

LEE VALLEY REGIONAL PARK AUTHORITY

# Freedom of Information Publication Scheme

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## ***Introduction***

The Lee Valley Regional Park Authority is committed to a culture of openness in its dealings with the public and its partners. To this effect it has produced a publication scheme identifying the classes of information which will be made available.

Although the Authority is not legally covered by the Freedom of Information (FOI) Act 2000, its members have agreed to adopt the process. The Authority looks at any request for information it receives to see if it is able to supply the information in line with FOI requirements.

The purpose of the FOI Act is to promote greater openness by public authorities and gives a general right of access to all types of recorded information held by public authorities. Lee Valley Regional Park Authority is committed to conducting its affairs openly and, in general, information held by the Authority is available for public inspection.

### **What does this Publication Scheme cover?**

This Publication Scheme covers information routinely published by the Lee Valley Regional Park Authority. It is not a list of publications as these will change over time. It is a list of “classes”, groups or types of information.

### **What about information not covered by this scheme?**

You have the right, under the Freedom of Information Act, to request any information held by the Authority which it has not already made available through its publication scheme. We have tried to include as much information as possible in the publication scheme.

The information included in the publication scheme generally represents the most recent approved version available. The scheme is not retrospective. This scheme only covers information created by Lee Valley Regional Park Authority.

### **How do I find out about the information you hold about me personally?**

If you wish to find out about the information the Authority holds about you personally you need to make a request under the Data Protection Act 1998. Please address your request to:

Information Officer  
Myddelton House, Bulls Cross  
Enfield EN2 9HG

Tel: 01992 709819, Email: [crm@leevalleypark.org.uk](mailto:crm@leevalleypark.org.uk)

## Constitution and Management of the Authority

<b>Class of Information</b>	<b>Description of Class</b>	<b>Examples of documents/notes</b>	<b>Format</b>	<b>Charge</b>
Forward Plan	List of items to be considered by the Authority meetings and committees for next 4 month period	Forward Plan	Website	None
Representation	List of members representing Authority		Website	None
Annual Report	Authority Annual Report, including annual accounts and details of progress against objectives and targets throughout the past year	“Lee Valley Regional Park Authority Annual Report” – published document and web document	Paper/ Website	None
Members Details	Public contact details of elected members		Paper	None
Standing Orders	The standing orders of the Authority		Website	None
Committee Meetings	Agendas, meetings and minutes relating to full decision making processes open to the public	<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Agendas</li> <li>• Associated Reports</li> </ul>	Paper/ Website	None
Committee Membership	Membership of Committees, Panels and Steering Groups		Paper/ Website	None
Legislative Framework	Legal structure of Park Authority Governing Legislation	Byelaws; Lee Valley Regional Park Act 1966	Website	None

## Finance – The function of managing the Authority’s financial resources

<b>Class</b>	<b>Description of Class</b>	<b>Examples of documents/notes</b>	<b>Format</b>	<b>Charge</b>
Audit-Financial	The reports of external activities (usually carried out by Audit Commission) associated with officially checking financial, quality assurance and operational records	External audit report and opinion	Website	None
Budget	The overall expected spending of the authority	Committee Reports	Website	None
Fees & Charges	Authority fees & charges list	Committee Reports	Website	None
Levy	Annual Levy Apportionment	Levy schedule	Website	None
Procurement & Tendering	Information relating to the Authority’s Procurement strategy  Procedures and guidelines used in the tendering process for Authority products and services	Buyer profile, Terms and Conditions, Sustainability	Print	None
Procurement & Tendering	Information on current contracts	List of current contracts  Competitive contract award notices	Website	None

## Authority Policy & Strategy

The operation of broad systematic planning to define the corporate mission and determine the methods of authority operation

<b>Class</b>	<b>Description of Class</b>	<b>Examples of documents/notes</b>	<b>Format</b>	<b>Charge</b>
Annual Report	LVRPA Annual Report, including financial report and details of progress against objectives and targets throughout the past year	Annual Report	Website/ Paper copy	None
Policies & Strategies	The Publicly available policies of the authority including and not limited to the examples shown	2020 Vision and Business Plan Environment Strategy, Biodiversity Action Plan, Sports Policy	Paper/ Electronic	None

## Human Resources

Matters relating to conditions of employment and administration of personnel within the Authority.

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Charge</b>
Terms & conditions of employment	The general terms and conditions of employment within the authority	Advertisements of vacancies	LVRPA website or paper copy	None
Job descriptions and person specs	The job description and person specification for currently advertised posts	Details supplied with packs for recruitment	Paper or electronic copy	None

## Planning & Regeneration

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Charge</b>
Planning/ Regeneration	Statutory plan for the Authority	Park Plan adopted 2000	LVRPA Website	None
		Park Development Framework (PDF) Vision Aims Principles July 2010 Thematic Proposals January 2011	LVRPA Website and paper copy	None
		PDF Area 2 Proposals The Three Marshes: Walthamstow, Leyton and Hackney	LVRPA Website and paper copy	None
	Draft papers prepared for public consultation.	Park Development Framework: (PDF)  Scenario development papers	Electronic/ paper	None
	Supporting information	PDF - Statement of Community Involvement	Electronic	None
	Supporting information	PDF - Sustainability Appraisal	Electronic	None

## Services to the Public

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Charge</b>
Visitor Information	Information aimed at the general public	Booklets, leaflets, events guides	Paper copies	None
Maps and Directions	Public maps and directions to LVRPA property or land assets	Map of the Lee Valley Park area	Website/ Paper copies	None