



SWANSEA BAY PORT HEALTH AUTHORITY PUBLICATION SCHEME

This publication scheme has been adopted by the Swansea Bay Port Health Authority ('the Authority'), without modification from the Model Scheme prepared and approved by the Information Commissioner. It will be valid until further notice.

This publication scheme commits the 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 the 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 the 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, the 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 the 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 the 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.

Freedom of Information Act 2000 – Definition document – Availability of information 2009

The information pathways below relate to information disclosures required in the Information Commissioners Office document ‘Definition document for the Model Publication Scheme for joint authorities and boards’.

INFORMATION REQUIREMENT	RELEVANT DOCUMENT	DOCUMENT SITE	
1.0 WHO WE ARE AND WHAT WE DO			
1.1	Structure of the Authority	Port Order	File S5/2
1.2	Staff structure	Lecture notes for students	File L1
1.3	Contact information	Office notice board	
1.4	Geographical area of operation	1. Port Order	File S5/2
		2. Lecture notes for students	File L1
1.5	Relationship with other authorities	1. Lecture notes for students	File L1
		2. Directors of Public Protection Wales	File S1
		3. Association of Port Health Authorities	File A4
		4. Memorandum of Understanding - Maritime Coastguard Agency	File M4/C
2.0 WHAT WE SPEND AND HOW WE SPEND IT			
2.1	Summary of revenue budget estimates and capital expenditure plans	1. Budget control	Director’s office & Clerk / Treasurer’s office. File A3
		2. Annual & Quarterly reports	
2.2	Annual Statement of accounts	Annual Report	File A3
2.3	Financial audit reports	1. Audit records	File S5/4(a)
		2. Budget control	Director’s office & Clerk / Treasurer’s office.
2.4	Staff pay & grading structure	Budget control	Director’s office & Clerk / Treasurers office.
2.5	Expenses paid to or incurred by members of the authority and senior officers	Budget control	Director’s office & Clerk / Treasurer’s office.
2.6	Procurement procedures	Standing Orders	File S5/1
2.7	List of contracts and value	1. Budget control	Director’s office & Clerk / Treasurer's office. Files O1/1 & O1/2
		2. Office accommodation	
2.8	Internal financial regulations and delegated authority	1. Standing Orders	File S5/1
		2. Quarterly reports	File A3
		3. Accounts audit	File S5/4(a)

INFORMATION REQUIREMENT	RELEVANT DOCUMENT	DOCUMENT SITE
3.0	WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	
3.1	Strategic Plan, business plan aims & objectives	Service Delivery Plan File S5/4(c)
3.2	Reports indicating service provision, performance assessments, operational assessment reports	1. Service Delivery Plan File S5/4(c) 2. Good Practice Guides File S5/4(c)
3.3	Reports by external inspectors	1. Good Practice Guides File S5/4(c) 2. Reports by the Food Standards Agency File F3 3. Reports by Defra File E2/1
3.4	Joint strategies	1. Port Health SIG File C3/2 2. MOU - Maritime & Coastguard Agency File M4c 3. DPPW Tech Panels File S1 - WHEH Group File S1/3 - Food Safety Tech Panel File S1/4 - Communicable Disease Tech Panel File S1/4 - Port Health Technical Panel File S1/5 - Pollution Tech Panel File S1/6 4. Shellfish monitoring – - South West Wales Shellfish Liaison Committee File S5/3(i) 5. Association of Port Health Authorities File A4 6. Civil contingency Files E1/a1 & E1/a2
3.5	Statistical information	1. Annual Report File A3 2. Ship inspection detail On computer 3. Nuisances & complaints 1. File C4 register. 2. LAPPC also on computer & Files E2/8 4. Inspection of food premises File F2/4(A) 5. Inspection of LAPPC processes File E2/1(B)ii
4.0	HOW WE MAKE DECISIONS	
4.1	Schedule of meetings open to the public	Annual & Quarterly Report agendas File A3
4.2	Agendas and approved minutes of the authority and authority sub-committees	Annual & Quarterly Report agendas File A3

INFORMATION REQUIREMENT	RELEVANT DOCUMENT	DOCUMENT SITE
5.0	OUR POLICIES AND PROCEDURES	
5.1	Policies & procedures for the conduct of authority business	Standing Orders File S5/1
5.2	Policies & procedures for the provision of services	Service Delivery Plan File S5/4(c)
5.3	Policies & procedures about the employment of staff	Appointments inc job descriptions File S6
5.4	Customer service	1. Service Delivery Plan – performance indicators File S5/4(c) 2. Complaints book File C4
5.5	Internal instructions, manuals and guidelines	1. Expenses & allowances Notice board 2. Health & Safety procedures Notice board & File H3 3. Service delivery memos File S5/4(c) 4. Staff memos from Director / Clerk & Treasurer File S4/9(d)
5.6	Records management and personal data policies	1. File system index With each member of staff 2. Office accommodation File O1 3. Computer data back up Office safe 4. Data protection / sharing File F6 5. Information security Password access to computers. Back up discs stored securely
5.7	Charging regimes & policies	1. Service Delivery Plan File S5/4(c) 2. LAPPC charges File E2B 3. Ship Sanitation Charges Files A3 & S8
5.8	Lists and registers	1. Asset lists & information asset register File O1 2. Registers open to public inspection LAPPC Files E2/8 3. Complaints book File C4
5.9	Register of members' interests	Register maintained by Clerk & Treasurer County Hall
5.10	Register of gifts & hospitality	Register maintained by Clerk & Treasurer County Hall

INFORMATION REQUIREMENT	RELEVANT DOCUMENT	DOCUMENT SITE
6.0 THE SERVICE WE OFFER		
6.1 Information about the provision of the authority's services	1. Service Delivery Plan	File S5/4(c)
	2. Student lecture notes	File L1
6.2 Regulatory responsibilities and procedures	1. Service Delivery Plan	File S5/4(c)
	2. Student lecture notes	File L1
	3. LAPPC monitoring	File E2/2
6.3 Leaflets and explanatory booklets	1. Safer Food Better Business Information	File F6
	2. CIEH Food hygiene courses	File F6
	3. HIV information for seafarers	File I1/6
	4. Infectious disease outbreaks	Notice board & FileI/1
6.4 Services for which the authority is entitled to recover a fee, together with those fees	1. LAPPC charges	File E2B
	2. Ship Sanitation Charges	Files A3 & S8
6.5 Media releases	1. Press releases	File S5/7
	2. Public notices re shellfish beds	File F5/3(a)