

Freedom of Information Act 2000 Publication Scheme



OGC Position Statement and Introduction

OGC Position Statement

The Office of Government Commerce (OGC) recognises the key role that good access to information plays in helping to achieve its goals and targets. Additionally, such freedom is essential to its credibility as a policy making function for Government.

Where OGC relies on commerce and industry's influence to help it achieve improvements in best practice, OGC must actively encourage those sectors to share information with it. OGC welcomes the Freedom of Information Act as a positive step towards increasing both industry's and the public's access to recorded information.

Introduction

This Publication Scheme has two sections:

- Part 1 – *OGC and FOI* describes OGC's approach to meeting its commitments under the Freedom of Information Act 2000. This part tells you: how to find information or documents; where you might incur charges; how to access information; how to provide feedback; and who is responsible for FOI in OGC's management team.
- Part 2 – *Classes of Information* sets out in table form the information and documentation OGC intends to publish under each class (subject area).

Part 1 OGC and FOI

Aim of the Publication Scheme

This Publication Scheme reflects OGC's responsibility for improving value for money by driving up standards and capability in procurement, from commodities buying to the delivery of major capital projects, maximising the effective use of 60% of Government spending and a £30 billion property estate.

The Government strategy launched in January 2007, [Transforming Government Procurement](#), highlighted the central importance of procurement in delivering high-quality public services and best value for money. OGC is tasked with delivering this transformation, and with driving up standards and procurement capability across central Government. OGC will do this through:

- setting procurement standards and monitoring performance and capability
 - developing a cadre of skilled procurement professionals
- across Government
- driving value for money through collaborative procurement
 - playing a stronger role in the successful delivery of major projects
 - improving management and use of the Government estate.

This version of the Publication Scheme will be updated further in January 2009, with a further revision planned for June 2009.

This Publication Scheme sets out the information that OGC intends to provide on a regular basis.

Information, papers, reports, publications, video, and any materials published by OGC, are legally all 'documents'. These terms are used interchangeably throughout this Scheme.

OGC intends to publish non-departmental specific materials that present its progress towards achieving its targets and deliverables.

To guide OGC in its approach to publication as well as the public in seeking information, a set of principles for FOIA have been adopted by OGC. These are:

- OGC aims to publish through its Scheme any designated document as soon as possible after it is published internally
- all papers, customer research or other documents resulting from work undertaken by OGC for specific customers are the responsibility of that body. Requests for copies should be directed to them. See [Directgov](#) for department contact details
- Similarly, Gateway Reviews and other reviews undertaken by OGC for another public body remain the responsibility of that body
- OGC's publications are intended for Internet access initially so the starting point for any search is [OGC's website](#). Paper copies or physical versions of these materials are available from OGC's [Service Desk](#).

OGC's parent organisation is HM Treasury (HMT). For further information about HMT's own FOI Publication Scheme follow [HM Treasury Publication Scheme](#).

Getting in touch with OGC

If you have a general enquiry, or, wish to request information under the Freedom of Information Act, the Data Protection Act, or the Environmental Information Regulations please contact the OGC Service Desk by:

- Telephone 0845 000 4999
- Fax 01603 704618
- E-mail ServiceDesk@ogc.gsi.gov.uk
- Letter The Service Desk, OGC, Rosebery Court, St Andrew's Business Park, Norwich, NR7 0HS

Availability of documents

If you would like to request a hardcopy publication included in the Publication Scheme, please contact the [Service Desk](#) (details above).

Freedom of Information Act

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. The Act was fully implemented on 1st January 2005 and superseded the [Code of Practice on Access to Government Information 1997](#) (the Open Government Code).

The Act:

- Gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities.

The term 'public authority' is defined very widely and includes, but is not restricted to central and local government, non-departmental public bodies, the police, the health service and schools, colleges and universities.

- Places a number of obligations on public authorities about the way in which they provide information.

Subject to the exemptions, anyone making a request must be informed whether the public authority holds the information and, if so, be supplied with it – generally within 20 working days.

- Creates a duty to provide advice or assistance to anyone seeking information (for example in order to explain what is readily available or to clarify what is wanted).
- Creates the role of Information Commissioner with responsibility for overseeing the operation of the Act. The [Information Commissioner](#) is an independent public official responsible directly to Parliament. As well as approving Publication Schemes and promoting compliance with the Act, the Commissioner has powers of enforcement.

Data Protection Act

The Data Protection Act gives legal rights to individuals (data subjects) in respect of personal data processed about them by others. This Publication Scheme will not change the way OGC handles requests from people for access to their personal data.

Publication Schemes

The Freedom of Information Act requires each public authority to adopt and maintain a Publication Scheme. Schemes must specify the classes of information (see Part 2) than an authority publishes or intends to publish; the form in which this is or will be done; and whether there is any charge for the information. Information available on our website is provided free of charge.

This Publication Scheme follows, where appropriate, the Information Commissioner's [Definition Document](#).

Where the Definition Document indicates that a Department is expected to publish information within a subject area for a specified time period, for example "information in this class should be available for the current and previous three years", it should be noted that these timescales are not retrospective. Where OGC is publishing information that was not previously made available, it is not required to review and identify old material to publish.

Instead the timescales will be complied with as information is published going forward, i.e. in two years time, two years worth of information should be available.

Publication Scheme – Feedback and Accolades

OGC would appreciate your comments on how useful you have found the Publication Scheme; ways in which it could be improved; and how easy you have found it to navigate the structure. So please [e-mail us](#) and tell us what you think, and let us know if any OGC staff have been particularly helpful.

Publication Scheme – Update

This version of the Publication Scheme will be formally updated in June 2009, although there will be minor amendments before then.

The OGC Information Rights Manager has overall responsibility for OGC's Publication Scheme and its maintenance. The Information Rights Manager can be contacted via the OGC Service Desk (details on page 3 above).

Publication Scheme – Complaints

If you feel OGC has not fulfilled its obligations under the Freedom of Information Act to provide you with the information you requested, then you may make a formal complaint. To do this please write to or email the [Service Desk](#) stating clearly the situation and the reason(s) for your complaint. It will help us if you include your full name, postal address and phone number, the date of your request and a description of the information you were looking for, any references used and if appropriate the name(s) of any staff who assisted you.

The Information Rights team manages all complaints made under the Freedom of Information Act 2000. OGC will investigate the complaint and reply to you, normally within 20 working days from the receipt of your complaint.

If you are still not satisfied after you receive OGC's response to your complaint then follow the Information Commissioner's [Complaint Scheme](#).

Charging for Information in the Publication Scheme

Each area of information listed in Part 2 indicates whether the information is chargeable or not, and where the information is normally free. The following categories could apply:

- *Free of charge on website:* (i.e. there is no charge, although the user would of course have to meet any charges by their Internet Service Provider, personal printing costs, etc). For those without Internet access, a single printout as on the website is available by post from the Service Desk
- However, requests for multiple printouts (or for archived copies of documents still held that are no longer available on the web) may attract a charge for the cost of retrieval, photocopy, postage, etc. The duplication of multi-media materials may be charged for. The Service Desk will advise you of this at the time of your request, with any charge payable in advance by cheque or postal order
- *Free of charge hardcopy:* The Service Desk has a list of available documents
- *Chargeable hard copy:* e.g. 'glossy' or other bound paper copies and publications are listed by the Service Desk.

Copyright and Intellectual Property

The material available through this Publication Scheme is subject to Crown Copyright protection unless otherwise indicated. Material on the OGC website may be downloaded to a file or printer without requiring specific prior permission, provided it is not for re-publication or further use.

A straightforward '[Click-Use](#)' licence to use OGC's copyrighted publications can be set up with the Office of Public Sector Information (OPSI) by filling in the form shown on the OPSI website.

Any other proposed use of material is subject to the approval of OPSI's Licensing Division. Application should be made to:

Information Policy Team
Office of Public Sector Information
Kew

Richmond
Surrey
TW9 4DU

Tel 020 8876 3444

Or you can [e-mail OPSI](#) by using the form on their website.

For further information on Crown Copyright, see the current [Crown Copyright Guidance](#) on the OPSI website.

The permission to reproduce Crown protected material does not extend to any material accessed through the publication scheme that is the Copyright of third parties. You must obtain authorisation to reproduce such material from the Copyright holders concerned.

Part 2 Subject areas (classes of information)

The Freedom of Information Act requires Publication Schemes to specify the classes of information (subject areas) that the public authority publishes; the manner in which information is published; and whether the material is available to the public free of charge or on payment.

OGC's Publication Scheme is structured around broad subject headings that correspond to the Information Commissioner's Definition Document. Listed under each subject heading are identifiable materials and documents that OGC presently publishes or intends to publish. This is our legal commitment.

OGC will not publish materials or documents that are sub judice or may weaken its own legal position, or weaken the position of any other public or commercial body involved in litigation or dispute.

OGC will not publish information under this Publication Scheme where:

- 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
- the information is not already produced in response to an existing business need
- it would be impractical or resource-intensive to prepare the material for routine release.

OGC publishes or intends to publish information under the Classes listed below, allowing for changes in terminology that will occur over time.

Information available under each class in this Publication Scheme is described in the following tables of this section. The example table below explains each entry in a Class table.

Description	A description of the information available under the class, with a clickable link to the OGC web page(s) that contain information relevant to the subject heading, and additional access and charging details
Coverage	The scope of the information
Formats available	Usually the material will be accessible and downloadable from our website. You may ask for printouts of these although a charge may be levied for that. Some documents will be available upon request and sent to you as printouts – see OGC's charging policy. Other documents are available as published hardcopy from our publishing partners e.g. The Stationery Office. Other items may be available as CD-ROMs, videos, or other media
Available from	Usually you can access the information straightaway. As we develop our Scheme making additional material available, an 'Available from' date will be shown for its release
Chargeable	Not all items are free. Charges may apply to some items and this is indicated here
Information not included in the links above	Additional information that is not currently on the OGC website

Who we are and what we do

Description	Roles and responsibilities
Coverage	Outline and detailed information about OGC's roles and responsibilities, and the roles and responsibilities of people working in them at senior level
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - Who we are OGC - Governance & Organisation OGC - The OGC Board OGC - Commercial Delivery Board OGC - Working Together to Deliver Better Value

Description	Organisational structure
Coverage	An explanation of the internal structure of OGC
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC – Governance and organisation OGC – High level organisation chart
Other information not included in the links above	<p>Individual members of staff may be contacted via the OGC Service Desk.</p> <p>Since 2007 there has been a group shared services operation located in HM Treasury. This covers human resources, finance and accounting, procurement, information systems, accommodation and internal audit for Central Treasury and OGC. An organisation chart is available on the HM Treasury website.</p>

Description	Information about legislation relevant to OGC's functions
Coverage	An explanation of any legislation for which OGC is the lead government department
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - Policy and Standards framework
Other information not included in the links above	Over the course of 2009 OGC will be publishing information on its website relating to green leases. These provide a sustainable and flexible method for landlords and tenants to better manage business premises.

Description	OGC's Chief Executive, management board members and senior executives
Coverage	Identification of, responsibilities of and biographical details of senior civil servants in OGC and those making strategic and operational decisions about providing OGC's services.
Formats available	Web format, hard copy
Available from	Biographical details will be available shortly
Chargeable	No
Links	HM Treasury Ministerial Profiles HM Treasury Annual Report 2007-08 OGC - The OGC Board OGC – High level organisation chart

Description	Locations of, and contact details for OGC
Coverage	
Definition	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - Contact us OGC - OGC locations

What we spend and how we spend it

Description	Financial statements, budgets and variance reports
Coverage	Financial information in enough detail to allow the public to see where money is being spent, where a department is or has been planning to spend it, and the difference between the two.
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	HM Treasury Annual Report 2007-08 HM Treasury Resource Accounting and Budgeting: Index

Description	Spending reviews, Financial audit reports
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	HM Treasury Spending Review Index HM Treasury Annual Report 2007-08

Description	Pay and grading structures
Coverage	Levels of pay rather than individual salaries
Formats available	Electronic or hard copy
Available from	Immediately
Chargeable	No
Links	OGC – Pay Bands
Other information not included in the links above	If you would like Information on HM Treasury pay bands please contact HM Treasury .

Description	Procurement procedures
Coverage	Details of procedures for acquiring goods and services. Contracts available for public tender
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	OGC - Introduction to Public Procurement Tenders Electronic Daily - Contracts Available and Contract Award Notices

Description	Lists of contracts awarded and their value
Coverage	Lists of contracts that have gone through formal tendering
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	Tenders Electronic Daily - Contracts Available and Contract Award Notices OGC - Award of Contracts: Guidance for Suppliers

Description	Internal financial regulations
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	HM Treasury Annual Report 2007-08

What are our priorities and how we are doing

Description	Strategic plans
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	HM Treasury Annual Report 2007-08 OGC - Annual Statement 2008

Description	Annual business plan
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	HM Treasury Annual Report 2007-08 OGC - Annual Statement 2008

Description	Annual report
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	HM Treasury Annual Report 2007-08

Description	Internal and external organisation performance reviews
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	HMT Departmental reports HM Treasury Efficiency Programme index Business and Enterprise Committee reports Environmental Audit Committee reports National Audit Office reports Public Accounts Committee reports Treasury Select Committee reports OGC - Transforming Government Procurement Transforming Government Procurement document

Description	Impact assessments
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC – Public Procurement Legal Framework OGC - Equality Scheme 2007-2010

Description	Service standards
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC's Supplier Feedback Service

Description	Public service agreements
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	HM Treasury Annual Report 2007-08

How we make decisions

Description	Major policy proposals and decisions
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC – Centre of Expertise in Sustainable Procurement OGC - Policy and Standards framework OGC - Property Benchmarking Pilot Report OGC - Transforming Government Procurement Transforming Government Procurement document

Description	Public consultations
Coverage	Details of consultation exercises with access to the consultation papers or information about where the papers can be obtained. The results and outcomes of consultation exercises.
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - The Public Procurement Legal Framework

Description	Background information for major policy proposals and decisions
Coverage	Facts, and analyses of facts, relevant and important to framing major policy proposals and decisions
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	HM Treasury information on the Lyons Review OGC - Relocation documents OGC - Relocation Programme progress OGC - Sustainable Procurement and Operations on the Government Estate Delivery Plan and Delivery Plan Update

Description	Minutes of senior-level meetings
Coverage	OGC Board Minutes
Formats available	Web format, hard copy
Available from	Following first Board meeting in 2009
Chargeable	No
Links	OGC - Governance & Organisation

Our policies and procedures

Description	Policies and procedures for conducting departmental business
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	OGC - Equality Scheme 2007-2010 Health and safety policy

Description	Policies and procedures for delivering our services
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	OGC - Equality Scheme 2007-2010 Health and safety policy

Description	Customer service
Coverage	Standards for providing services to OGC's customers, including the complaint procedure
Definition	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	OGC - Contact us OGC - How to request information from OGC OGC - OGC's Supplier Feedback Service OGC – e-PIMS Service Level Agreement OGC – High Performing Property Implementation plan OGC – High Performing Property Routemap

Description	Policies and procedures for recruiting and employing staff
Coverage	Recruitment services are provided by HM Treasury and follow their policies
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - Jobs Civil Service Recruitment Gateway

Description	Records management and personal data policies
Coverage	Includes data protection (including data sharing) policies
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	Cabinet Office: Data Handling Procedures in Government OGC – Privacy Policy OGC and HM Treasury Information Charter
Other information not included in the links above	Please see below for OGC's records management policy

OGC Records Management policy

It makes good business sense to retain sufficient information to describe how OGC has discharged its business, in particular how it has arrived at policy and business decisions. Such a record will support information management – creation, access, sharing, removal – and meet the information demands of both internal and external customers, especially in the more open information environment created by the Freedom of Information Act 2000 and other access to information regimes.

OGC, like other government departments, must also meet the requirements of the Public Records Act. This requires an organisation to demonstrate good governance through its management of its records.

Now that all teams have been migrated on to OGC's Electronic Document and Records management System

(EDRMS), OGC has an electronic records management environment where the electronic record can be "trusted". This policy will ensure a common OGC system in which the OGC record is maintained.

Objectives

- To establish records management within the minds and practices of OGC staff
- To establish a consistent approach to records management in OGC
- To encourage the use of the EDRMS as the corporate repository for documents and records where the file type of the document or record is supported by the system
- To continue to maintain a registered files system for closed and current paper records
- Within the registered files system, to permit the creation and maintenance of paper records where these are legitimately required.

Scope

This policy applies to all OGC staff. It covers all electronic and physical records created, received and maintained by OGC staff.

The Departmental Records Officer (DRO) is responsible for good records management and for setting the records management policy for OGC.

All information and documents created, recorded, archived, retained for whatever purpose on OGC systems either manual or electronic are the property of OGC.

OGC staff are responsible individually and severally to retain all important and key information and documents within the record-keeping systems that currently exist.

Where such material exists in electronic format then the key document (and any necessary supporting documentation) should be declared as a record within the EDRMS. The only exceptions to this are:

- files which have been specifically set-up for collaborative working or any MS Office files which use certain features of the Object Linking and Embedding (OLE) functionality; these include linked spreadsheets (Excel), the compare documents feature in Word and hyperlinks
- where a paper record is required for legal reasons it should be filed within an appropriate registered file.

The choice of key information will depend on the nature of the task, the information, the status of the work, etc. but the decision on what is an important or key document will rest with the manager responsible for the area concerned.

Benefits

- A consistent OGC approach to records management is established
- OGC has a visible policy
- Effective records management supports business activities and legal requirements.

Lists and registers

Description	Asset registers and information asset register
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	
Links	HM Treasury - National Asset Register Index

Description	FOI disclosures
Coverage	Details of Freedom of Information disclosures made by OGC since January 2005 where the material is new or of wider interest
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - Freedom of Information disclosures

Description	Register of gifts and hospitality provided to Ministers and senior personnel
Coverage	This information is maintained by HM Treasury on OGC's behalf. Please contact HM Treasury regarding access to this information. Please note that this class of information may not be included in HMT's publication scheme and that you may have to request it under the Freedom of Information Act

Description	Any register of interests kept in the department
Coverage	This information may be available from HM Treasury. Please contact HM Treasury regarding access to this information. Please note that this class of information may not be included in HMT's publication scheme and that you may have to request it under the Freedom of Information Act

Description	Property Summary Reports
Coverage	Property summary reports listing core property details of holdings within the civil estate held on OGC's Property Management Database, e-PIMS
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	Electronic Property Information Mapping Service (e-PIMS) Property Summary Reports

The services we offer

Description	Services for public authorities
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - Where are you from? OGC - Centre of Expertise in Sustainable Procurement OGC - Collaborative Procurement OGC – Government Estate OGC - Government Procurement Service OGC - Procurement Capability Reviews OGC - Policy and Standards framework OGC - Markets & Suppliers OGC - Products and Services OGC - Programmes & Projects

Description	Services for industry / services for other organisations
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	Supply 2 Government web portal

Description	Leaflets, booklets and newsletters
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - Corporate documents OGC - Procurement documents OGC - Government Estate documents OGC - Relocation newsletter OGC - Programmes & Projects documents OGC - Senior Management documents OGC - Case Studies OGC - Briefings OGC - Publication order form

Description	Advice and guidance
Coverage	
Definition	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	Depends on the publication
Links	OGC - Policy and Standards framework OGC - Best Practice guidance

Description	Media releases
Coverage	
Formats available	Web format, hard copy
Available from	Immediately
Chargeable	No
Links	OGC - Press office OGC - News OGC - Speeches and Presentations OGC - Media Relations Contacts

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www.ogc.gov.uk

About OGC

The Office of Government
Commerce is an independent
office of HM Treasury.

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Government Commerce
in the United Kingdom.

OGC Service Desk

OGC customers can contact
the central OGC Service Desk
about all aspects of
OGC business.

The Service Desk will also
channel queries to the
appropriate second-line
support. We look forward
to hearing from you.

You can contact the Service
Desk 8am – 6pm Monday
to Friday:

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