



## **FREEDOM OF INFORMATION ACT 2000**

### **PUBLICATION SCHEME**

**Legal and Human Resources**

Version: 2.0

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(Nexus)

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## Nexus – Publication Scheme

### 1. Freedom of Information Act

This publication scheme commits Nexus 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 Nexus. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Nexus will:

- Publish information, including environmental information, which is held by Nexus and falls within the classifications below
- Specify the information which is held by Nexus and falls within the classifications below
- Publish information in line with the statements contained within this scheme
- Produce and publish the methods by which the information is made available so that it can be easily identified and accessed by members of the public
- Review and update on a regular basis the information we make available under this scheme
- Produce a schedule of fees charged for access to information which is made available
- Make this publication scheme available to the public.

### 2. Classes of Information

#### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Information	Format of Production		
	Paper	Electronic	Website
About Nexus			<b>x</b>
Code of Governance	<b>x</b>	<b>x</b>	<b>x</b>
Corporate Brochure	<b>x</b>	<b>x</b>	<b>x</b>
Organisational chart/structure	<b>x</b>	<b>x</b>	
Roles and responsibilities of Executive Directors	<b>x</b>	<b>x</b>	
Legislative information	<b>x</b>	<b>x</b>	
Nexus location map	<b>x</b>	<b>x</b>	<b>x</b>
List of organisations with which Nexus works in partnership	<b>x</b>	<b>x</b>	

## What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Information	Format of Production		
	Paper	Electronic	Website
Annual Report and Accounts	<b>x</b>	<b>x</b>	<b>x</b>
Financial statements, budgets, variance reports and audit reports	<b>x</b>	<b>x</b>	
Financial statements for projects and events	<b>x</b>	<b>x</b>	
Lists of major contracts awarded and their financial value	<b>x</b>	<b>x</b>	
Pay and grading structure	<b>x</b>	<b>x</b>	
Procurement and tendering procedures	<b>x</b>	<b>x</b>	
Spending reviews	<b>x</b>	<b>x</b>	
Standing Orders	<b>x</b>	<b>x</b>	

## What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Information	Format of Production		
	Paper	Electronic	Website
Corporate Business Plan		<b>x</b>	
Audit Report	<b>x</b>	<b>x</b>	
Performance plan	<b>x</b>	<b>x</b>	<b>x</b>
Press releases	<b>x</b>	<b>x</b>	<b>x</b>
Public service agreements	<b>x</b>	<b>x</b>	
Statistical returns	<b>x</b>	<b>x</b>	
Strategic plans	<b>x</b>	<b>x</b>	

## How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

<b>Information</b>	<b>Format of Production</b>		
	<b>Paper</b>	<b>Electronic</b>	<b>Website</b>
Background information relating to major policy proposals and decisions	<b>x</b>	<b>x</b>	
Committee structures	<b>x</b>	<b>x</b>	
Internal communications guidance and criteria used for decision making	<b>x</b>	<b>x</b>	
Minutes of senior level meetings	<b>x</b>	<b>x</b>	
Public consultations	<b>x</b>	<b>x</b>	
Reports and papers provided for consideration at senior level meetings	<b>x</b>	<b>x</b>	

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

<b>Information</b>	<b>Format of Production</b>		
	<b>Paper</b>	<b>Electronic</b>	<b>Website</b>
Anti-fraud and corruption strategy	<b>x</b>	<b>x</b>	
Charging policies	<b>x</b>	<b>x</b>	
Comprehensive equalities policy	<b>x</b>	<b>x</b>	<b>x</b>
Data protection policy	<b>x</b>	<b>x</b>	<b>x</b>
Disability equality scheme	<b>x</b>	<b>x</b>	<b>x</b>
Disabled Persons' Protection Policy			
Diversity Policy	<b>x</b>	<b>x</b>	
Document retention policy	<b>x</b>	<b>x</b>	
Equality Scheme	<b>x</b>	<b>x</b>	
Fire evacuation procedure	<b>x</b>	<b>x</b>	
Freedom of Information publication scheme	<b>x</b>	<b>x</b>	<b>x</b>

Gender equality scheme	<b>x</b>	<b>x</b>	
Health and safety policy	<b>x</b>	<b>x</b>	
Human Resources policies and procedures	<b>x</b>	<b>x</b>	
Internal communications policy	<b>x</b>	<b>x</b>	
ICT policies	<b>x</b>	<b>x</b>	
Job descriptions	<b>x</b>	<b>x</b>	
Job vacancies	<b>x</b>	<b>x</b>	<b>x</b>
Leadership policy	<b>x</b>	<b>x</b>	
Learning development policy	<b>x</b>	<b>x</b>	
Learning resources	<b>x</b>	<b>x</b>	
Media relations policy	<b>x</b>	<b>x</b>	
Metro safety guidelines			<b>x</b>
Performance management procedures	<b>x</b>	<b>x</b>	
Policy statement on access to services and employment	<b>x</b>	<b>x</b>	<b>x</b>
Race equality scheme	<b>x</b>	<b>x</b>	
Records management and personal data policies	<b>x</b>	<b>x</b>	
Redundancy scheme	<b>x</b>	<b>x</b>	
Risk management strategy	<b>x</b>	<b>x</b>	
Training and development policy	<b>x</b>	<b>x</b>	

## **Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of Nexus.

<b>Information</b>	<b>Format of Production</b>		
	<b>Paper</b>	<b>Electronic</b>	<b>Website</b>
Asset list	<b>x</b>	<b>x</b>	
Bus contracts register	<b>x</b>	<b>x</b>	
Statutory registers	<b>x</b>	<b>x</b>	

## The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases.

Information	Format of Production		
	Paper	Electronic	Website
Advertising information guide	x	x	x
Bus and ferry timetables	x	x	x
Fares and charges	x	x	x
Journey planner			x
Metro map			x
Metro passenger charter			x
Metro timetables	x	x	x
Promotional material	x		
Public transport ticket guides	x	x	x
Ticket schemes, options and terms of use	x	x	
Travel news	x	x	x

### 3. The method by which information published under this scheme will be made available

Wherever possible, information is provided on our website. Where it is not practical to make information available on our website or if someone does not wish to access information through the website, we 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 Nexus is legally required to translate any information, it will do so.

When providing information in accordance with the scheme we will meet all obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

#### **4. 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 we make for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website is provided free of charge.

If we are providing you with a copy of information contained within the scheme, charges may be made for costs such as:-

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information.

#### **5. Written requests**

Information held by Nexus 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.