



## Ofwat Publication Scheme

The Freedom of Information Act 2000 (FOIA) requires all public authorities to maintain a publication scheme. We have adopted the format of the Information Commissioner's Office (ICO) [model publication scheme](#) without change.

The seven classes of information forming the publication scheme plus a generic description of the information available within these classes are given below.

Our website provides all of this information. However, we recognise that we need to make sure that those without internet access are not excluded. We will therefore make all information available in hard copy on request. We will also, in exceptional circumstances, make some information available for people to view in person. You will need to [contact us](#) to arrange an appointment to do this.

### 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.

## **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.

We will provide information in the language in which it is held, or in another legally required. Where we are legally required to translate any information, we will do so. (See also our [Welsh Language Scheme / Cynllun Iaith Gymraeg](#).)

We will adhere to our obligations under disability and discrimination legislation, and any other legislation, to provide information in other forms and formats.

## **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 a website will be provided free of charge.

We may make charges information subject to a charging regime specified by Parliament.

We may make charges for actual costs incurred such as:

- photocopying;
- postage and packaging; and
- the costs directly incurred as a result of viewing information.

We may also make charges for information provided under this scheme where they are

- legally authorised,
- justified (including the general principles of the right of access to information held by public authorities); and
- in accordance with a published schedule or schedules of fees.

If we make a charge, we will confirm the payment due before the information is provided. We may request payment before providing information.

Please see the website page [charges and fees](#) for more information.

## **Transparency**

We have a [transparency](#) website page which publishes all information identified for publication under the Government's transparency initiative.

## **Can't find what you're looking for?**

Many visitors to our site find the search engine (on the top right of every page) helpful. If you still can't find what you're looking for, or if you require information in hard copy form, please [contact us](#).