

Council meeting 1 & 2 February 2005

OPEN BUSINESS

## Freedom of Information Act 2000

### **Purpose**

To update Council on the Freedom of Information Act 2000 and the implications for the Society

### **Action required**

Council is asked to note the report

### **1. Background**

On 1 January 2005 the Freedom of Information Act 2000 came fully into force. The Society has been preparing for this for some time. Considerable work has been done to clarify the responsibilities of the Society under the legislation and to prepare in the event of its application to the Society. A publication scheme has been developed and was agreed by Council in December 2003. A new records management system has been developed and is being implemented across all Directorates which will allow clear identification of documents which are included in the publication scheme.

The RPSGB as a whole has not been included in Schedule 1 of the English Act. According to the Information Commissioner's Office (ICO), this may have been an oversight on the part of the Department of Constitutional Affairs (DCA), as the ICO had previously advised that the Society ought to be subject and should proceed as though we were. That the Society is not on Schedule 1 means that the ICO cannot approve our publication scheme, and cannot enforce it. The Society has the choice to approach either the DCA and request to be added, or to wait until the DCA has its attention brought to the oversight, and rectifies it.

Internally, the Society is in the process of establishing an Information Access Team to manage the information process and to ensure that information requests received across the organisation are routed through the process. The Information Team will make recommendations to the Secretary & Registrar, who will make the final decision. The role of the Secretary & Registrar under this system is analogous to that of the "qualified person" included in the Act, who would take decisions, were the Society covered by the Act, on Section 36 exemptions.

The Records Manager has been identified as the staff member who will manage the FOI process and devolved responsibilities have been identified within the Directorates for dealing with requests.

Attached at Appendix 1 is a digest of the main features of the Freedom of Information Act 2000. An outline of the Society's publication scheme is at Appendix 2.

**2. Conclusions**

The Society is preparing for inclusion within the FOI Act 2000. The first stage of this has been the production of a publication scheme. The transparency of Council meeting, with transcript, agendas and papers now included on the website, is part of this process. Other structures will be considered over the next few months.

**3. Risk Implications**

The Society is currently not included in Schedule 1 and is working towards compliance in the event of the Act's application to the Society in due course.

**4. Resource Implications**

Clearly there will be resource issues in dealing with requests in relation to staff time. This will be mitigated by the provision in the Act of the right to charge a fee. The Council will be asked to endorse a decision on a fee when the Society is covered by the Act.

**5. Action required**

Council is asked to note the report

Ann Lewis  
Secretary & Registrar

**FREEDOM OF INFORMATION****Appendix 1**

1. Introduction
2. Rights and Duties conferred under the Act
3. Meaning of Public Authority
4. Code of Practice
5. Definition of 'request for information'
6. Power to charge fees
7. Time limits for compliance
8. Vexatious requests
9. Refusal of requests
10. Exempt information
11. Enforcement

**1. Introduction**

On 1 January 2005, all outstanding parts of the Freedom of Information Act 2000 (2000 C.36) were brought into force (Section 87(3)). This briefing note sets out key provisions of the Act.

**2. Rights and duties conferred under the Act**

Section 1(1) of the Act provides, to any person upon request, a general right of access to information held by a public authority. There are two aspects to this right—

- the right to be informed (in writing) whether or not the public authority holds information of the description specified in the request
- (where information of the kind specified in the request is held) the right to have that information communicated to him

Section 1(6) imposes a duty on the public authority to “confirm or deny” whether it holds the information specified in the request.

Section 16(1) also imposes a duty on the public authority to provide “advice and assistance”, so far as is “reasonable” to persons who propose to make or have made, requests for information.

By Section 19(1), every public authority must adopt and maintain a publication scheme relating to the publication of information. The Scheme must be approved by the Information Commissioner and the public authority must both publish information in accordance with the scheme, and review the scheme from time to time.

In accordance with Section 19(2), the Scheme must specify—

- the classes of information which the public authority publishes or intends to publish
- the manner in which information of each class is, or intended to be, published
- whether the material is, or is intended to be, available free of charge or on payment

It is an offence to alter, deface, block, erase, destroy or conceal any records held by the public authority, with the intention of preventing disclosure of the information by that authority (Section 77).

### **3. Meaning of public authority**

“Public Authority” has a specific meaning for the purposes of the Act. By Section 3(1), a public authority means—

- a body, person or office holder specified in Schedule 1 to the Act
- a body, person or office holder designated by Order of the Secretary of State
- a publicly owned company

A publicly owned company is defined in Section 6 and means a company wholly owned by the Crown or a public authority listed in Schedule 1 other than a government department or an authority which is listed in relation to particular information.

The Society is NOT listed in Schedule 1.

However, Section 4(1) of the Act provides a power for the Secretary of State to amend Schedule 1 where that body is established by royal prerogative or by statute, and where that body is partly constituted by appointments made by the Crown or government.

Section 5 also gives the Secretary of State a further power to designate a person as a public authority, where that person appears to the Secretary of State to exercise functions of a public nature or is contracted to provide services for the public authority (and where it is the function of the public authority to provide those services).

### **4. Code of Practice**

Under Section 45(1) of the Act, the Secretary of State is required to issue a Code of Practice providing guidance to public authorities on best practice for the discharge of their duties under the Act.

Under S46 (1), the Lord Chancellor is required to issue a Code of Practice providing advice to public authorities on best practice in relation to keeping, management and destruction of their records.

The Information Commissioner also publishes a series of “awareness guidance” which is available on the Website ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)).

Copies of the Codes of Practice are also available on the Information Commissioner’s Website.

### **5. Definition of request for information**

Under Section 8 of the Act, a “request for information” is a request which is —

- in writing (including text transmitted by electronic means which is received in legible form and capable of being used for subsequent reference-Section 8(2))
- states the name of the applicant and an address for correspondence
- describes the information requested

### **6. Power to charge fees**

Section 9 allows the public authority to charge a fee for the provision of the information requested.

## **7. Time limits for compliance**

By Section 10, a public authority must comply with a request for information “promptly” and in any event, not later than the 20<sup>th</sup> working day following the date of receipt, or (where a fee notice has been served on the applicant) the 20<sup>th</sup> working day beginning with the day after the fee has been received.

Further guidance on complying with timelimits may be found in “Awareness Guidance No. 11”.

## **8. Vexatious requests**

Section 14(1) provides that a public authority is not obliged to comply with a request for information if that request is vexatious.

Further, Section 14(2) provides that where a public authority has previously complied with a request for information made by a person, it is not obliged to comply with a subsequent “identical or substantially similar request” from that person until the lapse of a “reasonable interval.”

A public authority relying on Section 14 for the first time in relation to a request from an applicant, must give the applicant notice of this fact (Section 17(5))

## **9. Refusal of requests**

By Section 17(1), where the public authority refuses a request, it must serve on the applicant a notice –

- stating that the information is exempt
- specifying the exemption relied on
- (where the exemption would not otherwise be apparent) why that exemption applies

Where the public authority maintains that the public interest in maintaining the exclusion of the duty to confirm or deny or the duty to maintain the exemption, outweighs the public interest in disclosing the information or whether the authority holds that information, notice of this must be given to the applicant (Section 17(3))

## **10. Exempt information**

Part II of the Act sets out an extensive list of categories of information that are deemed to be exempt under the Act. These categories include information relating to: national security and defence matters (S24 and S26); international relations (S27); relations between devolved UK administrations (S28); information relating to UK economic interests (S29); information which might prejudice law enforcement (S31); information relating to parliamentary privilege (S34); information relating to the formulation of government policy (S35); communications with the Royal family (S37); and commercial trade secrets (S43).

Exemptions may be absolute (e.g. Confidential information) or qualified-in which case a balancing exercise must be performed by the public authority to determine whether, in all the circumstances of the case, the public interest in maintaining the exclusion of the duty outweighs—

- the public interest in disclosing whether the authority holds the information
- the public interest in disclosing the information

Further guidance on the balancing exercise may be found in “Awareness Guide No.3” available on the Information Commissioner’s Office, and in “Balancing the Public Interest: Applying the Public Interest Test To Exemptions in the UK Freedom of Information Act 2000” (published by the Constitution Unit, University College London, and available from the Information Commissioner’s Office)

The categories of exempt information which are most relevant to the Health care Regulators are set out below—

- Information which is reasonably accessible to the applicant (including information accessible on payment of a fee, and information which a public body or any other person is already obliged under statute to communicate to the public on request (S21)

This exemption is absolute (Awareness Guidance No. 3).

- Information held by the public authority with a view to its publication (by the authority or some other person) at a future date (S22). The information must have been held with this view at the time the request was made, and it must be reasonable in all the circumstances to withhold disclosure until the date of publication.

This exemption is absolute (Awareness Guidance No.3). The duty to confirm or deny is curtailed in relation to this category of information (S22 (2)).

- Information held by the public authority, at any time, for the purposes of an investigation conducted by that authority and which may lead to a decision by the authority to institute criminal proceedings which the authority has the power to conduct (S30 (1)(b)).

The duty to confirm or deny is curtailed in relation to this category of information (S30 (3)).

- Information obtained and recorded by the public authority for the purposes of its functions relating to criminal proceedings which that authority has the power to conduct, or civil proceedings which are brought by or on behalf of the authority and arise out of such investigations (S30 (2)(ii) and (iv)).

The duty to confirm or deny is curtailed in relation to this category of information (S30 (3)). The Information Commissioner has produced specific guidance on exemptions under S30 of the Act in “Awareness Guidance No. 16”.

- Information held by virtue of being contained in any document—
  - served on the public authority for the purpose of court proceedings (S.32 (1)(b))
  - placed in the custody of a person conducting an inquiry, for the purposes of that inquiry (S31 (2)(a))
  - created by a person conducting an inquiry, for the purposes of that inquiry (S31 (2)(b))

An inquiry is defined as “any inquiry or hearing held under any provision contained in, or made under, an enactment (S34(C)) and would therefore include disciplinary proceedings conducted by a regulatory body

This exemption is absolute (Awareness Guidance No. 3). The duty to confirm or deny is curtailed in relation to this category of information (Section 32(3)).

- Information which, in the reasonable opinion of a qualified person, if disclosed would or would be likely to inhibit —
  - the free and frank provision of advice (S36 (2)(b)(i))
  - the free and frank exchange of views for the purposes of deliberation (S36 (2)(b)(ii))
- Information which, in the reasonable opinion of a qualified person, if disclosed would or would be likely to prejudice the effective conduct of public affairs (S36 (2)(c))

The duty to confirm or deny is curtailed in relation to this category of information. (S36 (3)).

A qualified person means, for the purposes of the Health Care Regulators, a Minister of the Crown, or the regulator (of an officer/employee of the regulator) if authorised by the Minister (S36 (5)).

- Information which would, or would be likely to, endanger the physical or mental health of any individual (S38 (1)(a)).

The duty to confirm or deny is curtailed in relation to this category of information (S38 (2)).

- Information which constitutes personal data of which the applicant is the data subject (S40 (2)).

This is an absolute exemption (“Awareness Guidance No.3”). However, the Information Commissioner has stated that such requests “automatically become subject access requests under the Data Protection Act and must be treated as such” (FOI Awareness Guide No.1)

- Information which constitutes personal data, and disclosure of which would breach the principles or certain provisions of the Data Protection Act 1988 (S40 (3))
- Information which constitutes personal data, and under Part IV of the Data Protection Act 1988, is exempt from Section 7(1)(c) of that Act (Data Subject’s right of access to personal data)

The duty to confirm or deny is curtailed in relation to this category of information (S40 (5)).

- Information obtained by the public authority from any other person (including another public authority), disclosure of which would constitute an actionable breach of confidence (Section 41(1)). Further guidance on confidence is to be found in “Awareness Guide No.2, published by the Information Commissioner.

The duty to confirm or deny is curtailed in relation to this category of information (S41 (2)).

- Information to which a claim for legal professional privilege (in Scotland-to confidentiality of communications) could be maintained in legal proceedings (S42 (1)).

The duty to confirm or deny is curtailed in relation to this category of information (S42 (2)).

- Information, the disclosure of which is prohibited under any enactment, incompatible with Community legislation or punishable as contempt of Court (S44 (1)).

The duty to confirm or deny is curtailed in relation to this category of information (S44 (2)).

## **11. Enforcement**

Part IV of the Act sets out the mechanism for enforcement. The Act does NOT confer any civil right of action upon a person who alleges a breach of the requirements of the Act (S56 (1)).

By Section 50, a person may complaint to the Information Commissioner, alleging that a public authority has not dealt with a request for information in accordance with Part 1 of the Act.

The complainant must first have exhausted the public authority's complaints procedure and must not have delayed unduly before bringing the complaint (S50 (2) (a) and (b)). The Information Commissioner will not consider frivolous or vexatious complaints (S50 (2)(c)).

The Information Commissioner may serve an information notice on the public authority, requiring it to provide him with specified information, within a specified period, in order to enable him to determine whether the authority has complied with the requirements of the Act (S51).

Where the Information Commissioner considers that the public authority is in breach, he may serve a decision notice or an enforcement notice on the authority, specifying steps that it must take to comply, and the period for compliance (S50 (4) and S52).

Where the public authority has failed to comply with a notice served by the Information Commissioner, the Commissioner may certify this fact in writing to the High Court, and the Court is then given jurisdiction to inquire into the matter as a contempt of court (S54).

Section 57 provides a mechanism by which the Information Commissioner's notices may be appealed to Information Tribunal.

**Appendix 2****The Society's Publication Scheme**

The Society submitted a publication scheme to the Information Commissioner last year. This scheme was based on a model scheme drawn up by the members of the Health Regulators' Information Policy Group. The group agreed on five broad classes and sub-classes of information in which material would be published, for example, the publication scheme describes that, under the Administration class, the minutes of open sessions of meetings of the Council are published on the Society's website. The Information Commissioner approved the RPSGB's scheme.

The RPSGB has not been required to submit a separate scheme for the Scottish office under the Freedom of Information (Scotland) Act.

The publication scheme is available on the Society's web-site. It is also available in hard copy. The scheme directs all requests for information under the Act, and all enquiries about the scheme, to the Records Manager, who is a member of the Information Access Team. Since it has been decided that the Society will prepare for being subject to the Act, the main responsibilities will be ensuring that all requests for information are answered within the appropriate time and that the scheme is maintained and updated on a regular basis. The basic time scale for response is 20 days.

From the point of view of the administration of the scheme it is intended to use the records management system to facilitate the identification and provision of records. The draft file plans for each directorate identify any records that have been included in the publication scheme.

The RPSGB currently publishes under all of the classes in its publication scheme. If a member of the public makes a request for information not currently published, the FOI Act would, were the Society subject to it, oblige us to provide it unless it is subject to an exemption. At the moment, the Information Commissioner cannot oblige the RPSGB to provide information so requested.

It has also previously been decided that requests for the publication scheme, or any information published thereunder, to be produced in any language other than English will be decided upon on an individual basis.

The Society's publication scheme is attached.

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**PART 1: INTRODUCTION**

Under the Freedom of Information Act 2000 (“the FOI Act”), we will adopt and maintain a ‘publication scheme’ (“the Scheme”) so that information can be made available to the public. The Scheme has been approved by the Information Commissioner and follows the standard format used by health regulatory bodies in the United Kingdom. The Scheme will be regularly reviewed.

**The Royal Pharmaceutical Society of Great Britain**

The Royal Pharmaceutical Society of Great Britain (RPSGB) is the statutory regulatory body for pharmacists in the Great Britain, established in 1841 and receiving its by Royal Charter in 1843.

Objectives of the Society

The primary objective of the Society is to lead, regulate and develop the pharmacy profession. The Society has responsibility for a range of functions regulating pharmacy education and training, entry into the profession and maintenance of standards. The Society is responsible for dealing with poor performance, misconduct and removal from the Register. The Society leads and supports the development of the profession in the public interest and promotes the profession's policies and views to a range of external stakeholders in a number of different fora.

**Freedom of Information**

The Freedom of Information Act was passed on 30 November 2000. It created a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities.

The Information Commissioner has a duty to promote best practice under the FOI Act and to ensure compliance. The Commissioner’s address is:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Your rights to information under the FOI Act will come into force on **1 January 2005**. From that date, with certain exemptions, the RPSGB will be required to:

- Let you know in writing or by e-mail if we hold the information you have asked for; and
- Provide to you any information we have within 20 working days

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We will also have a general duty to provide advice or assistance to you or to anyone seeking information (e.g. to explain what information is available or to clarify what you want to know).

### **Purpose and Structure of the Scheme**

The purpose of the Scheme is to let you know what information is readily available from us. By 'readily available' we mean information that is on our website, or that can be obtained from us by letter, fax or e-mail.

In creating and reviewing this Scheme, we have to consider the public interest when:

- Allowing public access to the information we hold; and
- Publicising the reasons for decisions that we make.

By law, our Scheme must:

- Set out the classes of information that we publish or intend to publish;
- Say how we will publish the information in each class; and
- Say if we will provide the information free or charge for it.

The Scheme is in three parts:

- Part 1 tells you about the Scheme
- Part 2 sets out the classes or types of information that we publish or intend to publish. It also contains a list of classes of information that will generally not be made available.
- Part 3 is the Publications List, which tells you what information is published, how it can be obtained and whether it is free of charge

The Scheme is available on the RPSGB website (<http://www.rpsgb.org/>) or from the RPSGB offices.

The purpose of the Scheme is to make information available before you need to ask for it.

### **Obtaining Information under the Scheme**

The RPSGB routinely publishes large volumes of information on its website. Most information provided in the scheme will be freely available for downloading from the website. Other information listed in this Scheme, which is not available from the website, will be available when requested in writing from the RPSGB offices.

Information listed under the Scheme may be requested by letter, fax or e-mail. A form for requesting information is also available on the website or from the RPSGB offices.

You should send your request for information contained in the Scheme to:

FOI Act Information Requests  
Information Centre  
Royal Pharmaceutical Society of Great Britain

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1 Lambeth High Street  
London SE1 7JN

Fax: 020 7572 2499  
E-Mail: [info@rpsgb.org](mailto:info@rpsgb.org)

Like most organisations, the RPSGB makes use of abbreviations on its documents and other records. We try to make sure such abbreviations are kept to a minimum. If necessary, we will provide an explanation of any abbreviations used.

#### Exempted Information

The FOI Act provides exemptions for certain classes of information. If the exemptions apply to the information you have requested you will be informed in writing. However, the RPSGB is not obliged to confirm or deny if such information is held.

#### **Responsibility for the RPSGB Scheme**

Overall responsibility for the Scheme resides in the Society's Council. Day to day responsibility for the Scheme rests with the RPSGB Records Manager, Susan Em. Her contact details are:

Susan Em  
Information Centre  
Royal Pharmaceutical Society of Great Britain  
1 Lambeth High Street  
London  
SE1 7JN

Tel: 020 7572 2212  
Fax: 020 7572 2499  
E-mail: [Susan.Em@rpsgb.org](mailto:Susan.Em@rpsgb.org)

#### **Charging for Information in the Scheme**

Generally, access to information held by the RPSGB will be free of charge. Single copies of any publication listed in Part 3 will normally be available free of charge from our website or from the Society's offices.

Charges may be imposed for:

- Producing multiple copies of specified information in paper or other format
- Specified hard copy publications

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Charges will reflect the staff time necessary to produce the information and any copying and postage. We will let you know these charges when you request the information and we will require payment in advance.

Charging Regimes

In the Publications List we indicate which of the following charging regimes could apply:

<i>Free on Website (FOW)</i>	There is no charge made by us for you downloading the information from the website, although the user will have to meet any charges made by the Internet Service Provider ("the ISP") and/or telephone company as well as any personal costs for printing, etc.
<i>Free of Charge Hard Copy (FOCHC)</i>	Indicates that information will be provided in a hard copy format from the RPSGB offices free of charge.
<i>Chargeable Hard Copy (CHC)</i>	Indicates information that is available from the RPSGB offices on payment of a charge.

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### **Copyright**

Material made available through our scheme is subject to RPSGB or third party copyright. RPSGB information may be reproduced for personal or professional use only, in accordance with general Copyright Licensing Agency guidelines. Where information is reproduced, it must be reproduced accurately, not used in a misleading context and an appropriate acknowledgement must be inserted.

Permission to reproduce material does not extend to any material accessed through the Scheme that is in the copyright of third parties. You must obtain permission to reproduce such information from the copyright holder concerned.

Information made available under this Scheme must NOT be reproduced, copied or otherwise used for any commercial purposes.

### **Reviewing and Updating the Scheme**

We will review our Scheme annually. New material will be added to the Publications List monthly and brought to the attention of users through the website.

### **Tell us what you think**

We are committed to expanding the amount of information in this Scheme and ensuring that you can find, request and receive the information easily. New information will be placed on the Scheme regularly. You will appreciate that reviewing and publishing material is in some cases a costly process and may take some time.

However, we will endeavour to ensure that our Scheme contains information that is of use to everyone interested in understanding more about the activities of the RPSGB. If you have any comments on this Scheme please write to the RPSGB's offices at the address given above.

### **Complaints against the Scheme**

If you have a complaint about the operation of the Scheme:

- Write to the RPSGB Complaints Office seeking resolution of your complaint
- If you are not satisfied with the response that you receive, you may write to the Information Commissioner, who is appointed to consider such complaints, at the address shown above.

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### **Requests for Personal Information**

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Under the Data Protection Act 1998 (“the DPA”), you already have a statutory right to have access to personal data we hold about you on computer or in a structured manual file (i.e. on paper). You also have the right to expect the RPSGB, as the Data Controller, to ensure that data is:

- Processed fairly and lawfully
- Obtained for specific and lawful purposes
- Adequate, relevant and not excessive for that purpose
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in accordance with your rights as the data subject
- Kept secure
- Not transferred abroad unless to countries with adequate data protection laws

For the purposes of the DPA:

- “Personal data” is information that relates to a living identifiable person
- “The Data Controller” is the person or organisation that controls the purpose and manner in which data is processed
- “The Data Subject” is the person to whom the data relates

Where we are the Data Controller, and subject to certain exemptions (see below), you are entitled to be told whether we hold personal data about you and, if so:

- To be given a description of the personal data in question
- To be told for what purposes the personal data is processed
- To be told the recipients, or classes of recipients, to whom the personal data is or may be disclosed
- To be given a copy of any personal data held with any unintelligible terms, acronyms or codes explained
- To be given any information available to us as to the source of the personal data

A form for applying for access to your personal data is available from the website or on request from the RPSGB offices. A fee of £10 must accompany your request for personal data under the DPA. You will be required to supply proof of your identity. You may also be required to provide us with further information in order to allow us to locate the information that you seek. A request for access to personal data will be dealt within 40 days of receipt of the request and payment of the fee.

#### Exempted Information

As with the FOI Act, the DPA provides some exemptions to disclosure in relation to certain classes of information. If the exemptions apply to the information you have requested you will be informed in writing. However, the RPSGB will not necessarily confirm or deny if such data is held about you.

#### Complaints

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If you consider that a request by you for access to your personal data has not been dealt with properly you may:

- Write to the RPSGB Complaints Office seeking resolution of your complaint
- Write to the Information Commissioner, who is appointed to consider such complaints at the address shown above.

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**PART 2: CLASSES OF INFORMATION**

**Introduction**

This Scheme aims to make as much of our information as possible readily accessible to the public, on a continuous basis. We are committed to releasing more material in the future.

The RPSGB will make available information within the Information Classes described below. Information falling into the classes below will be retained in accordance with our Data and Documents Retention Policy.

The RPSGB has adopted a model Scheme developed nationally for all health regulatory bodies. The type of information provided through this Scheme by the RPSGB will be similar to that available from other health regulatory bodies.

Under each Information Class can be found brief descriptions of the information available within the class.

Under each publication listed in the Publications List can be found:

- The format in which the information is made available
- "Notes" containing any relevant additional information
- An indication as to any charge that may be made

**Information Classes**

We will publish information in the following classes, some of which may be chargeable (see Section 3):

Administration

- Information relating to the administrative structure of the organisation
- Information relating to finance and business planning
- Information relating to employment
- Information relating to the governance and work of the Council

Registration

- Information relating to the Register
- Information relating to requirements for registration

Education

- Information relating to standards in education
- Information relating to recognised qualifications

Fitness to Practice

- Information relating to standards of conduct and competence
- Information relating to investigations and Fitness to Practise proceedings

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Communications

- Specified publications produced by the organisation
- Press Statements

Other Information

- Any other information that does not relate to one of the other classes outlined above

**Exempted Information**

The following information will not normally be made available to the public.

Administration

- Sensitive personal information relating to members of staff, Members of Council, visitors or advisors, including specific terms and conditions of employment and remuneration
- Minutes of, and supporting papers relating to, matters discussed in closed sessions of Council, committee or working group meetings
- Financial information relating to specific contracts or other commercially sensitive matters

Registration

- Sensitive personal information relating to applicants and registrants, except where such disclosure is required by statute or has otherwise been previously notified to the data subject
- Any details of registrants where the RPSGB has reason to believe that such information may be used for commercial purposes

Education

- Documentation relating to the recognition/approval or otherwise of individual qualifications or educational institutions

Fitness to Practise

- Papers relating to preliminary investigations
- Personal data relating to complainants
- Any evidence adduced at a hearing before Statutory Committee, except where such material appears in the transcripts of such proceedings

All Classes

- Any information subject to legal professional privilege, or other relevant privilege, for such period as the privilege remains active
- Any other information that may be subject to exemption under the provisions of the FOI Act, subject to case by case consideration of individual requests

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**PART 3: PUBLICATIONS LIST**

In this section are details of the information readily available from the RPSGB, together with an indication as to how such information may be obtained and whether there is any charge. Availability and costs will be indicated using the following codes:

*Free on Website (FOW)* There is no charge made by us for downloading you the information from the website, although the user will have to meet any charges made by the ISP and/or telephone company as well as any personal costs for printing, etc.

*Free of Charge Hard Copy (FOCHC)* Indicates that information will be provided in a hard copy format from the RPSGB office free of charge.

*Chargeable Hard Copy (CHC)* Indicates information that is available from the RPSGB offices on payment of a charge.

<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Notes</b>	<b>Availability</b>
<u>Administration</u>	Staff	Staff List/Who Does What	List of RPSGB staff and key responsibilities	<a href="http://www.rpsgb.org.uk/pdfs/rpsgbdirstruct0401.pdf">http://www.rpsgb.org.uk/pdfs/rpsgbdirstruct0401.pdf</a>
				<a href="http://www.rpsgb.org.uk/members/society/index.html">http://www.rpsgb.org.uk/members/society/index.html</a>
				FOCHC
	Staff Employment Policy		Policies on employee relations. Equal opportunities, training, health & safety, and whistleblowing.	FOW

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<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Notes</b>	<b>Availability</b>
		Staff Code of Conduct/ Guidance on Interests		<a href="http://www.rpsgb.org.uk/pdfs/emplcodeconduct.pdf">http://www.rpsgb.org.uk/pdfs/emplcodeconduct.pdf</a>
		Complaints vs. RPSGB/Staff Procedure		<a href="http://www.rpsgb.org.uk/public/society/how_are_we_doing/index.html#complsoc">http://www.rpsgb.org.uk/public/society/how_are_we_doing/index.html#complsoc</a>
Finance		Financial statements	Audited financial statements. Available after submission to Society AGM.	<a href="http://www.rpsgb.org.uk/public/society/how_are_we_doing/index.html#fact">http://www.rpsgb.org.uk/public/society/how_are_we_doing/index.html#fact</a> FOCHC
		Business Plan		<a href="http://www.rpsgb.org/pdfs/summbusinessplan04.pdf">www.rpsgb.org/pdfs/summbusinessplan04.pdf</a>
Council		Members List	List of members of the RPSGB Council	<a href="http://www.rpsgb.org.uk/members/society/council/index.html">http://www.rpsgb.org.uk/members/society/council/index.html</a> FOCHC

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<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Notes</b>	<b>Availability</b>
		Open Minutes and Agendas of Council	Minutes of open sessions of meetings of the Council	<a href="http://www.rpsgb.org.uk/members/society/councilindex.html">http://www.rpsgb.org.uk/members/society/councilindex.html</a>
		Register of Council Members' Interests	Register of the Direct, Indirect and Non-Pecuniary interests of members of Council. Regularly updated.	<a href="http://www.rpsgb.org.uk/members/society/councilindex.html">http://www.rpsgb.org.uk/members/society/councilindex.html</a> FOCHC
	Annual Report	Annual Review	Annual review produced by the RPSGB.	<a href="http://www.rpsgb.org.uk/public/society/how_are_we_doing/index.html#fact">http://www.rpsgb.org.uk/public/society/how_are_we_doing/index.html#fact</a> FOCHC
<u>Registration</u>	Register	Published Register	From 2004	Hard copy available for reference in the Society's library

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<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Notes</b>	<b>Availability</b>
		Online Register	Search facility available through website.	<a href="http://www.rpsgb.org.uk/register.html">http://www.rpsgb.org.uk/register.html</a>
Registration	Registration Information Pack	<p>Applicant Categories:            UKPre-Registration  <a href="http://www.rpsgb.org.uk/members/education/index.html">http://www.rpsgb.org.uk/members/education/index.html</a>            EEA <a href="#">Registration procedure for EEA nationals holding an EEA qualification</a>  <a href="#">Reciprocity Registration requirements for pharmacists registered in Australia or New Zealand</a>  <a href="#">Registration requirements for pharmacists registered in Northern Ireland</a></p>		FOW and FOCHC
		Adjudication	Registration of overseas pharmacists by the Adjudicating Committee of the Royal Pharmaceutical Society of Great Britain	

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Class	Sub-class	Title/Description	Notes	Availability
<u>Education</u>		Criteria for the Recognition of Degrees in Pharmacy	The document outlines the requirements courses and institutions must meet in order to offer a recognised qualification.	<a href="http://www.rpsgb.org.uk/pdfs/eddegnewreq.pdf">http://www.rpsgb.org.uk/pdfs/eddegnewreq.pdf</a>
		Accredited Pharmacy University degrees	Undergraduate courses	<a href="http://www.rpsgb.org.uk/members/education/index.html">http://www.rpsgb.org.uk/members/education/index.html</a>

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Class	Sub-class	Title/Description	Notes	Availability
<u>Fitness to Practice</u>	Standards & Conduct	<i>Medicines, Ethics and Practice: A Guide for Pharmacists</i>	An information pack detailing how to have a premises approved for pre-registration training is available on demand. Lists of approved premises are available.	<a href="http://www.rpsgb.org.uk/pdfs/preregsitesub02.pdf">http://www.rpsgb.org.uk/pdfs/preregsitesub02.pdf</a>
				<a href="http://www.rpsgb.org.uk/pdfs/preregutinf03.pdf">http://www.rpsgb.org.uk/pdfs/preregutinf03.pdf</a>
				<a href="http://www.rpsgb.org.uk/pdfs/preregrefs03.pdf">http://www.rpsgb.org.uk/pdfs/preregrefs03.pdf</a>
				<a href="http://www.rpsgb.org.uk/members/index.html">http://www.rpsgb.org.uk/members/index.html</a> CHC

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<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Notes</b>	<b>Availability</b>
		Practice Guidance		<a href="http://www.rpsgb.org.uk/members/index.html">http://www.rpsgb.org.uk/members/index.html</a> FOCHC
	Complaints	Complaints Statistics	In relation to pharmacists/pharmacies	FOW, FOCHC (in Annual Review)
	Statutory Committee	Date of meeting & brief summary of allegations to be heard		<a href="http://www.rpsgb.org.uk/members/statutorycommittee/index.html">http://www.rpsgb.org.uk/members/statutorycommittee/index.html</a> FOCHC
		Notices of Findings	Name of Individual and result of Inquiry	<a href="http://www.rpsgb.org.uk/members/statutorycommittee/index.html">http://www.rpsgb.org.uk/members/statutorycommittee/index.html</a>
		Transcripts of Proceedings	Statutory Committee transcripts available on request	CHC

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<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Notes</b>	<b>Availability</b>
	Appeals	Notice that an appeal has been made to the High Court from a direction of Statutory Committee		FOW (in <i>Pjonline</i> )  <a href="http://www.pjonline.com/">http://www.pjonline.com/</a>  , CHC/FOCHC in <i>Pharmaceutical Journal</i>
		Notices of Findings	Outcome of High Court Hearing	FOW, FOCHC
		Publication Schedule	Publication of dates and brief summaries of allegations to be heard by Statutory Committee	<a href="http://www.rpsgb.org.uk/members/statutorycommittee/index.html">http://www.rpsgb.org.uk/members/statutorycommittee/index.html</a>  CHC, FOCHC

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Class	Sub-class	Title/Description	Notes	Availability
<u>Communications</u>	Publications	Published Catalogue		<a href="http://www.pharmpres.s.com/">http://www.pharmpres.s.com/</a> FCHC

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<b>Class</b>	<b>Sub-class</b>	<b>Title/Description</b>	<b>Notes</b>	<b>Availability</b>
		Journals	<p><i>Pharmaceutical Journal</i>,  <a href="http://www.pjonline.com/Hospital">http://www.pjonline.com/Hospital</a>  <i>Hospital Pharmacist</i>,  <a href="http://www.pjonline.com/Hospital/CurrentContents.html">http://www.pjonline.com/Hospital/CurrentContents.html</a></p> <p><i>Tomorrow's Pharmacist</i>,  <a href="http://www.pjonline.com/backissues/tp.html">http://www.pjonline.com/backissues/tp.html</a></p> <p><i>Prescribing and Medicines Management</i>,  <a href="http://www.pjonline.com/MedicinesManagement/CurrentContents.html">http://www.pjonline.com/MedicinesManagement/CurrentContents.html</a></p> <p><i>International Journal of Pharmacy Practice</i>  <a href="http://www.pjonline.com/IJPP/IJPPIndex.html">http://www.pjonline.com/IJPP/IJPPIndex.html</a></p>	CHC/FOCHC FOW

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Class	Sub-class	Title/Description	Notes	Availability
	Press Releases & Statements	Press Releases Section	Archive of Press Releases / clarification notes issued to the press on a variety of topics.	<a href="http://www.rpsgb.org.uk/members/news/index.html">http://www.rpsgb.org.uk/members/news/index.html</a>
		Information Leaflets about pharmacists/pharmacies:  Ordering leaflets, "Hospital Pharmacy – The Right Medicine", and "Helping Pharmacists Achieve Excellence" from the PR department		FOW/CHC/FOCHC  <a href="http://www.rpsgb.org.uk/members/news/index.html">http://www.rpsgb.org.uk/members/news/index.html</a>
		General Information about medicines		<a href="http://www.rpsgb.org.uk/public/pharmacy/index.html">http://www.rpsgb.org.uk/public/pharmacy/index.html</a>
		General Information about pharmacists		

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Class	Sub-class	Title/Description	Notes	Availability
<u>Other Information</u>	Reports, Reviews and Briefing Papers	Health Policy Reviews	To Parliament;	<a href="http://www.rpsgb.org.uk/public/pharmacists/index.html">http://www.rpsgb.org.uk/public/pharmacists/index.html</a>
				<a href="http://www.rpsgb.org.uk/members/news/index.html">http://www.rpsgb.org.uk/members/news/index.html</a>
				<a href="http://www.rpsgb.org.uk/members/news/index.html">http://www.rpsgb.org.uk/members/news/index.html</a>
				<a href="http://www.rpsgb.org.uk/members/news/index.html">http://www.rpsgb.org.uk/members/news/index.html</a>

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Reports and  
Statements on  
Society

Report of Modernisation Steering Group,

<http://www.rpsgb.org.uk/members/society/index.html>

Information on Special Interest/Pharmacy  
Development Groups,

<http://www.rpsgb.org.uk/members/society/council/index.html>

Branches. Information on RPSGB  
work/services

<http://www.rpsgb.org.uk/members/society/index.html>

Reports/Resource  
to assist  
Pharmacists

Audit Templates/CD ROMs,

information on careers,

awards,

courses,

practice research reports,

fact sheets.

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FOCHC

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