

Freedom of Information Guide to Information

Document Properties

Change Record

Version	Revision	Author	Description	Date
0	0	R Jackson/C James	Initial Draft	December 2017
0	1	R Jackson/C James	Amendments – Transparency Code and MHCLG Guidance	February 2018
0	2	R Jackson	Amendments following feedback by RA	February 2018
0	3	R Jackson	Amendments to hyperlinks and addition of LEP policies	February 2018
1	0	R Jackson	Amendments following updates to website	May 2018
1	1	R Jackson	Added link to gender pay gap	July 2018

Document Approval

Approving Body or Person	Role (review, approve)	Date
		TBC

Classes of information

Who we are and what we do.

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

Publication	Format	Fee
Chief Officers' Organisation Chart	Website	No
Membership of the SCRCA	Website Under "Our Combined Authority Board Members"	No
Committees of the SCRCA	Website	No
SCR Executive – Senior Management Team	Website Under "Our Staff/Executive Team"	No
Location & contact information	Website At bottom of page	No
Outline of responsibilities	Website	No

What we spend and how we spend it.

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

Publication	Format	Fee
Summary of revenue budget estimates and capital expenditure	Website Under "Our Decisions & Expenditure"	No
Annual Statement of Accounts		
2016/17 SCRCA Final Statement of Accounts 2016/17 Notice of accounts audit for the year ending 31 st March 2017	PDF	No
2015/16 SCRCA Final Statement of Accounts 2015/16	PDF	No
2014/15 Final accounts for the year ending 31 st March 2015	PDF	No
Audit Opinion and Certificate		
2016-17 Audit Opinion and Certificate	PDF	No

2015-16 Audit Opinion and Certificate	PDF	No
2014-15 Audit Opinion and Certificate	PDF	No
Members' Allowances Scheme	Not available at present	No
Allowances/expenses paid to Members (published annually in April)	We do not pay allowances to our Members. Details of expenses paid to Members can be found on the Website under "Our Decisions & Expenditure"	No
Staff pay and grading structure	PDF	No
Pay multiple (Transparency Code)	PDF	No
Expenditure exceeding £250	Website	No
Gender pay gap	PDF	
Procurement Policy	Website Under "Combined Authority - Procedures"	No
Procurement procedures – Contract Standing Orders	Website Under "Combined Authority - Procedures"	No
List of contracts and values	Website	No
Tendering for contracts	Website Click on Sheffield City Council	No
Financial Regulations	Website	No
Officer Delegation Scheme	PDF at page 37	No
Corporate Card spend	Website	No
Grants Awarded to Communities	Website Under "Our Decisions & Expenditure"	No

What our priorities are and how we are doing.

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

Publication	Format	Fee
Strategic Economic Plan	Website	No
Single Pot Assurance Framework	PDF	No

How we make decisions.

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

Publication	Format	Fee
Constitution	PDF	No
Schedule of meetings open to the public	Website	No
Agendas and approved minutes of the SCR CA	Website Under "Combined Authority"	No

Agendas and approved minutes of the Transport Committee	JAGU Website	No
Agendas and approved minutes of the SCR CA Audit Committee	Website	No
Agendas and approved minutes of the SCR CA Overview and Scrutiny Committee	Website	No
Agendas and approved minutes of LEP	Website Under “Local Enterprise Partnership Board”	No
Public consultations	Website	No

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Publication	Format	Fee
Procedure Standing Orders (referred to as “Procedure Rules”) and Access to Information	PDF at page 54	No
Officer Delegation Scheme	PDF at page 37	No
Scrutiny Standing Orders	PDF at page 80	No
Code of Corporate Governance	Website Under “Combined Authority - Procedures”	No
Code of practice for recording SCRCA Meetings	PDF at page 65	No
CA and LEP Members’ Code of Conduct	Website Under “Combined Authority - Procedures” and “Local Enterprise Partnership – Procedures”	No
Procedure for considering complaints alleging failure to comply with the Members’ Code of Conduct	Website Under “Combined Authority - Procedures”	No
Code of Conduct for Officers	PDF at page 98	No
CA Complaints Policy	Website Under “Combined Authority - Procedures”	No
LEP Confidential Complaints Policy	Website Under “Local Enterprise Partnership – Procedures”	No
LEP Whistleblowing Policy	Website Under “Local Enterprise Partnership – Procedures”	No
LEP Equality & Diversity Policy	Website Under “Local Enterprise Partnership – Procedures”	No
LEP Expenses Policy	Website Under “Local Enterprise Partnership – Procedures”	No

LEP Gifts & Hospitality Policy	Website Under “Local Enterprise Partnership – Procedures”	No
LEP Terms of Reference	PDF	No

Provision of services

Publication	Format	Fee
Guide for dealing with FOI requests	Website Under “Combined Authority - Procedures”	No

Employment of staff

Staff are employed by Barnsley Metropolitan Borough Council.

Publication	Format	Fee
Attendance Policy	BMBC	No
Counter-fraud information	BMBC & SCC	No
Disciplinary, Conduct and Capability Policy	BMBC	No
Employee Equality & Diversity Policy	BMBC	No
Grievance Policy	BMBC	No
Health & Safety Policy	BMBC	No
Whistleblowing Policy	BMBC	No

Records Management and Personal Data

Publication	Format	Fee
Information Security	Website Under “Combined Authority - Procedures”	No
Data Protection Policy	Website Under “Combined Authority - Procedures”	No

Lists and registers.

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

Publication	Format	Fee
Registers open to public inspection	We do not hold any such registers	No
Asset lists and information asset register	We do not hold any information covered by the Re-use of Public Sector Information Regulations 2005	No
Register of Members’ Interests	Website Website Under “Combined Authority - Procedures”	No
Register of Members’ Gifts & Hospitality	Website Under “Combined Authority - Procedures”	No

Declarations of Interest made at meetings	Website Under “Combined Authority - Procedures”	No
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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.

Publication	Format	Fee
SCR does not offer any services at present		No