



MERSEYSIDE RECYCLING & WASTE AUTHORITY

**MERSEYSIDE... A PLACE
WHERE NOTHING IS WASTED**

Publication Scheme: Freedom of Information Act 2000 and 2005 (FOI) and Guidance on Environmental Information Regulations 2004 (EIRs)

Revised: July 2014

1. Responsible officer and contact information

This is the **MERSEYSIDE WASTE DISPOSAL AUTHORITY*** Publication Scheme that covers the Authority's operation in the Merseyside area. The full title and address for sending any documents is:

Merseyside Recycling and Waste Authority
7th Floor, No. 1 Mann Island
Liverpool, L3 1BP
Telephone: 0151 255 1444
Fax: 0151 227 1848
Email: enquiries@merseysidewda.gov.uk
Web address: www.merseysidewda.gov.uk

****Merseyside Recycling and Waste Authority is the public facing name for Merseyside Waste Disposal Authority, which is a statutory Joint Waste Disposal Authority under the Local Government Act 1985.***

The Senior Officer responsible for the maintenance of this scheme is:

Carl Beer, Chief Executive, Merseyside Recycling and Waste Authority

2. What is a Publication Scheme is and why it has been developed?

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities should be clear and proactive about the information they will make public. To do this they must produce a Publication Scheme, setting out:

- The classes of information that they publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The Authority's Publication Scheme consists of information already published and held by the Authority or information that is to be published in the future. That means that all information in the Publication Scheme is either available for the public on the

Authority's website to download and print off or available in traditional document form on request.

Information within the Publication Scheme will be available either free or at a charge – the Authority will explain which is free or which will be provided at a charge. Details of the Authority's Charging Policy and levels of charges can be found in Appendix ***. Some information that the Authority holds may not be made public, for example, information that may be commercially confidential, about national security or court records.

3. Environmental Information Regulations (EIRs)

In addition to the Freedom of information Act, the Authority is also subject to the Environmental Information Regulations (EIRs) 2004 which are based on Directive 2003/4/EEC.

They (EIRs) give the public access rights to environmental information held by a public authority in response to requests. The Regulations promote the release of as much environmental information as possible to enable increased public participation in environmental decision making.

What is environmental information?

The definition of environmental information in the EIRs is very wide and includes information which may not be considered environmental at first glance. Any information in written, visual, aural, electronic or any other material form on:

- the state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;
- factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment.
- measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements and factors referred to as well as measures or activities designed to protect those elements;
- reports on the implementation of environmental legislation;
- cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities
- the state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures inasmuch as they are or may be affected by the state of the elements of the environment.

4. Classes of information published by the Authority

The Publication Scheme guides the public to information which the Authority currently publishes (or has recently published) or which the Authority will publish in the future. This is split into 'classes' of information. The 'classes' of information currently published are:

CLASS ONE: Who we are and what we do – organisation information, structures, locations and contacts

CLASS TWO: What we spend and how we spend it – financial information related to projected and actual income and expenditure, procurement , contacts and financial audit

CLASS THREE: What are priorities are and how we are doing – strategies and plans, performance indicators, audits, inspections, reviews and monitoring

CLASS FOUR: How we make decisions – decision making processes and records of decisions

CLASS FIVE: Our policies and procedures – current written protocols, policies and procedures for delivering our services and responsibilities

CLASS SIX: Lists and registers

CLASS SEVEN: The services we offer – information about the services we offer including leaflets, guidance and newsletters

DATASETS: In addition the Authority also publishes a range of datasets on a range of information. These include:

Each section has details of how the information is, or will be published and whether any fees are charged for information contained in the Publication Scheme.

CLASS ONE: WHO WE ARE AND WHAT WE DO – ORGANISATION INFORMATION, STRUCTURES, LOCATIONS AND CONTACTS

HOW THIS INFORMATION IS, OR WILL BE PUBLISHED AND COSTS: This information is available via the Authority's website and as paper or email copy.

COST: In most cases the Authority will provide information free of charge, but on occasion a charge may be applicable - please see Appendix Four – Charging for Information

Contact for information: Colette Gill, Senior PR and Communications Officer Tel: 0151 255 1444
Email: enquiries@merseysidewda.gov.uk

Structure of the Authority:

The Authority was established in April 1986 following local government reorganisation and is controlled by a board of nine elected Members (councillors) representing the five District Councils of Merseyside. Representative Members of each Council sit on the Authority are as follows:

Knowsley Metropolitan Borough Council	1 Member
Liverpool City Council	3 Members
St Helens Metropolitan Borough Council	1 Member
Sefton Metropolitan Borough Council	2 Members
Metropolitan Borough of Wirral	2 Members

Current membership of the Authority 2014/2015

<http://www.merseysidewda.gov.uk/meetings-and-governance/>

Staff structure of the Authority

<http://www.merseysidewda.gov.uk/about-us/>

Senior staff structure

<http://www.merseysidewda.gov.uk/about-us/transparency/establishment/senior-salaries/>

Contact information: Head Office:

7th Floor, No. 1 Mann Island, Liverpool, Merseyside, L2 5QY, Tel: 0151 255 1444
Fax: 0151 227 1848, Email: enquiries@merseyside.gov.uk

www.merseysidewda.gov.uk/contact-us/

Responsibilities:

The Authority is responsible for carrying out the duties required by the Environmental Protection Act 1990. These include:

Making arrangements for the disposal of household and commercial waste collected by the District Councils (Waste Collection Authorities) of Merseyside.

Providing Household Waste Recycling Centres (HWRCs) in the Merseyside area where local residents may dispose and recycle their household waste free of charge. The Authority also provides four Waste Transfer Stations (WTS) and two Materials Recovery Facilities.

<http://www.merseysidewda.gov.uk/about-us/background/>

Geographical areas of operation:

The Authority operates 13 Household Waste Recycling Centres (HWRCs), four Waste Transfer Stations (WTS) and two Materials Recovery Facilities (MRF). The locations of these facilities are:

Liverpool: 1 HWRC, 1 MRF, 1 WTS

Knowsley: 2 HWRCs

Sefton: 4 HWRCs, 1 WTS

St Helens: 3 HWRCs

Wirral: 3 HWRCs, 1 MRF, 1 WTS

<http://www.merseysidewda.gov.uk/our-services/>

Relationship with other authorities:

MRWA works in partnership with the six district councils across Merseyside. MRWA is a Waste Disposal Authority (WDA) and works with its district council partners who are Waste Collection Authorities (WCAs).

<http://www.merseysidewda.gov.uk/our-services/waste-collection/>

CLASS TWO: WHAT WE SPEND AND HOW WE SPEND IT – FINANCIAL INFORMATION RELATING TO PROJECTED AND ACTUAL INCOME AND EXPENDITURE, PROCUREMENT, CONTRACTS AND FINANCIAL AUDIT

HOW THIS INFORMATION IS, OR WILL BE PUBLISHED AND COSTS: This information is available via the Authority's website and as paper or email copy

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Summary of revenue budget estimates and capital expenditure plans

Budget

<http://www.merseysidewda.gov.uk/finance/budget/>

Information on Waste Levy and other expenditure for partners

<http://www.merseysidewda.gov.uk/finance/waste-levy/>

Annual statement of accounts

Merseyside Waste Disposal Authority Statement of Accounts 2013/2014

Merseyside Waste Disposal Authority Statement of Accounts 2012/2013

Merseyside Waste Disposal Authority Statement of Accounts 2011/2012

Merseyside Waste Disposal Authority Statement of Accounts 2010/2011

Merseyside Waste Disposal Authority Statement of Accounts 2009/2010

Merseyside Waste Disposal Authority Statement of Accounts 2008/2009

Merseyside Waste Disposal Authority Statement of Accounts 2007/2008

Merseyside Waste Disposal Authority Statement of Accounts 2006/2007

Merseyside Waste Disposal Authority Statement of Accounts 2005/2006

<http://www.merseysidewda.gov.uk/finance/statement-of-accounts/>

Financial audit reports

Annual Audit Letters

<http://www.merseysidewda.gov.uk/meetings-and-governance/governance-and-audit/>

Staff pay and grading structure

Senior staff pay and grading structure information

<http://www.merseysidewda.gov.uk/about-us/transparency/establishment/senior-salaries/>

Expenses paid to or incurred by members of the Authority and senior officers

Members Allowances Policy

<http://www.merseysidewda.gov.uk/meetings-and-governance/members-allowance/>

Procurement procedures

Financial Instructions

<http://www.merseysidewda.gov.uk/meetings-and-governance/constitution/>

Tender Opening Procedure

<http://www.merseysidewda.gov.uk/finance/>

List of contracts and value

Financial Transparency Report

<http://www.merseysidewda.gov.uk/about-us/transparency/finance/expenditure-500/>

<http://www.merseysidewda.gov.uk/about-us/transparency/finance/credit-card-transactions/>

<http://www.merseysidewda.gov.uk/about-us/transparency/finance/grants/>

Current Contracts and Value Report

<http://www.merseysidewda.gov.uk/about-us/transparency/contracts-procurement/contracts-agreements-purchase-orders/>

Internal financial regulations and delegated authority

Financial Procedural Rules

<http://www.merseysidewda.gov.uk/meetings-and-governance/constitution/>

Contract Procedural Rules

<http://www.merseysidewda.gov.uk/meetings-and-governance/constitution/>

CLASS THREE: WHAT ARE PRIORITIES ARE AND HOW WE ARE DOING – STRATEGIES AND PLANS, PERFORMANCE INDICATORS, AUDITS, INSPECTIONS AND REVIEWS, MONITORING

HOW THIS INFORMATION IS, OR WILL BE PUBLISHED AND COSTS: This information is available via the Authority's website and as paper or email copy

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Strategic plan, business plan, aims and objectives

Corporate Plan

<http://www.merseysidewda.gov.uk/about-us/corporate-plan/>

Reports indicating service provision, performance assessments and operation assessment reports

Service Plans

<http://www.merseysidewda.gov.uk/about-us/corporate-plan/annual-service-plans-2/>

Performance reports

<http://www.merseysidewda.gov.uk/our-performance/>

Reports by external inspectors

External Audit Reports

<http://www.merseysidewda.gov.uk/meetings-and-governance/audit/>

Joint strategies

Joint Recycling and Waste Strategy for Merseyside

<http://www.merseysidewda.gov.uk/waste-strategy/merseyside/>

Statistical information

Waste Data Flow

<http://www.merseysidewda.gov.uk/our-performance/wastedataflow/>

Monitoring information

Landfill monitoring

<http://www.merseysidewda.gov.uk/our-services/closed-landfill-sites/monitoring-of-landfills/>

Internal Audit Reports

<http://www.merseysidewda.gov.uk/meetings-and-governance/audit/>

CLASS FOUR: HOW WE MAKE DECISIONS – DECISION MAKING PROCESSES AND RECORDS OF DECISIONS

HOW THIS INFORMATION IS, OR WILL BE PUBLISHED AND COSTS: This information is available via the Authority's website and as paper or email copy.

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Contact for information: Colette Gill, Senior PR and Communications Officer Tel: 0151 255 1444
Email: enquiries@merseysidewda.gov.uk

Schedule of meetings open to the public

Calendar of Meetings

<http://www.merseysidewda.gov.uk/meetings-and-governance/schedule-of-authority-meetings/>

Forward Plan

<http://www.merseysidewda.gov.uk/meetings-and-governance/forward-plan/>

Agendas and approved minutes of the Authority and Authority sub committees

Agendas and minutes

<http://www.merseysidewda.gov.uk/meetings-and-governance/schedule-of-authority-meetings/>

Background papers for meetings open to the public

Background and supporting papers

<http://www.merseysidewda.gov.uk/meetings-and-governance/schedule-of-authority-meetings/>

Public consultations

Waste Strategy consultations

<http://www.merseysidewda.gov.uk/your-views/>

<http://www.merseysidewda.gov.uk/waste-strategy/development-of-merseysides-waste-management-strategy/>

<http://www.merseysidewda.gov.uk/waste-strategy/dont-waste-your-say/>

Planning Consultations

<http://www.merseysidewda.gov.uk/your-views/proposed-new-waste-and-recycling-facilities/>

CLASS FIVE: OUR POLICIES AND PROCEDURES : CURRENT WRITTEN PROTOCOLS, POLICIES AND PROCEDURES FOR DELIVERING OUR SERVICES AND RESPONSIBILITIES

HOW THIS INFORMATION IS, OR WILL BE PUBLISHED AND COSTS: This information is available via the Authority's website and as paper or email copy

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Policies and procedures for the conduct of Authority business

Code of Conduct for Officers

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Procedural Rules

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Access to Information Rules

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Members Officer Protocol

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Policies and Procedures for the provision of services

Risk Management Policy Statement

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Climate Change Policy

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Communications Policy

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Sustainable Development Policy

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Environmental Policy

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Corporate Responsibility Policy

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Sustainable Procurement Policy

<http://www.merseysidewda.gov.uk/meetings-and-governance/policies-and-procedures/>

Polices and procedure for the employment of staff

Recruitment information

<http://www.merseysidewda.gov.uk/working-for-mrwa/>

<http://www.merseysidewda.gov.uk/working-for-mrwa/applying-for-a-job/>

<http://www.merseysidewda.gov.uk/working-for-mrwa/current-vacancies/>

Human Resources policies and procedures

<http://www.merseysidewda.gov.uk/working-for-mrwa/hr-policies-and-procedures/>

Staff Development Scheme

<http://www.merseysidewda.gov.uk/working-for-mrwa/>

Customer service

Customer Care policy

<http://www.merseysidewda.gov.uk/contact-us/customer-care-policy/>

Comments and Complaints policy and procedure

<http://www.merseysidewda.gov.uk/contact-us/making-a-comment-or-complaint-about-the-authority/>

Comment and Complaints Leaflet

<http://www.merseysidewda.gov.uk/contact-us/making-a-comment-or-complaint-about-the-authority/>

Records management and personal data policies

Freedom of Information Publications Scheme

<http://www.merseysidewda.gov.uk/contact-us/mwda-publications-scheme>

Guidance on FOI, EIR and Data Protection

<http://www.merseysidewda.gov.uk/contact-us/freedom-of-information-requests/>

<http://www.merseysidewda.gov.uk/contact-us/environmental-information-regulations-requests/>

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COST: In most cases the Authority will provide information free of charge, but on occasion a charge may be applicable - please see Appendix Four – Charging for Information

Contact for information: Colette Gill, Senior PR and Communications Officer Tel: 0151 255 1444
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Asset lists and information asset register

Asset Register

<http://www.merseysidewda.gov.uk/finance/asset-register/>

Registers open to the public inspection (and arrangements for access to the contents)

The Authority will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers and Questions to the Authority. Please contact the Clerk to the Authority on Tel: 0151 255 1444 or email enquiries@merseysidewda.gov.uk

Questions to the Authority

<http://www.merseysidewda.gov.uk/meetings-and-governance/schedule-of-authority-meetings/>

Agenda and Minutes

<http://www.merseysidewda.gov.uk/meetings-and-governance/schedule-of-authority-meetings/>

OFFER INCLUDING LEAFLETS GUIDANCE AND NEWSLETTERS

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Contact for information: Colette Gill, Senior PR and Communications Officer Tel: 0151 255 1444
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Information about the provision of the Authority's services

<http://www.merseysidewda.gov.uk/our-services/>

Regulatory responsibilities and procedures

<http://www.merseysidewda.gov.uk/about-us/background/>

<http://www.merseysidewda.gov.uk/our-services/closed-landfill-sites/restoration-of-landfills/>

Leaflets and explanatory booklets

MRWA Publications

<http://www.merseysidewda.gov.uk/publications/>

Services for which the Authority is entitled to recover a fee, together with those fees

Landfill search database

<http://www.merseysidewda.gov.uk/our-services/land-search-database/>

Media releases

Current and archive news

<http://www.merseysidewda.gov.uk/media-and-news/current-news/>

<http://www.merseysidewda.gov.uk/media-and-news/news-archive/>

DATASETS: THE AUTHORITY PUBLISHES A RANGE OF DATASETS OF INFORMATION

HOW THIS INFORMATION IS, OR WILL BE PUBLISHED AND COSTS: This information is available via the Authority's website and as paper or email copy. The information is provided in a reusable format

COST: In most cases the Authority will provide information free of charge, but on occasion a charge may be applicable - please see Appendix Four – Charging for Information

Contact for information: Colette Gill, Senior PR and Communications Officer Tel: 0151 255 1444
Email: enquiries@merseysidewda.gov.uk

Expenditure exceeding £500.00

<http://www.merseysidewda.gov.uk/about-us/transparency/finance>

Credit card transactions

<http://www.merseysidewda.gov.uk/about-us/transparency/finance>

Grants

<http://www.merseysidewda.gov.uk/about-us/transparency/finance>

Procurement information from:

Invitation to tender for contracts to provide goods and services that exceed £5000

<http://www.merseysidewda.gov.uk/about-us/transparency/contracts-procurement>

Any purchase of service or goods exceeding £5000.00

<http://www.merseysidewda.gov.uk/about-us/transparency/contracts-procurement>

Local Authority land and assets – details of all lands and building assets

<http://www.merseysidewda.gov.uk/about-us/transparency/land-assets>

Organisation chart – details of the organisation covering top three levels of the organisation

<http://www.merseysidewda.gov.uk/about-us/transparency/establishment>

Trade union facility time – details of staff, union types and names and any costs for union duties

<http://www.merseysidewda.gov.uk/about-us/transparency/establishment>

Senior salaries – details of salary amounts, job titles and descriptions of posts of at least £50,000

<http://www.merseysidewda.gov.uk/about-us/transparency/establishment>

Constitution - details of the constitution of the Authority

<http://www.merseysidewda.gov.uk/about-us/transparency/establishment>

Pay multiple – details and explanation of the pay multiple (defined as the ratio between the highest paid salary and the median salary of the whole Authority’s workforce)

<http://www.merseysidewda.gov.uk/about-us/transparency/establishment/>

APPENDIX ONE

Requesting Information from the Authority

1. Applications for information under FOIA and EIRs

- (i) Anyone can ask the Authority for information, which is not already published elsewhere, nor exempt under the FOIA or EIRs.
- (ii) Under the FOIA and EIRs you will have the right to ask for information to be provided in a particular way and we will try to meet your request.
- (iii) You will be able to ask for assistance if you have any difficulty in formulating or making an application by contacting the Authority directly.
- (iv) We will help you as much as possible but we are not required to look for the information you request unless we have:
 - A clear and understandable request with enough detail to locate the information;
 - Your name and address so we can respond to your request; and
 - An indication about the form in which you want the information supplied to you.

(v) This will ensure that your application is dealt with as quickly as possible.

(vi) You should give as much detail as you can in order to assist us in locating the information that you require.

Freedom of Information requests	Environmental Information Regulations requests	Action by the Authority
<p>Freedom of Information requests cannot be made verbally or in person to the Authority.</p>	<p>Verbally to the Authority – via phone or in person:</p> <p>Tel: 0151 255 1444 or by calling at 7th Floor, No. 1 Mann Island Liverpool, L3 1BP</p>	<p>The Authority will accurately record the details of the request in accordance with its response system for FOIA and EIRs and acknowledge the request in writing or via email.</p>
<p>In writing to the Authority:</p> <p>By writing to the Authority at: 6th Floor, North House, 17 North John Street, Liverpool, L2 5QY</p> <p>Please mark request: <i>Request for Information in relation to FOIA</i></p>	<p>In writing to the Authority:</p> <p>By writing to the Authority at: 7th Floor, No. 1 Mann Island, Liverpool, L3 1BP</p> <p>Please mark request: <i>Request for Information in relation to EIRs</i></p>	<p>The Authority will accurately record the details of the request in accordance with its response system for FOIA and EIRs and acknowledge the request in writing or via email.</p>
<p>By email to the Authority:</p> <p>By emailing the Authority at:</p> <p>Enquiries@merseysidewda.gov.uk</p> <p>Please mark request: <i>Request for Information in relation to FOIA</i></p>	<p>By email to the Authority:</p> <p>By emailing the Authority at:</p> <p>Enquiries@merseysidewda.gov.uk</p> <p>Please mark request: <i>Request for Information in relation to EIRs</i></p>	<p>The Authority will accurately record the details of the request in accordance with its response system for FOIA and EIRs and acknowledge the request in writing or via email.</p>

By social media to the Authority (Twitter and/or Facebook):

A request received through Twitter or Facebook will be valid, provided it fulfils the following criteria

- A clear and understandable request with enough detail to locate the information;
- Your name and address so we can respond to your request; and
- An indication about the form in which you want the information supplies to you

Where the requester's username is an obvious pseudonym, or only includes a part of their real name (then the request will only be valid if their real name is visible elsewhere on their user profile

**The Authority will remain mindful of the applicant and motive blind principles behind the Act, where they are not satisfied as to the requester's identity, and would still be content to disclose the information.*

By social media to the Authority (Twitter and/or Facebook):

A request received through Twitter or Facebook will be valid, provided it fulfils the following criteria

- A clear and understandable request with enough detail to locate the information;
- Your name and address so we can respond to your request; and
- An indication about the form in which you want the information supplies to you

Where the requester's username is an obvious pseudonym, or only includes a part of their real name then the request will only be valid if the real name is visible elsewhere on their user profile

**The Authority will remain mindful of the applicant and motive blind principles behind the Act, where they are not satisfied as to the requester's identity, and would still be content to disclose the information.*

The Authority will accurately record the details of the request in accordance with its response system for FOIA and EIRs and acknowledge the request

If the requester has made the request public by publishing it on a website, as opposed to sending a private message to the Authority then we will consider it reasonable that the Authority will publish its response on the site.

If the Authority has a reason to believe that it would be inappropriate to publish the information online, then it may respond via a private message to the requester.

If there are limitations on the site that may prevent the Authority from providing its full response via that site then it would obtain an alternative contact address.

<p>Through the ‘What Do they Know’ website</p> <p>Requests made through the <i>whatdotheyknow.com</i> website will be valid, provided the requester supplies their real name and describes the information concerned.</p> <p>Please mark request: <i>Request for Information in relation to FOIA</i></p>	<p>Through the ‘What Do they Know’ website</p> <p>Requests made through the <i>whatdotheyknow.com</i> website will be valid, provided the requester supplies their real name and describes the information concerned</p> <p>Please mark request: <i>Request for Information in relation to EIRs</i></p>	<p>The Authority will accurately record the details of the request in accordance with its response system for FOIA and EIRs and acknowledge the request in writing via the ‘What Do They Know’ website.</p>
<p>By fax to the Authority:</p> <p>By faxing the Authority at:</p> <p>Fax: 0151 227 1848</p> <p>Please mark request: <i>Request for Information in relation to FOIA</i></p>	<p>By fax to the Authority:</p> <p>By faxing the Authority at:</p> <p>Fax: 0151 227 1848</p> <p>Please mark request: <i>Request for Information in relation to EIRs</i></p>	<p>The Authority will accurately record the details of the request in accordance with its response system for FOIA and EIRs and acknowledge the request in writing or via email.</p>

APPENDIX TWO

Timescales for response

The timescales in for response to FOIA and EIRs requests are:

Freedom of Information requests	Environmental Information Regulations requests	Timescales for action
Initial request for information	Initial request for information	<p>FOIA AND EIRS</p> <p>Acknowledge request within 5 working days if possible</p> <p>Response needed by the twentieth working day following the date of receipt of the request</p>
If more time is needed to consider the public interest test	If more time is needed to consider the public interest test	<p>FOIA</p> <p>Where required, the Authority may claim a reasonable extension of time to consider the public interest test.</p> <p>However, this must not extend beyond an additional 20 working days.</p> <p>EIRs</p> <p>Unlike the Freedom of Information Act, there</p>

		is no provision to extend the time for compliance to further consider the public interest test.
If the request needs to be clarified or narrowed by the requester in order for the Authority to be able to respond	If the request needs to be clarified or narrowed by the requester in order for the Authority to be able to respond	<p>If the authority needs further details to identify or locate the information, <i>then the 20 working days will commence the day after it receives the required clarification from the requester.</i></p> <p>This should be done as soon as possible and certainly <i>within the 20 day period</i></p>
If the request is large or voluminous	If the request is large or voluminous	<p>FOIA</p> <p>There is <i>no direct provision</i> in the FOIA for an extension of the response time even if the request is large and voluminous</p> <p>EIRs</p> <p><i>Response time may be extended to 40 days.</i> The Authority must write to notify the applicant of the time extension <i>within the first 20 days.</i></p>
Where the authority requires a fee to process the request, the 'clock' will stop on the date it issues a fees notice to the requester and restart once payment is	Where the authority requires a fee to process the request, the 'clock' will stop on the date it issues a fees notice to the requester and restart once payment is received.	There is an obligation to notify the applicant, advise them of the required fee and direct them to its schedule of charges ' <i>no later than 20 working days after the date of</i>

received.		<i>receipt of the request</i>
If a public authority is transferring the request because it does not hold the information itself but believes it to be held by another public authority.	If a public authority is transferring the request because it does not hold the information itself but believes it to be held by another public authority.	<p>The transferring authority must inform the requester that the information is not held within the 20 working day limit.</p> <p>The 20 working day clock starts for the receiving authority the day after it receives the request.</p>

APPENDIX THREE

Making an application for other Information to the Authority

As well as being able to access information which is publicly available under the Publication Scheme we will answer queries under the existing Code of Practice on Access to Government Information. This allows you to write and ask us to supply you with specific information.

(i) Making an application for personal information – the Data Protection Act 1998

You can also apply for a copy of the personal data we hold about you under the Data Protection Act 1998 - that is information that may be related to an applicant that has arisen through their employment with the Authority or information obtained about an individual through the Authority's statutory or operational functions and services.

- Individuals have the right to get a copy of the information that is held about them. This is known as a subject access request.
- This right of subject access means that the individual can make a request under the Data Protection Act to any organisation processing their personal data. The Act calls these organisations 'data controllers'.
- The individual can ask the organisation they think is holding, using or sharing the personal information wanted, to supply the individual with copies of both paper and computer records and related information.
- Organisations may charge a fee of up to £10 (£2 if it is a request to a credit reference agency for information about your financial standing only)

- There are special rules that apply to fees for paper based health records (the maximum fee is currently £50) and education records (a sliding scale from £1 to £50 depending on the number of pages provided).
- However, it is important to remember that not all personal information is covered and there are 'exemptions' within the Act which may allow an organisation to refuse to comply with your subject access request in certain circumstances.

Response times for requests

In most cases the Authority must respond to a valid subject access request within 40 calendar days of receiving it. However, the Authority does not have to grant subject access in respect of personal data to which an exemption applies. An exemption might apply because of the special circumstances in processing or because of the nature of the data.

When requesting your personal information from an organisation, you should include the following information:

- Full name, address and contact telephone number
- Any information used by the organisation to identify or distinguish you from others of the same name (account numbers, unique ID's etc)
- Details of the specific information you require and any relevant dates, for example:
 - Your personnel file.
 - Emails between 'A' and 'B' (between 1/6/11 and 1/9/11).

- Your medical records (between 2006 & 2009) held by Dr 'C' at 'D' hospital.
- CCTV camera situated at ('E' location) on 23/5/12 between 11am and 5pm
- Copies of statements (between 2006 & 2009) held in account number xxxxx.

It may also be helpful to include:

- A reference to the 40-day deadline that applies when dealing with requests to provide personal information
- A reference to the Data Protection Act 1998 and subject access requests
- Reference to the assistance that the Information Commissioner's Office can provide.

(ii) Complaints, Feedback and Appeals

If you want to make any comments about this Publication Scheme or if you require further assistance or need to make a complaint then initially this should be addressed to the Authority at:

Merseyside Waste Disposal Authority
7th Floor, No. 1 Mann Island
Liverpool
L3 1BP
Telephone: 0151 255 1444 Fax: 0151 227 1848
Email: enquiries@merseysidewda.gov.uk

A copy of the Authority's Comments and Complaints Procedure is also available from the above address upon request. If you are not satisfied with the assistance that you get from the Authority or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Office of the Information Commissioner.

This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 745
Email: casework@ico.gsi.gov.uk

APPENDIX FOUR

Charging for information

- (i) There are a number of occasions when cost and fees may be applied to information requests.
- (ii) Any fee charged will be in accordance with the Authority's Charging for Information Policy (see below) and calculated in accordance with the guidelines and recommendations of the Information Commissioners Office.
- (iii) Requesters will be sent a 'fees notice' which will have to be paid within three months of the request – the requester will not receive information until they have paid the costs in the fees notice.
- (iv) However, the Authority will inform the requester if the limit will be exceeded and we will try to let you know what can be provided within the limit. Despite not being obliged to provide information which exceeds the limit, the Authority will still be under a duty to advise and assist.
- (v) In order to protect the Authority there will be rules which govern multiple applications for information which are clearly trying to avoid the financial limits set by the government. However, we will try to help you as much as possible to get the information you want.

Charging for Information Policy

<p style="text-align: center;">Freedom of Information</p> <p style="text-align: center;">Costs and Fees</p>	<p style="text-align: center;">Environmental Information Regulations</p> <p style="text-align: center;">Costs and Fees</p>
<p>The fees regulations for the Freedom of Information Act reflect the Government's approach that there should be no financial barrier to people in exercising their rights under the legislation, and that there is a clear expectation that there will be no charges for the vast majority of requests.</p> <p>The main points of the fees regulations are:</p> <ul style="list-style-type: none"> • A request can be refused only if the cost for searching and collation exceeds £450. The figure of £450 equates £25.00 per hour of staff time. • In calculating whether answering the request would exceed the £450 limit, the following costs can be taken into account: <ul style="list-style-type: none"> ➢ Determining whether the information is held, ➢ Locating and retrieving it, and ➢ Extracting the information (including editing) • The Authority cannot take into account the costs of considering whether the information is exempt under the Act. • The Authority cannot take into account the time it may take to redact the information. 	<p>The EIR allows the Authority to make a charge for environmental information providing it is reasonable. Unlike Freedom of Information there is no upper limit.</p> <ul style="list-style-type: none"> • In practice the Authority will not charge for requests under EIR that take less than 18 hours to research and collate. • For requests over 18 hours the Authority will contact the requester to discuss options which may include requesting a fee or working to revise the request. • As for FOI, the Authority reserves the right to charge for costs e.g. photocopying. • The Authority determines these costs to be: <ul style="list-style-type: none"> ➢ Photocopying/print A4 (black and white) per page – 10p ➢ Photocopying/print A4 (colour) per page – 15p ➢ Photocopying/print A3 (black and white) per page- 20p ➢ Photocopying/print A3 (colour) per page – 30p ➢ Email - Free of charge ➢ CD/DVD - £1.00 plus postage costs

- If the request will cost less than the £450 limit, and there is no exemption that is engaged, then the Authority will answer the request.
- The only charges that will be made will be for any postage, printing and photocopying.
- The Authority determines these costs to be:
 - Photocopying/print A4 (black and white) per page – 10p
 - Photocopying/print A4 (colour) per page – 15p
 - Photocopying/print A3 (black and white) per page- 20p
 - Photocopying/print A3 (colour) per page – 30p
 - Email - Free of charge
 - CD/DVD - £1.00 plus postage costs

Postage (as of August 2014)

Size and Weight limits

	Max Weight	Max Length	Max Width	Max Thickness
Letter	100g	240mm	165mm	5mm
Large Letter	750g	353mm	250mm	25mm

Postage (as of August 2014)

Size and Weight limits

	Max Weight	Max Length	Max Width	Max Thickness
Letter	100g	240mm	165mm	5mm
Large Letter	750g	353mm	250mm	25mm

Prices

	Weight	Price
Letter	0-100g	62p
Large Letter	0-100g	93p
	101-250g	£1.24
	251-500g	£1.65
	501-750g	£2.38

Prices

	Weight	Price
Letter	0-100g	62p
Large Letter	0-100g	93p
	101-250g	£1.24
	251-500g	£1.65
	501-750g	£2.38

*International postage will be determined on a case by case basis

- If the postage, printing and copying costs are low, the Authority will not make a charge.
- If the cost of answering the request is more than £450 then the Authority can chose to charge a fee. The maximum fees that can charge will the total estimated costs of:
 - Determining whether the Authority holds the information, locating and retrieving it, and the extracting the information from any document containing it,
 - Informing the requestor the Authority holds the information, and then communicating it (by means of postage, printing and photocopying – or other appropriate means)

*International postage will be determined on a case by case basis

- If the postage, printing and copying costs are low, the Authority will not make a charge.
- If the Authority is going to charge a fee (because the request will take over 18 hours), the charge will be £25.00 per hour (the same rate as for FOI).
- The Authority will send the requester a fees notice and they will then have 60 days to pay. If the requester refuses to pay the fee, the Authority can refuse to supply the information.
- Some environmental information is held on registers and other forms that make it possible for the requester to view it at the Authority's offices. In this case, there is no charge (The Authority may still charge for copies).
- Public authorities cannot charge applicants for inspecting the information or accessing public registers or lists of environmental information.

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| <ul style="list-style-type: none">• There is also a general duty under the Act for the Authority to provide advice and assistance, and if the cost of complying would exceed £450, and are required to assist the requestor in modifying their request to reduce the cost.• Examples should be given, if possible on what information can be provided.• If the applicant does not agree with the proposed fee, they can appeal to the Information Commissioner. | |
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This document can made available in other formats. Please contact:

Merseyside Waste Disposal Authority
7th Floor, No 1 Mann Island
Liverpool L3 1BP
Telephone: 0151 255 1444
Fax: 0151 227 1848
Email: enquiries@merseysidewda.gov.uk