



Human Fertilisation and Embryology Authority Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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.

Classes of information

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

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Lists and registers

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

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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 an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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 made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

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- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority 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.

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Annex 1 – Guide to Information

This Guide to Information specifies what information held by the Authority falls within the classes of information listed in the above Publication Scheme. It also sets out the methods by which the information is routinely made available and a schedule of any fees charged for access to the information by any of these methods.

Information held by the Authority under the following classes:

Who we are and what we do

Information regarding the statutory functions of the Authority, relevant legislation, departmental sponsorship, composition of the Authority and its sub-committees, senior executives, organisational structure, address and contact details, and details of vacancies.

What we spend and how we spend it

Information relating to income and expenditure including the annual report and accounts, budgets and variance reports and financial statements; information relating to senior salaries, expenses, contracts and payments.

What our priorities are and how we are doing

Information relating to HFEA strategic and business planning, priorities and performance, including corporate and business plans.

How we make decisions

Information relating to major policy proposals and decisions, public consultations, minutes of Authority and sub-committee meetings, committee papers, terms of reference for committees, standing orders and licensing decisions.

Our policies and procedures

Information about policy proposals and decisions, policy documents, public consultations, inspection and licensing procedures, Code of Practice, general directions, Chair's and Chief Executive's letters.

Lists and registers

Register of licensed centres, treatments provided and statistics relating to outcomes; anonymised and abridged presentation of information contained in the Authority's statutory register¹; register of interests.

The services we offer

Stakeholder information including leaflets, press releases, frequently asked questions, summary of disclosures under the Freedom of Information Act 2000, information for patients, donors and donor-conceived people and information for licensed centres.

Method of Publication and Access to Information

¹ Information held on the HFEA registers established under sections 31(2) of the Human Fertilisation and Embryology Act 1990 (as amended) ('the Act') is exempt from publication under this scheme by operation of section 33A of the Act (restrictions on 'disclosure of information') except in accordance with conditions or in circumstances set out in that section. Information contained on the register established pursuant to section 31B of the Act is exempt from disclosure under sections 30, 40 and 43 of the Freedom of Information Act 2000.

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All of the information listed above can be accessed through the HFEA public website (www.hfea.gov.uk). Alternatively, it can be made available in hard copy. Requests can be made by email to admin@hfea.gov.uk, by telephone to **020 7291 8200** or in writing to the **HFEA, 21 Bloomsbury Street, London, WC1B 3HF**.

Financial information mentioned under 'what we spend and how we spend it' is also available from www.data.gov.uk

It may also be possible to view some information in person. The applicant may, however, be required to pay the reasonable expenses of compliance with such a request.

Information will always be provided in English. Where an applicant requests information in another language the applicant may be expected to pay the costs of translation.

In order to ensure the maximum release of information, certain information may be summarised. This may happen where a prohibition relating to the disclosure of patient-identifying information, personal data, regulatory information or commercially sensitive information exists.

The HFEA will always take into consideration its obligations under the Equality Act 2010 when considering any request to produce information in other formats.

Charges

Information that is published and accessed electronically will be provided free of charge. A reasonable charge may be made for expenditure incurred such as photocopying, postage and packaging, providing CDs or DVDs, and the costs associated with viewings made in person.

Photocopying of black and white A4 copies may be charged at a rate of 10p/page; any other expenses will be charged at cost. All costs will be made known to the applicant before any information is provided.

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Control sheet

Document control

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Version/revision control

Version	Changes	Updated by:	Release date
1.0	Publication scheme launch		11/2002
2.0	Revised with input from external legal advisers		06/2004
2.1	Introductory paragraphs updated	Richard Martin	16/05/2005
3.0	Complete rewrite in line with guidance from Information Commissioner's Office workshops	Richard Martin	30/08/2007
4.0	Complete rewrite adopting model publication scheme as prepared and approved by the Information Commissioner and drafting Annex 1 – Guide to Information	Catherine Drennan	31/12/2008
4.1	Annual review – no changes made	Richard Martin	19/11/2009
4.2	Annual review – minor and consequential amendments, and amendments to show greater transparency and consistency with ICO definition document for NDPBs	Pete Mills	16/12/2010

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