

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME FOR GREATER MANCHESTER WASTE DISPOSAL AUTHORITY



**Greater Manchester
Waste
Disposal
Authority**

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GREATER MANCHESTER WASTE DISPOSAL AUTHORITY

FREEDOM OF INFORMATION ACT 2000

THE PUBLICATION SCHEME FOR GREATER MANCHESTER WASTE DISPOSAL AUTHORITY

1.0 AUTHORITY DETAILS

Greater Manchester Waste Disposal Authority, Media Chambers, Barn Street, Oldham, OL1 1LP Telephone: 0161 770 1700, fax 0161 770 1701.

2.0 RESPONSIBILITY FOR THE SCHEME

Mark Newall, Director of Resources, the Greater Manchester Waste Disposal Authority. Media Chambers, Barn Street, Oldham, OL1 1LP

3.0 RESPONSIBILITY FOR THE MAINTENANCE OF THE SCHEME

Sarah Mellor, Head of Governance, Greater Manchester Waste Disposal Authority. Media Chambers, Barn Street, Oldham. OL1 1LP.

4.0 FUNCTION OF THE AUTHORITY

The Greater Manchester Waste Disposal Authority was one of seven statutory authorities created under the Local Government Act 1985 to carry out the waste management functions and duties of the Metropolitan County Councils after their abolition in 1986.

The primary function of the Authority is to make arrangements with contractors following competition for the reception, treatment, recycling, recovery, transport and final disposal of municipal waste collected by the Waste Collection Authorities.

Also for the provision and management of Household Waste Recycling Centres for the reception, recycling, transfer, transportation and final disposal of waste and other materials deposited at such sites/centres.

The Authority investigates and develops recycling and resource recovery and works in partnership with contractors, the Waste Collection Authorities and other parties to provide an integrated waste minimisation, recycling, composting and resource recovery from the municipal waste stream solution.

The Authority also manages and assumes after-care responsibility for completed 23 landfill sites in the ownership, or under the control of the Authority.

The areas covered by the Authority comprise the Districts of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside and Trafford.

5.0 PUBLICATION SCHEME

In implementing the Freedom of Information Act 2000 **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** promotes an understanding of the work undertaken within the Authority to foster a spirit of trust with the public and other organisations. We achieve this by promoting transparency in the way we make our decisions and by providing clear information about our policies and processes through our publication scheme. We deal with individual requests for information courteously and promptly and provide advice and assistance if

necessary. Much of our information, including all decisions is available from our website <http://www.gmwda.gov.uk>.

GREATER MANCHESTER WASTE DISPOSAL AUTHORITY (GMWDA) is the statutory body responsible for managing and disposing of the waste produced by local residents in the area covered by the Metropolitan Districts of Bolton; Bury; Manchester; Oldham; Rochdale; Salford; Stockport; Tameside and Trafford. These districts are Waste Collection Authorities for their respective areas. Wigan Metropolitan Borough Council is a statutory waste disposal authority in its own right and is represented on the Authority for administrative purposes.

WHAT IS FREEDOM OF INFORMATION?

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. It lists exemptions from that right and places a number of obligations on public authorities.

The Act came into force in two stages: -

- The first stage was in February 2003 when **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** adopted a Publication Scheme.
- The second stage came into force in January 2005. Any person now making a request to a public authority for information must be informed whether the public authority holds that information and supplied with that information. This is subject to a number of exemptions listed in the Act.

WHAT IS A PUBLICATION SCHEME?

A Publication Scheme is a guide to the classes of information that **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** publishes or intends to publish routinely. The term “published” is broad and is not limited to information produced in paper forms. As far as the Freedom of Information Act 2000 is concerned, information made publicly available has been published. Therefore, information on our website is as much part of the Publication Scheme as printed documents.

WHAT ARE CLASSES OF INFORMATION?

A requirement of the Act is to specify “classes” of information that **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** will publish within its Publication Scheme.

The Information Commissioner has issued a ‘**Model Publication Scheme**’ and from 1st January 2009 **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** has adopted the ‘**Model Scheme**’.

The Model Scheme contains 7 classes of information and these are as follows: -

- **Who we are and what we do**
- **What we spend and how we spend it**
- **What our priorities are and how we are doing**
- **How we make decisions**
- **Our policies and procedures**
- **Lists and registers**
- **The services we offer**

Examples of the type of information available are given below under the **Guide to Information**.

By adopting the Information Commissioner's 'Model Scheme' **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** is committed to the following: -

- To proactively publish information (including environmental information) held by it and contained within each class.
- To provide a means by which the Authority can ensure the public are aware of the sorts of the information the Authority has committed to make readily available, how they can access and whether they will have to pay for it.
- To review and update the information on a regular basis and in accordance with The Association of Greater Manchester Authorities Publication Scheme Review Guidance.

HOW WILL I REQUEST ADDITIONAL INFORMATION NOT COVERED BY THIS SCHEME?

The **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** includes as much information in the Publication Scheme as it can, however, if you cannot find what you are looking for you can make a request for the information.

The Act is retrospective and information requests can be for information created before the Act came fully in to force in 2005. However, where any of the information comes within an exempt category either under the Freedom of Information Act 2000 or other relevant legislation, it will be published with the exempt material deleted.

WILL I BE CHARGED FOR INFORMATION?

Material which is published and accessed on the website can be downloaded free of charge. Some information may only be available in hard copy and some information will only be available for inspection. Charges may be made for information subject to a legal charging regime. Charges under the publication scheme may be made for actual disbursements such as: -

- Photocopying
- Printing
- Postage and packaging
- The cost directly incurred as a result of viewing information

Any charges will be in accordance with the Association of Greater Manchester Authority's (AGMA) "Freedom of Information Act 2000 - Fees & Charges" policy which **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** has adopted.

WHO DO I CONTACT?

For information concerning the scheme or if you wish to make a request for other information you can contact the following:

Sarah Mellor
Head of Governance
Greater Manchester Waste Disposal Authority
Media Chambers
5 Barn Street
Oldham
OL1 1LP
Tel: 0161 770 1790
sarah.mellor@gmwda.gov.uk

The information can be found under the **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY's** website at the following: <http://www.gmwda.gov.uk/publications/freedom-of-information-foi>

MAKING A COMPLAINT, SUGGESTION OR COMPLIMENT

If you are not satisfied with **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY's** response to a request for information you may make a complaint to the address below: -

The Director of Resources
Greater Manchester Waste Disposal Authority
Media Chambers
5 Barn Street
Oldham
OL1 1LP
email: gmwda@gmwda.gov.uk

If after going through **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY's** formal complaint and appeals system you are still not satisfied then the Freedom of Information Act 2000 makes provision for you to complain directly to the Information Commissioner's Office: -

Wycliffe House,
Water Lane
Wilmslow
Cheshire
SK9 5AF
<http://www.ico.gov.uk/>

If you have any suggestions or compliments, we need to know so that we can improve our service to you. Please submit to:

Greater Manchester Waste Disposal Authority
Media Chambers
5 Barn Street
Oldham
OL1 1LP
Tel: 0161 770 1700
Gmwda@gmwda.gov.uk

ADVICE AND ASSISTANCE

If you need help to make a request for information you may contact the following: -

Sarah Mellor
Head of Governance
Greater Manchester Waste Disposal Authority
Media Chambers
5 Barn Street
Oldham
OL1 1LP

REVIEWING AND MAINTAINING THE SCHEME

The Freedom of Information Act 2000 states that a publication scheme should be reviewed from time to time. **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** is responsible for reviewing and maintaining this guide to information and the data it contains. Material will be updated and any

outdated information will be removed. This guide and operation of the scheme will be reviewed annually in accordance with The Association of Greater Manchester Authorities Publication Scheme Review Guidance.

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Reproducing material supplied under this Publication Scheme without the express permission of the **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** may be an infringement of copyright. Requests for permission should be addressed to the Information Compliance Officer at address etc.

GREATER MANCHESTER WASTE DISPOSAL AUTHORITY GUIDE TO INFORMATION

Information can be found on the GMWDA homepage at

<http://www.gmwda.gov.uk/publications/freedom-of-information-foi>

GREATER MANCHESTER WASTE DISPOSAL AUTHORITY has a search facility on its website to assist you in finding information.

The guidance below is intended to assist you by giving some examples of the type of information the **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** routinely makes available. Where a document is indicated within this guidance it will be the current version.

WHO WE ARE AND WHAT WE DO

- **Structure of the Authority**
 - Contained in “The Constitution” on <http://www.gmwda.gov.uk/publications/the-constitution>
- **Staff structure of the Authority**
 - Staff structure listed on <http://www.gmwda.gov.uk/about-us/key-personnel>
Includes staff members name, title & contact numbers for all sites.
- **Contact Information**
 - Staff members name, title & contact number listed on <http://www.gmwda.gov.uk/about-us/key-personnel> Includes information for all sites.
- **Geographical area of operation**
 - Greater Manchester Waste Disposal Authority’s office details on <http://www.gmwda.gov.uk/contact-us>
 - Links to all districts on Greater Manchester Waste Disposal Authority <http://www.gmwda.gov.uk/recycling-and-waste-collection-in-your-area>
- **General outline of responsibilities**
 - Can be found within the “Greater Manchester Municipal Waste Management Strategy Headline Strategy” at the following link: <http://www.gmwda.gov.uk/publications/mwms>
- **Relationship with other authorities**
 - Links with Association of Greater Manchester Authorities (AGMA)
 - Geological Survey/ Association of Greater Manchester Authorities (AGMA)
 - Department for Environment, Food and Rural Affairs (DEFRA)
 - Lead Authority - Oldham Council
 - Local Government Pension Fund - Tameside Metropolitan Borough Council

- Greater Manchester Waste Collection Authorities (WCA's)

WHAT WE SPEND AND HOW WE SPENT IT

- **Summary of revenue budget estimates and capital expenditure plans**

Contained in document: "Authority Meeting 12th February 2009" can be viewed by clicking on the following link:

<http://meetings.gmwda.gov.uk/ieDocHome.aspx?bcr=1>

Click on Browse agenda/minutes, then Authority Meetings

- **Annual statement of accounts**

"Statement of Accounts 2008 - 2009" can be viewed by clicking on the following link:

<http://www.gmwda.gov.uk/publications/finance>

- **Financial audit reports**

"Annual Report 2008/2009" can be viewed by clicking on the following link:

<http://www.gmwda.gov.uk/publications/annual-report>

- **Staff pay and grading structure**

National salary scales - available to inspect at GMWDA's offices:

Greater Manchester Waste Disposal Authority

Medtia Chambers

5 Barn Street

Oldham

OL1 1LP

Tel: 0161 770 1700

Office hours: Mon to Fri 9:00am - 4:00pm (excl. bank holidays)

- **Expenses paid to members of the authority and senior officers**

The individual members of the Authority are appointed by the constituent councils and must be elected councillors. All such individuals must disclose their interests to the council of which they are a member. Those declarations are compiled into a register and maintained by each of the individual councils. Those registers are open to public inspection and some of the councils have chosen to publish them 'online'. If a member has an interest in a specific item of Authority business, that interest must be declared at the relevant meeting and will be recorded in the Authority minutes.

National Guidelines are adhered to in terms of mileage, accommodation & subsistence rates payable to staff.

- **Procurement procedures**

- Procurement policies and guidance can be found within the Greater Manchester Waste Disposal Authority's "Constitution"

<http://www.gmwda.gov.uk/publications/the-constitution>

- **Contracts and values**

Procurement policies and guidance can be found within the Greater Manchester Waste Disposal Authority's "Constitution" <http://www.gmwda.gov.uk/publications/the-constitution>

- The link to all documents relating to the Waste Management PFI Contract is within the Authority's Publication page on the website: <http://www.gmwda.gov.uk/publications>

- Greater Manchester Waste Disposal Authority utilises the Office of Government Commerce's (OGC) collaborative procurement process to secure best-value goods and services. OGC's website: <http://www.ogc.gov.uk/index.asp>
- **Internal financial regulations and delegated authority**
Information on internal Financial Regulations and delegated authority can be found within the Greater Manchester Waste Disposal's "Constitution"
<http://www.gmwda.gov.uk/publications/the-constitution>

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

- **Strategic plan, business plan, aims and objectives**
 - Contained within Greater Manchester Waste Disposal Authority's "Corporate Plan"
<http://www.gmwda.gov.uk/publications>
- **Reports indicating service provision, performance assessments, operational assessment reports**
 - Contained within Greater Manchester Waste Disposal Authority's "Corporate Plan"
<http://www.gmwda.gov.uk/publications>
- **Reports by external inspectors**
 - See documentation on the "Publications" page of the Greater Manchester Waste Disposal Authority's website:
<http://www.gmwda.gov.uk/publications/finance>
- **Joint Strategies**
 - Contained within Greater Manchester Waste Disposal Authority's "Headline Strategy" on the Publications page of the Authority's website.
<http://www.gmwda.gov.uk/publications/mwms>
- **Statistical Information**
 - See "Annual Report 2008/2009":
<http://www.gmwda.gov.uk/publications/annual-report>

HOW WE MAKE DECISIONS

- **Schedule of meetings open to the public**
 - <http://meetings.gmwda.gov.uk/ieDocHome.aspx?bcr=1>
- **Agendas and approved minutes of the authority and authority sub-committees**
 - Public information on the Authority's decision recording system
 - <http://meetings.gmwda.gov.uk/ieDocHome.aspx?bcr=1>
- **Background papers for meetings open to the public**
 - Background papers can be viewed on request by contacting the Author of the report.
- **Facts and analyses of facts used for decision-making**
 - Public information on the Authority's decision recording system
<http://meetings.gmwda.gov.uk/ieDocHome.aspx?bcr=1>
- **Public consultations**
 - Advertisements in press, distribution of leaflets and publicity on Manchester Consultation

OUR POLICIES AND PROCEDURES

- **Procedures for the conduct of business at Authority meetings**
 - Information can be found within the Greater Manchester Waste Disposal's "Constitution"
<http://www.gmwda.gov.uk/publications/the-constitution>
- **Policies and procedures for the delivery of services**
 - These can be found within the Customer Charter and the Equality and Diversity Policy, adopted by the Authority: www.oldham.gov.uk/customer-charter
- **Policies and procedures about the employment of staff**
 - Greater Manchester Waste Disposal Authority has adopted Oldham Council's (OMBC) policies & procedures. e.g. Health & Safety Policy, etc.
- **Customer service**
 - Contact name and number on the Greater Manchester Waste Disposal Authority website:
<http://www.gmwda.gov.uk/contact-us>
 - Complaints can be made in writing to:
Greater Manchester Waste Disposal Authority
Medtia Chambers
5 Barn Street
Oldham
OL1 1LP
Tel: 0161 770 1700
Gmwda@gmwda.gov.uk
 - Or:

Via printed leaflets which are available at Greater Manchester Waste Disposal Authority's office (as above) and at all the Household Waste Recycling Centre (HWRC) sites. See link below for site addresses: <http://www.gmwda.gov.uk/services-and-facilities/hwrCs>
 - Requests for information and operation of the Publication Scheme are dealt with by Sarah Mellor, Head of Governance. The Greater Manchester Waste Disposal Authority has adopted Oldham Metropolitan Borough Council's policies for dealing with these requests.
- **Internal instructions for Scheme of Delegation and Financial Procedures**
 - Information regarding guidelines can be found with the Greater Manchester Waste Disposal Authority's "Constitution"
<http://www.gmwda.gov.uk/publications/the-constitution>
- **Records Management and personal data policies**
 - Records Management policies can be obtained from:

by contacting:

The Information Management Officer
Greater Manchester Waste Disposal Authority
Medtia Chambers
5 Barn Street
Oldham

OL1 1LP
email: debra.ashington@gmwda.gov.uk

- **Charging regimes and policies**

Guidelines for charges in respect of requests for information are provided in “The Constitution”. Charges may also be made in accordance with the Freedom of Information and Data Protection [Appropriate Limit and Fees] Regulation 2004. **GREATER MANCHESTER WASTE DISPOSAL AUTHORITY** has adopted the guidance on fees and charges as provided by the Association of Greater Manchester Authority’s (AGMA).

LISTS AND REGISTERS (Available for inspection only)

- **Asset register**

- Asset Register - information can be viewed on request by contacting:

The Information Management Officer
Greater Manchester Waste Disposal Authority
Media Chambers
5 Barn Street
Oldham
OL1 1LP
email: debra.ashington@gmwda.gov.uk

- **Register of Members Interests**

- Register of Members Interests in accordance with the Local Government Act 2000 (Section 81). Districts covered are the Metropolitan Districts of Bolton; Bury; Oldham; Rochdale; Stockport; Tameside and Trafford along with the City Councils of Manchester and Salford.

- **Register of gifts and hospitality**

- A register is available for inspection at GMWDA’s offices:

Greater Manchester Waste Disposal Authority
Media Chambers
5 Barn Street
Oldham
OL1 1LP

Tel: 0161 770 1700

Office hours: Mon to Fri 9:00am - 4:00pm (excl. bank holidays)

THE SERVICES WE OFFER

- Information about services we offer are located at <http://www.gmwda.gov.uk/services-and-facilities>

- **Leaflets and explanatory booklets**

- Compiled and distributed as and when required. Publicised on the Greater Manchester Waste Disposal Authority website <http://www.gmwda.gov.uk>

- **Media releases**

- Publicised under “Press Releases” on Greater Manchester Waste Disposal Authority website <http://www.gmwda.gov.uk/news-media/press-releases>

