



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

# **Freedom of Information – Publication Scheme**

## Contents

1. Introduction.....	3
2. Guide to the Publication Scheme .....	3
3. Charges and data reuse .....	4
4. Requesting additional information .....	4
5. Contacts .....	5
6. The Publication Scheme .....	6
• Who we are and what do we do.....	6
• what we spend and how we spend it .....	7
• what our priorities are and how we are doing .....	9
• how we make decisions .....	11
• our policies and procedures.....	11
• lists and registers.....	12
• services provided by the council .....	13

# Freedom of Information – Publication Scheme

## 1. Introduction

Stockport Council is committed to being open and transparent about the work we do and the decisions we make. Under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR), everyone has the right to access information held by the council, helping the public better understand how we operate and deliver our services.

We make a wide range of information available through our Publication Scheme, which is our main way of providing information proactively. The Publication Scheme includes information routinely made available under both the FOIA and EIR, covering areas such as our services, policies, decision-making processes, spending, performance and environmental responsibilities.

If the information you are looking for is not already published, you can [submit a request for information](#) to us directly. We will consider your request in line with the relevant legislation and provide advice and assistance where appropriate to help you access the information you need.

## 2. Guide to the Publication Scheme

The information below explains Stockport Council's Publication Scheme, which has been established in accordance with the FOIA. The scheme follows the format recommended by the Information Commissioner's Office (ICO) and provides examples of the types of information that the council routinely makes available to the public across the seven classes of information within the scheme. It is intended to help you easily identify and access information that is already publicly available.

The classes within the scheme are:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how are we doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. Services provided by the Council

Most of the information included within the Publication Scheme is available through the council's website. Where possible, links are provided to take you directly to the relevant webpage or document. References to specific documents within this guide relate to the current or most recent version available at the time of publication. The council will make

reasonable efforts to ensure that all links remain accurate and up to date. If you encounter a broken, inactive or outdated link, please contact us and we will assist you in accessing the information.

If the information is not available on our website, or if you are unable or prefer not to access it online, we will explain how you can obtain it by other means and provide it in an alternative format where possible.

In some circumstances, information may only be available for inspection in person. Where this applies, we will provide details of how to arrange access and who to contact.

### 3. Charges and data reuse

The purpose of this Publication Scheme is to make it easy for you to find and access information about Stockport Council. We aim to make as much information as possible available to the public, in a way that is accessible, convenient and cost-effective.

While most information is provided free of charge, a fee may occasionally apply to cover reasonable costs, such as printing, copying or postage. Where a charge applies, this will be clearly communicated to you in advance, before any costs are incurred, so that you can decide whether you wish to proceed with obtaining the information.

Unless otherwise stated, information published by the council is available under the Open Government Licence (OGL). This allows you to use and re-use the information, subject to the licence terms. Further information about the licence is available on the [National Archives website](#).

The council is committed to making information as accessible, reusable and transparent as possible. Where appropriate, information be published in open and reusable formats to support analysis, innovation and wider public use. In doing so, the council aims to meet good practice standards for local government transparency and open data publication.

### 4. Requesting additional information

The council includes as much information in the publication scheme as it can, however if you would like to request official information held by the council which is not routinely made available to the public via the publication scheme, you are entitled to do so by making a FOIA or EIR request via the [council's website](#)

A request for information will be considered valid where it meets the requirements of the relevant legislation.

Freedom of Information Act 2000 (FOIA) requests must:

- Be made in writing.

- Include the name of the requester.
- Include a postal or email address for correspondence.
- Clearly describe the information being requested.

Environmental Information Regulations 2004 (EIR) requests may:

- Be made in writing or verbally.
- Clearly describe the environmental information being requested.

Where a request relates to environmental information, the council will process it in accordance with the EIR. All other requests for recorded information will be considered under the FOIA, where the requirements for a valid request are met.

## 5. Contacts

If you have any queries, comments or suggestions about our Publication Scheme, please contact us through the [council's website](#).

If you wish to make a complaint about our publication scheme, please contact us and we will try to resolve the problem in the first instance. If you are not satisfied with our response to your complaint, you may appeal to the [Information Commissioner](#).

## 6. The Publication Scheme

WHO WE ARE AND WHAT DO WE DO		
Title	Description	Location
<b>Council Constitution</b>	The Constitution explains and regulates how the council operates, how decisions are made and the procedures that are followed to ensure that the council's activities are undertaken in a way that is efficient and transparent and that Councillors remain accountable to local people. The Constitution combines all the governance provisions that the council is required by law to adopt.	<a href="#">Constitution - Stockport Council</a>
<b>Council democratic structure</b>	Details of Councillors and the council's decision-making arrangements, including the Executive and Area Committees.	<a href="#">Contact councillors - Stockport Council</a>
<b>Council organisational chart</b>	Information about the council's wider leadership team, directorate structure and responsibility for different service areas across the council.	<a href="#">Transparency - Stockport Council</a>
<b>Location and opening times of Council properties</b>	Information about locations, opening times and contact details of all the council's centres/buildings which enable the public to access council services.	<a href="#">Visitor information - Stockport Council</a>
<b>Currently elected Councillors' information and contact details</b>	Currently elected Councillors including party, membership of committees, address, telephone number and email contact.	<a href="http://democracy.stockport.gov.uk/mgFindMember.aspx">http://democracy.stockport.gov.uk/mgFindMember.aspx</a>

<b>Contact details for all customer-facing departments</b>	Telephone numbers for services via the Contact Centre or one-stop shops. Please also see the pages of individual services e.g. housing benefit for specific contact details.	<a href="http://www.stockport.gov.uk/contactus">http://www.stockport.gov.uk/contactus</a>
<b>Elections</b>	Election results indicate the political composition of the council, along with other elections held locally including Parliamentary Elections and Police & Crime Commissioner Elections.	<a href="http://www.stockport.gov.uk/elections">http://www.stockport.gov.uk/elections</a>
<b>Relationships with other Authorities</b>	<p>Information about the partners and partnerships that Stockport Council works with is contained on external websites.</p> <p>Stockport Council is working in collaboration with other councils to deliver a number of shared services. Information on these arrangements can be obtained from the service concerned, or from the Freedom of Information Officer.</p>	<p>Stockport Partnership - <a href="https://www.stockport.gov.uk/about-us-sscp">https://www.stockport.gov.uk/about-us-sscp</a></p> <p>Safer Stockport Partnership - <a href="https://www.stockport.gov.uk/one-stockport-safety-partnership-plan">https://www.stockport.gov.uk/one-stockport-safety-partnership-plan</a></p> <p>Greater Manchester Combined Authority (including Recycle for Greater Manchester) - <a href="https://www.greatermanchester-ca.gov.uk/">https://www.greatermanchester-ca.gov.uk/</a></p> <p>Transport for Greater Manchester - <a href="http://www.tfgm.com/">http://www.tfgm.com/</a></p> <p>Greater Manchester Fire and Rescue Service - <a href="http://www.manchesterfire.gov.uk/">http://www.manchesterfire.gov.uk/</a></p>
<b>WHAT WE SPEND AND HOW WE SPEND IT</b>		
<b>Tile</b>	<b>Description</b>	<b>Location</b>
<b>The council's budget, financial statements and variance</b>	The council budget is set annually by the council, usually in late February or early March.	<a href="http://www.stockport.gov.uk/budget">http://www.stockport.gov.uk/budget</a>

<b>reports</b>	<p>The council's statement of accounts</p> <p>The council also publishes details of all expenditure over £500 on a monthly basis on the council website</p>	<p><a href="http://www.stockport.gov.uk/statementofaccounts">http://www.stockport.gov.uk/statementofaccounts</a></p> <p><a href="#">Transparency</a></p>
<b>Monitoring reports</b>	<p>Quarterly Performance and Resource reports show the amount the council is spending, what is spent on and the sources of funding. These include major expenditure on projects within the council's Capital Programme</p>	<p><a href="http://www.stockport.gov.uk/budget">http://www.stockport.gov.uk/budget</a></p>
<b>Financial audit reports</b>	<p>The council's annual Audit letter published by its External Auditor</p> <p>Further audit reports can be found within the papers presented to the Council's Audit Committee</p>	<p><a href="http://www.stockport.gov.uk/statementofaccounts">http://www.stockport.gov.uk/statementofaccounts</a></p> <p><a href="http://democracy.stockport.gov.uk/mgCommitteeDetails.aspx?ID=147">http://democracy.stockport.gov.uk/mgCommitteeDetails.aspx?ID=147</a></p>
<b>The members' allowances scheme and the allowances paid under it to councillors each year</b>	<p>Current members' allowance scheme and the allowances and expenses of current elected members</p>	<p><a href="http://www.stockport.gov.uk/membersallowances">http://www.stockport.gov.uk/membersallowances</a></p>
<b>Staff allowances and expenses</b>	<p>Mileage, accommodation, and subsistence rates which can be claimed by staff.</p>	<p><a href="https://www.stockport.gov.uk/transparency/organisational-information">https://www.stockport.gov.uk/transparency/organisational-information</a></p>
<b>Pay and grading structure</b>	<p>Salary bands for all grades, including senior and chief officer grades</p> <p>The council also publishes an Annual Pay Policy</p>	<p><a href="http://www.stockport.gov.uk/transparency">http://www.stockport.gov.uk/transparency</a></p>

	Statement	
<b>Details of contracts and tenders</b>	Details of current contracts and contracts available for public tender are shown on the council website Transparency page and on The Chest, the Northwest Council Procurement Portal.	<a href="http://www.stockport.gov.uk/transparency">http://www.stockport.gov.uk/transparency</a> <a href="https://www.the-chest.org.uk/">https://www.the-chest.org.uk/</a>
<b>Details of grants paid to local voluntary and community organisations</b>	Details of grants available to Community Groups and Voluntary Organisations in Stockport, including eligibility criteria, deadlines and how to apply.	<a href="#">Community funding - Stockport Council</a> <a href="#">One Stockport   All together as one</a>
<b>Funding for partnership arrangements</b>	The council contributes to a wide range of partnership arrangements. These are published across a number of specific reports and websites.	<a href="#">Community funding - Stockport Council</a>
<b>WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
<b>Title</b>	<b>Description</b>	<b>Location</b>
<b>The Council plan</b>	The Stockport Council Plan sets out the council's priorities and objectives	<a href="#">The Stockport Council Plan - Stockport Council</a>
<b>Medium Term Financial Plan</b>	The council's spending plans for the next three years are updated and agreed annually by the Budget Council Meeting.	<a href="#">Budgets and financial monitoring - Stockport Council</a>
<b>Performance and Resource Reports</b>	The council reports quarterly on how it is delivering the Council Plan priorities and spending plans.	<a href="#">Data and statistics - Stockport Council</a>

<b>Strategies and business plans for services provided by the Council</b>	Stockport is an ambitious place undergoing a spectacular transformation. These policies, plans and strategies set out how we'll work together to tackle the challenges we face so Stockport can be the best place for everyone to live happy and healthy lives	<a href="#">Policies, plans and strategies - Stockport Council</a>
<b>Strategies developed in partnership with other authorities</b>	Our strategic partnerships and strategic sector partnerships	<a href="#">Strategic partnerships - Stockport Council</a>
<b>Economic development action plan</b>	Stockport's Economic Development Strategy was developed as a result of consultation with key stakeholders during 2011. It has a five year life, from 2012 to 2017 and forms a blueprint for the prioritisation of economic development initiatives in Stockport.	<a href="#">Economic Plan - One Stockport</a>
<b>Forward plan</b>	The council's forward plans which details the key decisions that the Council's Executive is going to take over a four-month period.	<a href="#">Browse forward plans - Stockport Council</a>
<b>Capital Strategy</b>	The Capital Strategy and Asset Management Plan are included in the Council's medium Term Financial Strategy	<a href="#">Decision - 2025/26 Capital Strategy and Capital Programme (F&amp;R41) - Stockport Council</a>
<b>Statistical information produced in accordance with the Council's requirements</b>	My Stockport provides information about your local area and its residents, in one central point online. Information can be viewed from borough to small local level, in charts, table and maps. This includes population data from the 2011 census, health and	<a href="#">Data and statistics - Stockport Council</a>

	employment data.	
<b>HOW WE MAKE DECISIONS</b>		
<b>Title</b>	<b>Description</b>	<b>Location</b>
<b>Timetable of Council meetings</b>	Committee dates for the current year.	<a href="#">Monthly meetings calendar - October 2025 - Stockport Council</a>
<b>Agendas, officers' reports, background papers and minutes of council committee, sub-committee and standing forum meetings.</b>	Public information on the Council's decision making processes.	<a href="#">Browse Meetings, 2000 - Stockport Council</a>
<b>Major policy proposals and decisions</b>	See links above to the council's forward plan and agendas. You can use the search facility for specific documents.	<a href="#">Policies, plans and strategies - Stockport Council</a>
<b>Facts and analyses of facts considered when framing major policies</b>	Information on the Council's forward plan and via public information on the Council's decision-making recording system. Please search online Committee Papers for further information.	<a href="#">Contact councillors - Stockport Council</a> <a href="#">Browse forward plans - Stockport Council</a>
<b>Public consultations</b>	Consultation papers or information, any summary of the responses and the outcome of the consultation exercise.	<a href="#">Have your say - Stockport Council</a>
<b>OUR POLICIES AND PROCEDURES</b>		
<b>Title</b>	<b>Description</b>	<b>Location</b>
<b>Policies and procedures for conducting council business</b>	The Council's Constitution	<a href="#">Council Constitution</a>

<b>Policies and procedures for delivering our services</b>	These can be located using the A to Z facility or 'Our Services' on the front page of the council website.	<a href="#">Welcome to Stockport Council</a> <a href="#">A to Z - Stockport Council</a>
<b>Policies and procedures about recruitment and employment of staff</b>	Information on current vacancies, employee benefits, Equality and Diversity scheme and how to apply for a job with the council	<a href="#">Jobs and careers - Stockport Council</a> <a href="#">Offers and benefits - Stockport Council</a> <a href="#">Equality and Diversity - Stockport Council</a>
<b>Customer Service</b>	Contact information, complaints procedures and details of how to get in touch with the council.	<a href="#">Contact us - Stockport Council</a>
<b>Records management and personal data policies</b>	<p>Stockport Council manage information throughout its lifecycle to ensure it is accurate, accessible, and retained only as long as necessary</p> <p>Stockport Council handle person information lawfully, securely and transparently, in line with data protection legislation.</p> <p>Stockport are committed to making sure that we're transparent about the ways in which we use your personal information, that we have the right controls in place to make sure it's used responsibly and is kept safe. More information can be found on privacy notice page:</p>	<p>The Council's retention schedule and data protection policies are available, when requested.</p> <p><a href="#">Your rights - Stockport Council</a> <a href="#">Freedom of information - Stockport Council</a> <a href="#">Requesting footage - Stockport Council</a></p> <p><a href="#">Privacy notice - Stockport Council</a></p>
<b>LISTS AND REGISTERS</b>		
<b>Title</b>	<b>Description</b>	<b>Location</b>
<b>Public registers and registers held as public records</b>	Stockport Registry Office holds information on Births, Deaths, Marriages and Civil Partnerships that occurred in Stockport:	<a href="#">Registration of births - Stockport Council</a> <a href="#">Registration of deaths - Stockport Council</a> <a href="#">Book an appointment to give notice of intention to marry - Stockport Council</a>

<b>Asset registers</b>	Location of council land and building assets, and key information relating to these can be found on the Transparency page of the council website	<a href="#">Transparency - Stockport Council</a>
<b>Register of councillors financial and other interests, including gifts and hospitality</b>	Register of Members Interests in accordance with the Local Government Act 2000.	<a href="#">Contact councillors - Stockport Council</a>
<b>Planning and building regulations</b>	Planning register Building applications	<a href="#">Planning and building regulations - Stockport Council</a>
<b>Highways</b>	Roadworks and closures Parking and permits Rights of way	<a href="#">Parking, roads and travel - Stockport Council</a> <a href="#">Stockport public rights of way (PROW) - Stockport Council</a>
<b>SERVICES PROVIDED BY THE COUNCIL</b>		
<b>Title</b>	<b>Description</b>	<b>Location</b>
<b>Council's Directory</b>	Details of all the Council's services can be found in the Council's Directory of Services	<a href="#">Welcome to Stockport Council</a>
<b>Regulatory and licensing responsibilities</b>	Information on licensing and other requirements for events and services such as car boot sales, charity collections, animal boarding, gambling, street trading and taxis.	<a href="#">Licensing - Stockport Council</a>
<b>Services for local businesses</b>	Information on business events, relevant legislation, business rates, finding premises and procurement processes	<a href="#">Business Stockport - Stockport Council</a>

<b>Services for other organisations</b>	Details of all the Council's Services can be found in the Council Directory of Services	<a href="#">A to Z - Stockport Council</a>
<b>Information for visitors to the area, leisure information, events, museums, libraries and archive collections</b>	Information about the local area	<a href="#">Visitor information - Stockport Council</a> <a href="#">Discover Stockport: our museums and attractions - Stockport Council</a> <a href="#">Leisure, parks and attractions - Stockport Council</a> <a href="#">Libraries - Stockport Council</a> <a href="#">Archives - Stockport Council</a>
<b>Media releases</b>	Latest news and press releases	<a href="#">News and media - Stockport Council</a>