDPB, this class includes details of the services which are provided by the NDPB, internationally, nationally and locally as a result of them. It will be of public benefit to have ready access, for example, to everything from information about the services provided to the government to the information readily available at a public counter. The starting point would normally be a list or lists of the services that fall within the responsibility of the NDPB, linked to details of these services.

- **Regulatory responsibilities**
- **Services for public authorities**
- **Services for industry**
- **Services for other organisations**
- **Services for members of the public**
- **Services for which the NDPB is entitled to recover a fee together with those fees**
- **Leaflets, booklets and newsletters**
- **Advice and guidance**
- **Media releases**