

**Policy title:** Publication Scheme

**Policy author:** Peter Judge,  
Monitoring Officer  
  
Nicola Laverick,  
Policy and Scrutiny Officer

**Policy status:** Published

**Policy authorised on:** 18 May 2018

**Version number:** Version 1

**Next Review Date:** May 2019

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

## Contents

The North East Combined Authority (NECA) and the North East Local Enterprise Partnership Publication Scheme .....	3
1. Introduction .....	3
2. Freedom of Information Act.....	3
3. NECA Classes of Information.....	4
Who we are and what we do .....	4
What we spend and how we spend it .....	4
What our priorities are and how we are doing .....	5
How we make decisions .....	5
Our policies and procedures.....	6
Lists and Registers .....	6
The services we offer.....	6
4. North East Local Enterprise Partnership - Classes of Information .....	7
Who we are and what we do .....	7
What we spend and how we spend it .....	7
What our priorities are and how we are doing .....	8
How we make decisions .....	8
Our policies and procedures.....	8
The services we offer.....	9
5. NECA and North East LEP Websites.....	10
6. The method by which information published under this scheme will be made available .....	11
7. Charges which may be made for information published under this scheme	11
8. Written requests.....	11

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

# The North East Combined Authority (NECA) and the North East Local Enterprise Partnership Publication Scheme

## 1. Introduction

The North East Combined Authority is a public body carrying out a public function that is committed to openness and transparency in everything that we do. This means that we will proactively publish information on our website(s); unless we believe this may cause harm or greater public interest requires us to keep this information confidential.

## 2. Freedom of Information Act

This publication scheme commits the North East Combined Authority (NECA) and the North East Local Enterprise Partnership 'North East LEP' to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by NECA and the North East LEP.

The scheme has been prepared using the guidance from the Information Commissioner's Office (ICO).

Section 3 of this document identifies the classes of information for NECA and Section 4 for the North East LEP; as defined by the ICO and what is covered by the scheme, and how it can be obtained.

As defined by the Information Commissioner's Office – the Model Publication Scheme commits an Authority to:

"To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below:

- *To specify the information which is held by the authority and falls within the classifications below.*
- *To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.*
- *To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.*
- *To review and update on a regular basis the information the authority makes available under this scheme.*
- *To produce a schedule of any fees charged for access to information which is made proactively available.*
- *To make this publication scheme available to the public.*

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

- *To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.”*

### 3. NECA Classes of Information

#### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

	<b>NECA Website</b>
About us	<a href="https://northeastca.gov.uk/about-us/">https://northeastca.gov.uk/about-us/</a>
Constitution	<a href="https://northeastca.gov.uk/about-us/neca-order-and-constitution/">https://northeastca.gov.uk/about-us/neca-order-and-constitution/</a>
Staff Structure and Committee Membership	<a href="https://northeastca.gov.uk/about-us/the-team/">https://northeastca.gov.uk/about-us/the-team/</a>

#### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

	<b>NECA Website</b>
Annual Reports and Accounts	<a href="https://northeastca.gov.uk/accounts-and-transparency/">https://northeastca.gov.uk/accounts-and-transparency/</a>
Monthly Spending Reports	<a href="https://northeastca.gov.uk/accounts-and-transparency/monthly-spending-reports/">https://northeastca.gov.uk/accounts-and-transparency/monthly-spending-reports/</a>
Procurement Procedure	<a href="https://northeastca.gov.uk/accounts-and-transparency/procurement-procedures/">https://northeastca.gov.uk/accounts-and-transparency/procurement-procedures/</a>

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

## What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

	<b>NECA Website</b>
Thematic Lead Transport – Local Transport Plan	<a href="https://northeastca.gov.uk/what-we-do/transport/">https://northeastca.gov.uk/what-we-do/transport/</a>
Thematic Lead Employability and Inclusion	<a href="https://northeastca.gov.uk/what-we-do/employability-and-inclusion/">https://northeastca.gov.uk/what-we-do/employability-and-inclusion/</a>
Thematic Lead Economic Development and Regeneration	<a href="https://northeastca.gov.uk/what-we-do/economic-development-and-regeneration/">https://northeastca.gov.uk/what-we-do/economic-development-and-regeneration/</a>

## How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

	<b>NECA Website</b>
Committee structures	<a href="https://northeastca.gov.uk/decision-making/">https://northeastca.gov.uk/decision-making/</a>
NECA Forward Plan	<a href="https://northeastca.gov.uk/decision-making/forward-plan/">https://northeastca.gov.uk/decision-making/forward-plan/</a>
Committee Agendas and Papers	<a href="https://northeastca.gov.uk/decision-making/">https://northeastca.gov.uk/decision-making/</a>
Officer Decisions	<a href="https://northeastca.gov.uk/decision-making/delegated-decisions/officer-decisions-2017-18/">https://northeastca.gov.uk/decision-making/delegated-decisions/officer-decisions-2017-18/</a>
Delegated Decisions	<a href="https://northeastca.gov.uk/decision-making/delegated-decisions/">https://northeastca.gov.uk/decision-making/delegated-decisions/</a>

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

## Our policies and procedures

Current written protocols for delivering our functions and responsibilities. NECA's policies are available to all staff and saved on an internal basis.

	<b>NECA Website</b>
FOI Guidance	<a href="https://www.northeastca.gov.uk/sites/default/files/minutes_document/NECA%20FOI%20Guidance.pdf">https://www.northeastca.gov.uk/sites/default/files/minutes_document/NECA%20FOI%20Guidance.pdf</a>
Privacy, Cookies and Fair Processing	<a href="https://northeastca.gov.uk/privacy-cookies-policy/">https://northeastca.gov.uk/privacy-cookies-policy/</a>
Complaints Policy	<a href="https://www.northeastca.gov.uk/sites/default/files/minutes_document/NECA%20Complaints%20Procedure_0.pdf">https://www.northeastca.gov.uk/sites/default/files/minutes_document/NECA%20Complaints%20Procedure_0.pdf</a>

## Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of NECA.

	<b>NECA Website</b>
Land Asset register	<a href="https://northeastca.gov.uk/accounts-and-transparency/lists-registers/">https://northeastca.gov.uk/accounts-and-transparency/lists-registers/</a>
Significant Partnership register	<a href="https://northeastca.gov.uk/accounts-and-transparency/lists-registers/">https://northeastca.gov.uk/accounts-and-transparency/lists-registers/</a>

## The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases.

	<b>NECA Website</b>
Latest News	<a href="https://northeastca.gov.uk/news/">https://northeastca.gov.uk/news/</a>
Link to Invest North East England	<a href="https://investnortheastengland.co.uk/">https://investnortheastengland.co.uk/</a>
Link to North East LEP Website	<a href="https://www.nelep.co.uk/about/">https://www.nelep.co.uk/about/</a>

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

#### 4. North East Local Enterprise Partnership - Classes of Information

##### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

	<b>North East LEP Website</b>
About us	<a href="https://www.nelep.co.uk/about/">https://www.nelep.co.uk/about/</a>
Constitution	<a href="https://www.nelep.co.uk/wp-content/uploads/2017/09/nelep-constitution-branded.pdf">https://www.nelep.co.uk/wp-content/uploads/2017/09/nelep-constitution-branded.pdf</a>
Assurance Framework	<a href="https://www.nelep.co.uk/wp-content/uploads/2018/03/north-east-lep-assurance-framework-2018-vr1.doc.pdf">https://www.nelep.co.uk/wp-content/uploads/2018/03/north-east-lep-assurance-framework-2018-vr1.doc.pdf</a>
Governance	<a href="https://www.nelep.co.uk/about/governance/">https://www.nelep.co.uk/about/governance/</a>
North East England	<a href="https://www.nelep.co.uk/about/welcome-north-east-england/">https://www.nelep.co.uk/about/welcome-north-east-england/</a>
Our Boards	<a href="https://www.nelep.co.uk/about/board/">https://www.nelep.co.uk/about/board/</a>
Our Teams	<a href="https://www.nelep.co.uk/about/executive-team/">https://www.nelep.co.uk/about/executive-team/</a>

##### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

	<b>North East LEP Website</b>
Funding	<a href="https://www.nelep.co.uk/funding/">https://www.nelep.co.uk/funding/</a>
Enterprise Zone	<a href="https://www.nelep.co.uk/funding/enterprise-zones/">https://www.nelep.co.uk/funding/enterprise-zones/</a>
European Funding	<a href="https://www.nelep.co.uk/funding/european-funding/">https://www.nelep.co.uk/funding/european-funding/</a>
Local Growth Funding	<a href="https://www.nelep.co.uk/funding/local-growth-funding/">https://www.nelep.co.uk/funding/local-growth-funding/</a>

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

North East Investment Fund	<a href="https://www.nelep.co.uk/funding/neif/">https://www.nelep.co.uk/funding/neif/</a>
----------------------------	---

### What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

	<b>North East LEP Website</b>
Focus areas	<a href="https://www.nelep.co.uk/focus-areas/">https://www.nelep.co.uk/focus-areas/</a>
Projects	<a href="https://www.nelep.co.uk/projects/">https://www.nelep.co.uk/projects/</a>
The Strategic Economic Plan	<a href="https://www.nelep.co.uk/the-plan/">https://www.nelep.co.uk/the-plan/</a>

### How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

	<b>North East LEP Website</b>
Board Meeting Minutes and Agendas	<a href="https://www.nelep.co.uk/about/board/">https://www.nelep.co.uk/about/board/</a>

### Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

	<b>North East LEP Website</b>
Privacy, Cookies and Fair Processing Policy	<a href="https://www.nelep.co.uk/privacy-policy/">https://www.nelep.co.uk/privacy-policy/</a>
Complaints	<a href="https://www.nelep.co.uk/wp-content/uploads/2017/09/north-east-lep-complaints-procedure-2016.docx.pdf">https://www.nelep.co.uk/wp-content/uploads/2017/09/north-east-lep-complaints-procedure-2016.docx.pdf</a>
FOI	<a href="https://www.nelep.co.uk/wp-content/uploads/2018/03/north-east-lep-guidance-on-freedom-of-information-requests.docx.pdf">https://www.nelep.co.uk/wp-content/uploads/2018/03/north-east-lep-guidance-on-freedom-of-information-requests.docx.pdf</a>

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public



Transport Assurance Framework	<a href="https://www.nelep.co.uk/wp-content/uploads/2017/09/neca-transport-assurance-framework.pdf">https://www.nelep.co.uk/wp-content/uploads/2017/09/neca-transport-assurance-framework.pdf</a>
Governance Assurance Annual Statement	<a href="https://www.nelep.co.uk/wp-content/uploads/2018/01/nel321-governance-assurance-statement-temp-file.pdf">https://www.nelep.co.uk/wp-content/uploads/2018/01/nel321-governance-assurance-statement-temp-file.pdf</a>
Internal Audit Report 2016-2017	<a href="https://www.nelep.co.uk/wp-content/uploads/2017/02/Internal-Audit-Report-2016-2017-for-web.pdf">https://www.nelep.co.uk/wp-content/uploads/2017/02/Internal-Audit-Report-2016-2017-for-web.pdf</a>
Whistleblowing Policy	<a href="https://www.nelep.co.uk/wp-content/uploads/2018/01/north-east-lep-policy-on-whistleblowing-and-raising-a-concern.pdf">https://www.nelep.co.uk/wp-content/uploads/2018/01/north-east-lep-policy-on-whistleblowing-and-raising-a-concern.pdf</a>

### The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases.

	<b>North East LEP Website</b>
News	<a href="https://www.nelep.co.uk/news/">https://www.nelep.co.uk/news/</a>
Growth Hub Online	<a href="https://www.northeastgrowthhub.co.uk/">https://www.northeastgrowthhub.co.uk/</a>
Growth through Mentoring	<a href="https://www.northeastgrowthhub.co.uk/business-support/north-east-local-enterprise-partnership-north-east-lep-1/growth-through-mentoring/">https://www.northeastgrowthhub.co.uk/business-support/north-east-local-enterprise-partnership-north-east-lep-1/growth-through-mentoring/</a>
Scale Up North East	<a href="https://www.scaleupnortheast.co.uk/">https://www.scaleupnortheast.co.uk/</a>

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

## 5. NECA and North East LEP Websites

<b>North East Growth Hub</b>	<a href="https://www.northeastgrowthhub.co.uk/">https://www.northeastgrowthhub.co.uk/</a>
Terms and Conditions	<a href="https://www.northeastgrowthhub.co.uk/terms/">https://www.northeastgrowthhub.co.uk/terms/</a>
Privacy Policy	<a href="https://www.northeastgrowthhub.co.uk/privacy-policy/">https://www.northeastgrowthhub.co.uk/privacy-policy/</a>
Cookie Policy	<a href="https://www.northeastgrowthhub.co.uk/cookie-policy/">https://www.northeastgrowthhub.co.uk/cookie-policy/</a>
Accessibility	<a href="https://www.northeastgrowthhub.co.uk/accessibility/">https://www.northeastgrowthhub.co.uk/accessibility/</a>
Acceptable Use Policy	<a href="https://www.northeastgrowthhub.co.uk/acceptable-use-policy/">https://www.northeastgrowthhub.co.uk/acceptable-use-policy/</a>

<b>North East LEP</b>	<a href="https://www.nelep.co.uk">https://www.nelep.co.uk</a>
Privacy Policy	<a href="https://www.nelep.co.uk/privacy-policy/">https://www.nelep.co.uk/privacy-policy/</a>
Terms of Use	<a href="https://www.nelep.co.uk/terms-of-use/">https://www.nelep.co.uk/terms-of-use/</a>
Accessibility	<a href="https://www.nelep.co.uk/accessibility/">https://www.nelep.co.uk/accessibility/</a>
Corporate Policies	<a href="https://www.nelep.co.uk/corporate-policies/">https://www.nelep.co.uk/corporate-policies/</a>

<b>North East Combined Authority</b>	<a href="https://www.northeastca.gov.uk/">https://www.northeastca.gov.uk/</a>
Accessibility	<a href="https://www.northeastca.gov.uk/accessibility">https://www.northeastca.gov.uk/accessibility</a>
Legal Disclaimer	<a href="https://www.northeastca.gov.uk/legal-disclaimer">https://www.northeastca.gov.uk/legal-disclaimer</a>
Cookies	<a href="https://www.northeastca.gov.uk/cookies">https://www.northeastca.gov.uk/cookies</a>

### **Additional NECA Website**

<http://gosmarter.co.uk/>

<https://investnortheastengland.co.uk/>

<https://www.nexus.org.uk/>

<http://www.transportnortheast.com/>

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public

## **6. The method by which information published under this scheme will be made available**

Wherever possible, information is provided on the NECA and the North East LEP Website (or one of the additional websites provided in Section 4). Where it is not practical to make information available on our website(s) or if someone does not wish to access information through the website(s), we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where NECA and the North East LEP are legally required to translate any information, it will do so.

When providing information in accordance with the scheme we will meet all obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

## **7. Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges we make for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website is provided free of charge.

If we are providing you with a copy of information contained within the scheme, charges may be made for costs such as:-

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information.

## **8. Written requests**

Information held by NECA and the North East LEP that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Organisation	Document title	Version	Approved by:	Classification
NECA	Publication Scheme	Version1 - 18 May 2018	SMT – 18 May 2018	Restricted / Public