

Statistics Commission

PUBLICATION SCHEME

Introduction

1. The Statistics Commission was set up under the National Statistics Framework document in June 2000. A copy of the Framework document is available on the Commission's website at http://www.statscom.org.uk/media_pdfs/policies/Framework_Document.pdf. The role of the Commission is to advise on the quality, quality assurance and priority-setting for National Statistics, and on the procedures designed to deliver statistical integrity, to help ensure National Statistics are trustworthy and responsive to public needs. It is independent both of Ministers and of the producers of National Statistics. The Commission does not collect or disseminate data, but advises on the way the Office for National Statistics and statisticians in other government departments do this.
2. The Framework document also charged the Commission with operating in a transparent way with the minutes of its meetings, correspondence and evidence it receives, and advice it gives, all normally publicly available for scrutiny. To meet this requirement documents were published on the website under five main categories; papers for and minutes of Commission meetings, reports to Ministers etc; research and other reports commissioned by the Commission, either by its own staff or by external researchers; documents setting out the Commission's operational policies and ways of working; other papers relating to statistical issues including correspondence with users and other stakeholders; and administrative papers covering for example internal management.
3. The Statistics Commission is a non-departmental public body established on a non-statutory basis sponsored by HM Treasury. The Commission is funded by grant in aid which is issued through HM Treasury.

The Freedom of Information Act 2000

4. The Freedom of Information Act 2000 received Royal Assent on 30 November 2000. It 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 general right of access to the information held by a public authority is provided for under section 1 of the Act. Any person wishing to exercise this right, which will not come into force until January 2005, will have to make a written request to the public authority. Any person who makes such a request must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.

Publication Scheme

5. Under section 19 of the Freedom of Information Act 2000 the Statistics Commission is required to adopt and maintain a publication scheme specifying the classes of information it publishes or intends to publish; the manner in which each class is, or will be, published; and whether the information is or is intended to be available free of charge.
6. An electronic copy of this publication scheme is available on the Statistics Commission website at www.statscom.org.uk/media_pdfs/policies/Publication_Scheme.pdf.
A paper copy is also available, on request, from the Communications Co-ordinator (contact details at paragraph 21).
7. This publication scheme comes into operation on 29 February 2004. Until then the Statistics Commission will continue to operate its policy of openness and transparency, a copy of which is available on the Commission's website.
8. The Chief Executive, 10 Great George Street, London, SW1P 3AE has overall responsibility for this publication scheme. The person responsible for maintaining the publication scheme on a daily basis is the Communications Co-ordinator (contact details at paragraph 21).

Classes of information

9. The publication scheme is a guide to the information published by the Statistics Commission. It is not a list of the actual publications but a description of the classes or types of information published. A full list of publications currently

available within each class may be obtained from our website or requested from the Communications Co-ordinator (contact details at paragraph 21).

10. The classes of information which the Commission undertakes to publish under this publication scheme are as follows:
 - Agendas, minutes and papers for [Commission meetings](#);
 - [Research and other reports](#) commissioned by the Commission, including report to Ministers;
 - [Operational policies](#);
 - [Correspondence](#);
 - [Commissioners and staff](#);
 - [Press releases](#).
11. The vast majority of information referred to in this scheme is available free of charge on the Statistics Commission website www.statscom.org.uk. Users will, of course, have to meet any charge made by their Internet Service Provider and personal printing costs. Some documents on the website are published in Adobe Acrobat's Portable Document Format. To view or print such documents will require Adobe Acrobat Reader software that can be downloaded free of charge from the Adobe Internet website.
12. Where a document is available free of charge on the Statistics Commission website a single printout will be provided free of charge on request to the Communications Co-ordinator (contact details at paragraph 21). Requests for multiple printouts may, however, attract a charge payable in advance. This will be made known at the time a request is made.
13. If a document is not available free of charge this will be indicated, along with how it can be obtained, when drilling down into the relevant subject area of the information class concerned. Where there is any doubt the situation can be clarified with the Communications Co-ordinator (contact details at paragraph 21).
14. For users that do not have access to the Internet more can be found out about a particular class or publication from the Communications Co-ordinator (contact details at paragraph 21).

15. Publication schemes are intended to encourage public organisations to be proactive in making information they hold more readily available to the public and to develop a culture of greater openness. Prior to the requirements of the Freedom of Information Act the Commission had an openness and transparency policy whereby documents were made public wherever possible (paragraph 2 above).
16. Statistics Commission policy is to be as open as possible, however, not all information can be made available to the public. Our aim is to make information available where the law allows us to do so, save where we consider that release would cause significant harm or prejudice. Information will be withheld from publication in whole or in part where we consider that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise infringe their rights. If you wish to complain about information having been withheld you should address your complaint to the Commission (see paragraph 22).
17. The Data Protection Act gives legal rights to individuals in respect of personal data processed about them by others. This publication scheme will not change the way we handle requests from people for access to their personal data.

Copyright

18. The information produced by the Statistics Commission is subject to Crown copyright, which is administered by Her Majesty's Stationery Office (HMSO). The material listed in this publication scheme is Crown copyright unless stated otherwise. The supply of documents under the FOIA does not give the person or organisation who receives them the automatic right to reuse the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.
19. Generally speaking, material may be reproduced for personal or in-house use without formal permission or charge. Reproduction for sale or other commercial purposes is not permitted. If you wish to enquire about other use or you are in any doubt, further information and guidance notes on publishing and copyright are available from:

HMSO Licensing Division
St Clements House
2-16 Colegate
NORWICH
NR3 1BQ

Tel: 01603 621000

Website: www.hmsso.gov.uk

Classes of Information

20. Information to be made available, subject to the considerations of paragraph 16:
- a) Agendas, minutes and papers for Commission meetings, including [Commissioners' meetings and sub-committee meetings](#).
 - b) [Research and other reports](#) commissioned by the Commission, either by its own staff or by external researchers including the Annual Report and Business Plan. Plus reports to Ministers.
 - c) [Operational policies, statements and strategies](#), including the Management Statement and internal Commission strategies such as the risk strategy, also internal procedures such as the complaints procedures and Health and Safety Policy.
 - d) [Correspondence](#) and other papers relating to statistical issues with users and other stakeholders.
 - e) [Commissioners and staff](#) – names of Commissioners plus photographs; register of interests and code of practice for Board members. Staff names and contact details, plus photographs and brief details of responsibilities.
 - f) [Press releases](#).

Requests for Publications and Further Information

21. Requests for copies of Statistics Commission publications and further information should be directed to:

Kate Plowman
Communications Co-ordinator
Statistics Commission
10 Great George Street
London
SW1P 3AE

Telephone 020 7273 8011

Fax 020 7273 8019

kate.plowman@statscom.org.uk

Complaints

22. Any queries or complaints about this publication scheme should be addressed to:

Richard Alldritt
Chief Executive
Statistics Commission
10 Great George Street
London SW1P 3AE

Telephone 020 7273 8008

Fax 020 7273 8019

statscom@statscom.org.uk

23. If you are not satisfied with the way in which your complaint has been dealt with you may ask the Information Commissioner to investigate. Requests should be made in writing directly to:

The Information Commissioner
Wycliffe House
Water Lane

Wilmslow
Cheshire SK9 5AF

Telephone 01625 545 700
Fax 01625 545 510

Feedback

24. This publication scheme is intended to make it easier and quicker to find what Statistics Commission information is available and to improve the flow of information into the public domain. The Statistics Commission is keen to do whatever it can to improve the scheme and would therefore welcome any feedback. Any comments or suggested improvements should be addressed to:

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