

Freedom of Information

Publication Scheme

December 2002

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Gateshead Council acknowledges the contribution of Newcastle City, North Tyneside, South Tyneside and Sunderland City Councils and Tyne and Wear Archive Service in sharing knowledge and best practice through the Tyne and Wear Freedom of Information Forum.

The Freedom of Information Act 2000

The Freedom of Information Act is one of a number of national policies to modernise government and encourage more open and accountable decision making.

The Act applies to all public authorities, like councils, central government departments, the police and the armed forces, the National Health Service, schools and universities.

It does not apply to private organisations, unless they are contracted to provide public services on behalf of a public authority.

The Act places three main requirements on public authorities:

- To adopt and maintain a Publication Scheme, listing all the classes of information that the authority currently publishes, or intends to publish in the future, with details of how the public can access published information.
- To respond to any request for information not contained in the Publication Scheme. This includes a duty to confirm or deny the existence of the information requested. If the information does exist, to supply it within 20 working days unless one of a limited number of exemptions applies. Public authorities must provide reasonable advice and assistance to people requesting information and can charge for satisfying the request, in line with fees regulations
- To comply with the Lord Chancellor's Code of Practice on Records Management. This sets out good practice for the creation, storage, access to and disposal of information.

The Act is not fully in force yet, but we are preparing for the time when you will have the right to access information held by the Council that is not available from other sources.

What is a Publication Scheme?

A Publication Scheme is a text document detailing the many different types of information held by the Council in a clear and structured way. Information is classified by type, saving you time and effort by making it easier for you to find what you want.

Our Publication Scheme will be available from 28 February 2003 on our website at www.gateshead.gov.uk and a printed copy will be available at the civic centre, public libraries and some other council offices during normal opening hours.

What about information that isn't listed in the Publication Scheme?

From January 2005 you will have a general right of access to all information held by the Council. This right covers information recorded in any form and obtained from any source, not just documents published by the Council.

Access requests must be made in writing and you may have to pay a fee. The government has not set the fee yet but it is likely to be 10% of the cost of locating and retrieving the information plus the actual cost of photocopying and postage.

Public authorities like the Council must respond to requests within 20 working days:

- confirming whether any information is held
- enclosing a copy of all information that can be released
- explaining the exemptions applying to any information withheld

Why can the Council withhold information?

There are some exemptions to the right of access under the Freedom of Information Act and some information is restricted by other legislation. The Council can withhold information like details of legal proceedings, information provided in confidence or covered by the Data Protection Act 1998.

We do not have to provide information if the cost of locating and retrieving it is £550 or more and we can refuse requests from anyone repeatedly asking for the same or similar information.

Can I access information that the Council holds about me?

Information about you is known as personal data and is covered by the Data Protection Act 1998. This Act gives you a general right of access to your own personal data. Access requests must be made in writing; with enough information to locate the data requested and proof that you are the data subject.

Once we have enough information to locate your personal data we must respond within 40 days confirming:

- a description of the personal data
- why the data is held
- who else the data might have been given to
- a copy of the data
- an explanation of any technical terms or abbreviations
- any information about the original source of the data

We can withhold some data if it refers to other people who have not consented to disclosure, if disclosure might cause serious harm to you or anyone else or might prejudice crime prevention or court proceedings.

Where can I find out more about my right to access information?

If you have any questions about your rights under the Freedom of Information Act 2000 or the Data Protection Act 1998 please contact the Council's Information Rights Officer:

Information Rights Officer
Legal & Corporate Services
Civic Centre
Regent Street
Gateshead
NE8 1HH

Telephone (0191) 433 2170
Fax (0191) 478 2755
Minicom (0191) 478 1847
E-mail informationrights@gateshead.gov.uk

You can also get information leaflets and advice from:

- The Office of the Information Commissioner on their website at www.dataprotection.gov.uk or by telephone on 01625 545745.
- The Lord Chancellor's Department website at www.lcd.gov.uk
- The Campaign for Freedom of Information's website at www.cfoi.org.uk

If you know someone who would like this information in a different format, please contact the Communications Unit on 0191 433 3444. This information is available in large print, Braille or on audiotape and in the following languages: Urdu, Bengali, Hindi, Punjabi, Cantonese, Farsi, Kurdish, Czech, Portuguese and French.

About Gateshead Council

As a citizen, you have a right to know what your council is doing, how it is doing it and how you can take part. Our Constitution outlines what your rights are, from voting and petitions to what meetings you can attend.

The Borough of Gateshead is split into 22 wards, each with three councillors elected by local people. The Council employs approximately 11,000 people to provide essential services to a population of around 192,000.

The full Council, consisting of the 66 local ward councillors, chooses a Leader and Cabinet made up of nine other councillors. The Cabinet makes day-to-day decisions about council services, and residents can attend these meetings, except where personal or confidential matters are being discussed.

The full Council meets monthly to agree budgets, plans and policies within which the Cabinet must work. All Council meetings are open to the public, and residents can present petitions or put questions to the Leader and Cabinet members.

So that everyone knows what is going on, a plan is available listing the key decisions that the Cabinet will make over the next few months.

Under the government's Best Value regulations, the Council produces an annual local performance plan. This is a major consultation document, which is sent to every household in the Borough to enable people to give their views on the services provided. It tells people about many of the services the Council provides and how well they are provided judged against certain performance targets.

The Council wants to provide the best possible services for local people. This means providing services that people not only want and need but also making sure they:

- improve all the time;
- are cost effective;
- are developed in partnership with local people and users;
- are delivered by staff who are well informed, well trained and committed

The management and functions of the Council are structured into five groups. Four of these groupings are service based; the fifth contains the central departments. The groupings are:

- **Learning and Culture** incorporating education, leisure, libraries, arts and tourism.
- **Community Based Services** incorporating social services, housing management, health, community safety and community development.
- **Local Environmental Services** incorporating those services that we provide in and around people's homes (e.g. housing repairs, refuse collection, maintenance of roads, etc.).

- **Development and Enterprise** incorporating planning, economic development, transport planning, architectural services, health and consumer services.
- **Central Services** incorporating the Chief Executive's Department, finance, personnel, training and development, legal services and administration.

The public already has a right to access some of the information produced by the Council. This includes the right to attend most Council, Cabinet and Committee meetings, with access to most of the agendas, reports, minutes and background papers of these meetings and our forward plan, which are available on the internet, at the civic centre and at all Gateshead's libraries.

In addition Gateshead Council is committed to providing a wide range of information about its services and functions, in a variety of formats wherever possible. This information is available from service contact points.

We aim to respond positively to individual requests for information and view the Freedom of Information Act as an opportunity to extend and improve our service to the public.

Using the Publication Scheme

The aim of our Publication Scheme is to set out:

- Details of the type of information that we currently publish or intend to publish in the future.
- How this information will be published and where you can find it.
- Whether the information is available free of charge or, if there is a charge, how much that will be.

Before deciding whether to include specific information within a class, we have considered the public interest and if any of the exemptions to publication apply.

Classes of information

To make it easier for you to find the information that you want we have divided it into three general headings. These headings are sub-divided into 31 classes based on the types of service we provide and the information relevant to those services, like our policies and plans or how to access our services.

We will list specific documents within each class wherever possible.

Some information may appear in more than one class but we feel that this will help you find what you want because people will approach the Publication Scheme in different ways and with different requirements.

1. Gateshead Council

This heading includes general information about how the Council works, how we make decisions and the information we use to promote the borough of Gateshead.

- The Council structure
- Policies, plans and strategies
- Reviews, inspections and performance indicators
- Local democracy, meetings and decisions
- Research and statistics
- Consultation and participation
- Public registers
- Publicity and promotion

2. Council Services and Functions

This heading includes general information about council services.

Learning and Culture

Activities that contribute to learning and cultural development.

- Arts and tourism
- Education

- Leisure activities
- Libraries

Community Based Services

Community support and personal care services aimed at specific groups, like older people, children and families, and people with disabilities.

- Community development and community safety
- Health
- Housing management
- Social care services

Local Environmental Services

The services that we provide in and around people's homes.

- Recycling and refuse collection
- Repairs and maintenance (including for council tenants)
- Road maintenance and street cleaning

Development and Enterprise

The Council's involvement in new developments in the borough, the management, construction of buildings and roads, regulatory controls from planning applications through to food safety and the development of our environmental strategy.

- Architectural and property services
- Commercial and consumer services
- Economic development
- Highways and transport planning
- Planning and building regulation

Central Services

Including information on the Council's core support services.

- Chief Executive's Department
- Finance and ICT (including Council Tax and Benefits)
- Human resources
- Legal and corporate services
- Policy planning

3. Partnerships

This heading includes information about our partnership working.

- Partnerships and joint working
- Reports of external bodies made to the Council

How to find what you want

You should begin by reading the classes of information outlined above, then refer to the full Publication Scheme where these classes are broken down into more detail where you will find:

- A definition of the extent of information covered by the class.
- Any exemptions which are specific to this class.
- A list of published information currently available within this class.
- The format in which the information is available.
- How you can access the information.
- Details of any fee charged for a copy, other than charges made under our charging policy.

Our employees will help you if you cannot find the information that you want.

Publication formats

The way that we publish information in each of the classes varies depending on the type of information being published. Formats available may include:

- Printed paper documents
- Leaflets, posters and magazines
- Web pages
- Braille
- Audiotape
- Videotape
- CD-ROM
- Public registers
- Word documents or PDF files that you can download from our website

Some information is already available in more than one format and we welcome suggestions about alternative formats or ways to improve availability or ease of use.

Information that is only available for inspection is clearly marked within the appropriate class.

Newly published information

Under the Freedom of Information Act we must consider publishing information that we have not made public before. We are taking this opportunity to review the information that we produce and to include new information in our Publication Scheme if we think it is in the public interest.

Information that is newly published is clearly marked in our Publication Scheme.

Copyright

Under the Copyright, Design and Patents Act 1988 you must not:

- make multiple copies of any copyright material
- or make alterations or additions to it
- or sell it
- or otherwise misappropriate it.

Gateshead Council owns the copyright in this scheme and the publications included in the scheme, unless stated otherwise. This means you must not reproduce any of Gateshead Council's copyright material in whole or in part without our permission. Permission to reproduce our copyright material does not extend to material where someone else holds the copyright and you will need to contact them for their permission.

You do not need permission to make one copy of our copyright material for your own personal use. If you reproduce a short extract for research or other purposes you must acknowledge Gateshead Council as the source.

You can get more information about the Copyright, Design and Patents Act 1988 and how copyright works from the UK Patent Office on their website at www.patent.gov.uk or by telephoning 0845 9 500 505 between 09:00 and 17:00 Monday to Friday.

Our charging policy

We will be making as much information as possible available free of charge and all of our public information leaflets are freely available.

As part of our commitment to e-government we are constantly adding to the information that you can access directly on our website.

If you do not have access to the Internet at home, you can use the People's Network at public libraries or the civic centre to access our website. If you want a printout of any information from our website you will be charged at the current rate.

Some information may not be available on our website because it is only held in printed form and we may charge you the current cost of copying the document. We will let you know how much this is likely to be before we copy it for you.

Our printing or copying charge as at December 2002, when this Publication Scheme was written, is ten pence per A4 page.

Inspection of public registers is usually free of charge. We may charge for providing a copy of information on the register, if taking copies is allowed. Some registers are only available for inspection and we cannot allow you to take a copy.

Sometimes there is a specific charge laid down in law for certain information, which we will make clear beside the entry listed in the Publication Scheme.

Reviewing the Publication Scheme

Producing a Publication Scheme is a new experience for the Council and we have tried to keep it simple and easy to use.

We are required to completely revise and reissue our Publication Scheme at regular intervals. The next issue will probably be due in 2005 or 2006 but we intend the Publication Scheme to be a living document and will review, revise and update it before then if appropriate.

We will be taking regular information audits and expect to include more previously unpublished information in our Publication Scheme as a result. We will also take account of any requests from the public to include information in our Publication Scheme.

If you have any comments or suggestions about how we can improve our Publication Scheme we would like to hear from you. You can use the feedback form at the end of this document.

Or contact the Council's Information Rights Officer:

Information Rights Officer
Legal & Corporate Services
Civic Centre
Regent Street
Gateshead
NE8 1HH

Telephone (0191) 433 2170
Fax (0191) 478 2755
Minicom (0191) 478 1847
E-mail informationrights@gateshead.gov.uk

Complaints

If you experience difficulty accessing any of the information in our Publication Scheme or have a complaint about the way we respond to your request for information please contact the Council's Information Rights Officer.

If your complaint cannot be put right at this time you can put it in writing and we will write within 28 working days to let you know the outcome. If your complaint cannot be resolved you can ask the Chief Executive in writing to review the matter.

Our leaflet 'Our Services – Your Views' gives more information about our complaints procedure. It is available from council offices and on our website at <http://www.gateshead.gov.uk/yourviews.htm>

If you are still dissatisfied you can ask the Information Commissioner to investigate:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Information that Gateshead Council will not make public

Gateshead Council holds some information that we cannot make available to the public, either as part of our Publication Scheme or in response to a specific request, because it is absolutely protected by law.

We have been guided by the exemptions listed in the Freedom of Information Act 2000 when deciding what information we will not make public.

Some information has qualified protection and we always consider the public interest before deciding whether to publish or withhold this information.

Where exemptions from publication relate only to a specific class or are additional to these general exemptions, this is made clear under that class as listed in the Publication Scheme.

We will not generally make the following information available:

- Information in response to an access request that is already included in the Publication Scheme or is available elsewhere.
- Personal information about you, because you can access this under the Data Protection Act 1998.
- Personal information about individual residents, customers, employees or council members that is covered by the Data Protection Act 1998, because of our duty of confidentiality. We will, however, provide contact information about council members and employees where appropriate.
- Information which, if disclosed, would endanger the physical or mental health, or safety of any person.
- Information that we are prohibited from publishing by any law or court order, or which would constitute a contempt of court if made public.
- Information provided to us in confidence that is genuinely confidential in nature or where disclosure could result in us being sued.
- Information which is covered by a claim to legal professional privilege.
- Information which, if disclosed, would prejudice the commercial interests of the Council or another person or organisation.
- Information which, if disclosed, would adversely affect the effective running of the Council, like confidential briefings, details of on-going negotiations, and draft plans, policies and reports unless they are issued for consultation before being finalised.
- Information related to law enforcement including the prevention and detection of crime and the prevention and detection of fraud.
- Investigations being carried out by the Council that might lead to criminal or civil proceedings.

- Documents served on the Council by the Courts, Inquiries or Arbitration and any documents relating to these proceedings.
- Internal policies, procedures, employee guidance and information unless we feel that it is in the public interest to disclose them.
- Minutes or informal notes of internal and closed meetings unless we feel that it is in the public interest to disclose them.
- Information held with a view to future publication like research documents or draft reports to Council or Cabinet.
- Information related to national security and defence of the British Isles.
- Information that would prejudice the economic interests of the UK or any part of it.
- Auditing of the accounts of another public body.
- Environmental information made available under current or future regulations implementing international obligations on access.
- Trade secrets and information that would prejudice our commercial interests or those of another person or organisation.

The information available in our Publication Scheme

Under each class listed below you will find:

- A definition of the information covered by the class.
- Any exemptions specific to the class, in addition to the exemptions listed previously.
- A list of information currently available.
- The format in which the information is available.
- How you can access the information:
- Details of any fee other than charges made under our charging policy.

Please note that some council information is exempt from publication; the general exemptions applying to all classes are listed in the previous chapter. More specific exemptions are detailed within each class if appropriate.

Some of our information is replaced or updated on a regular basis. In general only the most recent version of a document or other piece of information will be made available under this Publication Scheme.

1. Gateshead Council

The Council structure

This class contains information about how the Council is structured and how to contact Ward Councillors and senior managers.

Information

Format

Availability

Policies, plans and strategies

The Council produces policies, plans and strategies reflecting the wide range of services and functions for which we are responsible. This class also includes plans and strategies that the Council is required to produce by central government.

In addition to the exemptions listed previously, we will not publish draft versions of documents intended for future publication unless they are issued for public consultation

Information

Format

Availability

Reviews, inspections and performance indicators

As part of the Government's Best Value regime, we are required to review all our services over a five-year period. This class includes details of the process and outcome of these reviews, together with inspection reports resulting from external inspections and other performance indicators.

In addition to the exemptions listed previously, we will not publish a report from an external body if they expressly forbid us to do so.

Information

Format

Availability

Local democracy, meetings and decisions

This class contains information about how local democracy works, including political structure and constitution, local election results, Councillors' code of conduct and interests, standing orders, and delegations to committees and officers.

Members of the public are entitled to attend meetings of the Council, Cabinet and Committees, and to have access to the agendas, reports, minutes and background papers of these meetings.

Under schedule 12A Part 1 of the Local Government Act 1972 (as from time to time amended) the Council can exclude the press and public from meetings and deny access to the agendas, reports, minutes and background papers where the following items will be discussed:

- Identity of any person tendering for supply of goods or services.
- Information covered by legal privilege.

- Action in prevention, investigation or prosecution of crime.
- The identity of a protected informant.
- Information on past or present or prospective employees and office holders.
- Information on past or present or prospective occupiers of council accommodation.
- Information on past or present or prospective recipients of council services.
- Information on past or present or prospective recipients of council financial assistance.
- Information on the adoption or care or fostering of a child.
- Information on the financial or business affairs of any person (but not those of the Council).
- Expenditure proposed by the Council under contract for property, goods or services where disclosure of the amount would give another person an advantage in contracting with the Council.
- Terms proposed in relation to negotiations for property, goods or service where disclosure would prejudice the Council's negotiating position.
- Information relating to consultation and negotiations on labour relations where disclosure would prejudice the Council's negotiating position.
- Information showing that the Council proposes serving a statutory notice imposing requirements on someone, or making a statutory order or direction, where disclosure of a notice, order or direction would give the person affected by it the a chance to defeat its purpose.

Information

Format

Availability

Research and statistics

This class includes research reports produced by the Council and statistics about Gateshead.

Information

Format

Availability

Consultation and participation

This class includes general information about council consultations with residents and other stakeholders, including outcome reports.

Information

Format

Availability

Public registers

This class includes details of the public registers that the Council is required to maintain and make available for inspection.

Information

Format

Availability

Publicity and promotion

This class covers general publicity and promotional material. Some information is short-term because it is designed and published to promote a specific event and will usually be withdrawn after the event takes place.

Information

Format

Availability

2. Council services and functions

Learning and Culture

Arts and tourism

This class includes information for residents and visitors about cultural activities and places of interest in Gateshead.

Information

Format

Availability

Education

This class covers information on how we manage and promote education for children in Gateshead.

Information published by individual schools is not included because each school is responsible for producing its own Publication Scheme in February 2004.

Information

Format

Availability

Leisure activities

This class covers general information about leisure activities and facilities.

Information

Format

Availability

Libraries

This class covers general information about the Council's public library service.

Information

Format

Availability

Community Based Services

Community development and community safety

This class covers information about the Council's community development policies, community safety strategies and partnerships.

Information

Format

Availability

Health

The Council has a responsibility to work with other organisations to improve the health of the people of Gateshead and this class covers information that we publish on health improvement.

Information

Format

Availability

Housing management

This class includes information for existing and prospective tenants about our housing services.

Information

Format

Availability

Social care services

This class covers general information on the provision of social care services and service-specific information for customers.

Information

Format

Availability

Local Environmental Services

Recycling and refuse collection

This class covers information about recycling policies, the provision of recycling facilities and the refuse collection service.

Information

Format

Availability

Repairs and maintenance

This class covers general information about repairs and maintenance of the Council's housing stock and some other public buildings

Information

Format

Availability

Road maintenance and street cleaning

This class covers general information about our responsibilities for road maintenance and street cleaning.

Information

Format

Availability

Development and Enterprise

Architectural and property services

This class includes general information about design, development, repair and demolition of public buildings. It also covers information about the Council's management of its property portfolio.

<i>Information</i>	<i>Format</i>	<i>Availability</i>
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Commercial and consumer services

This class covers general information about trading standards, consumer protection and the enforcement of environmental and public protection legislation.

<i>Information</i>	<i>Format</i>	<i>Availability</i>
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Review and Assessment of Air Quality in Gateshead	PDF	Download or read online www.gateshead.gov.uk/airquality/
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Economic development

This class covers general information about our policies and strategies for economic development within Gateshead.

<i>Information</i>	<i>Format</i>	<i>Availability</i>
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Highways and transport planning

This class covers general information about our responsibilities for highway and transport planning, including traffic management.

<i>Information</i>	<i>Format</i>	<i>Availability</i>
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Planning and building regulation

This class includes general information about the Council's responsibilities for planning and building regulations, including enforcement.

Information

Format

Availability

Central Services

Chief Executive's Department

This class includes information produced by the Chief Executive's Department, like our corporate policies and plans.

Information

Format

Availability

Finance and ICT

This class covers information about how we manage our finances, including annual accounts and budgets, council tax and benefits.

In addition to the general exemptions listed previously, we will not publish the following information:

- Audits that we undertake for other public bodies.
- Detailed financial information from the current financial year prior to the publication of the annual statement of accounts.
- Information related to uncompleted tendering processes or contract negotiations.

Information

Format

Availability

Human resources

This class includes information about human resources, employee recruitment and staffing statistics.

In addition to the general exemptions listed previously, we will not publish personal information about our employees other than contact information where appropriate.

<i>Information</i>	<i>Format</i>	<i>Availability</i>
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Legal and corporate services

This class includes information about our compliance with legal obligations, our administrative and support services.

<i>Information</i>	<i>Format</i>	<i>Availability</i>
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Policy planning

This class includes our policies, our Best Value plan and related information.

<i>Information</i>	<i>Format</i>	<i>Availability</i>
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3. Partnerships

Partnerships and joint working

The Council is involved in a range of partnerships and joint working arrangements with other local authorities and public bodies, and with community and voluntary organisations. This class covers information about these arrangements.

<i>Information</i>	<i>Format</i>	<i>Availability</i>
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Reports of external bodies made to the Council

This class covers reviews and reports by a range of external bodies and, where appropriate, the Council's responses.

In addition to the exemptions listed previously, we will not publish a report from an external body if they expressly forbid us to do so.

Information

Format

Availability

Publication Schemes for Councils in Tyne and Wear

The Freedom of Information Act applies to all public bodies; the Publication Schemes for all the other councils in Tyne and Wear will also be available from 28 February 2003 and their contact details are given below.

Gateshead Council www.gateshead.gov.uk informationrights@gateshead.gov.uk	Information Rights Officer Legal & Corporate Services Civic Centre, Regent Street Gateshead NE8 1HH Telephone 0191 433 2170
Newcastle City Council www.newcastle.gov.uk david.gunn@newcastle.gov.uk	Freedom of Information Officer Room 309, Civic Centre Newcastle NE99 2BN Telephone 0191 211 5309
North Tyneside Council www.northtyneside.gov.uk foiofficer@northtyneside.gov.uk	Freedom of Information Officer Legal Services 14 Northumberland Square North Shields NE30 1PZ Telephone 0191 200 5151
Northumbria Police Authority www.northumbria-police-authority.org informationrights@gateshead.gov.uk	Information Rights Officer Northumbria Police Authority Civic Centre, Regent Street Gateshead NE8 1HH Telephone 0191 433 2170
South Tyneside Council www.s-tyneside-mbc.gov.uk judith.macknow@s-tyneside-mbc.gov.uk	Principal Solicitor, Information Management and New Legislation Town Hall and Civic Offices Westoe Road South Tyneside NE33 2RL Telephone 0191 424 7267
Sunderland City Council www.sunderland.gov.uk enquiries@sunderland.gov.uk	Legal and Democratic Services Civic Centre, Burdon Road Sunderland SR2 7DN Telephone 0191 553 1000
Tyne and Wear Archive Service www.thenortheast.com/archives/ twas@gateshead.co.uk	Chief Archivist Tyne and Wear Archive Service Blandford House Blandford Square Newcastle NE1 4JA Telephone 0191 232 6789

Tyne and Wear Fire and Civil Defence Authority www.tsfire.org	Legal and Democratic Services Civic Centre, Burdon Road Sunderland SR2 7DN Telephone 0191 553 1000
Tyne and Wear Passenger Transport Authority www.tspta.gov.uk david.gunn@newcastle.gov.uk	Freedom of Information Officer Room 309, Civic Centre Newcastle NE99 2BN Telephone 0191 211 5309

Sometimes we work jointly with the other councils in Tyne and Wear to provide countywide services. The lead council will publish relevant information as part of its own Publication Scheme.

Partnership or Joint Committee

Lead Council

Newcastle and Gateshead Joint Bridges Committee	Newcastle City
Newcastle International Airport Local Authority Holding Committee	North Tyneside
North East Consortium for Asylum Seekers	Newcastle City
North East Purchasing Organisation	Gateshead
North East Regional Smartcard Consortium	Newcastle City
North of England (Beamish) Open Air Museum	Sunderland City
Tyne and Wear Archives Service	Gateshead (but own Scheme)
Tyne and Wear Co-ordinating Committee	South Tyneside
Tyne and Wear Economic Development Joint Committee	Sunderland City
Tyne and Wear Museums Service	Newcastle City
Tyne and Wear Pension Fund	South Tyneside
Tyne and Wear Research and Information	Newcastle City
Tyne and Wear Trading Standards Joint Committee	Gateshead
Tyne Wear Partnership	Sunderland City

Feedback Form

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1 Was the explanation of the Freedom of Information Act 2000 useful? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Was the section 'About Gateshead Council' useful? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Is the Publication Scheme clear and easy to understand? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Was the explanation of the exemptions clear and easy to understand? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Is it clear what type of information is available under each class? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Did you find it easy to look for information? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 If you were looking for something specific, did you find what you wanted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 If you were browsing through the Publication Scheme, did you find useful or interesting information? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 Was the information that you found what you expected from the title and / or the class description? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 Is there any other information you would like the Council to include in the Publication Scheme? | <input type="checkbox"/> | <input type="checkbox"/> |

Please explain:

11 How did you find out about our Publication Scheme?

12 Any other comments?

Please return to Information Rights Officer
Legal & Corporate Services
Civic Centre
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Gateshead
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