



## **RIVER LUGG INTERNAL DRAINAGE BOARD FREEDOM OF INFORMATION PUBLICATION SCHEME and CHARGES for INFORMATION REQUESTS**

### **Introduction**

The [Freedom of Information Act 2000](#) received the Royal Assent on 30th November 2000, came into partial effect on 1st January 2001 and fully into effect on 1 January 2005. It creates a statutory right of access to information held by bodies that exercise functions of a public nature, including public authorities, publicly owned companies and designated bodies performing public functions. An internal drainage board is deemed to be a public authority for the purposes of the Act. Any person who makes a request for information to a public authority must be informed whether the public authority holds the information and, subject to exemptions, be supplied with that information.

Under the Act every public authority is required to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for providing the information. The purpose of a scheme is to ensure a significant amount of information is available without the need for a specific request. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

Further information about the Freedom of Information Act 2000 can be obtained from The **Information Commissioner** (<https://ico.org.uk> )

### **The River Lugg Internal Drainage Board**

Like other internal drainage boards (IDBs), the River Lugg IDB is a statutory public body operating under primary legislation to provide a water level management service within its prescribed drainage district. The relevant legislation can be accessed at <http://www.legislation.gov.uk/> and copies can be obtained from TSO (The Stationery Office), PO Box 29, Duke Street, Norwich NR3 1GN (telephone 0870 600 5522, web site [www.tso.co.uk](http://www.tso.co.uk)).

The Board raises income through the direct rating of agricultural land and buildings in its drainage district and, through a special levy placed on Herefordshire Council, receives an income in recognition of the benefit arising from its work to all non-agricultural land and property.

IDBs are responsible to the Department of Environment Food and Rural Affairs (DEFRA) from whom all legislation/ regulations affecting them is issued. The work of an IDB is closely linked with that of the Environment Agency (EA) which has a range of functions providing a supervisory role over them. Information on this aspect can be obtained from DEFRA and the EA at [www.defra.gov.uk](http://www.defra.gov.uk) and <https://www.gov.uk/government/organisations/environment-agency>

## **What information is routinely available from the River Lugg IDB?**

In accordance with the Freedom of Information Act 2000 this Scheme groups the information published by the Board into seven classes:

1. **Who we are and what we do**  
Organisational information, structures, locations and contacts.
2. **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, procurement, contracts and audited accounts.
3. **What our priorities are and how we are doing**  
Strategies and plans, value for money indicators, audits, inspections and reviews.
4. **How we make decisions**  
Decision-making processes and records of decisions.
5. **Our policies and procedures**  
Current written protocols, policies and procedures for delivering our services and responsibilities.
6. **Lists and registers**  
All statutory and non-statutory registers.
7. **The services we offer**  
Information about the services we currently provide including leaflets, guidance and newsletters produced.

By adopting this Publication Scheme the River Lugg IDB is committed to publishing information in accordance with it.

## **How to access the information**

The information contained in each class may be accessed through a variety of means and in a number of formats where available:

1. **On the River Lugg IDB web-site**  
Most of the information published by the Board is available free of charge on its

web-site <http://www.riverluggidb.org.uk/>.

**2. By e-mail**

Requests for information can be made by e-mail to [RLIDB@Hoopleltd.co.uk](mailto:RLIDB@Hoopleltd.co.uk) with 'Freedom of Information Request' in the subject line.

**3. By post**

To obtain paper copies of the information please contact:

Miss Adrienne Davies  
Clerk of the Board  
River Lugg Internal Drainage Board  
C/O Hoople Limited  
Plough Lane,  
Hereford HR4 0LE

Tel: (01432) 260405

Website: <http://www.riverluggidb.org.uk/>

Please note that, while single hard copies of information will normally be supplied upon request, multiple copies cannot normally be provided.

**4. In person**

Please contact the Board's office to arrange an appointment. All non-exempt information is available for inspection and appropriate copies can be made available.

## **Charges**

Section 12 of the Freedom of Information Act states that a body is not obliged to comply with a request for information if it estimates that the cost of complying with a request exceeds the "appropriate limit", which for public authorities this is set at £450, at a standard rate of £25 per hour. This means for any requests where the estimate of the time to determine if the information is held, to locate and retrieve the information, and to extract the releasable information from any exempt information will exceed 18 hours these requests will be refused.

If a request exceeds the £450 limit, the requester will be informed of this, and advice offered as to how to revise and resubmit the request where possible. Where the the information that has been requested can be processed within the £450 limit, the information will be provided without charge. Charges can be made for sending the information to the requester and these costs are specified in the table below.

### **Schedule of Charges**

<b>Type of Charge</b>	<b>Description</b>	<b>Cost</b>	<b>Comments</b>
<b>Disbursement cost</b>	Paper Copies A4 A3 Paper Plans (up to A0)	10p per side 20p per side £5 per side	
	Packaging	£1	per parcel/letter irrespective of size/weight
	Postage -	2 <sup>nd</sup> class postage	Actual cost of Royal Mail standard 2nd class
<b>Time</b>	Where the time required to respond to a request exceeds 18 hours	£25 per hour	Freedom of Information and Data Protection Regulations 2004 (SI 2004/3244)

Please note: The minimum amount above which a fee will be charged is £5, where a fee is applicable.

### **Aggregated Requests.**

The Fees Regulations state that in some cases, the costs of answering more than one request for information can be “aggregated”, or added together, to estimate if the £450 limit is exceeded.

Requests can be aggregated when two or more requests have been made to the Board relating to the same or similar information within the space of 60 consecutive working days. This applies to requests which are either from the same person or from different people who appear to be working together in a campaign.

The Board may also refuse repetitious or vexatious requests as defined by the Freedom of Information Act (Section 14).

### **Exempt Information**

In adopting this Scheme the Board has endeavoured to be as open as possible but there are instances where, for legitimate reasons, it may not make certain information available. Where this is the case the reason behind the decision to withhold the information will be clearly stated and will be based on the general exemptions contained in the Act, the Environmental Information Regulations, or the Data Protection Act, or because of the confidential or commercially sensitive nature of the information requested.

### **Timescale for Provision of Information**

In accordance with Freedom of Information legislation information will be provided within 20 working days, if the request is reasonable and subject to any requisite charge being paid before the disclosure of the information.

### **Copyright**

The copyright of all information published is reserved by the Board.

## The Information Available:

### **Class 1. Who we are and what we do**

[Rules of the Board / Standing Orders](#)

[Board membership](#)

[Geographical area covered](#)

[Division of responsibilities](#)

[Contact details](#)

[Elections](#)

### **Class 2. What we spend and how we spend it**

[Annual accounts](#)

[Audit of accounts](#)

[Financial Regulations](#)

[Annual return to DEFRA – Form IDB1](#)

[Drainage rates and special levies](#)

### **Class 3. What our priorities are and how we are doing**

[Aims, objectives and plans](#)

[Progress against planned annual maintenance programme.](#)

### **Class 4. How we make decisions**

[Board meeting minutes](#)

[Details of any public consultations](#)

[Other publicly available reports](#)

### **Class 5. Our policies and procedures**

Policies and procedures for the conduct of the Board's business

[Whistleblowing Policy](#)

[Anti-fraud & Corruption Policy](#)

[Anti-Bribery Policy](#)

[Risk Management Strategy](#)

[Data Protection Policy](#)

[Freedom of Information Publication Scheme](#)

[Customer complaints procedure](#)

[Members' Code of Conduct](#)

[Privacy Notices](#)

[Data protection : Individual rights](#)

### **Class 6. Lists and registers**

Rate Book

Electoral Register (for the purposes of an Election of River Lugg IDB Members)

Register of Members' Interests

Register of Gifts and Hospitality

Members' Attendance Register

Freedom of Information Act disclosure log

## **Class 7. The services we offer**

Regulatory role

[Byelaws](#)

Information for landowners, developments and operations

[Land Drainage consent application](#)

Notices, leaflets and guidance

Media releases

## **Feedback**

Feedback, comments or complaints about this Publication Scheme should be directed to the Clerk or to the Chairman of the Board, and forwarded to the address given above in the section “How to Access Information” - 3. By Post.

If you are not satisfied that information is being published in accordance with this Scheme, or the Act, you can refer your complaint to the Information Commissioner:

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

Email [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us/>

## **Document Control**

The River Lugg Internal Drainage Board will review this Freedom of Information Publication Scheme and charges for information requests within one year of board elections or as required e.g. changes in legislation.

Version	1.1
Date Approved by RLIDB	16th April 2020
Date of next of scheduled review	April 2023