

## Freedom of Information Act – Publication Scheme

### A guide to the information routinely available from the Legal Services Board

The [Freedom of Information Act 2000](#) ('the Act') requires public authorities like the Legal Services Board (**LSB**) to adopt a publication scheme that sets out the information that we will **routinely and proactively** make available to the public, and to ensure that the information is published in accordance with that scheme. We welcome these requirements.

This document sets out the information that we will routinely make available to you, where and when that information is available, and whether there will be a charge for the information.

The independent **Information Commissioner** is responsible for promoting good practice and ensuring compliance with the Act. The Information Commissioner's Office is the leading source of guidance about the Act:

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

T: 08456 30 60 60 or 01625 54 57 45

W: <http://www.ico.gov.uk/>

### What information is routinely made available by the LSB?

The LSB makes a significant amount of information routinely available to the public. This document helps us to operate as transparently as an oversight regulatory body can do. In the majority of cases, the information that you will be looking for will already be available on our website, and there should be no need for you to make a formal request under the Act. However, if you cannot access the information you want, you can write to us to make a request for information, in line with our [Freedom of Information Act policy](#).

Our core statutory functions and corporate structure are such that some information will not routinely be made available. It may not be appropriate – and, in some cases, it may be misleading – to release information, for example during the development stage of a policy. However, the [Legal Services Act 2007](#), which established the LSB, requires us to consult openly about our strategic priorities and the policies that we adopt under that strategy. Once the Board has come to an agreed view about policy proposals, we will always consult – and, by consulting, we will share with stakeholders and the wider public our thinking.

This document has been developed in line with the Information Commissioner's [Model Publication Scheme](#) and [Definition Document for Non Departmental Public Bodies](#). The information that we will routinely make available is therefore grouped under seven 'classes of information':

- who we are and what we do
- what we spend and how we spend it
- what are our priorities and how are we doing
- how we make decisions
- policies and procedures
- lists and registers
- the service we offer.

### **How does the scheme work? Will I be charged for the information?**

The information listed in this document is available on our website and in print. You can access information:

1. **On our website ([www.legalservicesboard.org.uk](http://www.legalservicesboard.org.uk))**

If the information is available on our website, a link will be provided. There is no charge for such information. Responses to all information requests that we have previously received are also held on the website.

2. **By email**

You can email a request to [boardsecretary@legalservicesboard.org.uk](mailto:boardsecretary@legalservicesboard.org.uk), including the words 'publication scheme' in the subject heading. There is no charge for information provided electronically.

3. **By post**

If you ask for information that is available on our website to be provided in paper format, it may be necessary to make a charge. For example, if a large amount of photocopying or printing is required, or if the cost of postage of a large volume of paperwork is very high, a charge is more likely to be made. You will be notified in advance of any charges.

### **How up-to-date is the publication scheme?**

Most of the information that we make available will be current. However, for certain classes of information, it may be necessary to publish the information retrospectively.

Information will not be made available indefinitely. We are committed to providing the public with as much information as is practicably possible, however, it is important that we provide only relevant and up-to-date information.

### **Is the information available in other languages?**

Most of our information is currently available only in English. An LSB Welsh Language Scheme can be found [here](#). We will aim to reply to correspondence received in Welsh within 15 working days, and provide copies of material that is not currently available in Welsh as soon as possible.

### **Is the information available in alternative formats?**

We will supply information in alternative formats where, through reason of disability, standard electronic or hard copy documents may be inaccessible. When making a request, please let us know how you would like the information communicated to you – and we will do our best to comply. Providing information in alternative formats may take longer than would otherwise be the case.

## Our information

**Who we are and what we do** – Organisational information, structures, locations and contacts.

Information	Website links
Roles and responsibilities of the LSB	<a href="#">About us</a> <a href="#">History of the reforms</a> <a href="#">What we do</a> <a href="#">Legal Services Act 2007</a>
LSB organisational structure	<a href="#">About us</a> <a href="https://www.gov.uk/government/publications/senior-civil-service-salaries-and-organograms-31-march-2013">https://www.gov.uk/government/publications/senior-civil-service-salaries-and-organograms-31-march-2013</a>
Information relating to the legislation relevant to the LSB's functions	<a href="#">About us</a> <a href="#">History of the reforms</a> <a href="#">Legal Services Act 2007</a>
Lists of and information relating to organisations with which the LSB works in partnership	<a href="#">Approved Regulators</a> <a href="#">Legal Services Consumer Panel</a> <a href="#">Office for Legal Complaints</a> <a href="#">LSB Framework Document</a> <a href="#">Useful links</a>
Senior staff and Board members	<a href="#">Our Board</a> <a href="#">Senior staff</a>
The location and contact details for the LSB	<a href="#">Contact us</a>

**What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Information	Website links
Financial statements, budgets and variance reports	<a href="#">Publications</a> <a href="#">Board Meetings</a>
Capital programme	Currently available only on request
Spending review	
Financial audit reports	<a href="#">Publications</a>
Staff and Board members' allowances and expenses	<a href="#">LSB Governance Manual</a> <a href="#">Board interests and expenses</a>
Pay and grading structure	<a href="#">Our staff</a> <a href="#">Senior civil service salaries and organograms 31 March 2013</a>
Procurement and tendering procedures	<a href="#">LSB procurement framework</a>

Lists of contracts awarded and their value	
Financial statements for projects and events	Currently available only on request
Internal financial regulations	<a href="#">LSB finance regulations</a>

**What are our priorities and how are we doing** – Strategies and plans, performance indicators, audits, inspections and reviews.

Information	Website links
Strategic plans	<a href="#">Publications</a>
Annual business plan	<a href="#">What we do</a>
Annual report	<a href="#">Publications</a>
Internal and external performance reviews	
Reports to Parliament	
Inspection reports (where the NDPB is subject to formal inspection)	Not applicable
Service standards	<a href="#">Publications</a>
Statistics produced in accordance with NDPB's requirements	Not applicable
Public service agreements	<a href="#">LSB Management Statement</a>

**How we make decisions** – Decision-making processes and records of decisions.

Information	Website links
Major policy proposals and decisions	<a href="#">About us</a>
Background information relating to major policy proposals and decisions	<a href="#">LSB Governance Manual</a>
	<a href="#">What we do</a>
	<a href="#">Open consultations</a>
	<a href="#">Closed consultations</a>
Public consultations	<a href="#">LSB responses to consultations</a>
	<a href="#">Open consultations</a>
	<a href="#">Closed consultations</a>
Minutes of senior level meetings	<a href="#">LSB responses to consultations</a>
Reports and papers provided for consideration at senior level meetings	<a href="#">Board Meetings</a> <sup>1</sup>
Internal communications guidance and criteria used for decision-making i.e. process systems and key personnel	<a href="#">About us</a>

**Our policies and procedures** – Current written protocols, policies and procedures for delivering services and responsibilities.

Information	Website links
Policies and procedures for the conduct of	<a href="#">About us</a>

<sup>1</sup> Minutes and other Board meeting papers will generally be published in full, although it may be necessary in some circumstances to extract or to redact specific information or, rarely, to withhold publication. From November 2014, minutes will be published approximately two weeks after the relevant meeting.

departmental business	<a href="#">LSB Governance Manual</a> <a href="#">LSB Management Statement</a>
Policies and procedures for the provision of services	Not applicable
Policies and procedures for the recruitment and employment of staff	<a href="#">About us</a> <a href="#">LSB Governance Manual</a> <a href="#">Work for us</a>
Customer service	<a href="#">How to complain</a>
Records management and personal data policies	<a href="#">Privacy statement</a> <a href="#">Data protection policy</a>
Charging regimes and policies	Not applicable

***Lists and registers*** – currently maintained lists and registers.

<b>Information</b>	<b>Website links</b>
Public registers and registers held as public records	<a href="#">Board interests and expenses</a>
Asset registers and Information Asset Register	Currently available only on request
Disclosure logs	<a href="#">Freedom of information</a>
Register of gifts and hospitality provided to Board members and senior personnel	<a href="#">Board interests and expenses</a>
Any register of interests kept in the department	<a href="#">Board interests and expenses</a>
Other lists required by law	<a href="#">LSB public registers</a>

***The service we offer*** – Information about the services we currently provide, including leaflets, guidance and newsletters produced.

<b>Information</b>	<b>Website links</b>
Regulatory responsibilities	<a href="#">About us</a> <a href="#">History of the reforms</a> <a href="#">What we do</a> <a href="#">Legal Services Act 2007</a>
Services for public authorities	
Services for industry	
Services for other organisations	
Services for members of the public	
Services for which the NDPB is entitled to recover a fee together with those fees	<a href="#">Designation applications</a>
Leaflets, books and newsletters	<a href="#">News and publications</a>
Advice and guidance	
Media releases	<a href="#">News and publications</a> <a href="#">Press releases</a>

For any further assistance or guidance, please contact our Board Secretary:

Legal Services Board, One Kemble Street, London WC2B 4AN

T: 020 7271 0070

E: [boardsecretary@legalservicesboard.org.uk](mailto:boardsecretary@legalservicesboard.org.uk)

AK January 2015