

## Competition Service Publication Scheme

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## **Introduction**

### Role of the Competition Service

The Competition Service is a body corporate and an executive non-departmental public body (NDPB) established by the Enterprise Act 2002<sup>1</sup> to fund and provide support services to the Competition Appeal Tribunal.<sup>2</sup> Support services include everything necessary to facilitate the carrying out by the Competition Appeal Tribunal of its statutory functions.<sup>3</sup>

### The Freedom of Information Act 2000

The Freedom of Information Act 2000 (“the Act”) establishes a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. The Competition Service is a public authority for the purposes of the Act.<sup>4</sup> These access rights came into force on 1<sup>st</sup> January 2005.

The Act also places a duty on public authorities to adopt and maintain a publication scheme which took effect in February 2004.

Detailed information on the Act is available on the website of the Office of the Information Commissioner (“the Commissioner”) <http://www.dataprotection.gov.uk> or by writing to:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Enquiry/information line: 01625 545 745

Any environmental information held by the Competition Service will be provided upon request under the Environmental Information Regulations.

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<sup>1</sup> Section 13(1).

<sup>2</sup> Section 13 (2).

<sup>3</sup> Section 13(3).

<sup>4</sup> Please note that, information received, held or created by the Competition Appeal Tribunal in the carrying out of its judicial functions is exempt from the provisions of the Act. Judgments and other non-confidential documents produced by the Competition Appeal Tribunal can be found on the Competition Appeal Tribunal website: [www.catribunal.org.uk](http://www.catribunal.org.uk).

## **Publication Scheme**

In addition to the general right of access, the Act provides another mechanism for gaining access to information. Under section 19 of the Act, every public authority is required to adopt, maintain and publish a publication scheme which has been approved by the Information Commissioner.

A publication scheme is a guide detailing the types of information which are to be made routinely available. It must set out the classes of information contained within the scheme, the manner in which the information within those classes is intended to be published, and whether or not a charge will be made for the information.

The Competition Service is required to publish information in accordance with its publication scheme and from time to time, to review it. The Competition Service intends to review the scheme annually to ensure that it is kept up to date and to ascertain whether any additional classes can be added. In addition, the scheme will be reviewed whenever it comes to our attention that a new class needs to be added. The Competition Service intends to maintain a log of requests made under section 1 of the Act to help improve the publication scheme.

The current scheme has been granted approval by the Information Commissioner for the period from 29 February 2004 to 29 February 2008.

The scheme is intended to promote greater openness about the work of the Competition Service. By adopting this approach the need for specific consideration of requests made under section 1 of the Act should be minimised because the majority of information held by the Competition Service will be made available as a matter of course under the publication scheme.

The publication scheme is not retrospective and the Competition Service does not undertake to make available information which was generated before 29 February 2003, the date the scheme came into force.

### Responsibilities

The Director, Operations has overall responsibility for this scheme.

The person responsible for maintaining this scheme on a day to day basis is the Information Manager.

If you wish to make any suggestions or to obtain a copy of any of the publications stated in this scheme to be available on request, please contact the Information Manager. The contact details for the Information Manager are set out below:

Ilia Lala  
Information Manager  
Competition Service  
Victoria House  
Bloomsbury Place  
London WC1A 2EB

Telephone: 020 7979 7919

E-mail: [info@catribunal.org.uk](mailto:info@catribunal.org.uk)

### Classes of information

The Competition Service's main aim is to provide high quality support to the Competition Appeal Tribunal, in doing so the Competition Service recognises that its internal procedures and decision making must be transparent and robust. The Competition Service has undertaken an information audit to determine the classes contained in the publication scheme.

The specific classes of information that the Competition Service publishes or intends to publish can be found listed within the following categories:

1. Freedom of Information and Access to Information
2. Corporate Information
3. Management Information
4. Finance and Procurement
5. Human Resources
6. Environmental Issues

### Exemptions

Some of the classes included in the Competition Service publication scheme may at times contain information which is subject to exemptions under Part II of the Act. Where an exemption applies the Competition Service will endeavour to indicate which exemption is relevant.

It is not the intention of the Competition Service to provide access to information relating to living individuals under this publication scheme except where such information can be disclosed without breaching the provisions of the Data Protection Act 1998.

### Charges

Under section 19(2) of the Act, the Competition Service is entitled to make a charge for supplying information made available under the publication scheme. The Competition Service will indicate under the relevant class where charges may apply.

Requests for information under the Competition Service publication scheme to be provided electronically, in either Word or PDF format, will not incur a charge.

Information to be provided in hard copy which amounts to more than 40 sheets of paper will incur a fee. The fee will cover the cost of printing, paper and postage.

## Classes of information which the Competition Service publishes or intends to publish

<b>1</b>	<b>Freedom of Information and Access to Information</b>
<i>Class</i>	Code of Practice on Access to Information
<i>Definition</i>	Current version of the Competition Service Code of Practice on Access to Information.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Data Protection Policy
<i>Definition</i>	Internal guidance for Competition Service staff on data protection, their rights and responsibilities and the manner in which requests for information will be dealt with under the Data Protection Act 1998.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Internal Guidance on Freedom of Information
<i>Definition</i>	Internal guidance advising staff on FOI procedure and best practice.
<i>Publication date</i>	This class will be published from January 2005 onwards, when Section 1 of the Act comes into force.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Log of Requests for Information under the Freedom of Information Act 2000
<i>Definition</i>	Requests for information under the Act will be kept in the form of a log which will assist in the further development of the publication scheme.
<i>Publication date</i>	This class will be published from January 2005 onwards, when Section 1 of the Act comes into force.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Records Retention and Disposal Schedule
<i>Definition</i>	Current Competition Service policies on records retention and disposal.
<i>Publication date</i>	This class will be published from January 2005 onwards, when Section 1 of the

	Act comes into force.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<b>2</b>	<b>Corporate Information</b>
<i>Class</i>	Business Plan
<i>Definition</i>	Current Competition Service Business Plan.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Corporate Plan
<i>Definition</i>	Current Competition Service Corporate Plan.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Organisation chart
<i>Definition</i>	
<i>Format available</i>	Hard copy, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Role and functions
<i>Definition</i>	Information pertaining to the statutory role and functions of the Competition Service.
<i>Format available</i>	Hard copy or electronic, on request. Information can also be found on the CAT website ( <a href="http://www.catribunal.org.uk">www.catribunal.org.uk</a> ). In addition, please refer to the Enterprise Act 2002 which can be viewed and purchased at <a href="http://www.hmso.gov.uk">www.hmso.gov.uk</a> .
<i>£ indicates that this class includes chargeable material:</i>	
<b>3</b>	<b>Management Information</b>
<i>Class</i>	Management Statement and Financial Memorandum
<i>Definition</i>	
<i>Format available</i>	Hard copy, on request.
<i>£ indicates that this class includes chargeable material:</i>	£

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<i>material:</i>	
<i>Class</i>	Minutes of meetings of the membership of the Competition Service
<i>Definition</i>	Minutes of meetings of the membership of the Competition Service excluding information which identifies, or allows the identification of, individual members of staff. Other exemptions may also be applied where necessary. Where an exemption applies the Competition Service will clearly indicate which exemption is being relied on.
<i>Publication date</i>	Minutes will be made available one month after each meeting.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	£
<b>4</b>	<b>Finance and Procurement</b>
<i>Class</i>	Annual Review and Accounts
<i>Definition</i>	It is a legal requirement for the Competition Service to publish an Annual Review of its work and accounts and thus this document will be provided free of charge.
<i>Publication date</i>	The review and accounts will be published annually, commencing with the Review for 2003/04, the year the Competition Service was established.
<i>Format available</i>	Hard copy or electronic, on request. An electronic version will also be made available on the website of the CAT ( <a href="http://www.catribunal.org.uk">www.catribunal.org.uk</a> ).
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Competitive Purchasing Procedures
<i>Definition</i>	
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Contracts awarded above £10,000 using the Competitive Purchasing Procedures
<i>Definition</i>	Details of current contracts which have been awarded by the Competition Service.
<i>Format available</i>	Hard copy or electronic, on request.
<i>£ indicates that this class includes chargeable material:</i>	
<b>5</b>	<b>Human Resources</b>
<i>Class</i>	Staff handbook

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<i>Definition</i>	Internal guidance for Competition Service staff. Exemptions may apply. Where an exemption applies the Competition Service will clearly indicate which exemption is being relied on
<i>Format available</i>	Hard copy or electronic, on request
<i>£ indicates that this class includes chargeable material:</i>	£
<i>Class</i>	Job vacancies
<i>Definition</i>	Competition Service job vacancies currently open for application by the public.
<i>Format available</i>	Hard copy or electronic, on request
<i>£ indicates that this class includes chargeable material:</i>	
<i>Class</i>	Salary bands
<i>Definition</i>	Current salary band system used by the Competition Service.
<i>Format available</i>	Hard copy or electronic, on request
<i>£ indicates that this class includes chargeable material:</i>	
<b>6</b>	<b>Environmental Issues</b>
<i>Class</i>	Recycling Policy
<i>Definition</i>	
<i>Publication date</i>	This policy will not be available until April 2004, due to the relocation of the Competition Service
<i>Format available</i>	Hard copy or electronic, on request
<i>£ indicates that this class includes chargeable material:</i>	