

ENERGUS.

**ENERGUS PUBLICATION SCHEME
(ENG-IMP02)**

Energus Publication Scheme

ENG-IMP02

Energus has adopted the Information Commissioner’s Office model publication scheme. The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Energus and falls within the classifications below.
- To specify the information which is held by Energus 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 Energus 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. This scheme is available on our website at:

www.energus.co.uk

Classes of information	
Types of information	Where you can find it
<u>Who we are and what we do</u>	
Organisational information, locations, contacts <ul style="list-style-type: none"> • Organisational structure • Information relating to the legislation relevant to Energus’ functions 	Follow links from: www.energus.co.uk Energus website: <ul style="list-style-type: none"> • www.energus.co.uk/about/meet-the-team1 • On display in the Energus main entrance. Copies available on request
The location and contact details for Energus	Energus website “Contact” section http://www.energus.co.uk/contact
What we spend and how we spend it	
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts: <ul style="list-style-type: none"> • Company accounts, annual reports, annual returns 	Energus Annual Report and Accounts: www.gov.uk/get-information-about-a-company
<ul style="list-style-type: none"> • Procuring and tendering procedures • Energus Procurement plan • List of contracts awarded and value 	Available on request
Pay and grading structures	Available on request

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What our priorities are and how we are doing	
<p>Strategy and performance information, plans, assessments, inspections and reviews</p> <ul style="list-style-type: none"> • Business Plan • Annual Report 	<ul style="list-style-type: none"> • Available on request • www.gov.uk/get-information-about-a-company
How we make decisions	
<p>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations</p> <ul style="list-style-type: none"> • Major policy proposals and decisions • Background information relating to major policy proposals and decisions 	Available on request
<ul style="list-style-type: none"> • Minutes of Board meetings • Reports and papers provided for consideration at Board meetings 	Available on request
Policies and procedures	
<p>Current written protocols for delivering our functions and responsibilities</p> <ul style="list-style-type: none"> • Policies and procedures for the conduct of departmental business • Policies and procedures for the provision of services • Policies and procedures for the recruitment and employment of staff • Customer service • Records management and personal data policies 	Available on request
The services we offer	
<p>Services we offer and newsletters</p> <ul style="list-style-type: none"> • Services • Newsletters 	<p>Services</p> <ul style="list-style-type: none"> www.energus.co.uk/ www.energus.co.uk/events www.energus.co.uk/meetingroom www.energus.co.uk/training www.energus.co.uk/catering <p>Newsletters</p> <ul style="list-style-type: none"> www.energus.co.uk/about

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Fees

Energus does not charge for the provision of information listed in this scheme. Energus retains the right to charge for written requests in line with the SI2004/3244 The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Written requests

Information held by a public authority 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.

Please contact the Energus HR Officer via:

FOI@energus.co.uk tel: 01900 609174

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