

# Freedom of Information Policy and Publication Scheme

## Document status

<b>Abstract</b>	This document details LGBCE's policy for handling Freedom of Information (FOI) requests, and provides procedural guidance on correctly responding to requests. Document also contains our FOI Publication Scheme.
<b>Date Issued</b>	20.06.2017
<b>Version and status</b>	V3.0 FINAL
<b>Revision Frequency</b>	Every Two Years
<b>Owner</b>	Jolyon Jackson
<b>Author</b>	Lynn Ingram
<b>Contributors</b>	Karen Cleverly, Dean Faccini (Publication Scheme)
<b>Related Policies</b>	Document Management Policy Code of Conduct
<b>Protective marking</b>	n/a
<b>Equalities Screening</b>	

## Document revision

Version	Date	Revised by	Purpose of issue	Summary of changes
V1.0	25.01.11	Bolanje Oyoye	First final version	
V2.0	26.01.11	Jennifer Perkins	Revised version	Minor alterations made to content, some changes to document structure
V3.0	20.06.17	Lynn Ingram	Outdated policy	Complete rewrite of outdated policy and addition of FOI Publication Scheme.

## Document distribution / approval

Name	Title	Date	Purpose
Lynn Ingram	Director of Finance		For comment
OMT			For comment
Audit & Risk Committee		20/06/2017	For review

## Acts/ Related Policies

Acts	FOI 2000/ Data Protection Act 1998
Related Policies	Complaints

## Contents

1	Introduction .....	3
2	Responsibilities .....	3
3	Publications Scheme .....	4
4	Freedom of Information (Specific Requests) .....	5
5	Fees .....	5
6	Exemptions.....	5
7	Other Requests .....	7
8	Decisions on nature of requests .....	7
9	Process and Timescales.....	8
10	Further Information .....	9
11	LGBCE Publications Scheme.....	10

## 1 Introduction

The Freedom of Information Act 2000 provides public access to *recorded information* held by public authorities.

It does this in two ways:

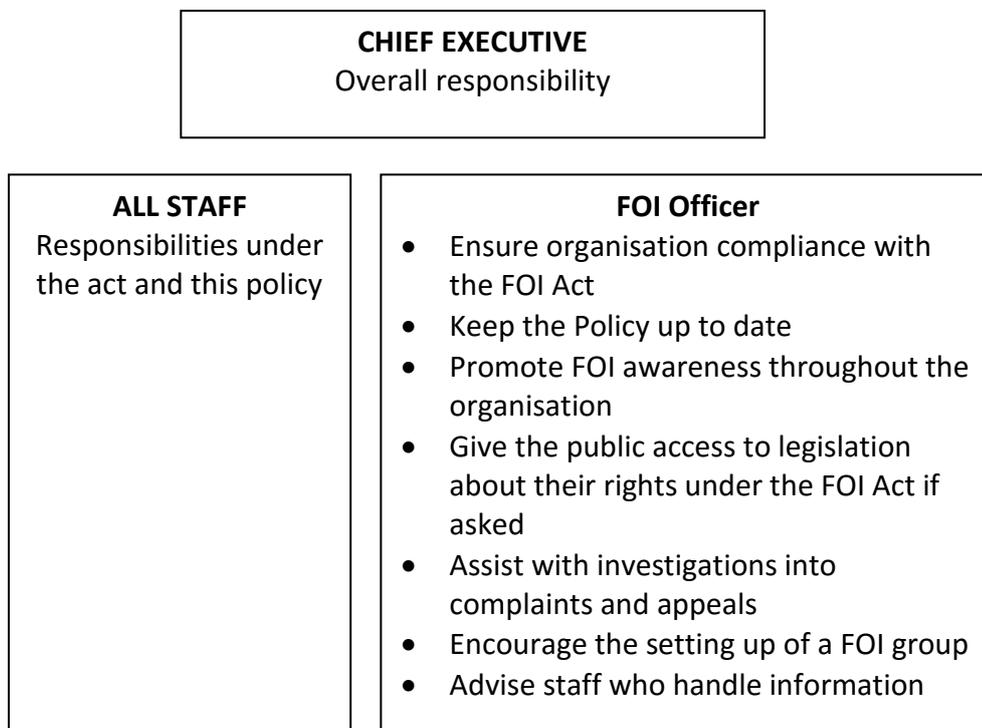
- 1) public authorities are obliged to publish certain information proactively  
**(Publications Scheme)**
- 2) members of the public are entitled to request information from public authorities and have a right
  - to be informed whether a public body holds certain information, and
  - to have that information communicated to them **(FOI Scheme)**

*Recorded information* includes printed documents, computer files, metadata, letters, emails, photographs, sound or video recordings PLUS information we receive.

It does not include data held solely on behalf of someone else or private employee information.

The Act does not give people access to their own personal data (information about themselves) such as their employment records or credit records. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act.

## 2 Responsibilities



### 3 Publications Scheme

As required, LGBCE has adopted the model publication scheme issued by the Information Commissioners Office (ICO).

This scheme commits us:

- To specify the information which is held by the authority and falls within the classifications below.
  - Who we are and what we do
  - What we spend and how we spend it
  - What are our priorities and how are we doing
  - How we make decisions
  - Policies and procedures
  - Lists and registers
  - The services we offer
- 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.
- 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.

The publications scheme is reviewed every two years by OMT and approved by the Audit & Risk Committee (ARC).

## 4 Freedom of Information (Specific Requests)

A request for information not included within the Publication Scheme must be made in writing (including email). A charge may be made for supply of the information.

Where possible the information will be supplied in the format requested by the applicant. However, requests can be met by providing a copy of the original document, as a summary of the original information or even by allowing the applicant to visit LGBCE to read the relevant document(s) or information.

Request for information will be met within 20 working days of receipt of the request except:

- Where a fee is charged. In this case, the FOI lead will acknowledge the request and provide the requester with a breakdown of the fee and instructions for making payment. Timing will stop until the fee is received. The information will be provided within a maximum of 20 days in total.
- You can also allow extra time (up to an additional 20 days) if you are assessing the public interest, i.e. where you hold the information and an exemption applies but you are applying the public interest test.

## 5 Fees

Access to information through our website is free. LGBCE may make a charge for information which must be collated specially to meet a request. We may also charge if a considerable volume of paper is to be copied or despatched. In a case where LGBCE is considering charging the requester for their information, the Commission will consult current FOI charging regulations.

LGBCE will not charge without first advising what it is likely to charge before incurring the relevant costs.

## 6 Exemptions

There are exemptions meaning information need not be disclosed if it meets certain criteria.

### **Absolute Exemptions (disclosure is barred)**

- Information that is accessible by other means (s.21)
- Information relating to or dealing with security matters (s.23)
- Information contained in court records (s.32)
- Where disclosure of the information would infringe parliamentary privilege (s.34)
- Information held by the House of Commons or the House of Lords, where disclosure would prejudice the effective conduct of public affairs (s.36). (Information that is not held by the Commons or Lords falling under s.36 is subject to the public interest test)
- Information which (a) the applicant could obtain under the Data Protection Act 1998; or (b) where release would breach the data protection principles. (s.40)
- Information provided in confidence (s.41)

- When disclosing the information is prohibited by an enactment; incompatible with an EU obligation; or would commit a contempt of court (s.44)

### **Qualified Exemptions (A Public Interest Test must be applied)**

If information falls within a qualified exemption, it must be subject to a public interest test. Therefore, there are two stages:

- 1) We must determine whether or not information is covered by an exemption and if it is covered,
- 2) We must disclose the information unless the application of a public interest test indicates that the public interest favours non-disclosure.

Qualified exemptions are categorised in two classes:

### **Class-based exemptions (information in particular classes)**

- Information intended for future publication (s.22)
- Information which does not fall within s. 23(1) is exempt if required for the purpose of safeguarding national security (s.24)
- Information held for purposes of investigations and proceedings conducted by public authorities (s.30)
- Information relating to the formation of government policy, ministerial communications, advice from government legal officers, and the operation of any ministerial private office (s.35)
- Information that relates to communications with members of the Royal family, and conferring honours (s.37)
- Prevents overlap between FoI Act and regulations requiring disclosure of environmental information (s.39)
- Information covered by professional legal privilege (s.42)
- Trade secrets (s.43(1))

### **Harm-based exemptions (disclosure liable to cause harm)**

- Prejudice defence or the capability, effectiveness or security of any relevant forces (s.26)
- Prejudice international relations (s.27)
- Prejudice relations between any administration in the United Kingdom and any other such administration (s.28)
- Prejudice the economic interests of the UK (s.29)
- Prejudice law enforcement (e.g., prevention of crime or administration of justice, etc.) (s.31)
- Prejudice the auditing functions of any public authorities (s.33)
- In the reasonable opinion of a qualified person: prejudice the effective conduct of public affairs; prejudice collective responsibility; or inhibit the free and frank provision of advice or exchange of views (s.36)
- Endanger physical or mental health, or endanger the safety of the individual (s.38)
- Prejudice commercial interests (s.43(2))

All original requests for information will be passed to the FOI officer to consider whether the information can be supplied or whether an exemption should be applied.

## **7 Other Requests**

**Vexatious Requests** - A public authority is not obliged to comply with a request for information if the request is vexatious (s14(1)). A request is considered vexatious if it is 'obsessive or manifestly unreasonable', harasses the authority or causes distress to its staff, imposes a significant burden, or if the request lacks any serious value.

**Repeated Requests** - Repeated requests from the same person for information that has already been supplied to them will not be met unless there has been a "reasonable interval" between the requests.

**Requests where the information is not held** – an application can be refused if the information is not held. However, if the information can be easily produced without "complex" judgement then it must be supplied (fees may apply).

**Requests where information would be too expensive to access** – if the cost of producing the information exceeds £600 (or 24 hours of staff time) the request can be refused. Requests from the same person or organisation during a 60-day period may be added together in assessing cost to LGBCE.

## **8 Decisions on nature of requests**

Decisions on whether a FOI request is:

- An exemption (absolute or qualified)
- Vexatious
- Repeated
- Not held; or
- Too expensive to produce

In all the above incidences, the FOI Officer (in conjunction with the Director of Finance & Resources and/or the Chief Executive) will take a view on whether the information can be supplied or not and if so what charges may apply (this may necessitate taking external professional advice). If a request is refused then a clear explanation should be given so that it can lead to a revised request if appropriate.

## 9 Process and Timescales

When a FOI request is received, a formal acknowledgement will be sent to the requester within 24 hours of the Commission receiving the request. In most cases, this acknowledgement will include:

- a reiteration of the information that has been requested
- the date by which the Commission will provide a formal response and, if applicable,
- the fee that the Commission will be charging for the requested information

Decide if you can release the information by considering the exemptions

If the request is not covered by an exemption then a response should be made within 20 days of receiving the FOI request

If an exemption applies

Consider public interest and consider whether the use of redaction means you can disclose some of the information

Reply confirming or denying information exists and whether it can be released

## 10 Further Information

Appeals and complaints	<b>Lynn Ingram, Director of Finance &amp; Resources</b> Local Government Boundary Commission for England 14th Floor, Millbank Tower Millbank London SW1P 4QP Tel: 0330 500 1525 <a href="mailto:Lynn.ingram@lgbce.org.uk">Lynn.ingram@lgbce.org.uk</a>
LGBCE Complaints Policy	<a href="http://www.lgbce.org.uk/_data/assets/pdf_file/0010/28576/LGBCECOMPLAINTSPOLICY2016.pdf">http://www.lgbce.org.uk/_data/assets/pdf_file/0010/28576/LGBCECOMPLAINTSPOLICY2016.pdf</a>
Not satisfied with outcome of our complaints process	Information Commissioner: <a href="https://ico.org.uk/">https://ico.org.uk/</a>

## 11 LGBCE Publications Scheme

**Who we are and what we do** - The LGBCE was established as an independent statutory authority on 1 April 2010 under the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The LGBCE is headed by a Chair and four Commissioners. They are independent of political parties and are accountable directly to Parliament through a Committee chaired by the Speaker of the House of Commons.

Before April 2010, there was a Boundary Committee of the Electoral Commission that carried out corresponding review work. The Electoral Commission had various boundary review powers. The 2009 Act established a completely new regime of powers and duties. Information on the work of the Boundary Committee may be found in the accounts and reports of the Electoral Commission, up to 2009-10.

The LGBCE's aim is to provide equality and fairness in local electoral arrangements and to ensure local government structures reflect communities and support efficient service delivery.

More information about the LGBCE's purpose and structure can be found at <http://www.lgbce.org.uk/about-us>  
The LGBCE's aims, values and objectives are set out in more detail in its Corporate Plan at <http://www.lgbce.org.uk>

Class	Definition	Format	Links
Relevant Legislation	Details of relevant legislation that affects the Local Government Boundary Commission for England (LGBCE).	Hard copy; website	Local Democracy, Economic Development and Construction Act 2009 (LDEDC). <a href="http://www.opsi.gov.uk/acts/acts2009/ukpga_20090020_en_1">http://www.opsi.gov.uk/acts/acts2009/ukpga_20090020_en_1</a>  Local Government and Public Involvement in Health Act 2007 (LGPIH). <a href="http://www.opsi.gov.uk/acts/acts2007/ukpga_20070028_en_1">http://www.opsi.gov.uk/acts/acts2007/ukpga_20070028_en_1</a> Local Government Act 1992 (LGA). <a href="http://www.opsi.gov.uk/acts/acts1992/Ukpga_19920019_en_1">http://www.opsi.gov.uk/acts/acts1992/Ukpga_19920019_en_1</a>
Appointments to the LGBCE.	Details of the Chair of the Commission and Commissioners.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/commissioners">http://www.lgbce.org.uk/about-us/commissioners</a>
Organisational structure	Organisational chart showing the structure and staffing of the LGBCE.	Hard copy; website	<a href="http://www.lgbce.org.uk/_data/assets/pdf_file/0010/32986/OrganisationChart-2017-03.pdf">http://www.lgbce.org.uk/_data/assets/pdf_file/0010/32986/OrganisationChart-2017-03.pdf</a>

Job descriptions	Job descriptions relating to different roles currently performed by the LGBCE.	Hard copy	
Vacancies	List of staff vacancies at any point of time.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/recruitment">http://www.lgbce.org.uk/about-us/recruitment</a>
Partner organisations	Identify the organisations that we work with frequently.	Hard copy	
Locations and contact details	Contact details for the LGBCE office.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/contact-us">http://www.lgbce.org.uk/about-us/contact-us</a>

**What we spend and how we spend it** - The LGBCE's resource accounts are prepared in accordance with an accounts direction, issued by HM Treasury under paragraph 14 (2) of Schedule 1 to the 2009 Act. Under paragraph 15 (2) of Schedule 1 the Comptroller and Auditor General is charged with certifying and laying before Parliament the annual resource accounts.

Upon approval, the House of Commons orders the printing of the resource accounts. The capital programme, assets and large contracts are incorporated within the resource accounts.

The LGBCE is accountable to Parliament for its expenditure as provided for by paragraph 11 (2) of Schedule 1 to the 2009 Act. Parliamentary House of Commons approval for its spending plans is sought annually through a Supply Estimate presented to the House of Commons, specifying the estimated expenditure and requesting the necessary funds to be voted.

The cost, and associated income, of the LGBCE's work in meeting the objectives listed above is shown in the statement of operating costs by aims and objectives in the accounts.

Class	Definition	Format	Links
Financial statements, budgets variance reports	LGBCE Annual accounts for each financial year.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/our-spending">http://www.lgbce.org.uk/about-us/our-spending</a> <a href="http://www.lgbce.org.uk/policy-and-publications/corporate-publications">http://www.lgbce.org.uk/policy-and-publications/corporate-publications</a>
Fees and expenses	Fees and expenses paid to Commissioners, and expenses paid to the Chief Executive, Director of Reviews and Finance Director, are published quarterly on the website.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/our-spending">http://www.lgbce.org.uk/about-us/our-spending</a>

Salary bands for the grade structure	Pay levels for posts, not indicative of individual salaries. Fees paid to Commissioners and salaries by band of senior staff are also available retrospectively for each year in resource accounts.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/our-spending">http://www.lgbce.org.uk/about-us/our-spending</a>
Job descriptions	Job descriptions for different roles within the LGBCE.	Hard copy	
Vacancies	Staff vacancies at any point of time.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/recruitment">http://www.lgbce.org.uk/about-us/recruitment</a>

**What are our priorities and how we are doing** - Our objectives are laid out in our corporate plan, which sets our strategic direction over the next five years and outlines the activities and resources that will enable us to deliver our aims and objectives. Key items identified include how we intend to:

demonstrate our effectiveness

set and monitor performance standards

liaise with the local government community in developing our review-related policies and procedures

In accordance with paragraph 17 of Schedule 1 to the 2009 Act, we also publish an annual report which will measure the LGBCE's progress against the objectives set out in the corporate plan.

Class	Definition	Format	Links
Annual Report and Resource Accounts	Annual Report & Accounts published by the LGBCE.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/our-spending">http://www.lgbce.org.uk/about-us/our-spending</a> <a href="http://www.lgbce.org.uk/_data/assets/pdf_file/0015/29202/56237_HC531_WEB.pdf">http://www.lgbce.org.uk/_data/assets/pdf_file/0015/29202/56237_HC531_WEB.pdf</a>
Corporate Plan	The Corporate plan published each year by the LGBCE.	Hard copy; website	<a href="http://www.lgbce.org.uk/_data/assets/pdf_file/0006/33288/Corporate-Plan-2016-17.pdf">http://www.lgbce.org.uk/_data/assets/pdf_file/0006/33288/Corporate-Plan-2016-17.pdf</a>
Corporate Governance Framework	Framework reviewed annually and other updates as necessary.	Hard copy; website	<a href="http://www.lgbce.org.uk/_data/assets/pdf_file/0012/31701/CorpGovFramework-Approved-2016-12-20.pdf">http://www.lgbce.org.uk/_data/assets/pdf_file/0012/31701/CorpGovFramework-Approved-2016-12-20.pdf</a>
National Audit Office	National Audit Office's yearly reports to Speakers Committee on LGBCE.	Hard copy; website	Link not yet available.

**How we make decisions** - Our decision-making procedures are set out in our corporate governance framework.

The LGBCE is responsible for conducting four types of reviews, namely electoral reviews, structural reviews community governance reviews and principal area boundary reviews. Electoral reviews are directed by the LGBCE, while principal areas reviews and community governance reviews can be undertaken following a request from the Secretary of State, a local authority or on the LGBCE's own initiative. The LGBCE may also provide advice to the Secretary of State, at his request, on any proposal he receives from a local authority for a change from two tier to unitary local government. This would be considered a structural review.

Further information relating to the LGBCE and our decision-making procedure can be found at: <http://www.lgbce.org.uk/about-us>

Minutes of LGBCE meetings are published online, and papers submitted to these meetings are available on request, subject to the redaction of material relating to sensitive legal advice and ongoing reviews, the outcome of which will be published at a later date. Redactions in relation to ongoing reviews are removed when we publish decisions on those reviews.

We also publish the representations we receive in relation to reviews. All representations from members of the public are redacted to preserve the confidentiality of personal information.

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
LGBCE meetings	Minutes of formal meetings of the LGBCE.  (Agendas also available on request)	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/commission-meeting-minutes">http://www.lgbce.org.uk/about-us/commission-meeting-minutes</a>
Commissioners announcements	Announcements and resumes of speeches by Commissioners in the course of LGBCE business.	Hard copy; website	Link not yet available
<b>Policies &amp; Procedures</b>			
<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
Codes of conduct and practice	Codes of conduct and practice for Commissioners and staff of the LGBCE.	Hard copy	<a href="http://www.lgbce.org.uk/_data/assets/pdf_file/0014/11354/code-of-conduct-template-2013-12-17.pdf">http://www.lgbce.org.uk/_data/assets/pdf_file/0014/11354/code-of-conduct-template-2013-12-17.pdf</a>

Internal protocols	Protocols including internal working arrangements and protocol on Parliamentary Questions.	Hard copy	
Equality Scheme	Equality scheme produced by the LGBCE in compliance with the Race Relations act 1976 (as amended), Disability Discrimination act 1995, Equality Act 2006.	Hard copy; website	Link not yet available
Staff policies	Internal policies establishing the procedures and practices expected of staff employed by the LGBCE. Some of these policies include exempt information; the reason for excluding this information, which may cover security or health and safety, will be made clear.	Hard copy	
Requests under section 1, FOI Act 2000, and responses thereto.	Requests received by the LGBCE for information under the FOI Act 2000, and copies of responses, including summaries of information provided.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/foi-requests">http://www.lgbce.org.uk/about-us/foi-requests</a>
Data Protection Information	Information regarding how the LGBCE collects and handles personal information and how to request access to information about yourself.	Hard copy; website	<a href="http://www.lgbce.org.uk/_data/assets/pdf_file/0008/9944/lgbce-information-charter-v0-1.pdf">http://www.lgbce.org.uk/_data/assets/pdf_file/0008/9944/lgbce-information-charter-v0-1.pdf</a> <a href="http://www.lgbce.org.uk/about-us/transparency/data-protection">http://www.lgbce.org.uk/about-us/transparency/data-protection</a>
Records management policies	Policies and guidance for staff covering information and records management.	Hard copy	
Complaints procedure	Procedures relating to complaints about the LGBCE's	Hard copy; website	<a href="http://www.lgbce.org.uk/_data/assets/pdf_file/0010/28576/LGBCECOMPLAINTSPOLICY2016.pdf">http://www.lgbce.org.uk/_data/assets/pdf_file/0010/28576/LGBCECOMPLAINTSPOLICY2016.pdf</a>

	performance and service delivery and complaints relating to the handling of an FOI request.		<a href="http://www.lgbce.org.uk/about-us/foi-requests/how-do-i-make-a-freedom-of-information-request">http://www.lgbce.org.uk/about-us/foi-requests/how-do-i-make-a-freedom-of-information-request</a>
FOI policy and procedure	Internal policy and procedure detailing how an FOI is request is dealt with	Hard copy	
<b>Lists &amp; Registers</b>			
<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
Registers of interests, gifts and hospitality.	Register of interests, gifts and hospitality for all Commissioners, the Chief Executive, Director of Reviews and Finance Director.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/fees-and-expenses">http://www.lgbce.org.uk/about-us/fees-and-expenses</a>
<b>Services we offer</b>			
<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
Research Reports	Research reports directly undertaken by the LGBCE and research undertaken by others procured by the LGBCE.	Hard copy; website	<a href="http://www.lgbce.org.uk/guidance-policy-and-publications/policy-and-research">http://www.lgbce.org.uk/guidance-policy-and-publications/policy-and-research</a>
<b>Advice and guidance</b>			
Electoral Reviews	Guidance to support individuals where an electoral review is taking place.	Hard copy; website	<a href="http://www.lgbce.org.uk/_documents/lgbce-documents/guidance/electoral-review-guidance-web.pdf">http://www.lgbce.org.uk/_documents/lgbce-documents/guidance/electoral-review-guidance-web.pdf</a> <a href="http://www.lgbce.org.uk/_documents/lgbce-documents/guidance/electoral-review-technical-guidance-v4-2010-03-30.pdf">http://www.lgbce.org.uk/_documents/lgbce-documents/guidance/electoral-review-technical-guidance-v4-2010-03-30.pdf</a>
Structural review guidance	Guidance and procedural advice issued for Structural reviews.	Hard copy; website	<a href="http://www.lgbce.org.uk/about-us/about-structural-reviews">http://www.lgbce.org.uk/about-us/about-structural-reviews</a>
Community Governance Reviews (CGR)	Joint LGBCE and Department of Communities and Local Government guidance on CGR's.	Hard copy; website	<a href="http://www.lgbce.org.uk/_documents/lgbce-documents/guidance/community-governance-review-guidance.pdf">http://www.lgbce.org.uk/_documents/lgbce-documents/guidance/community-governance-review-guidance.pdf</a>

	For Local Authorities conducting or considering conducting a CGR.		
Other review bodies	Guidance for the public highlighting the LGBCE's sole responsibilities.	Website	<a href="http://www.lgbce.org.uk/current-consultations-1/other-review-bodies">http://www.lgbce.org.uk/current-consultations-1/other-review-bodies</a>
<b>Boundary and electoral reviews</b>			
Electoral and Structural Review reports	Draft and final reports on local authority electoral reviews and structural reviews.	Hard copy; website; CD Rom	<a href="http://www.lgbce.org.uk/all-reviews">http://www.lgbce.org.uk/all-reviews</a>
Submissions	Proposals received from external parties regarding future electoral arrangements for local authorities; received during stages 1 and 3 of an electoral review.	Website	<a href="http://www.lgbce.org.uk/all-reviews">http://www.lgbce.org.uk/all-reviews</a>
Consultation	Details of the start of public consultation in an electoral review area.	Hard copy; website	<a href="http://www.lgbce.org.uk/news-and-media/latest-news">http://www.lgbce.org.uk/news-and-media/latest-news</a>
Electoral data	Electorate figures provided by local authorities	Hard copy; website	<a href="http://www.lgbce.org.uk/all-reviews">http://www.lgbce.org.uk/all-reviews</a>
Review checklists	Any checklists the LGBCE develop to apply in the course of reviews	Hard copy; website	Link not yet available
<b>Regular Publications</b>			
Press releases	Press releases issued by the LGBCE advising the public about electoral or structural reviews and other matters.	Hard copy; website	<a href="http://www.lgbce.org.uk/news-and-media/latest-news">http://www.lgbce.org.uk/news-and-media/latest-news</a>
Current and planned reviews	Details of areas where LGBCE is conducting reviews and areas where the LGBCE	Hard copy; website	<a href="http://www.lgbce.org.uk/current-consultations-1">http://www.lgbce.org.uk/current-consultations-1</a>

	is in the process of reviewing.		
Public notices and advertisements	Public notices and advertisements advising the public on electoral reviews and generally.	Hard Copy	National and local newspapers
<p><b>Charges for Information</b> - Access to information through our website is free. LGBCE may make a charge for information which must be collated specially to meet a request. We may also charge if a considerable volume of paper is to be copied or despatched. In a case where LGBCE is considering charging the requester for their information, the Commission will consult current FOI charging regulations. LGBCE will not charge without first advising what it is likely to charge before incurring the relevant costs.</p>			