

Urban Transport Group Publication Scheme

About Freedom of Information and the Publication Scheme

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. In 2013, an amendment to the FOIA extended the meaning of ‘publically owned company’ meaning that Urban Transport Group is a public authority for the purpose of the FOIA.

Under the FOIA every public authority must adopt and maintain a publication scheme using the model approved by the Information Commissioner. As such, the Urban Transport Group publication scheme specifies:

- Classes of information which we publish or intend to publish
- The manner in which information is to be published
- Whether there is any charge for the information

Information published

The classes of information and the manner in which the information is to be published are summarised in the table below.

Please note that we can only give information regarding Urban Transport Group’s business – requests for information belonging to any of its member authorities should be submitted to the relevant authority directly.

Class of information	Format of publication
Who we are and what we do	
Roles and responsibilities	
- About Urban Transport Group	Website: http://urbantransportgroup.org/about-us , electronic,
- Who’s who at Urban Transport Group	Website http://urbantransportgroup.org/about-us/whos-who , electronic, hard copy
Memorandum of Association	Electronic, hard copy
Articles of Association	Electronic, hard copy
Board membership	
- Who’s who	Website http://urbantransportgroup.org/about-us/whos-who , electronic, hard copy
Senior executives	
- Who’s who	Website http://urbantransportgroup.org/about-us/whos-who , electronic, hard copy
Staff structure and profiles	
- Who’s who	Website http://urbantransportgroup.org/about-us/whos-who , electronic, hard copy
Contact points	
- Who’s who	Website http://urbantransportgroup.org/about-us/whos-who , electronic, hard copy
- Contact us	Website http://urbantransportgroup.org/contact-us , electronic,
- How to find us (location information)	Website http://urbantransportgroup.org/resources/types/documents/how-find-us , electronic, hard copy
What we spend and how we spend it	
Annual accounts	Electronic, hard copy
Budgets	Electronic, hard copy
Details of items of expenditure over	Electronic, hard copy

£25,000	
Senior staff allowances and expenses	Electronic, hard copy
Board member allowances and expenses	Not held by Urban Transport Group – board members are not employees of Urban Transport Group and so expenses and allowances are the responsibility of the individual transport authorities.
Pay and grading structure	Electronic, hard copy
Procurement and tender procedures and reports	Electronic, hard copy
List of contracts awarded and their value (where contracts exceed £25,000)	Electronic, hard copy
What our priorities are and how we are doing	
Reports indicating main priorities and progress against them:	
- Moving city region transport forwards (publication outlining the work and priorities of Urban Transport Group)	Website http://urbantransportgroup.org/resources/types/documents/moving-city-region-transport-forwards , electronic, hard copy
- Working together to cut costs and do more for less (briefing showing the value members get from being part of <i>Urban Transport Group</i> and the savings that accrue as a result).	Website http://urbantransportgroup.org/resources/types/briefings/working-together-cut-costs-and-do-more-less , electronic, hard copy
- Public briefings, reports, consultation responses and media releases on a range of transport topics.	Website http://urbantransportgroup.org/resources , electronic, hard copy
How we make decisions	
About Urban Transport Group	Website http://urbantransportgroup.org/about-us , electronic,
Board papers – agendas, supporting papers and minutes (excluding information regarded as private to the meeting)	Electronic, hard copy
Our policies and procedures	
Policies and procedures for conducting departmental business, delivering our services, recruiting and employing staff	
- Memorandum of Association	Electronic, hard copy
- Articles of Association	Electronic, hard copy
- Freedom of Information Publication Scheme	Website http://urbantransportgroup.org/about-us/freedom-information , electronic, hard copy
- Current vacancies	Website http://urbantransportgroup.org/about-us/jobs ,

- Recruitment and HR policies	Electronic, hard copy
- Equality and diversity policy	Electronic, hard copy
- Environment and Sustainability policy	Electronic, hard copy
- Website Privacy Statement	Website http://urbantransportgroup.org/privacy-statement , electronic, hard copy
Lists and registers	
List of Members	Website http://urbantransportgroup.org/about-us/Our-Members , electronic, hard copy
Register of gifts and hospitality provided to senior staff	Electronic, hard copy
Register of gifts and hospitality provided to board members	Not held by Urban Transport Group – board members are not employees of Urban Transport Group and so registers of gifts and hospitality are the responsibility of the individual
The services we offer	
Details of company services:	
<i>Promoting efficiencies and exchange of knowledge within the Urban Transport Group network</i>	
- About Urban Transport Group	Website http://urbantransportgroup.org/about-us , electronic, hard copy
- How to join Urban Transport Group	Website http://urbantransportgroup.org/about-us/join-pteg , electronic, hard copy
- Working together to cut costs and do more for less (briefing showing the value members get from being part of Urban Transport Group and the savings that	Website http://urbantransportgroup.org/resources/types/briefings/working-together-cut-costs-and-do-more-less , electronic, hard copy
- Public briefings, reports and consultation responses on a range of transport topics.	Website http://urbantransportgroup.org/resources , electronic, hard copy
<i>Raise awareness of key transport challenges facing the city regions and the solutions our members are implementing</i>	
- Public briefings, reports and consultation responses on a range of transport topics.	Website http://urbantransportgroup.org/resources , electronic, hard copy
- Media releases	Website http://urbantransportgroup.org/media-centre ,

How do I make a request?

Jonathan Bray

Urban Transport Group

Wellington House
40-50 Wellington Street
Leeds
LS1 2DE

Email: jonathan.bray@urbantransportgroup.org

Telephone: 0113 251 7204

Please state your name, postal or email address (which we can use to write back to you) and what information you would like. It will help us to answer your request if you explain as clearly as possible exactly what information you are interested in. We generally reply to requests by email but if you would like the information in any specific format please let us know when you make your request.

What happens when I make a request?

When we receive your request, we will send you an acknowledgement so you know we have received it.

We will respond to your request as soon as possible, and within 20 working days, which is the time limit set by legislation.

Will I get all the information I ask for?

There are some rules which allow us to withhold certain types of information. For example if providing the information would infringe someone else's privacy or, if providing the information would take longer than 18 hours. If we are unable to provide any information we will explain why. Please see the [Information Commissioner's website](#) for more information.

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Information will be provided in the language in which it is held or in such other language that is legally required.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Will I have to pay for the information I ask for?

We do not make charges for reasonable requests for hardcopy information. If we need to provide information in hard copy, and there is a lot of information, then we might make a charge to cover printing and postage costs but we will write to you and tell you if this is the case.

What if I am unhappy with the response I receive to my request?

1. If you are unhappy with the response you receive, please write to us stating your reasons using the contact details set out above. We will then review your request and inform you of the outcome in due course.
2. If you are still unhappy, you can ask for an independent review by the Information Commissioner. Requests for a review should be made in writing directly to:

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

ICO helpline on 0303 123 1113 or 01625 545745

Email: casework@ico.org.uk

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