



Publication Scheme of the Supreme Court of the United Kingdom (UKSC)

The Freedom of Information Act 2000 (FOI Act) encourages public authorities to make as much information as possible available to the public proactively. It establishes a general right of access to all types of recorded information held by public authorities; sets out exemptions from that right and places a number of obligations on public authorities. Under the Act, you are entitled to make a request for information held by the UKSC :

- a) to be informed in writing by the UKSC whether it holds information of the description specified in your request and
- b) if that is the case, to have that information communicated to you.

Court records

Some information may not be available because it falls within one of the exemptions of the FOI Act. When that happens, we will tell you which exemption applies and, in most cases, why the information cannot be released. There is no right of access under the FOI Act to information contained in court records as section 32 gives an absolute exemption from disclosure of such information. This exemption applies regardless of the content of the information.

Access to the UKSC's court records is dealt with in Rule 39 of the Supreme Court Rules. Rule 39(3) provides that all documents held by the Court may be inspected by the press or members of the public on application to the Registrar. The rules provide a procedure for such applications (*see Practice Direction 7*) by completing Form 2 and a fee is payable. There are additional charges for photocopies of documents. The Registrar may refuse an application for reasons of commercial confidentiality, national security or in the public interest.

Requests under the FOI Act

All FOI requests must be dealt with within 20 working days. The Act also provides for an appeal mechanism whereby you may apply to the Information Commissioner for a decision as to whether we dealt with your request in accordance with the Act.

In accordance with section 12 of the Act we will not comply with a request where we estimate that the work involved will exceed the 'appropriate limit' of £600 or 24 hours staff time. We will, however, provide advice and assistance so that requests might be refined or limited to come within the cost limit.

Regulation 6 of the Freedom of Information and Data Protection (Appropriate limit and Fees) Regulations 2004 sets out the activities that can be charged for in complying with any requests. These include the cost of photocopying, printing and postage. We will contact you to let you know the cost of dealing with your request before we action it and this will be payable in advance.

Every public authority subject to the FOI Act is required to adopt and maintain a publication scheme which follows the model scheme set out by the Information Commissioner. Details of the model publication scheme are available on the ICO website at www.ico.gov.uk.

A publication scheme is a commitment routinely and proactively to provide information to the public. It explains what information is routinely made available, where and when that information is available and whether there will be a charge for supplying the information.

We make a significant amount of information available under our scheme. One of its benefits is that it makes information easily accessible and without charge. This means that, in many cases, the information you are looking for will already be available and there will be no need for you to make a formal request under the FOI Act.

Responsibility for the Publication Scheme

The Director of Corporate Services has overall responsibility for the Publication Scheme. The person responsible for maintaining the Publication Scheme is:

Ann Achow
Departmental Records Officer
The Supreme Court of the United Kingdom
Parliament Square
London
SW1P 3DB

ann.achow@supremecourt.gsi.gov.uk

We will also publish our responses to certain requests under FOI from the opening of the UKSC on 1 October 2009. We do not publish every request, only those that have a wider general interest. These are placed on the website at the end of every quarter and can be read or printed off as PDF files.

Guide to information

What information is available? Available information is grouped under seven 'classes of information':

- who we are and what we do
- what we spend and how we spend it
- what are our priorities and how are we doing
- how we make decisions
- our policies and procedures
- lists and registers
- the service we offer.

How does the scheme work? Will I be charged for the information?

Information listed in the publication scheme is available on our website and in print. You can access information:

1. **On our website**

When the information is available on the Supreme Court of the United Kingdom's website a link will be provided. There is no charge for information available on the website, but the user would of course have to meet any charges by their internet service provider, personal printing, costs etc.). For those without internet access a single print on the website would be available by post, at the above contact address. However, requests for multiple print outs or for archived copies of documents which are no longer available on the web, will attract a charge for the cost of retrieval, photocopying, postage etc. We will contact you to let you know the cost of dealing with your request before we action it and this would be payable in advance.

2. **By email**

You can email a request to sian.lewis@supremecourt.gsi.gov.uk including the words **publication scheme** in the subject heading. There is no charge for information which is provided electronically.

3. **By post**

If you ask for information available on our website to be provided in paper format it may be necessary to make a charge. Each case is considered separately, for example, if a large amount of photocopying is required, or if the cost of postage of a large volume of paperwork is high. If that is the case we will contact you to let you know the cost of dealing with your request before we action it and this would be payable in advance.

4. **In person at the UKSC**

Free of charge to view at the Court, but we will charge for photocopying for multiple prints.

How up to date is the information?

Most of the information included in our scheme will be current. However, for certain classes of information, it may be necessary to publish the information retrospectively.

How long is information kept?

We manage our information in accordance with our records retention and disposal schedule in order to ensure that we operate sound records management procedures. This means that some information will not be available indefinitely through the publication scheme but we are committed to providing the public with as much information as is practically possible. It is also important that the information we provide is relevant and up to date.

Is the information available in other languages?

Most of the information we provide is currently only available in English. Our website is available in Welsh translation as are the Court's forms. We are working on the preparation of our Welsh Language Scheme and plan to consult with the public on this as soon as it is ready and approved by the Welsh Language Board. In the meantime we will reply to correspondence received in Welsh within 15 working days.

Who we are and what we do

- Our Strategic Objectives (our Strategic Plan will be available in April 2010)
- Our interim Business Plan for the period 1 October 2009 – 31 March 2010
- Who we are and what we do and the Constitutional Reform Act 2005

- [Justices of the Supreme Court of the United Kingdom](#)
- [Management Board](#). The Management Board consists of 9 members and a secretary. The members are the Chief Executive (Jenny Rowe), the Director of Corporate Services (William Arnold), the Registrar (Louise di Mambro), the Finance Director (Olofemi Oguntunde), the Head of Communications (Sian Lewis), the Head of Human Resources (Caroline Smith), the Head of Accommodation (Martin Thompson) and two Non-Executive Directors (Philip Robinson and Alex Jablonowski). The Departmental Records Officer (Ann Achow) is secretary to the Board.
- [Organisational structure](#)
- [News and events](#)
- [Judgments](#)
- [Press releases](#)
- [Speeches](#)
- [Rules of the Court](#)
- [UKSC Practice Directions](#)

UKSC contact details:

- General enquiries Tel: 020 7960 1900 e mail: registry@supremecourt.gsi.gov.uk
- Press Office Tel: 020 7960 1886 e mail: sian.lewis@supremecourt.gsi.gov.uk
- Freedom of Information and Data Protection enquiries Tel: 020 7960 1983 e mail: ann.achow@supremecourt.gsi.gov.uk

What we spend and how we spend it

- Our Supply Estimate (2009/10)
- Financial statements 2009/10 available summer 2010 Audit report (2009/10 available summer 2010)
- [Register of interests and expenses](#)
- Procurement policy and tendering procedures. A list of procurement contracts is available on request .
- Hospitality register (available on request)

What are our priorities and how are we doing

- Strategic plans (2010/11 plan will be available in April 2010)
- Business plans
- Annual reports (our first Annual report will be available in 2010)
- Statistics

How we make decisions

- Minutes of UKSC Management Board meetings (available on request)
- Minutes of UKSC User Group meetings

- Public consultations – open and closed
- Customer satisfaction survey results (the first survey will take place in 2010)

Lists and registers

- The current term's Cause List
- In due course we will list pending cases

The services we offer

- [The Court's role](#)
- [How to appeal](#)
- [Fees and costs](#)
- [Visits](#)
- [Exhibition and Art collection](#)
- [Booklets and leaflets](#)

Requests for information under the Environmental Information Regulation (EIR)

If you wish to make a request for information under the Environmental Information Regulation (EIR) please write to:

Ann Achow
 Departmental Records Officer
 The Supreme Court of the United Kingdom
 Parliament Square
 London
 SW1P 3DB

ann.achow@supremecourt.gsi.gov.uk

Requests for personal information: The Data Protection Act 1998 (DP Act)

You have a statutory right of access (certain exceptions apply) to personal data about yourself under the DP Act. The right of access here is to personal data held on computer or on structured manual files and you are entitled to be informed of any personal data concerning yourself being held by the UKSC and if so,

- to be given a description of the data in question
- to be told for what purposes the data is processed
- to be told of the recipients or classes of recipients to whom the data are, or may be disclosed.

You are also entitled to be given a copy of the information with any unintelligible terms explained and to be given any information available to UKSC as to the source of the data. The FOI Act extends this right to personal data held on any type of file. If you wish to apply for access to your personal data known as a "subject access request", you should write to Ann Achow whose contact details are given above.

Requests for access to personal data must be dealt with promptly and in any event within 40 days of receipt of sufficient information to be able to trace the data requested. We may charge a fee, not exceeding £10.00. It is our policy to charge a £10 fee.

However, if your personal data is filed with or placed in the custody of the UKSC for the purposes of proceedings or created by the UKSC, or a member of the administrative staff of the UKSC for the purposes of proceedings the exemption under section 34 of the DP Act applies. To access such information you should make an application under Rule 39(3) which provides for documents held by the Court to be inspected on formal application to the Registrar by completing Form 2 for which a fee is payable. There are additional charges for photocopies of documents.

Copyright

The material listed in this Publication Scheme is covered by Crown copyright unless otherwise stated. You may re-use the Crown copyright protected material (not including the Royal Arms and other departmental logos) free of charge in any format for non-commercial research, private study or internal circulation within your organisation. The material must be acknowledged as Crown copyright and you must give the title of the source document/publication.

For any other proposed use of the material please apply for a Click-Use PSI Licence for core material from the Office of Public Sector Information:

Office of Public Sector Information
Information Policy Team
Kew
Richmond
Surrey
TW9 4DU

<http://www.opsi.gov.uk/about/team-information/information-policy>

For further information on Crown copyright policy and licensing arrangements, see the guidance featured on the OPSI website at: www.opsi.gov.uk/advice/crown-copyright/copyright-guidance/index.htm

Comments and complaints about the Publication Scheme

If you have any comments about our Publication Scheme, or if you think we have not supplied information in accordance with our scheme, then you should write, in the first instance to:

William Arnold
Director of Corporate Services
The Supreme Court of the United Kingdom
Parliament Square
London
SW1P 3DB

william.arnold@supremecourt.gsi.gov.uk