

Publication scheme

London Councils' publication scheme is a guide to the information that we routinely publish and make available to the public in fulfilment of our obligations under section 19 of the Freedom of Information Act 2000.

London Councils has adopted the Information Commissioner's model publication scheme and follows the definition document for Joint Authorities and Boards.

The information has been divided into seven classes. Please click through for more information about each class. The links below will open in another window to that particular page on our website.

Class 1: [Who We Are and What We Do](#)

Organisational information, locations and contacts, constitutional and legal governance.

Class 2: [What We Spend and How We Spend It](#)

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

Class 3: [What Are Our Priorities and How Are We Doing](#)

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4: [How We Make Decisions](#)

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5: [Our Policies and Procedures](#)

Current written protocols for delivering our functions and responsibilities.

Class 6: [Lists and Registers](#)

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class 7: [The Services We Offer](#)

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

How can I access information which is not included in the publication scheme?

If you wish to request information which is not already published on our website through our publication scheme, please email FOI-DPA.Complaints@londoncouncils.gov.uk or write to us at:

Freedom of Information
Corporate Governance

London Councils
59½ Southwark Street
London
SE1 0AL

When making your request you should include:

- Your name
- An email or postal address where you can be contacted
- A detailed description of the information you want

Please see our guidance document for more information about making a request for information.

Does it cost to access the information?

It does not cost to access the majority of the information published through the scheme. Where there is a fee for information, it will be specified in the scheme.

Hard copies of the information can be requested by emailing the Corporate FOI Officer: FOI-DPA.Complaints@londoncouncils.gov.uk. We reserve the right to make a charge for printing and postage.

Can I use the information as I wish?

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Who do I contact about the publication scheme?

If you have any queries, comments or suggestions about our Publication Scheme, please contact London Councils' Corporate FOI Officer: FOI-DPA.Complaints@londoncouncils.gov.uk.

If you wish to make a complaint about our publication scheme, please email us at the above address, and we will try to resolve the problem in the first instance. If you are not satisfied with our response to your complaint, you may appeal to the [Information Commissioner](#).

