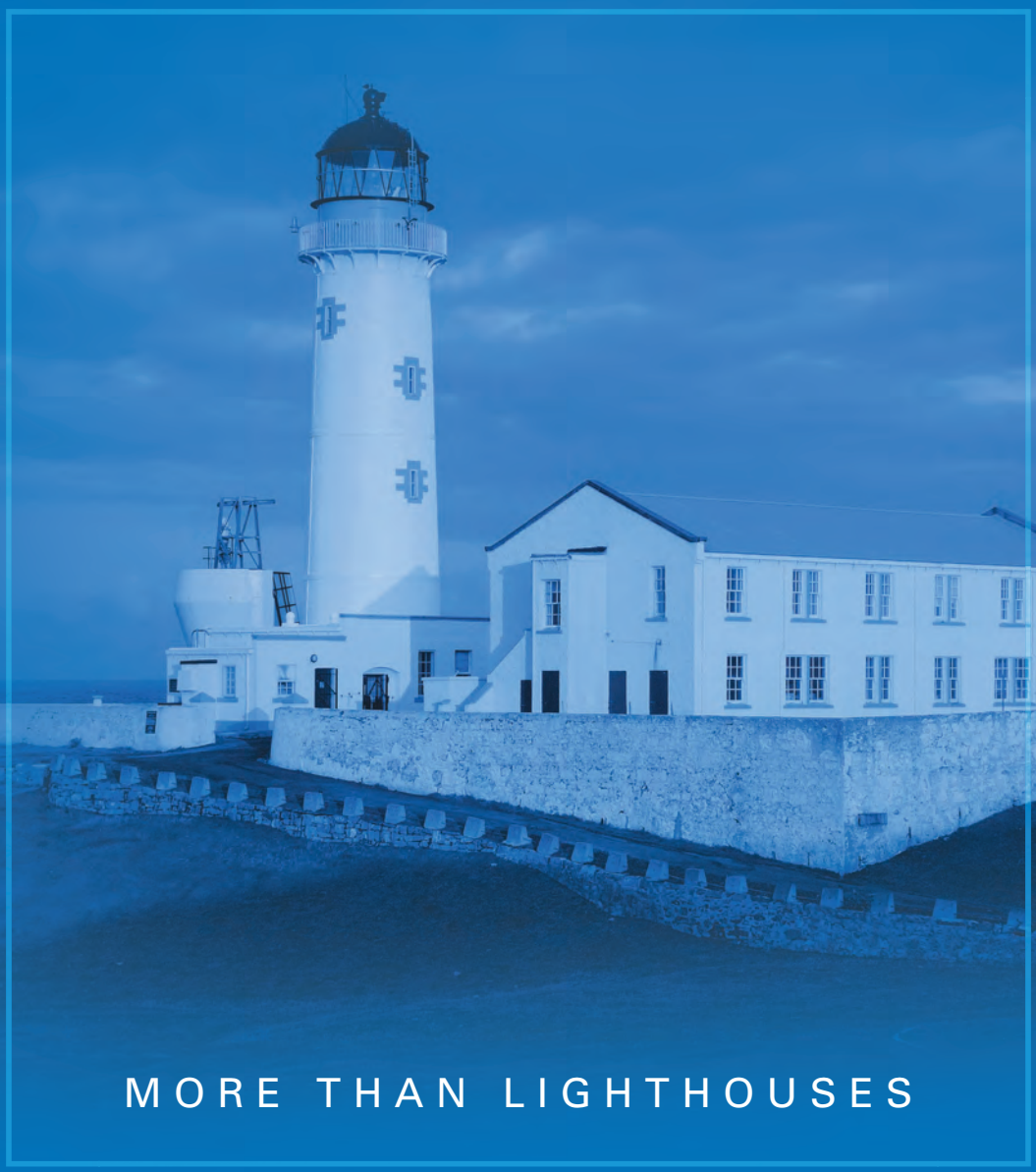
Northern Lighthouse Board

Guide to the NLB Publication Scheme

Freedom of Information Act 2000



MORE THAN LIGHTHOUSES

Requirement to publish

The Freedom of Information (FOI) Act 2000 aims to make information held by all public authorities more accessible to the public and gives a general right of access to all types of recorded information.

The FOI Act places two main duties on public authorities:

- to adopt and maintain a publication scheme setting out the classes of information the authority publishes; **and**
- to respond to individual requests for information

The Northern Lighthouse Board (NLB) publication scheme is based on the Model Publication Scheme, produced by the Information Commissioner (ICO) for use by Public Authorities such as us.

The ICO expects publication under each of the seven classes of information set out in the appropriate model publication scheme.

Our default response to any request should be Full Disclosure wherever possible. There are however exemptions with the legislation/regulation that we must consider before issuing a reply.

Transparency information available on our website

CLASS 1 - Who we are and what we do
Our Mission, Vision, Governance, Organisational Values and Performance Reporting.

CLASS 2 - What we spend and how we spend it
Financial data, including NLB Annual Report and Accounts, our Suppliers' details, policies and guides.

CLASS 3 - Our priorities and progress
Our objectives, plans for our service provision into the future, and the relevant current policies.

CLASS 4 - How we make decisions
Committee structure and membership. Dates and minutes of Committee meetings.

CLASS 5 - Policies and Procedures
Objectives plans for our service provision into the future, and the relevant current policies.

CLASS 7 - The Services we offer
Information on the services NLB provides.

Transparency information published elsewhere

Some transparency data is published on the GOV.UK website on behalf of NLB, by the Department for Transport (DfT). You can access this data via the following links:

Explanations of our internal structures, referring to functions and how the structure relates to the roles and responsibilities (PDF)

Details of authority contracts and tenders worth over £10,000 (PDF)

Pay and grading structures (PDF)

Transparency information you can request

CLASS 6 - Lists and registers
Email us for information held in registers as required by law and other lists and registers relating to our functions.

Responses to FOI and EIR requests
Email us for copies of any specific responses can be requested, please providing the FOI reference number from the list published on the website.

Making an FOI request
If you are looking for NLB information not already published through our publication scheme, please email us.

Contact Information
The Compliance Officer
Northern Lighthouse Board
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Edinburgh
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