



Publication Scheme and Guide to Information Policy

Purpose

The Freedom of Information Act 2000 requires every public authority to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information.

Scope

Our Publication Scheme is designed to give everyone routine access to information relating to the Restoration and Renewal Programme. Our Guide to Information, which follows below, sets out the classes or types of information we are committed to publishing and when we will publish it. The Programme does not routinely charge for information.

Principles

The Programme's policy is to publish as much information as possible. We may not be able to publish some information or data that is protected by law. This includes sensitive information, such as legal advice, commercial or security matters.

Most of the information in our Publication Scheme is available from our website, where it is available to view free of charge. If an alternative format is required, we will do all we reasonably can to help.

The information listed in our Publication Scheme is available for re-use under the terms of the Open Government Licence unless otherwise specified. This applies to the re-use of our information, but you may still need permission to re-use information which originated with third parties.

Review

This policy will be reviewed annually, over the life of the programme, or sooner if there is a specific legislative, regulatory, or service requirement or a change in practice to support the improvement of this policy.

Sarah Johnson
CEO. Sponsor Body
August 2020

David Goldstone
CEO. Delivery Authority
August 2020



HOUSES OF PARLIAMENT

RESTORATION & RENEWAL

Document / Information	Availability / Timing
Who we are and what we do	
Sponsor Body and Delivery Authority postal address and general contact details	Available online and will be updated as required: https://restorationandrenewal.uk/transparency
Sponsor Body and Delivery Authority Board member biographies	Available online and will be updated as and when Board members change: https://restorationandrenewal.uk/about-us/the-sponsor-body https://restorationandrenewal.uk/about-us/the-delivery-authority
Sponsor Body and Delivery Authority senior leadership team – identity and responsibilities	From Q2 2020-21 and will be reviewed as and when senior leadership team members change: https://restorationandrenewal.uk/about-us/the-sponsor-body https://restorationandrenewal.uk/about-us/the-delivery-authority
Background information about the Programme, including Parliamentary debates, questions and reports, and the Parliamentary Buildings (Restoration and Renewal) Act 2019	Available online and will be updated as required: https://restorationandrenewal.uk/resources/reports https://restorationandrenewal.uk/resources/parliamentary-debates-and-legislation
Delivery Authority Articles of Association	Link available online and will be updated as required: https://restorationandrenewal.uk/transparency
How we make decisions	
High-level governance overview, including how we make decisions and who does what	Available online and will be updated as required: https://restorationandrenewal.uk/about-us/governance
Sponsor Body Board – minutes of discussion and decisions (with redactions if required)	Available online. Meeting minutes will be published once agreed at subsequent meeting. Minutes from current year, alongside previous three years, will be made available: https://restorationandrenewal.uk/resources/sponsor-board
Delivery Authority Board – summary of decisions	Available online. Meeting decisions will be published once agreed at subsequent meeting. Decisions from current year, alongside previous three years, will be made available https://restorationandrenewal.uk/resources/delivery-authority-board



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Document / Information	Availability / Timing
Parliamentary Relationship Agreement*	Available online. Will updated following each review – initially after 6 months and annually thereafter:
Programme Delivery Agreement*	https://restorationandrenewal.uk/about-us/governance
Public consultation exercises, including a summary of the results	Will be published as and when required
What we spend and how we spend it	
Sponsor Body Annual Statements of Account, as certified and reported on by Comptroller and Auditor General, including remuneration and benefits for SB external members and the CEO. The accounts will be published as a combined document with the annual report, alongside the Delivery Authority annual report and accounts****	Annually from July 2021: https://restorationandrenewal.uk/transparency
Delivery Authority Annual Statements of Account, as certified and reported on by Comptroller and Auditor General, including remuneration and benefits for DA board members and executive directors. The accounts will be published as a combined document with the annual report, alongside the Sponsor Body annual report and accounts****	Annually from July 2021: https://restorationandrenewal.uk/transparency
Sponsor Body Annual Estimates and Supplementary Estimates****	Annually from Q2 2020-21: https://restorationandrenewal.uk/transparency
Procurement information: <ul style="list-style-type: none"> • Main contractors • Any available contracts and tenders worth over £10,000 (via Contracts Finder) 	From Q2 2020-21 information will be available online or via link to Contracts Finder, and will be updated as and when required: https://restorationandrenewal.uk/transparency



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<ul style="list-style-type: none">Contracts awarded and their value (via Contracts Finder)Size and geographical location of contractors (as per obligations in Parliamentary Buildings (Restoration and Renewal) 2019 Act)	
Financial statements, budgets and variance reports, including: <ul style="list-style-type: none">Details of spending over £25,000Details of Government procurement card spend over £500	Quarterly from Q2 2020-21: https://restorationandrenewal.uk/transparency
Sponsor Body and Delivery Authority pay and grading ranges	From Q2 2020-21 and will be updated as and when required: https://restorationandrenewal.uk/transparency
Number of Sponsor Body and Delivery Authority staff in each pay and grading range	Annually from July 2021: https://restorationandrenewal.uk/transparency
Sponsor Body and Delivery Authority pay ratio and gender pay gap	Annually from July 2021: https://restorationandrenewal.uk/transparency
Sponsor Body and Delivery Authority Board and senior staff expenses	Quarterly from Q2 2020-21: https://restorationandrenewal.uk/transparency
Our policies and procedures	
Publication Scheme and Guide to Information*	Available online and will be revised as required: https://restorationandrenewal.uk/resources/freedom-of-information
Sponsor Body Member Consultation Strategy**	Available online and will be revised as required: https://restorationandrenewal.uk/about-us/governance
Sponsor Body Code of Conduct*	Available online and will be revised as required: https://restorationandrenewal.uk/transparency
Programme, Sponsor Body and Delivery Authority policies	From Q2 2020-21 and will be revised and updated as and when required: https://restorationandrenewal.uk/transparency
Equality analysis	Will be published as and when required: https://restorationandrenewal.uk/work-with-us/equality-diversity-and-inclusion



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Document / Information	Availability / Timing
Environmental information	Will be published as and when required: https://restorationandrenewal.uk/transparency
Current Programme vacancies	Available online and will be updated as and when required: https://restorationandrenewal.uk/work-with-us
What our priorities are and how we are doing	
Performance and spending reviews, including NAO reports	Available online and will be updated as and when required: https://restorationandrenewal.uk/resources/reports
Programme Corporate Plan	Annually from Q1 2021-22: https://restorationandrenewal.uk/transparency
Programme Quarterly Reports	Quarterly from Q2 2020-21: https://restorationandrenewal.uk/transparency
Outcome of the Strategic Review of the Programme	Q4 2020-21: https://restorationandrenewal.uk/the-plan/strategic-review
Proposed approach to restoration works and funding (Palace Outline Business Case)****	Will be published in due course, once laid before Parliament: https://restorationandrenewal.uk/transparency
Other Outline Business Cases	Will be published in due course, once approved by Sponsor Body Board: https://restorationandrenewal.uk/transparency
Sponsor Body Annual Report. The report will be published as a combined document with the annual Sponsor Body and Delivery Authority statements of account***	Annually from July 2021: https://restorationandrenewal.uk/transparency
Lists and registers	
Log of FOI and EIR requests and any information released, including compliance/performance data regarding these requests	Quarterly from Q2 2020-21: https://restorationandrenewal.uk/resources/freedom-of-information
Register of gifts and hospitality provided to Sponsor Body and Delivery Authority Board members, staff and contractors	Quarterly from Q2 2020-21: https://restorationandrenewal.uk/transparency
Sponsor Body and Delivery Authority Board Register of Interests	From Q2 2020-21 and will be updated as and when required: https://restorationandrenewal.uk/transparency



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Document / Information	Availability / Timing
Any data sets which are released by the Programme in response to requests	Will be published as and when required: https://restorationandrenewal.uk/transparency
Services we provide	
Corporate communications and media releases	Available online and will be updated as required: https://restorationandrenewal.uk/news
Factsheets and brochures	Available online and will be updated as required: https://restorationandrenewal.uk/resources/factsheets-and-brochures

*statutory obligation to produce

**statutory obligation to produce and publish

***statutory obligation to produce, publish and lay before Parliament

****statutory obligation to produce and lay before Parliament