

Publication scheme of the Heritage Lottery Fund and the National Heritage Memorial Fund (July 2009)

1. What is the publication scheme?

The scheme sets out the information that the Heritage Lottery Fund and the National Heritage Memorial Fund commit to making available.

2. What is the legislative background?

Section 19 of the Freedom of Information Act 2000 requires a public authority to adopt and maintain a publication scheme, and to publish information in accordance with the scheme. The public authority is required to produce a scheme setting out classes of information to be published or which are intended to be published, how the information will be published (for example, online or in hard copy) and if there is any charge for the information. Legislation implemented in January 2009 requires the approved model produced by the Information Commissioner's Office to be used.

3. What classes of information do we publish?

The broad classes of information and exclusions are set out in the model publication scheme for public bodies, which we have adopted, and which may be viewed at http://www.ico.gov.uk/what_we_cover/freedom_of_information/publication_schemes/publication_schemes_eng.aspx

The information which falls within these general classifications is shown in the Guide to Information in section 9.

4. How is the information published?

Section 9, shows how each type of information can be obtained. Mostly this is from www.hlf.org.uk for the Heritage Lottery Fund, or at www.nhmf.org.uk for the National Heritage Memorial Fund.

Where information is shown as being available by e-mail or by post, you can ask for it by e-mailing enquire@hlf.org.uk. Alternative contact details are shown on <http://www.hlf.org.uk/aboutus/Pages/contactus.aspx>. We will normally give you the information by e-mail unless you ask for it in hard copy. We can also provide hard copies of website pages.

5. Is there any charge for the information?

There is no charge for information originally produced by us, but we reserve the right to charge for actual disbursements such as photocopying, postage and packing. We will tell you if we intend to make such charges. Payment may be requested in advance. Information that is produced or published by other organisations may be charged for, notwithstanding that it is referred to in this Publication Scheme.

6. How long will we take to respond to information shown as being available by e-mail or by post?

We will respond to specific requests within 15 working days. Exceptionally, if we feel it will take longer to answer your query properly, we will send you a holding reply showing a date by which we will respond fully.

7. What if I am requesting information under the Freedom of Information Act?

If you are asking for information under the Freedom of Information Act that is not covered by the Publication Scheme, please put your request in writing to enquire@hlf.org.uk, stating that you are making a request under the Act. If you prefer, you may write to any of our offices by post. Contact details are shown on <http://www.hlf.org.uk/aboutus/Pages/contactus.aspx>

8. What if I am not happy with the response to a request for information?

Our Complaints Procedure is shown in Making a Complaint, at <http://www.hlf.org.uk/aboutus/Pages/CustomerService.aspx>. This leaflet also has contact details for the Information Commissioner, whom you may contact directly.

9. Guide to Information

9.1 Who we are and what we do

Information	How the information is published
Roles and responsibilities	A summary of the role of the Heritage Lottery Fund (HLF), and details of decision-makers and managers, is at http://www.hlf.org.uk/aboutus A summary of the role of the National Heritage Memorial Fund (NHMF), and details of its Trustees and Panel, is at http://search.hlf.org.uk/nhmfweb/aboutthenhmf
Organisational structure	HLF's organisational structure is at http://www.hlf.org.uk/aboutus/decisionmakers/handbook/Pages/TrusteesandMembersHandbook.aspx (see particularly 9 "Department roles" and 7 "Management Structure") NHMF's organisational structure is at http://search.hlf.org.uk/NHMFWeb/AboutTheNHMF/Trustees/
Legislation relevant to our functions	http://www.hlf.org.uk/aboutus/Pages/OurBackground.aspx
Lists of, and information relating to, organisations with which we work in partnership	Our sponsoring government department is the Department for Culture, Media and Sport www.culture.gov.uk General information about applying for funding from all lottery funders is at http://www.lotteryfunding.org.uk General information about how money raised by the

	<p>National Lottery is at www.lotterygoodcauses.org.uk</p> <p>Information about the National Lottery Commission, which is responsible for licensing and regulating the Lottery, is at http://www.natlotcomm.gov.uk/CLIENT/index.asp</p> <p>For links to some other organisations with which we work in partnership, see http://www.hlf.org.uk/aboutus/Pages/OurBackground.aspx</p>
Senior staff and management board members	<p>Biographies of Trustees, committee members and senior staff of the Heritage Lottery Fund are at http://www.hlf.org.uk/aboutus/decisionmakers/Pages/DecisionMakers.aspx</p> <p>Details of the Trustees and Panel of the National Heritage Memorial Fund are at http://search.hlf.org.uk/NHMFWeb/AboutTheNHMF/Trustees/</p>
Locations of our offices and contact details	<p>http://www.hlf.org.uk/aboutus/Pages/contactus.aspx</p> <p>For enquiries about the Memorial Fund: http://www.nhmf.org.uk</p>

9.2 What we spend and how we spend it

Information	How the information is published
Financial statements, budgets and variance reports	<p>Information about where money has been spent, and where it is planned to be spent, is in annual reports and accounts, business plans and strategic plans, at http://www.hlf.org.uk/publications The Annual Report of the Memorial Fund is at http://www.nhmf.org.uk or by post</p>
Capital (and revenue) programme	<p>Information about recent grants awarded is in summary reports and schedules of decisions of Board and committee business at http://www.hlf.org.uk/aboutus/decisionmakers/committees Please contact us if you wish to know about earlier grants.</p> <p>Information about specific Lottery grants is in a database at http://www.hlf.org.uk/ourproject/Pages/index.aspx</p> <p>Information about the criteria used in awarding Lottery grants is in application materials at http://www.hlf.org.uk/howtoapply</p>
Financial audit reports	<p>Minutes of the Audit Committee and the Finance and Investment Committee are at http://www.hlf.org.uk/aboutus/decisionmakers/Pages/DecisionMakers.aspx</p>
Staff and Board members' allowances and expenses	<p>Details of travel and subsistence allowances are at http://www.hlf.org.uk/aboutus/decisionmakers/handbook (see 4: "claiming travel and subsistence")</p> <p>Aggregated details of amounts actually paid to staff</p>

	and board members on travel subsistence and hospitality are in annual reports and accounts, at http://www.hlf.org.uk/publications
Pay and grading structures	A sheet showing pay ranges by grade is available by e-mail or by post.
Procurement and tendering procedures	Information is available by e-mail or by post
Internal financial regulations	http://www.hlf.org.uk/aboutus/decisionmakers/handbook (see 13 Management Statement, Financial Memorandum and Directions) Additional guidance on processes and procedures for aspects of financial control is available by e-mail or by post. This includes guidance on procurement, payment of suppliers, grant payments and audit.

9.3 What are our priorities and how we are doing

Information	How the information is published
Strategic Plans, Business Plans, Annual Reports	http://www.hlf.org.uk/publications The NHMF Annual Report of the Memorial Fund is at http://search.hlf.org.uk/nhmfweb/aboutthenhmf
Internal and external performance reviews	HLF Annual Reports include a review of performance against objectives http://www.hlf.org.uk/publications Some evaluations of the impact of funding are at http://www.hlf.org.uk/aboutus/howwework/Pages/Evaluation.aspx
Reports to parliament Service standards Statistics produced in accordance with requirements	See the HLF Annual Report at http://www.hlf.org.uk/publications Or the NHMF Annual Report at http://search.hlf.org.uk/nhmfweb/aboutthenhmf
Inspection reports where we have been subject to formal inspection	Reports by the National Audit Office are at http://www.nao.org.uk/publications/nao_reports/chronindex.asp?type=vfm Public Accounts Committee reports are at http://www.publications.parliament.uk/cgi-bin/search.pl

9.4 How we make decisions

Information	How the information is published
Major policy proposals and decisions	These are shown in summary reports of Board meetings, at http://www.hlf.org.uk/aboutus/decisionmakers
Background information relating to major policy proposals and decisions	Results of some research projects recently undertaken are at http://www.hlf.org.uk/aboutus/howwework/Pages/Evaluation.aspx
Public consultations	Results of research and evaluation following consultation is at http://www.hlf.org.uk/aboutus/howwework/Pages/Evaluation.aspx

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Minutes of senior level meetings	Minutes of senior level meetings Summary reports of meetings of the Board and its sub-committees are at http://www.hlf.org.uk/aboutus/decisionmakers
Reports and papers provided for consideration at senior level meetings	Agendas for the Board and sub-committees are available by e-mail or by post.
Internal communications guidance and criteria used for decision-making, i.e. process systems and key personnel	The Trustees' and Member's Handbook is at http://www.hlf.org.uk/aboutus/decisionmakers/handbook Dates of Board and Committee meetings are in chapter 3. The Code of Best Practice is in chapter 10. Terms of reference for committees are in chapter 16.

9.5 Our policies and procedures

Information	How the information is published
Policies and procedures for the conduct of departmental business	The Trustees' and Members' Handbook is at http://www.hlf.org.uk/aboutus/decisionmakers/handbook
Policies and procedures for the provision of services	The Complaints Procedure is at http://www.hlf.org.uk/aboutus/Pages/CustomerService.aspx The Equality Scheme, Welsh Language Scheme and some Equality Impact Assessments are at http://www.hlf.org.uk/aboutus/Pages/allourpublications.aspx Guidance for staff on handling requests relating to the Freedom of Information Act is in chapter 17 of the Trustees' and Members' Handbook, available at http://www.hlf.org.uk/aboutus/FOI/Pages/Freedomofinformation.aspx The Health and Safety Policy is available by e-mail or by post.
Policies and procedures for the recruitment and employment of staff	Chapters of the Staff Handbook are available by e-mail or by post. The chapters include: equal opportunities, recruitment and probation guidance, performance management, training and development, pay allowances and benefits, pensions and retirement, working hours, leave for parents and prospective parents, conduct and discipline, grievance, data protection, travel and subsistence, relocation, leaving NHMF, forms, redundancy, guidance on working alone in safety. Introductory information about working for HLF is at http://www.hlf.org.uk/aboutus/workingatHLF/Pages/Home.aspx Most job advertisements, including for committee members, are at https://forms.hlf.org.uk/applications/HLFJobs_PublicPortal.ofml
Customer service	See customer service performance information in the HLF Annual Report at

	http://www.hlf.org.uk/aboutus/Pages/allourpublications.aspx
Records management and personal data policies	The Data Protection (Employment) Guidance for staff is available by e-mail or by post.

9.6 Lists and registers

Information	How the information is published
Disclosure logs	A summary of recent requests made under the Freedom of Information Act (known as a "Disclosure Log") is at http://www.hlf.org.uk/aboutus/FOI/Pages/Recentrequests.aspx
Any registers of interest kept in the department	Registers of interest for Board and committee members are available by post or e-mail.

9.7 The services we offer

Information	How the information is published
Leaflets, books and newsletters Advice and guidance	http://www.hlf.org.uk/publications
Media releases	Media releases about the Lottery Fund are at http://www.hlf.org.uk/news Media releases about the Memorial Fund are at http://search.hlf.org.uk/NHMFWeb/LatestNews/