



**METROMAYOR**  
LIVERPOOL CITY REGION

# Publication Scheme

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## **What is a Publication Scheme?**

The Freedom of Information Act 2000 (commonly referred to as 'FOI') is designed to increase transparency and accountability in the public sector by granting access to recorded information held by public bodies, such as the Liverpool City Region Combined Authority ('the Combined Authority').

One of the requirements of FOI is that public authorities should provide a guide for the information they publish. This is called a 'Publication Scheme', and sets out

- the classes of information which 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 Combined Authority's Publication Scheme consists of information already published and held by us. That means that all information in our Publication Scheme is either available for you on our website, from our offices or by contacting us.

### **1. Who We Are and What We Do**

The Combined Authority was established on 1<sup>st</sup> April 2014 under the Local Democracy, Economic Development and Construction Act 2009, bringing devolved powers and functions to the region.

The Combined Authority's area is that covered by the local government areas of the principal councils of Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral.

The Combined Authority is a local authority in its own right. It has eight members, being

- a directly elected Mayor;
- a councillor (elected member) appointed by each of the 'Constituent Councils', being the principal councils for Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral; and
- a member, who is non-voting, appointed by the Local Enterprise Partnership.

Documents such as the Combined Authority constitution, the Liverpool City Region Devolution Agreement and Key Decisions can be found at [this link](#).

Details of Lead Officers, Portfolio Holders, Councillors & Mayoral Advisors can be found at [this link](#).

The Combined Authority's Chief Executive and Head of Paid Service is Frank Rogers.

The Directors of the Combined Authority are

- Mark Bousfield (Director of Commercial Development & Investment)
- Liz Chandler (Director of Corporate Development)
- John Fogarty (Director of Corporate Services)
- Mick Noone (Director of Integrated Transport)
- Kirsty Pearce (Director of Policy & Strategic Commissioning)

### **Constituent bodies**

The Liverpool City Region Combined Authority is made up of the City Region's 6 local authorities:

- [Halton Borough Council](#)
- [Knowsley Council](#)
- [Liverpool City Council](#)
- [St. Helens Council](#)
- [Sefton Council](#)
- [Wirral Borough Council](#)

These bodies, along with the [Liverpool City Region Local Enterprise Partnership](#), have a long history of working together to further develop the economic prosperity of the Liverpool City Region.

In addition, [West Lancashire Council](#) and [Warrington Council](#) are Associate Members of the Combined Authority by virtue of decision of the Combined Authority on 19<sup>th</sup> September 2014, which can be viewed at [this link](#).

Further information can be found on the What We Do section of this website at [this link](#).

### **Contact us**

You can contact us in a number of ways:-

Email: [info@liverpoolcityregion-ca.gov.uk](mailto:info@liverpoolcityregion-ca.gov.uk)

Freedom of Information: [FOI@liverpoolcityregion-ca.gov.uk](mailto:FOI@liverpoolcityregion-ca.gov.uk)

Data Protection: [DPO@merseytravel.gov.uk](mailto:DPO@merseytravel.gov.uk)

Via our website: <http://liverpoolcityregion-ca.gov.uk/contact-us>

In writing: Liverpool City Region Combined Authority, Mann Island, PO Box 1976, Liverpool, L69 3HN

Telephone: 0151 330 1467

Twitter: [@LpoolCityRegion](#)

## **2. What We Spend and How We Spend It**

The Combined Authority publishes its Statement of Accounts and Revenue Budget, both current and historic, on our website at the links below.

### **Budget for the Combined Authority**

Budget information for the forthcoming year can be found in reports of the Combined Authority at [this link](#).

Such reports are routinely discussed at the February meeting.

### **Annual Accounts for 2017/18 for the Combined Authority**

[Annual Accounts](#)

[Annual Audit](#)

[LCRCA Annual Audit Letter 2017-18](#)

### **Financial monitoring reports**

[Quarter 3 2017/18](#)

### **Annual Accounts for 2016/17 for the Combined Authority**

[Annual Accounts](#)

[External Audit Report](#)

### **Annual Accounts for 2015/16 for the Combined Authority**

[Annual Accounts](#)

### **Annual Accounts for 2014/15 for the Combined Authority**

[Annual Accounts](#)

### **Expenditure**

Due to the way in which the Combined Authority's finances are administered, details of expenditure over £500 are currently published with Merseytravel data at [this link](#).

Combined Authority expenditure can be identified in the data by the 'CA' prefix in the Subjective Code and Cost Centre Code columns.

Procurement of services is managed on behalf of the Combined Authority by Merseytravel. Public tender opportunities are advertised and managed through [The Chest](#).

Details of contracts that have already been awarded can be found on the [Contract Register](#) under Merseytravel.

### **3. What Our Priorities Are and How We Are Doing**

Details of our strategies and business plans for the services we provide to our communities can be found by [this link](#).

Reports indicating service provision and performance assessments, as well as reports by external inspectors and statistical information are regularly considered by the Combined Authority's various committees, which can be found at [this link](#).

Details of the Combined Authority's compliance with requests under the Freedom of Information Act can be found at [this link](#).

### **4. How We Make Decisions**

The Combined Authority holds regular meetings to review our progress and to shape our future work.

Dates, times, minutes and agenda packs of Combined Authority meetings, including the Appointments & Disciplinary Committee the Audit & Governance Committee, the Overview & Scrutiny Committee and the Transport Committee, can be found at [this link](#) .

These meetings are all open to the public<sup>1</sup> and are held in the Authority Chamber at No.1 Mann Island, Liverpool, L3 1BP.

Details of any public consultation exercises will be published on the Combined Authority's website and those of relevant partners, and will be promoted by the Combined Authority through the media.

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<sup>1</sup> Please note that some items of business are exempt under the Local Government Act 1972 due to their sensitivity. During these discussions the public will be asked to leave the Authority Chamber and the details of these matters will not be available in the public version of the meeting's minutes and agenda packs.

## 5. Our Policies & Procedures

The policies and procedures we use to deliver our services and carry out our responsibilities can be found on the Policy Documents page of this website at [this link](#).

Details of how we process your personal information can be found on the corresponding pages throughout our websites, such as [here](#) and [here](#).

## 6. Lists & Registers

This class contains information about lists and registers available to the public.

The assets of the Combined Authority can be [found here](#).

A register of each councillor's financial and other interests is outlined on each [councillors' information page](#).

A register of gifts and hospitality for councillors is available on request by contacting our Committee Services Manager, Trudy Bedford ([trudy.bedford@liverpoolcityregion-ca.gov.uk](mailto:trudy.bedford@liverpoolcityregion-ca.gov.uk)).

## 7. The Services We Offer

The Combined Authority provides transparent and accountable strategic decision making for

- economic development,
- transport,
- strategic housing and
- employment and skills functions.

We are focused entirely on strategic governance to facilitate economic growth.

More information on our services can be found throughout this website, including [What We Do](#) and [Policy Documents](#) pages, while updates on our work are published on our [News](#) page.

## Fees & Charges

Information will be provided free where possible, however, in some cases a charge will be made to cover administration and disbursement costs. If the information can be and is supplied electronically no charges will be levied. Those items which are

commercially available will attract the relevant charge, but there may also be occasions where the following charges will apply:

- Photocopying charges of 10p per page plus an administration fee plus postage.
- The fees of external printers where the Combined Authority does not have the equipment to copy large items.
- Staff time in locating or retrieving information at an hourly rate as determined by the Secretary of State under FOI (£25 per hour).

### **Requests for Other Information**

There may be times when you require information that is not covered by this Publication Scheme.

The **General Data Protection Regulation (GDPR)** and **Data Protection Act 2018 (DPA)** grant certain rights to any information held by the Combined Authority that relates to you. You will be required to provide proof of your identity and state the information you are interested in receiving. The Combined Authority has one calendar month to provide you with a response.

Similarly, the Combined Authority must also consider any requests from third parties for the disclosure of personal data in line with the GDPR and DPA, such as when it is required for criminal investigations or legal proceedings. Disclosure will only take place if we are satisfied that it is strictly necessary for those purposes.

For further details, or to make a request, please contact [DPO@merseytravel.gov.uk](mailto:DPO@merseytravel.gov.uk) or write to:

Senior Information Management Officer  
Merseytravel  
PO Box 1976  
Liverpool  
L69 3HN

Under the **Freedom of Information Act 2000** you have the right to ask for recorded information held by the Combined Authority. There are certain reasons why some information may not be able to be provided, such as commercial sensitivity, or if it contains someone else's personal information, but the Combined Authority will provide the information it is able to within 20 working days. Reasons will be provided if information cannot be supplied for any reason.

In order for a request to be valid under FOI, it must meet the following conditions:

- be in writing;
- state your name and address so we can respond to your request; and
- describe the information being requested

In some circumstances a fee may be payable, such as for postage, but in the majority of cases you will receive the information free of charge.

FOI limits the cost that a public body can spend responding to an enquiry to £600 for central government and £450 for all other authorities (such as the Combined Authority). This is calculated at a rate of £25 per hour of officer work, meaning that for the Combined Authority the limit for responding to a request is 18 total hours. The following activities can be taken into account when calculating this total:

- determining whether the requested information is held
- locating the information within the organisation
- retrieving the document(s) that hold the information
- extracting the requested information from the original document

Any time spent redacting sensitive information or considering the application of any exemptions does not count towards this total.

While there is no obligation for a public body to respond if it is estimated that this limit will be exceeded, they may choose to issue a fees notice for the required extra work at this same rate (e.g. if a request would take 20 hours of work, the first 18 hours would be free, but the extra two hours would cost £50). If this is offered, it would be up to you to decide if you would like this work carried out.

If your request is for information relating to the environment it will be dealt with in accordance with the **Environmental Information Regulations 2004** (EIR). These are broadly similar to FOI, but differ slightly when it comes to things like reasons why certain information cannot be released. When appropriate, this will be explained to you in our response.

For further details, or to make a request under FOI or EIR, please contact [FOI@liverpoolcityregion-ca.gov.uk](mailto:FOI@liverpoolcityregion-ca.gov.uk) or write to:

Senior Information Management Officer  
Merseytravel  
PO Box 1976  
Liverpool  
L69 3HN

The information available under the Publication Scheme will be provided in other forms and formats upon request, where it is reasonable to do so.