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The North East Combined Authority (NECA) and the North East Local Enterprise Partnership Publication Scheme

1. Introduction

The North East Combined Authority is a public body carrying out a public function that is committed to openness and transparency in everything that we do. This means that we will proactively publish information on our website(s); unless we believe this may cause harm or greater public interest requires us to keep this information confidential.

2. Freedom of Information Act

This publication scheme commits the North East Combined Authority (NECA) and the North East Local Enterprise Partnership 'North East LEP' 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 NECA and the North East LEP.

The scheme has been prepared using the guidance from the Information Commissioner's Office (ICO).

Section 3 of this document identifies the classes of information for NECA and Section 4 for the North East LEP; as defined by the ICO and what is covered by the scheme, and how it can be obtained.

As defined by the Information Commissioner's Office – the Model Publication Scheme commits an Authority to:

"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.*

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- *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 authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.”*

3. NECA Classes of Information

Who we are and what we do

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

	NECA Website
About us	https://northeastca.gov.uk/about-us/
Constitution	https://northeastca.gov.uk/about-us/neca-order-and-constitution/
Staff Structure and Committee Membership	https://northeastca.gov.uk/about-us/the-team/

What we spend and how we spend it

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

	NECA Website
Annual Reports and Accounts	https://northeastca.gov.uk/accounts-and-transparency/
Monthly Spending Reports	https://northeastca.gov.uk/accounts-and-transparency/monthly-spending-reports/
Procurement Procedure	https://northeastca.gov.uk/accounts-and-transparency/procurement-procedures/

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What our priorities are and how we are doing

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

	NECA Website
Thematic Lead Transport – Local Transport Plan	https://northeastca.gov.uk/what-we-do/transport/
Thematic Lead Employability and Inclusion	https://northeastca.gov.uk/what-we-do/employability-and-inclusion/
Thematic Lead Economic Development and Regeneration	https://northeastca.gov.uk/what-we-do/economic-development-and-regeneration/

How we make decisions

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

	NECA Website
Committee structures	https://northeastca.gov.uk/decision-making/
NECA Forward Plan	https://northeastca.gov.uk/decision-making/forward-plan/
Committee Agendas and Papers	https://northeastca.gov.uk/decision-making/
Officer Decisions	https://northeastca.gov.uk/decision-making/delegated-decisions/officer-decisions-2017-18/
Delegated Decisions	https://northeastca.gov.uk/decision-making/delegated-decisions/

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Our policies and procedures

Current written protocols for delivering our functions and responsibilities. NECA's policies are available to all staff and saved on an internal basis.

	NECA Website
FOI Guidance	https://www.northeastca.gov.uk/sites/default/files/minutes_document/NECA%20FOI%20Guidance.pdf
Privacy, Cookies and Fair Processing	https://northeastca.gov.uk/privacy-cookies-policy/
Complaints Policy	https://www.northeastca.gov.uk/sites/default/files/minutes_document/NECA%20Complaints%20Procedure_0.pdf

Lists and Registers

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

	NECA Website
Land Asset register	https://northeastca.gov.uk/accounts-and-transparency/lists-registers/
Significant Partnership register	https://northeastca.gov.uk/accounts-and-transparency/lists-registers/

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases.

	NECA Website
Latest News	https://northeastca.gov.uk/news/
Link to Invest North East England	https://investnortheastengland.co.uk/
Link to North East LEP Website	https://www.nelep.co.uk/about/

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4. North East Local Enterprise Partnership - Classes of Information

Who we are and what we do

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

	North East LEP Website
About us	https://www.nelep.co.uk/about/
Constitution	https://www.nelep.co.uk/wp-content/uploads/2017/09/nelep-constitution-branded.pdf
Assurance Framework	https://www.nelep.co.uk/wp-content/uploads/2018/03/north-east-lep-assurance-framework-2018-vr1.doc.pdf
Governance	https://www.nelep.co.uk/about/governance/
North East England	https://www.nelep.co.uk/about/welcome-north-east-england/
Our Boards	https://www.nelep.co.uk/about/board/
Our Teams	https://www.nelep.co.uk/about/executive-team/

What we spend and how we spend it

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

	North East LEP Website
Funding	https://www.nelep.co.uk/funding/
Enterprise Zone	https://www.nelep.co.uk/funding/enterprise-zones/
European Funding	https://www.nelep.co.uk/funding/european-funding/
Local Growth Funding	https://www.nelep.co.uk/funding/local-growth-funding/

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North East Investment Fund	https://www.nelep.co.uk/funding/neif/
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What our priorities are and how we are doing

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

	North East LEP Website
Focus areas	https://www.nelep.co.uk/focus-areas/
Projects	https://www.nelep.co.uk/projects/
The Strategic Economic Plan	https://www.nelep.co.uk/the-plan/

How we make decisions

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

	North East LEP Website
Board Meeting Minutes and Agendas	https://www.nelep.co.uk/about/board/

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

	North East LEP Website
Privacy, Cookies and Fair Processing Policy	https://www.nelep.co.uk/privacy-policy/
Complaints	https://www.nelep.co.uk/wp-content/uploads/2017/09/north-east-lep-complaints-procedure-2016.docx.pdf
FOI	https://www.nelep.co.uk/wp-content/uploads/2018/03/north-east-lep-guidance-on-freedom-of-information-requests.docx.pdf

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Transport Assurance Framework	https://www.nelep.co.uk/wp-content/uploads/2017/09/neca-transport-assurance-framework.pdf
Governance Assurance Annual Statement	https://www.nelep.co.uk/wp-content/uploads/2018/01/nel321-governance-assurance-statement-temp-file.pdf
Internal Audit Report 2016-2017	https://www.nelep.co.uk/wp-content/uploads/2017/02/Internal-Audit-Report-2016-2017-for-web.pdf
Whistleblowing Policy	https://www.nelep.co.uk/wp-content/uploads/2018/01/north-east-lep-policy-on-whistleblowing-and-raising-a-concern.pdf

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases.

	North East LEP Website
News	https://www.nelep.co.uk/news/
Growth Hub Online	https://www.northeastgrowthhub.co.uk/
Growth through Mentoring	https://www.northeastgrowthhub.co.uk/business-support/north-east-local-enterprise-partnership-north-east-lep-1/growth-through-mentoring/
Scale Up North East	https://www.scaleupnortheast.co.uk/

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5. NECA and North East LEP Websites

North East Growth Hub	https://www.northeastgrowthhub.co.uk/
Terms and Conditions	https://www.northeastgrowthhub.co.uk/terms/
Privacy Policy	https://www.northeastgrowthhub.co.uk/privacy-policy/
Cookie Policy	https://www.northeastgrowthhub.co.uk/cookie-policy/
Accessibility	https://www.northeastgrowthhub.co.uk/accessibility/
Acceptable Use Policy	https://www.northeastgrowthhub.co.uk/acceptable-use-policy/

North East LEP	https://www.nelep.co.uk
Privacy Policy	https://www.nelep.co.uk/privacy-policy/
Terms of Use	https://www.nelep.co.uk/terms-of-use/
Accessibility	https://www.nelep.co.uk/accessibility/
Corporate Policies	https://www.nelep.co.uk/corporate-policies/

North East Combined Authority	https://www.northeastca.gov.uk/
Accessibility	https://www.northeastca.gov.uk/accessibility
Legal Disclaimer	https://www.northeastca.gov.uk/legal-disclaimer
Cookies	https://www.northeastca.gov.uk/cookies

Additional NECA Website

<http://gosmarter.co.uk/>

<https://investnortheastengland.co.uk/>

<https://www.nexus.org.uk/>

<http://www.transportnortheast.com/>

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

Wherever possible, information is provided on the NECA and the North East LEP Website (or one of the additional websites provided in Section 4). Where it is not practical to make information available on our website(s) or if someone does not wish to access information through the website(s), we 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 NECA and the North East LEP are legally required to translate any information, it will do so.

When providing information in accordance with the scheme we will meet all obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

7. 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 our website is provided free of charge.

If we are providing you with a copy of information contained within the scheme, charges may be made for costs such as:-

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information.

8. Written requests

Information held by NECA and the North East LEP 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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