



# FREEDOM OF INFORMATION ACT 2000 BIG LOTTERY FUND PUBLICATION SCHEME

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## PART I: ABOUT THIS PUBLICATION SCHEME

### 1. INTRODUCTION

- 1.1 The Big Lottery Fund is a Non Departmental Public Body empowered to make grants from Lottery funds by distributing money to voluntary, community and other eligible groups throughout the UK and to UK based agencies working abroad. The Fund is sponsored by the Department for Culture Media and Sport but has UK wide responsibilities.
- 1.2 In December 2006 the Big Lottery Fund was formed as a legal entity by the formal merger of the National Lottery Charities Board (which made grants under the name of the Community Fund) and the New Opportunities Fund. The organisations first came together with the administrative merger in June 2004.
- 1.3 Our governing legislation is the National Lottery etc. Act 1993:  
[http://www.opsi.gov.uk/acts/acts1993/Ukpga\\_19930039\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1993/Ukpga_19930039_en_1.htm)
- Amended by the National Lottery Act 1998:  
<http://www.opsi.gov.uk/acts/acts1998/19980022.htm>
- and the National Lottery Act 2006:  
<http://www.opsi.gov.uk/acts/acts2006/20060023.htm>
- 1.4 The Freedom of Information Act 2000 (FoIA) 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. A 'public authority' is defined in the Act, and includes central and local government, non-departmental public bodies, the police, the health service and schools, colleges and universities.

### 2. PUBLICATION SCHEME: INTRODUCTION

- 2.1 This document sets out the Publication Scheme for the Big Lottery Fund. All public authorities (listed in Schedule 1 of the Act) are required by Section 19 of the legislation to draw up a Publication Scheme. The purpose of this scheme is to identify classes of information which are (or which will be) published and therefore available to the public.
- 2.2 The Scheme is available at <http://www.biglotteryfund.org.uk> together with a wide variety of information about BIG's activities. The Scheme is also available free of charge by telephoning Robert Holland our Head of Corporate Governance on 020 7211 3736 or emailing <mailto:foi@biglotteryfund.org.uk>. You can also request the scheme by writing to:

Head of Corporate Governance  
Big Lottery Fund  
1 Plough Place  
London EC4A 1DE

2.3 The Big Lottery Fund is a United Kingdom wide body therefore this Publication Scheme applies to all of its activities in all the United Kingdom administrations (i.e. England, Scotland, Wales and Northern Ireland).

### 3. PUBLICATION SCHEME: HOW TO USE

3.1 The classes of information we intend to publish are grouped, by subject, under broad topics; these topics describe the type of information you can expect to find within the Publication Scheme. Within each broad topic area there are identifiable classes of information that the Fund publishes or intends to publish.

3.2 The broad topics into which we have grouped classes of information in this scheme are:

1. General information
2. Plans and strategies
3. Reports and accounts
4. Customer service, equal opportunities and complaints
5. Access to Information
6. Press releases and branding
7. Grant programmes
8. Consultation and evaluation
9. Board and decision making
10. Internal guidance and procedures

3.3 Under each class in the Publication Scheme there can be found:

- a brief description of the information
- how the information will be made available
- details of any charges for information

3.4 The information published through our Scheme is available either from our web site or by email or post. Requests for information should be made to the Head of Corporate Governance (see section 2.2)

3.5 Information in our Scheme that is requested by email or post will be sent to you within 20 working days of receipt of request. If this is not possible for any reason we will contact you within this time period to let you know why.

3.6 If there are any charges due, details of this will be included in the scheme and these will need to be paid in advance. There are no hidden charges, but if you request extra copies we may charge you for photocopying and postage. You will be advised of this on receipt of the request.

3.7 Requests for information in other forms, such as audiocassette, will be treated sympathetically by the Big Lottery Fund.

## **4. RETENTION OF DOCUMENTS**

- 4.1 Our policy for keeping information in our possession is set out in our retention schedules which are governed by our responsibilities under the Public Records Acts 1958 and 1967 and other legislation. Some documents may be kept for permanent preservation in The National Archives (TNA).

## **5. INFORMATION NOT INCLUDED IN OUR PUBLICATION SCHEME**

- 5.1 Publication Schemes are intended to encourage public authorities to be proactive in making information they hold more readily available and to develop a culture of openness and transparency.
- 5.2 Under Section 52 of the Act, the Information Commissioner has the power to take action against a public authority for failing, amongst other things, to comply with the requirements of the Act relating to Publication Schemes.
- 5.3 Members of the public now have the right under the Freedom of Information Act 2000 to make a specific request for information about the public bodies covered by the Act. Therefore any information not included in our Publication Scheme can be requested, providing the request is in writing with a name and return address.
- 5.4 If the information you require is not in the Publication Scheme or available on the website you should write, quoting the Freedom of Information Act, to the Corporate Governance Manager (contact details section 2.2)
- 5.5 Information will be released within 20 working days unless an exemption applies. Exemptions include information about individuals and commercially sensitive information.

## **6. CHANGES TO THE PUBLICATION SCHEME**

- 6.1 The Big Lottery Fund will update its Schemes periodically and is committed to reviewing the content of its Scheme each year. In particular more information is likely to be available by electronic means as the Fund's website is expanded.
- 6.2 Responsibility at senior level for our Publication Scheme is the Big Lottery Fund's Director of Policy and Partnerships, Gerald Oppenheim.
- 6.3 The person responsible for maintaining our Publication Scheme on a day to day basis is Robert Holland, Corporate Governance Manager (see 2.2 for contact details).

## 7. INFORMATION COMMISSIONER

7.1 Responsibility for enforcing the Freedom of Information Act rests with the Information Commissioner, whose role is:

- to promote good practice
- to approve and assist in the preparation of publication schemes
- to provide information about the public's rights under the Act, and
- to enforce compliance with the Act

7.2 Further information about the role of the Information Commissioner can be found at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk). The Information Commissioner can also be contacted at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF.

Information Line: 01625 545745 Fax: 01625 524510

## 8. COPYRIGHT

8.1 The copyright in the material accessed through this Publication Scheme is owned by the Big Lottery Fund unless otherwise stated. The supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic right to re-use the documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

8.2 Brief extracts of the material may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting, provided it is reproduced accurately and not used in a misleading manner. When re-using this material, you must identify the source of the material and acknowledge the copyright status. If in doubt, contact us for further details.

8.3 However, permission to reproduce material does not extend to any material accessed through the Publication Scheme that is not owned by the Big Lottery Fund but is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned.

## 9. FEEDBACK AND COMPLIANTS

- 9.1 We welcome feedback on our Publication Scheme, comments will be considered and taken into account when reviewing and developing the Scheme. In addition, we will use Freedom of Information request we receive to shape future Publication Schemes.
- 9.2 Please send your comments to the Head of Corporate Governance (see 2.2 for contact details)
- 9.3 If you are dissatisfied with any aspect of our Publication Scheme, or with the way which we may have handled any request for information, please follow our complaints procedure. The procedure is explained in the leaflet entitled 'making a complaint' which is available through the Publication Scheme.

## **PART II: BIG LOTTERY FUND – CLASSES OF INFORMATION**

### **1. General Information**

#### **1.1 General leaflet**

Description Sets out the various sources of Lottery funding and where to go to get more information. Versions for England, Scotland, Wales and Northern Ireland.

Availability Post or website

Cost Free

#### **1.2 Press releases**

Description Press releases on various matters

Availability Post or website

Cost Free

#### **1.3 Grants approved**

Description A list of grants approved by the Board

Availability Website

Cost Free

#### **1.4 Branding advice**

Description Branding guidelines for funded projects.

Availability Post or website

Cost Free

#### **1.5 Programme leaflets**

Description Details of individual programmes offered by the Big Lottery Fund.

Availability Post or website

Cost Free

## 1.6 Big Lottery Fund magazines

Description	Magazines featuring the latest news from the Big Lottery Fund, such as BIG Times which there are versions for England, Scotland, Wales and Northern Ireland.
Availability	Post and website
Cost	Free

## 2. Plans and Strategies

### 2.1 Missions and values

Description	Statement of the Big Lottery Fund's mission and values for its business. Versions for England, Scotland, Wales and Northern Ireland.
Availability	Post or website
Cost	Free

### 2.2 Corporate Plan

Description	Statement of the Big Lottery Fund's mission and values for its business.
Availability	Post or website
Cost	Free

### **3. Reports and accounts**

#### **3.1 Annual reports and accounts**

Description Statutory report of annual activities and accounts

Availability Post or website

Cost Free (charge for Hard Copy)

#### **3.2 Annual review**

Description Review of activities over last period

Availability Post or website

Cost Free

### **4. Customer service, complaints and equalities**

#### **4.1 Complaints procedure**

Description Leaflet setting out the Big Lottery Fund's complaints procedure

Availability Post or website

Cost Free

#### **4.2 Customer service charter**

Description Cross distributor customer service standards

Availability Post or website

Cost Free

#### **4.3 Results of customer satisfaction survey**

Description Report of results of customer survey periodically undertaken

Availability Post

Cost Free

#### **4.4 Customer service charter**

Description Cross distributor customer service standards

Availability Post or website

Cost Free

#### **4.5 Equalities**

Description Key Equality Principles

Availability Post or website

Cost Free

#### **4.6 Northern Ireland Equality Scheme**

Description Approved scheme to comply with Section 75 of the Northern Ireland Act 1998

Availability Post or Website

Cost Free

#### **4.7 Section 75 Annual Progress Report**

Description Annual report on Section 75 to the Equality commission

Availability Post or website

Cost Free

#### **4.8 Welsh Language Scheme**

Description Statement to comply with the Welsh Language Act 1993

Availability Post or website

Cost Free

## 5. Access to information

### 5.1 Access to Information policy

Description Guidance on access to Big Lottery Fund information

Availability Post or website

Cost Free

## 6. Press Releases and Branding

### 6.1 Press Releases

Description Press Releases on various matters

Availability Website

Cost Free

### 6.2 Branding Advice

Description Branding guidelines for funded projects

Availability Website

Cost Free

## 7. Grant Programmes

### 7.1 Guidance and application forms

Description Programme guidance and application forms

Availability Website and/or Post

Cost Free

### 7.2 Details of awards

Description Summary of all grants awarded

Availability Website

Cost Free

## 8. Consultation and Evaluation

### 8.1 Evaluation and Research

Description Reports of the outcomes of the various pieces of research and programme evaluation studies undertaken

Availability Website

Cost Free

## 9. Board and decision making

### 9.1 Board Handbook

Description Handbook issued to Board members describing code of conduct, standing orders and reimbursement arrangements.

Availability Post

Cost Free

### 9.2 Committee terms of reference

Description Terms of reference of the Board and its committees

Availability Post

Cost Free

### 9.3 Minutes of the Board

Description Minutes of Board

Availability Website two months after the relevant committee meeting

Cost Free

## 10. Internal guidance and procedures

### 10.1 Human Resources Policies

Description Various policies concerning staff management in the Big Lottery Fund.

Availability On request

Cost Free

### 10.2 Health and Safety Policy

Description The Big Lottery Fund Health and Safety Policy

Availability Post

Cost Free

### 10.3 Records Retention schedules and policy

Description Policy on records retention and retention schedules for the Big Lottery Fund

Availability Post

Cost Free